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## CITY OF SACRAMENTO CALIFORNIA

DEPARTMENT OF PARKS AND RECREATION  
AQUATICS SECTION

Email: [aquatics@cityofsacramento.org](mailto:aquatics@cityofsacramento.org)

4623 T Street  
SACRAMENTO, CA  
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(916) 808-2306  
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### POOL RENTALS

The following information is designed to help you through the process of securing a permit for your event. It is our desire to make this a simple process. Please do not hesitate to ask our staff for assistance! *We are here to help and want your event to be an enjoyable experience!*

- ✓ **Pool rentals must be made 14 days in advance.** Applications received less than 14 days will be charged a late fee of \$10.00 per day, AND must be approved by the Aquatics Supervisor.
- ✓ The first step is to complete an **APPLICATION FORM** for use. It is important to understand that completing an application does not guarantee that a permit will be issued. When all terms of the contract have been completed, your event will be allowed to take place. Failure to complete all the terms and requirements of the contract may result in the cancellation of the reservation by the Department of Parks and Recreation. Incomplete applications or applications without payment will be returned to you.
- ✓ It is important that you complete the application as thoroughly as possible. Information left off or omitted from the application makes the process of approving your request very difficult. Any information found to be false or misrepresented, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease. If the event has not yet taken place, the contract will be cancelled.
- ✓ Pool rental staffing is based on attendance numbers of your group. If your group shows up with more participants than indicated on your application, we will not accommodate you. There is a very specific ratio that must be adhered to for safety reasons. Your permit will be revoked with no refund and forfeiture of deposit.
- ✓ Pool reservations begin 15 minutes after the closure of recreational swim, (i.e. 5:15pm if pool closes at 5:00pm).
- ✓ Upon completion of your application, we will calculate the amount of fees that will be required. **Full payment is expected at the time of the application, along with a refundable deposit.**
- ✓ **Deposits for swimming pool facilities permits are: \$150 for a basic 2-hour rental without other permit needs; OR \$300 depending upon certain risk factors; \$100 for Play Pools. Additional deposits may be required if your reservation involves other facilities.**
- ✓ A copy of photo identification (California Drivers License or ID card) of the applicant and the responsible person will be required to complete the application process.
- ✓ Because of the added risk of safety when using pool facilities, the permit holder or designated responsible person(s) named on the permit application **MUST** be present at swimming pool reservations.
- ✓ A \$25.00 service charge will be applied for all dishonored checks in accordance with City Policy.

- ✓ In case of emergency or for reasons beyond the Department's control, the Department reserves the right to cancel or change the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the Department is necessary. Rentals are not cancelled due to poor weather conditions or undesirable weather.
- ✓ The applicant may cancel the reservation up to fourteen (14) days prior to the scheduled activity; however a \$10.00 administrative fee will be assessed. If cancellation is made within fourteen (14) days, the entire fee is non-refundable.
- ✓ Each group is responsible for setup of the area for their needs. At the conclusion of the activity, equipment will be clean, all decorations removed, area free of trash and spills and all garbage placed in receptacles. An aquatics staff person will walk you through a check-list at the end of your event.
- ✓ Lifeguard services will be provided. However, checking of clothing and valuables and the control of non-swimmers will be the responsibility of the reserving group. Only qualified City of Sacramento lifeguards are eligible to work pool rentals.
- ✓ Please review attached Swimming Pool Guest Rules. **If your party consistently breaks the rules, your permit may be immediately cancelled and your deposit will be forfeited.**
- ✓ Swimming pool rules and regulations will be enforced by the lifeguards on duty. **NO GLASS CONTAINERS OR FLOTATION DEVICES ALLOWED IN THE POOL FACILITY!**
- ✓ There must be at least one responsible adult monitor for each 20 minors present or one responsible adult monitor for each 50 adults present. Monitors must be in attendance at all times.
- ✓ In order to prevent unauthorized persons from entering the pool area, a member of the reserving group shall be stationed at the door/gate to admit only those persons belonging to the group.
- ✓ Be advised that there is no alcohol allowed in parks and swimming pools, and evidence of such activity will cause forfeiture of your deposit.
- ✓ Park Ranger staff has the authority to stop or modify your event if deemed necessary or if the information on the application has been found to be false, or other unsafe conditions cause potential harm to guests or aquatics staff. In these cases, you will not be refunded, nor will you receive your deposit.
- ✓ Please report any discrepancies, complaints, and concerns within 48 hours of your event. Refund requests other than your facility deposit will not be returned if the request is made more than 48 hours after your event. These instances may be reported via telephone at (916) 808-2306 by FAX at (916) 454-3956, by US Mail to Aquatics Section, 4623 T Street, Sacramento, CA 95819, or by email to [aquatics@cityofsacramento.org](mailto:aquatics@cityofsacramento.org)
- ✓ If you need immediate assistance, contact the City Operator at 311. For emergencies, call 911.

**Initials \_\_\_\_\_** I have read and understand the foregoing information and I agree to the terms and conditions of this pool reservation contract. I have also read and understand the Guest Rules and I will abide by these rules recognizing that serious accidents can occur in and around swimming and play pools.

**Initials \_\_\_\_\_** Failure to comply with any of the above or the Guest Rules at any time will result in loss of rental with no refund and forfeiture of deposit.