



Manchester Parks,
Recreation, & Arts

FACILITY RENTAL APPLICATION Manchester Aquatic Center

359 Old Meramec Station Rd., Manchester, MO 63021
636-391-6326 X406



Manchester Parks,
Recreation, & Arts

- Applications must be submitted at least 2 weeks in advance. Rentals offered June 17-July 30 only.
- Saturday & Sundays from 8:00-10:00pm.
- Please contact the Manager at 636-391-6326 x406 for availability and more information.
- Valid ID required, business must have business license and insurance.

APPLICANT INFORMATION

RENTAL DATE:		
LOCATION DESIRED: <input type="checkbox"/> Competition Pool <input type="checkbox"/> Activity Pool, Baby Pool, Current Channel, and Slides		
ORGANIZATION NAME: (if applicable)		Approx. ATTENDANCE:
CONTACT NAME:		
PHONE:	EMAIL:	
ADDRESS:		
CITY:	STATE:	ZIP:
TYPE OF EVENT:		

CREDIT CARD AUTHORIZATION

By signing this form, you authorize the City of Manchester Department of Parks, Recreation, and Arts to process the below credit or debit card for full payment against damages and/or overtime charges in association with your Aquatic Center Facility Rental Application relating to the rental and use of the Manchester Aquatic Center and its facilities. No credit card charge will be assessed outside of the standard fees if no costs or damages are assessed. You will be notified via the contact information listed above before any charges are ran.

CARD TYPE:	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Discover
CARDHOLDER NAME: (as printed on card)			
CARD NUMBER:			
EXPIRATION: (mm/yy)	CVV:	ZIP CODE:	

I hereby authorize the City of Manchester Department of Parks, Recreation, and Arts and its agents to process the above credit or debit card for full payment against any damages and/or overtime charges incurred in association with the renting and use of the Manchester Aquatic Center and its facilities. I certify that I am an authorized user of this card and that I will not dispute the payment with my credit or debit card company; so long as the transaction corresponds to the terms and conditions identified in the Aquatic Center Facility Rental Application.

Cardholder Signature

Date

TERMS AND CONDITIONS

1. **APPLICANT RESTRICTIONS** - Applicant must be age 21+. A valid Photo ID and Credit/Debit card are required at the time of booking to be kept on file.
2. **AVAILABILITY** - Pool rental times are outside of regular operating hours. Times offered are Sat and Sun 8-10pm. Please verify availability with the Aquatic Center Manager. Any overtime charges will be noted by staff and charged to the card on file.
3. **GENERAL** - 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 for any reason.
4. **RATE RESTRICTIONS** - You may not charge an admission fee or cover charge. **NO EXCEPTIONS.**
5. **SETUP/TEARDOWN** - If you anticipate set up or break down time (30 mins max), you will need to contact the Aquatic Center Manager in advance to see if it may be accommodated. Audio/Visual equipment or other supplies will not be available or provided.
6. **LIABILITY** - Applicant assumes full responsibility for the negligent acts or omissions of individuals involved with this permit.
7. **CANCELLATIONS, REFUNDS, & RESCHEDULING** - In order to receive a refund (less a \$5 fee) or reschedule your event, the Parks and Recreation Department must be notified in writing or via email 7 days prior to the date of your permit. Rescheduled dates must be in the current season, subject to availability. This policy does not apply to weather cancellations.
8. **FOOD & DRINK** - The Concession Stand and any food supplies/storage are not available during rentals. Only manager approved food and beverages may be brought into the Aquatic Facility. **Glass containers and alcohol are STRICTLY prohibited. Your event will be shut down if either are discovered, and fees may be assessed.** All food and drink must stay in the concessions area.
9. **INCLEMENT WEATHER** - The management of this facility reserves the right to close the pools at their discretion due to inclement weather. If the rental is canceled due to weather and 50% of your rental time has elapsed, you will NOT receive a refund. If 50% of your rental time has not passed, then you may reschedule for another date this season or receive a refund.
10. **ATTIRE** - Guests must wear properly lined swimming attire. Street clothes are not allowed in the pools. Due to the fiberglass construction of the slides and manufacturers' recommendation, swimwear with buttons, snaps, rivets, or zippers are not allowed.
11. **SLIDES** - You must be a minimum of 48" to ride slides. Weight limit is 300 lbs. Manufacturer rules apply.
12. **FLOATATION DEVICES** - Individuals wearing "floaties", "water wings", and "goggles" are allowed in open swimming areas only. Individuals wearing these devices are not allowed in the current channel, slides, or diving board.
13. **LOST ITEMS** - Management is NOT responsible for lost, stolen, or damaged items. Lockers are available for \$0.25 each. We are not able to exchange cash for quarters during rentals.
14. **GUEST SAFETY** - For your safety, running and horseplay on the deck is prohibited and Staff decisions are final.
15. **EJECTION & REFUSAL OF ADMITTANCE** - Management reserves the right to refuse admittance to or eject persons from the pool premises for any persons failing to comply with any health and safety rules as set forth here and including St. Louis County guidelines.
16. **DAMAGES** - Staff will survey the facility before and after rentals. Any damages assessed will be charged to the card on file.
17. **RELEASE** - By signing below I acknowledge that I have read and understand the terms and conditions of my permit and accept liability for all breaches of this contract by myself and/or any individuals associated with this permit.

Applicant Signature

Date

STAFF USE

FEE TABLE	# GUESTS	REGULAR	BUSINESS	Total Amount Due	\$	<input type="checkbox"/> CCA + T&C signed <input type="checkbox"/> ID copied <input type="checkbox"/> Date verified <input type="checkbox"/> Provided copy of T&C <input type="checkbox"/> Permit emailed <input type="checkbox"/> Receipt emailed
Competition Pool	1-50	\$325	\$390	Date paid in FULL	\$	
	51-150	\$400	\$480			
Activity, Baby, Current Channel, and Slides	1-50	\$375	\$450	Date paid in FULL	\$	
	51-150	\$450	\$540			

Manager Approval

Date Received