



City of Manchester Aquatic Facility Reservation Application



Reservation Date & Day:		Attendance:
Location <input type="checkbox"/> Entire Facility <input type="checkbox"/> Comp. Pool <input type="checkbox"/> Leisure Pool, Baby Pool, Current Channel and Slides		
NAME		PHONE
ADDRESS		ZIP
EMAIL		
Name of Business or Organization (if applicable)		

FOR OFFICE USE ONLY

Total Amount Due:		
Deposit (1/2 of total): \$	Deposit Paid Date:	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card
Balance Due: \$	Balance Paid Date:	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card

1. This permit is subject to current rules and regulations of the Department of Parks, Recreation, & Arts department as well as current pool rules & regulations and is not transferable and is revocable at any time.
2. If you need set up or break down time (1/2 hour max), you will need to contact the pool manager ahead of time.
3. Pool rentals are outside of the regular pool operating hours, evening rentals are 8-10 p.m. Sunday morning rentals are 9:30-11:30 a.m.
4. **Cancellations, Refunds, & Rescheduling:** In order to receive a refund of 1/2 of your deposit, the Parks and Recreation Department must be notified of your cancellation 7 days prior to the date of your permit. If you wish reschedule, the Parks and Recreation Department must be notified 7 days prior to the date of your permit to reschedule to another date this season, subject to availability. This policy does not apply to weather cancellations.
5. **Weather:** The management reserves the right to close the pools at their discretion due to inclement weather. If the rental is canceled due to weather and half of your rental time has elapsed, you will not receive a refund. If half of your rental time has not passed, you may reschedule for another date this season or receive a refund.
6. Only approved food and beverages, may be brought into the Aquatic Facility. **Glass containers and alcohol is strictly prohibited.** Please keep all food and drink in the concessions area.
7. All current pool Rules & regulations must be followed by applicant and guests.
8. Management is not responsible for lost, stolen, or damaged items. Lockers are available.
9. Audio/Visual equipment and other supplies will not be available for pool rentals.
10. Applicant assumes full responsibility for the negligent acts or omissions of individuals involved with this permit.
11. Management reserves the right to refuse admittance to or eject persons from the pool premises or any persons failing to comply with any health and safety rules as set forth here and including St. Louis County.

Signature if Applicant _____ Date _____

Approved by _____ **Date** _____