

SWIM CENTER/PLUNGE FACILITY USE REQUEST



Date of Application: _____

NOTE: SWIM CENTERS –The consumption of Alcoholic Beverages is **PROHIBITED** and/or **NOT ALLOWED** at all times. Commercial use as well as Ticketed Events are **NOT ALLOWED!**
Swim Center—Maximum Attendance Allowed—75. No third party charging allowed.

List of Available Facilities: Please call the Pool Site and arrange for a site visit or guided tour of each facility	
Richmond Plunge — 1 E Richmond Ave, Tel: 510 620 6820 Richmond Swim Center —4300 Cutting Blvd., Tel: 510 620 6654	Please visit our website www.richca-communityservices.org or call our Registration Office at 510-620-6793 for more information
*Chairs and tables are limited; renters may have to arrange for additional chairs & tables or other equipment that may be adequate for their event at renters own expense. Additionally, Renters will have to set-up for their own event.	

Facility Requested:	_____
Approx. # of Attendees:	_____

Rental Information: **General Liability Insurance is required for all rentals!**

Date(s)	Type of Event	Set-up Time Ex: 3-4pm	Event Time Ex:4-7pm	Breakdown Time Ex: 7-8pm

Details of Event: _____

Applicant Information:

Renter Name/Organization:			
Street Address:		City:	State: Zip:
Home Tel:	Cell Tel:	Work Tel:	
Email:		Other:	
Representative or Contact Person:		Tel:	
Other:			

Note: Application form must be completed and filed at least 30 days prior to date of request. A tentative 'Permit' will then be issued to you indicating the availability of a facility for a date (s) requested and an estimate of associated costs. The actual costs may vary. You have two (2) weeks to review whether to accept or decline. If you accept, you MUST secure the rental facility and date with the required Rental Deposit. Facility Permit Reservation is confirmed only after the rental deposit is paid. Upon receipt of full payment, a computer generated Facility Use Permit or Contract will be issued. All fees must be paid no later than thirty (30) days prior to first date of event.

Permits are approved on a 'First Come, First Served' basis.



Community Services Department Rental Policy:

Tentative Reservation Deposits and Cancellations:

Deposits:

Required for all rentals. The rental deposit will be refunded to the applicant after the conclusion of the rental activity if there are no additional fees assessed for any cost associated with the event, including but not limited to, additional security costs facility damage, and excessive clean-ups. All or portions of a facility use permit deposit may be withheld due to improper use and/or violation of use by the lessee or related permit use inclusive of cancellation procedures.

Tentative facility Rental Contract:

A tentative booking will be held for two (2) weeks and for a maximum of 30 days from the date of tentative booking. A signed contract and deposit will hold a reservation until 30 days prior to the first date booked for the contract. All Fees must be paid 30 days prior to the event.

Any unsigned contract by Lessee will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed.

**Groups should plan to enter and leave the facility at the time specified on the permit, including time needed for decorating, set-up and clean up.

Damage and Cleaning Deposits:

If damages or excessive clean-ups is required, a delay receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred. *Refunds generally take a minimum of four weeks and will be by check only.*

Insurance Requirement:

Applicants and users of any city facility for rentals are required to purchase Insurance Policy and furnish the City of Richmond, Community Services Department with a "Certificate of Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, it's Council, Community Services Department and their officers, employees and agents" as additional insured, with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property. Notification of cancellation of such insurance is required at least 30 days prior to event.

Personnel/Security Guard:

Renters/Users will be required to pay for staff costs or Life Guard costs or Security Guard costs as needed.

**Pool Lifeguard cost is \$31.00 per hour; 2 Lifeguard per 25 or less number of people in attendance for a minimum of 1 hour and all applicable overtime.

Cancellations:

Deposits and rental fees may be refunded if an event is cancelled based upon the following cancellation deadlines.

- 31 days or more prior to the event – If a cancellation is requested we will retain administrative costs.
- 30 days or less - NO REFUND WILL APPLY ! Deposit fees will NOT be refunded.

Completed form may be scanned and submitted to csdregistration@ci.richmond.ca.us

Acknowledged by: _____

Date: _____

(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return entire page)