



PELLA COMMUNITY SERVICES DEPARTMENT

Aquatic Center Rental Agreement

DATE OF RENTAL: _____ TIME: FROM _____ TO _____ FACILITY RENTED: _____

RENTAL CLASS(FEE): _____ PURPOSE OF RENTAL: _____

RENTER'S NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ EMAIL: _____

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that refunds of rental fees will not be made if a reservation is cancelled fewer than 3 business days prior to the reserved date. All fees may be refunded only in the event of the most extraordinary circumstances as determined by the City of Pella in lieu of death, serious injury, dangerous weather, etc.

RENTER agrees to leave the facility in a clean, neat orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items included on the attached cleaning checklist. The renter will be charged a minimum of \$30/hr for any cleaning or maintenance that is required to bring the facility back to the proper condition. Costs for materials associated with repair, maintenance or clean-up will be billed to the renter in addition to the hourly charge. If staff overtime is required, those hours will be billed to the renter at the rate of \$45/hr. In the event the renter does not abide by the conditions of the rental agreement, the renter will no longer be allowed to rent a Community Services facility of the City of Pella.

RENTER agrees to release the City of Pella from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility. In the event of any claim, renter agrees to defend any suit or to go to any trouble or any expense to protect the City of Pella, its agents or assigns including the payment of all attorney fees and costs.

RENTER agrees to only use moderate decorations. Decorations may not be affixed in any such way as to cause damage to the facility. Remove all decorations at the conclusion of your event. No confetti/confetti-like decorations are allowed.

RENTER agrees there is to be no smoking or nicotine use in the facility or on any City property including the parking lot.

RENTER agrees that there is to be no alcohol in the building, on the property or in the parking lot.

RENTER acknowledges that the City is not responsible for activities held in different areas of the facility, which may conflict with each other. Reservations are on a first come, first served basis. If the renter wishes to ensure a non-conflicting atmosphere, it is the City's recommendation that the entire facility be rented to avoid such a conflict.

RENTER acknowledges that the rental of any Pella Aquatic facility includes the labor for all lifeguards and management staff required by the State of Iowa and Ellis & Associates. Lifeguards must always be present and on stand before any patrons may enter the water. Renting the facility without lifeguards and management staff present is not an option.

RENTER acknowledges that the City of Pella reserves the right to cancel any rental at any time as deemed necessary.

I certify that I have read, understand and agree to the above rules.

Renter's Signature

Date

City Representative Signature

Date

**PELLA COMMUNITY SERVICES DEPARTMENT
FACILITY RENTAL POLICIES AND PROCEDURES**

CLASS A:

Private interest groups who are residents of the City of Pella and do not charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. graduation receptions, family reunions, business meetings or birthday parties) Fundraising efforts for non-for-profit organizations are also allowed under this class. (i.e. USA Swim Team Splash Bash, 501(c)3 fundraiser)

CLASS B:

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc. Non-residents of the City of Pella also fall within this category.

Rental Options	Class A (Price Per Hour Booked)	Class B (Price Per Hour Booked)
Aquatic Center & Indoor Pool		
Indoor fewer than 100 guests	\$100.00	\$120.00
Indoor 100 guests or more	\$120.00	\$144.00
Meeting Room	\$22.00	\$27.00
Outdoor Shelter	\$22.00	\$27.00
Main Pool	\$200.00	\$240.00
Adventure River	\$200.00	\$240.00
Entire Outdoor Complex	\$322.00	\$386.00
Birthday Party Rentals		
Includes: 10 youth & 2 supervising individual admissions (\$3 for each additional child, \$4 for each additional adult); Cake from Vander Ploeg Bakery in Pella- Serves 16 (white or chocolate); Plates, silverware, table cloths, & cups are provided. Must make reservation a minimum of two weeks in advance. A 30% non-refundable deposit is due at time of booking.		
	Resident	Non-Resident
Indoor - 2 Hour use of on deck Meeting Room	\$80.00	\$100.00
Available: Fridays: 3:30p-5:30p or 4:00p-6:00p, or Saturdays: 11:00a-1:00p or 12:00p-2:00p		
Outdoor -2 Hour use of canopied Concessions Area	\$95.00	\$120.00
Available during open swim: Monday– Friday any 2 hour time period from 1:00p-7:00p or Saturdays 1:00p-6:00p.		

1. To rent either facility at the Pella Aquatic Center/Indoor Pool complex, call the Aquatic Center office at 641-628-1882 or stop in the office located at 602 E 8th Street. All rentals may only be reserved with the Aquatic Manager or Assistant Manager.
2. All scheduling will be done on a first come, first served, and one day less than a calendar year basis.
3. The Community Services Department reserves the right to decline a reservation to any organization or individual for any reason. Rental will only be made to an adult 18 year of age or older. Minor(s) access to the building without adult supervision during non-business hours is not allowed.
4. User fee is to be paid prior to use and received in the Aquatic Center Office within 3 business days after the reservation is made. The reservation is not confirmed until the fee is paid.

5. In the event the user needs to cancel the reservation, a minimum 3 business day notice is required.
6. The Pella Aquatic Center and Pella Indoor Pool may be rented after regular scheduled hours Mondays through Saturdays. City programming has priority over private rentals. This schedule varies by the season. No rentals will be allowed past 8:00 pm for the outdoor Aquatic Center.
7. The renter will be notified if the facility was left in unsatisfactory condition or if there was damage to the space.

Meeting rooms are equipped with tables, chairs, electrical outlets. The Aquatic Center does not provide any other equipment. Users are not to tape or attach posters or any other materials on the walls, doors or windows.

FOOD: Refreshments are allowed in the balcony area or the on-deck meeting room of the Indoor Pool or in the Concessions area of the outdoor Aquatic Center.

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages are allowed in any facilities available for rent, on the surrounding property or in the parking lots.

SMOKING: There will be no smoking or nicotine use in any facilities available for rent or on any City property including the parking lots.

SPILLS: Please notify Staff immediately of any spills.

BEFORE LEAVING THE RENTED SPACE

1. Collect all trash generated by your event and place in trash cans.
2. Remove any decorations.
3. Please put all tables and/or chairs back in their original locations.
4. Check with the Manager or Supervisor on duty prior to exiting the facility.