



FLORENCE FAMILY AQUATIC CENTER RENTAL FORM

FEE: \$3,000

Group Name: _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax(____) _____

Contact Person _____

Title _____

Date: 1st Choice _____ 2nd Choice _____ Rain Date: _____

Rental Time: _____ 6:00 – 10:00 pm OR _____ 7:00-11:00 pm

Number Attending: _____ Adults _____ Children _____

Special Accommodations: _____

Name of Insurer: _____ Policy No. _____

Insurance Agent _____ Phone: (____) _____

OFFICE USE

Payment: Cash Amt. _____ Check# _____ Amt. _____

Credit Card: VISA _____ MasterCard _____ Am. Exp. _____ DISC _____

Credit Card # _____ Expiration Date _____

Card Signature: _____ CVV Code _____

Employee's Name _____ Date _____



Florence Aquatic Center Rental Policy

1. Renter shall be responsible for the actions of all persons in attendance and all damages, costs and expenses associated with their use to the Aquatic Center. Misuse of or damage to City property will result in the user being required to pay damages and may result in denial of rental privilege for the facility. A copy of the Florence Aquatic Center Handbook containing the facility policies will be provided.

2. Renter must pay a deposit of \$500 to reserve the date and time desired. The balance must be paid 14 days prior to the scheduled date. If the balance is not received by the required date, the date and time reserved will be released and rental deposit forfeited.

Cancellation - If the Renter needs to cancel the reservation, notification must be provided within 24 hours of the date to the Florence Family Aquatic Center at (859) 647-4619 or Florence Parks and Recreation at (859) 647-5439. The Renter may reschedule if the date is available. Should the Renter not provide notification of cancellation a \$500 fee will be assessed and the deposit will be forfeited.

3. Should a closure of the Florence Aquatic Center occur due to fecal contamination, thunder and lightning or equipment malfunction the City will inform the Renter and reschedule. If a date is not available a full refund will be provided. **Please read the closure policy in the Florence Aquatic Center Handbook for details.**

4. The facility is smoke free. Smoking is permitted in the designated area located to the left of the front entrance.

5. Alcohol is not permitted.

6. City or Aquatic Center personnel shall not be responsible for materials or equipment brought in or used for the renter's function. Such items must be removed immediately following the renter's function.

7. The Renter will indemnify and hold harmless the City, including but not limited to its public officials, employees, volunteers, or contracted personnel against any and all damages, claims, liabilities and expenses of any nature whatsoever, including but not limited to personnel injury, death or property damage arising out of or in connection with the rental of the premises by the Renter.

8. The Mayor and/or City Coordinator reserve the right to deny rental of the aquatic center to any business or organization.

9. Renter shall have a copy of this agreement and present upon entering the Aquatic Center. Renter must provide a pass for each member in the group to enter the facility. Pass should include name of organization, rental date and time of the event. A sample must be included with the rental form. Renter must designate a representative who will be present at the Florence Aquatic center during the scheduled rental time.

10. No outside food or drinks are permitted in the facility. Renter may purchase food and drinks from the City's concession stand. Party menus are available. *An exception may be granted by the City for private party rentals with 500 or more guests.*

11. Renter is responsible for placing all debris in trash receptacles provided. Excessive cleaning costs incurred by the City will be the responsibility of the Renter.

12. Duly authorized City of Florence employees may enter the aquatic center at any time during the rental of the facility.

Signature _____ Date: _____

I have read and understand the policies for renting the Florence Aquatic Center.

Designated Representative for Event: _____