

**POOL PARTY REQUEST FORM  
AFTER HOURS RENTAL AGREEMENT  
CITY OF MONTGOMERY POOL  
8075 Hopewell Road Montgomery, OH 45242**

Sponsor Name (must have current pool membership) \_\_\_\_\_  
 Sponsor Address \_\_\_\_\_  
 Sponsor Phone (Day #) \_\_\_\_\_ (eve #) \_\_\_\_\_  
 Date of Party \_\_\_\_/\_\_\_\_/20\_\_\_\_ Age range of people attending \_\_\_\_\_  
 Time of Party \_\_\_\_\_ Number of guests \_\_\_\_\_  
**\*rentals available from 9-11pm Friday and Saturday or Sunday mornings 9-11am\***

The following guidelines will be used to assign the appropriate number of lifeguards for your party. "Number of People" guideline is based on total party attendees **NOT** estimated number of swimmers. Minimum staff level is 3 lifeguards. Please note that one (1) additional lifeguard is required for any party involving ages 13 to 22 as the main age group for the event so rates will be based accordingly. Rental includes all guest gate fees & pool staffing.

Number of People	Number of Guards	Cost for 2 hour rental
1 to 99	3 guards	\$325
100 to 150	4 guards	\$375
150 to 200+	5 guards	\$430

*\*Max rental capacity is 400 guests.*

For all events, adult to child (18 and under) ratio must be 1:6 according to pool policy. **Chaperones are expected to provide constant supervision and added support** to the lifeguard staff during the party. Based on the attendance in the above numbers, \_\_\_\_\_ chaperones will be at the event. Their names are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- All pool policy rules are applicable to everyone in attendance at the rental party.
- Food serving and eating is limited to the snack bar area or gazebo seating. Use of the kitchen facilities is not allowed including refrigeration or heating.
- Adherence to other City policies (example: Noise ordinance) is required and enforced by local authorities.
- No selling of products is permitted on site.
- No tents or other pieces of equipment can be set up on site. Game/sport equipment setup is at the discretion of the head guard on duty and in accordance to pool policies.
- No glass bottles permitted.
- **No alcohol permitted.**
- The Sponsor of the event must be in attendance for the entire pool rental period and is responsible for adherence to this agreement.



- No cash will be accepted for rentals. Pool Party Request Form and **CHECK or credit card information** must be received by the pool manager at least **10 days prior** to the event. It is the responsibility of the Sponsor to verify pool and lifeguard availability on the party date with the manager prior to confirmation of the Pool Party Request Form. All checks to be made payable to the City of Montgomery for total amount.
- There is a **cancellation fee of \$25 with all other fees refundable up to 7 days prior** to the event at which point all fees are non-refundable. If weather is responsible for cancellation of the event (in accordance to weather related pool rules for closing), a full refund will be made to the Sponsor of the event.
- A copy of the Montgomery Noise Ordinance is attached for your review and strict adherence will be enforced.
- A **security deposit** of \$400, made payable to the City of Montgomery will be required upon arrival and kept on file and kept in the safe until the event is over and a pool survey for damages and delinquencies is completed and signed-off on by the pool manager. If all rules have been followed and the facility is in order, the check deposit will be returned. If damages or late fees are incurred, the extent of which will be taken from the security deposit or additional expenses will be recouped from the rental party in agreement with this contract.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Rental Availability confirmed by Manager on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Total # of Staff Required : _____	
Security Deposit \$400	Check # _____
or CC# _____ - _____ - _____ - _____	(V or MC)
Rental Fee for \$ _____ .00	Check # _____
or CC# _____ - _____ - _____ - _____	(V or MC)
Total received _____	Date _____

Manager's Signature \_\_\_\_\_

Lifeguards Scheduled for Rental \_\_\_\_\_

\_\_\_\_\_

Cancellation Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Reason: \_\_\_\_\_

Refund Amount \$ \_\_\_\_\_ .00 Refund Issued \_\_\_\_/\_\_\_\_/20\_\_\_\_

### After Rental

Facility Condition \_\_\_\_\_

Late Fees \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Deposit returned Y or N Date \_\_\_\_\_

Follow-Up comments: \_\_\_\_\_