



# Pool Party Reservation Form



Located on Arthur Morris Parkway/off Pitney Road

Pool phone: (717) 201-9103

525 Fairview Avenue  
Lancaster, PA 17603  
(717)392-2115  
FAX: (717) 392-8489  
www.LancasterRec.org

Individual/Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Activity: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Rental Times: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

### Reservation Process:

To reserve before Memorial Day weekend: Lancaster Recreation Commission (Monday-Friday, 9 a.m.-5 p.m.)

To reserve after Memorial Day weekend: Conestoga Pines Pool (daily, 12-6 p.m.)

### Private Party:

Time: 6-8 p.m. (must be out of the water by 8 p.m.)

Facility Fees: \$100 paid upon reservation to secure date

Staff Fees: \$75 paid on-site cash only for 3 staff (lifeguards/pool manager) by 6 p.m. on rental date before guests may enter pool

\*Set-up can begin at 5:30 p.m./Clean-up must be completed and renters must exit no later than 8:30 p.m.

\*\*Snack bar will only be upon upon request at time of reservation and will result in additional \$25 fee due the night of the party.

### Public Hours Party:

Time: 12-6 p.m.

Table Fees: \$20 (includes 2 picnic tables) must be paid upon reservation to secure date

Guest Fees: Renter pays regular admission rates for each guest: \$7/adult, \$6/child (ages 3-17), FREE\* (ages 2 and under with paying adult)

Special Provisions: \_\_\_\_\_

\*\*\*Please review all Rental Policies and Procedures on the back of this application\*\*\*

I acknowledge that I have read, understood and agreed to comply with all rental guidelines and policies as listed on the back of this form, and I am responsible for my group's compliance. I will inform and explain the guidelines to all my group's guests and participants. I also understand that any damage will result in forfeit of any deposits and additional fees will be charged. I hereby understand and waive any claim from my group for bodily injury or property damage against the School District of Lancaster, the City of Lancaster, Lancaster Township and the Lancaster Recreation Commission while participating at any location. I also permit the Lancaster Recreation Commission to use any photographs or videos of my group for promotional purposes.

\_\_\_\_\_  
Rental Representative Signature

\_\_\_\_\_  
Date

### -OFFICE USE ONLY-

Total Deposit Paid: \_\_\_\_\_  Cash  Credit  Check # \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

### **General Guidelines & Policies:**

1. All reservations are considered tentative until we have received the pool rental fee payment and a signed copy of this agreement. Tentative reservation dates are forfeited if \$100 rental fee is not received within 24 hours of form submission. We reserve the right to accept or reject any applicant for any reason.
2. The individual conducting the party may arrive to set up at 12 p.m. (daytime party) or 5:30 p.m. (evening party).
3. It is the responsibility of the individual conducting the party to be cleaned up and have guests vacated from the premises by the designated end time.
4. All noise and music must be kept at a reasonable level. Music must be free from profanity and suitable for a family atmosphere.
5. Smoking of any kind and possessing/drinking alcoholic beverages is strictly forbidden on pool and park property.
6. No foul, offensive or abusive language will be tolerated.
7. Any guests with open cuts, wounds or viral infection will not be permitted in pools.
8. All groups must be chaperoned by a minimum of one adult for every 10 youth in attendance.
9. No admission fee may be charged to the rental guests.
10. Babies must wear swim diapers to be in pool.
11. It is the responsibility of the individual conducting the party to bag and dispose of all party trash.
12. Proper pool attire must be worn by everyone swimming. Jean material clothing is not permitted in the pool.
13. General pool rules must be followed by all party participants. See sign at pool or ask for a copy of written rules. Pool staff has the authority to determine if guests are adhering to rules and regulations.
14. Any renter or guest not following rules will lose pool privileges without refund.
15. Management has the right to refuse admittance to any individual.

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### **Cancellation Policies:**

1. Non-weather related cancellations by renter:
  - Full deposit refund - renter provides at least 14 days notice
  - 75% deposit refund - renter provides at least 7 days notice
  - 50% deposit refund - renter provides at least 3 days notice
  - No deposit refund - renter provides less than 3 days notice
2. In the event of severe weather or forecasted inclement weather, the renter may cancel and receive a refund or reschedule until 5 p.m. on the rental date but no more than 72 hours in advance by contacting the pool manager. There will be no refund of the rental fees if guests are asked to exit pool or must leave due to weather conditions at any time after 6 p.m.
3. In the event of flooding or circumstances outside management's control, a party can be canceled and/or rescheduled by management with less than 24 hours notice.
4. Refunds will be paid via check and mailed from Lancaster Recreation Commission to the contact listed on the rental form within 10-15 business days.

