



Pool Rental Checklist

The City of San Leandro Recreation and Human Services Department reserves picnic areas, pools and facilities. The information below is meant to answer some questions in advance. However, applications with detailed information specific to each facility are available at our customer service offices, locations listed below, or may be downloaded at: <http://www.sanleandro.org/depts/rec/default.asp>

Checklist

- Completed application
- Full Reservation Fee AND Damage Deposit*
(Acceptable forms of payment: cash, credit card, or ****Check**)
- Valid California driver's license or I.D. for payment verification
- Current utility bill for *****San Leandro resident verification**
- Liability Insurance (if required, see application)

How to Make a Reservation

Please note that the City requires the applicant to complete all transactions and provide the insurance if required for the rental. No other party may complete the application.

To make a reservation, please complete items from the Checklist above. You may walk-in, mail or fax in all required documents to the following locations:

Marina Community Center	Senior Community Center	Family Aquatic Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080 Fax: 510-352-3049	13909 E. 14 th Street San Leandro, CA 94578 Phone: 510-577-3462 Fax: 510-577-3470	14900 Zelma Street San Leandro, CA 94579 Phone: 510-577-7966 Walk-ins only!
Customer Service Info. Hours: 11:30am - 7:00pm Monday - Friday Saturday: 10:00am - 2:00pm	Customer Service Info. Hours: 8:30am - 5:00pm Monday - Friday	Customer Service Info. Hours: 10am - 7pm Monday - Thursday Fri, Sat and Sun: 1pm - 4pm

*** Payment in full is due at the time of the reservation.**

**** Checks will not be accepted without proper I.D. or less than 30 days from the reservation date.**

*****Resident Rate is available to applicants that live within the incorporated San Leandro City limits and provide identification confirming residence address with a valid CA. driver's license and/or PGE, Water or Garbage utility bill dated within the last four months.**



San Leandro Family Aquatic Center

The San Leandro Family Aquatic Center (SLFAC) is located at Washington Manor Park. This dynamic, state of the art facility offers an activity pool with zero depth entry and water play structure, three 25-yard lap lanes, a "spray" ground, and a 17-foot tall water slide. For your convenience, the SLFAC has restroom and shower facilities, a family changing room, and outdoor day-use lockers.

In order to help you make the most use of the Aquatic Center for your event, we have listed below some examples of how to plan a party during our recreational swim times.

Summer 2016
Public Recreational Swim Times
May 28 - October 2, 2016
Saturday/Sunday 1:00 PM to 4:45 PM
June 13 - August 12
Monday - Friday 1:00 pm to 4:45 pm

Party Planning:

Party areas are available for 1 ½ hours (Times are listed in the Rental Application). Here are examples of how to set up your party to get the maximum party time:

- Day of Party:
 - ◇ Check in with the front desk staff 10 minutes prior to your reserved time and let them know that your party has arrived.
 - ◇ Give the front desk an approximate head count of those in your party and designate who will be paid for (ie: a certain number of guests, kids only etc.)
 - ◇ Limit the amount of people assisting with set up to 4 people.
 - ◇ Use the party area during your designated time.
 - ◇ Swimming in the pool before/after your party or both.
 - ◇ 15 minutes prior to the end of your reservation please check with the front desk to tally guests and complete the 'check-out' process.



Rental Information

Family Aquatic Center	San Leandro residents for private purposes	Nonresidents for private purposes	San Leandro Businesses	Businesses, commercial groups and other nonresident groups
Activity Room Capacity: 40 seated and 70 standing	\$114/1 ½ hr	\$171/1 ½ hr	\$171/1 ½ hr	\$200/1 ½ hr
Outdoor Picnic Areas A, B and C Capacity: each area is 24(not to exceed 30); for 2 areas is 48(not to exceed 60)	\$90/1 ½ hr	\$135/1 ½ hr	\$135/1 ½ hr	\$158/1 ½ hr

****All Areas: Plus a pool entrance fee of \$5.00 per participant and a refundable \$100 deposit.***

All fees are subject to change



General Statement of Policy

1. Designated areas of the City of San Leandro's Family Aquatic Center or Farrelly Pool may be rented by groups or individuals for their use with payment of the rental area rates plus a per person entry fee. (The per person fee is for anyone who wishes to enter the facility whether they are swimming or not).
2. In addition to the rental fee and entry fee, each group or individual must provide a **\$100 damage deposit**. This will be refunded to the party approximately 3-4 weeks after the rental IF the rental space is left clean and damage free.
3. Checks will be accepted up until 30 days prior to your event. Payments made within 30 days must be paid in full by cash or credit card.
4. Use of designated areas of the San Leandro Family Aquatic Center or Farrelly Pool shall be in accordance with all current, applicable public laws and regulations. Schedules of use and issuance of permits are the responsibility of the Recreation and Human Services Department.
5. All City of San Leandro employees are authorized and required to enforce all regulations and covering use of the San Leandro Family Aquatic Center or Farrelly Pool.
6. The individual in charge of your event in our facility must aim and insure that all rules and regulations covering use of the San Leandro Family Aquatic Center or Farrelly Pool are obeyed and followed.
7. A permit may be revoked by the City of San Leandro personnel for failure to comply with City regulations.
8. The City of San Leandro is not responsible for accidents, injury or loss of personal property at the facility.
9. Parents, guardians, or custodians of minors shall not permit or allow such minor to perform any act or thing in conflict to these rules.
10. Use of the San Leandro Family Aquatic Center or Farrelly Pool will not be granted to a group or individual where such use would result in individual/private profit.
11. The facility must be cleared of all participants and personal belongings by the time specified on the application.

Cancellation and/or changes: Any cancellation under fifteen (15) days will result in the forfeiture of the damage deposit. Any changes under ten (10) days will result in the forfeiture of the damage deposit plus an additional fee of \$25.00.

Refundable Deposit: If the rental responsibilities are adhered to, deposits made by credit card will be returned to the original payment card. Deposits made by cash or check will be returned in check form. Refund checks are processed and mailed within 3-4 weeks after your event. The check is mailed and made payable to the applicant on the reservation application.

Party Rental Area Guidelines

1. In order to have your party, please meet all due dates given in this packet.
2. Gatherings at the Family Aquatic Center or Farrelly Pool are for swim parties.
3. All vehicles shall be parked in designated parking spots only.
4. Please do not hang signs of any type inside or outside of the facility or pool at any time without proper consent of the Recreation and Human Services Department staff.
5. All users must conduct themselves in a courteous and professional manner at all times and shall not in any way infringe on the rights and operation of any tenant or customer of the Family Aquatic Center or Farrelly Pool.



CREATING COMMUNITY

General Facility Rules

1. All persons who wish to enter the facility pay an entrance fee of \$5.00.
2. All children 10 years of age and under need to be accompanied by a paying adult.
3. All children 6 years of age and under need to be escorted by a responsible person over the age of 18. The adult should be within an arm's reach of the child, in or out of the water, at all times.
4. Always walk on the pool deck, locker rooms and spectator areas
5. Guest may not leave and re-enter the facility. There are no in and out privileges.
6. Wear bathing suits only- No wearing cutoffs, leotards, t-shirts, swim trunks below the knees, no cotton, etc.
7. Always walk on the pool deck, locker rooms, and spectator areas.
8. Be concerned for your safety and the safety of others -No pushing, horse-playing, riding or hanging on backs or shoulders.
9. In order to enter the deep water, **all** swimmers must demonstrate their swimming abilities to the lifeguard by taking a swim test.
10. Non-swimmers and beginner swimmers are only allowed in shallow side of the pool.
11. Toys that create a false sense of security or make it unsafe for other swimmers are not allowed. This includes inflatable devices, fins, balls, and masks with a covered nose piece.
12. Food only in designated areas. Glass containers are prohibited.
13. No profanity.
14. Smoking and drinking alcohol are prohibited.
15. Obey the pool staff at all times. Failure to observe rules could result in serious injury. Therefore, swimming privileges may be revoked.

Whistles

If a lifeguard blows a whistle:

One (1) whistle: the lifeguard wants your attention.

Two (2) whistles: the lifeguard needs the assistance of the pool manager.

Three (3) whistles: quietly get out of the pool immediately and wait for further instruction from pool personnel.

Special Notes

Other rules will be enforced as the aquatic facility manager deems necessary for safety. The aquatic facility manager or assistant manager has the right to make reasonable exceptions with staff and supervisor approval.

****Family Aquatic Center only**

1. To ride the slide guest must be 4 feet (48 inches) tall or more, under 300 pounds, and able to pass the swim test.
2. Always slide down feet first on the slide
3. Avoid climbing on pipes or handrails.
4. The lifeguard on duty may limit the number of participants on the play structure at any time for safety reasons.



San Leandro Family Aquatic Center

Slide Rules and Guidelines

Get Ready...

- Guests should be able to swim, must be 4 feet (48 inches) tall or more, and under 300 pounds to ride.
NO EXCEPTIONS!
- Secure sunglasses.
- No sharp objects, jewelry, zippers, or keys on the slide.

Get Set...

- Only one person may ride at a time.
- Watch your head as you sit down. Do not launch from hand rail.
- You may ride feet first: sitting or lying on your back.

Go...

- Proceed ONLY when attendant signals.
- Do not run, dive, kneel, rotate, or stop in slide.
- HAVE FUN and once down, exit the pool immediately.

Time to Get Out and Go Again...

- Do not block the end of the slide.
- Leave the Splash Pool quickly and orderly.
- No swimming or flotation devices allowed in the splash pool.

RIDE AT YOUR OWN RISK: NOT RECOMMENDED FOR PREGNANT WOMEN, PERSONS WITH BACK INJURIES OR HEART CONDITIONS.

Failure to use common sense may result in serious injury to yourself or others.

Please note: slide will be closed during high winds or inclement weather and open periodically on days with low attendance.

Certificate of Compliance for this slide is located in the Lobby.

For Office Use Only: Permit # _____ Payment Entered _____ License/ID # _____
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POOL RESERVATION APPLICATION

ORGANIZATION/EVENT NAME (Please Print): _____

Are you a non-profit? Yes No

Do you serve San Leandro Residents? Yes No Note: You may be asked to prove non-profit status.

NAME (Event Contact): _____ Date of Birth _____

ADDRESS: _____

Street

City

Zip

PHONE:(_____) _____ EMAIL: _____

EVENT INFORMATION:

EVENT LOCATION: San Leandro Family Aquatic Center

DAY / DATE: _____

EVENT TIME: 1-2:30 PM 3-4:30 PM

ESTIMATED ATTENDANCE: _____ (Include all individuals, not just swimmers)

FACILITY INFORMATION: All areas require a refundable deposit of \$100 and a \$5 entrance fee per guest, charged on the day of your event.

San Leandro Family Aquatic Center:

_____ Activity Room

_____ Picnic Area A

_____ Picnic Area B

_____ Picnic Area C

Payment Method: Checks will be accepted up until 30 days prior to rental. Payments made within 30 days must be paid by cash or credit card.

Check: Payable to the City of San Leandro (please attach) Credit Card Cash TOTAL: _____

_____-_____-_____-_____
(16 digit number)

Expiration date: _____

Signature: _____

Date: _____



Name of Unit/Organization: _____

Contact Name: _____

Release of Liability

In consideration of being permitted to participate in any way and in consideration of the rental benefits provided by the City of San Leandro, I hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make any claim against or sue the City of San Leandro, its officers, agents, employees, or volunteers for injury or damage resulting from the condition of any facility, or negligence, carelessness, or other acts or omission, whatsoever caused by the City of San Leandro or any of its officers, agents, employees and volunteers, or any third party or entity of any description as a result of my participation in the event or activity set forth above. In addition, I hereby release the City of San Leandro or its officers, agents, employees, and volunteers from all claims or lawsuits that I, my successors, assigns, or anyone acting on my behalf may not have, or may hereafter at any time have injury or damage due to any negligence, carelessness, or other acts or omissions, however caused by the City of San Leandro or any of its officers, agents, employees, volunteers, or any third party or entity of any description including, but not limited to: (1) resulting from the condition of any improved facility which has been reasonably maintained; (2) resulting from the condition of any unimproved City facility; (3) suffered by me while participating in or traveling to & from the event or activity set forth above; (4) increased or compounded by rescue operations or procedure; or (5) suffered by me in any other activity associated with the event or activity aforementioned. This release does not apply to intentional and/or willful acts of misconduct by City of San Leandro or any of its officers, agents, employees, or volunteers. I hereby agree to all terms and policies on this application and affirm all statements made on this application are true and correct. I further agree to all policies stated in the "Recreation and Human Services Department Facility Use Rules, Regulations, and Guidelines" and affirm that I have received a copy of them. I accept responsibility for all guests attending the activity. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Please initial the following which states that you understand:

_____ I acknowledge that I will be charged a \$5 entrance fee for each of my guests on the day of my event.
_____ Guest may not leave and re-enter the facility. There are no in and out privileges.

Signature _____ Date: _____

(Must be 21 years of age)



Hold Harmless Agreement

City of San Leandro

Hold Harmless Agreement: Permittee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permittee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon my self and the organization or group I represent.

Signature

Date

Print Name

Address

Phone Number with Area Code

Pool Party Guidelines & Requirements

The guidelines listed below have been established to make the pool party a safe and successful event for everyone.

Please initial next to each statement to acknowledge you have read and understand each item

1. Emergency Forms _____ (initial here)

We recommend that the person in charge of the pool rental bring an emergency form for each child in attendance without a parent/guardian, and have access to the forms for the duration of the pool party. These forms should include allergies, contact phone number, and give permission to swim and/or provide emergency care.

2. Attendance _____ (initial here)

The number of people (adults and children) attending the party is set in the contract. That number may not be exceeded. Any increase in the number of attendees must be approved prior to the event to ensure lifeguard/child and adult/child ratio.

3. Supervision: Adult per Child Ratio _____ (initial here)

To assist the lifeguards in prevention of swimming incidents and accidents, and assist with communication, overall supervision, and minimizing horseplay, we request one (1) adult be in attendance for every eight (8) children in attendance. We are also requesting that the adults take an active role in the supervision of the children in and around the pool. For example, if you have thirty (30) children attending the party, you will need to have four (4) adults in attendance with the sole purpose of watching the children, two (2) of which will need to be in the pool. Those supervising the children are welcome to rotate during the duration of the party, but there must be the correct number of adults supervising at all times. All of the adults need to be included in the attendance count. Children under the age of 6 must be within arms reach of an adult at all times, both in and out of the water. ***If the required adult to child ratio is not met, your party may be cancelled without a refund of fees.***

4. Rules _____ (initial here)

Located in your packet is a list of General Facility Rules. Please make sure that the rules are reviewed by the children and parents prior to the pool party. We suggest that the rules be duplicated and given to the guests with their invitation prior to the pool party.

5. Cancellation Policy _____ (initial here)

Any cancellation under fifteen (15) days will result in the forfeiture of the damage deposit. Any changes under ten (10) days will result in the forfeiture of the damage deposit plus an additional fee of \$25.00.

6. Refundable Deposit _____ (initial here)

If the rental responsibilities are adhered to, deposits made by credit card will be returned to the original payment card. Deposits made by cash or check will be returned in check form. Refund checks are processed and mailed within 3-4 weeks after your event. The check is mailed and made payable to the applicant on the reservation application.