

PRIVATE POOL PARTY – RENTAL REQUEST FORM

1. ***SUBMISSION OF REQUEST MUST BE AT LEAST TWO (2) WEEKS PRIOR TO THE FIRST REQUESTED DATE. SUBMISSION OF THE REQUEST DOES NOT GRANT AUTOMATIC APPROVAL.***
2. ***Approval is determined by the Aquatics/Recreation Coordinator based on facility and staff availability. Notification will be sent once the request has been approved.***
3. ***Upon approval, you will be notified and a permit / invoice with required rental fees will be generated. PAYMENT MUST BE RECEIVED 1 WEEK PRIOR TO THE RENTAL DATE OR RENTAL MAY BE CANCELED.***
4. ***The organization/primary contact person will be held responsible for any injury or damage caused by the members of the group.***
5. ***Cancellations – a minimum 48-hour prior notice is required to receive a refund; a \$30 admin fee is charged for all cancellations.***

PRIVATE POOL SESSION REQUEST

CONTACT PERSON: _____

ORGANIZATION (IF APPLICABLE): _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DATE(S)/TIME(S) REQUESTED: *Availability is limited to a two-hour period on Saturday and Sunday evening, June – August between 5:00 – 7:30pm (e.g., 5:00-7:00 pm or 5:30-7:30 pm).*

	Date(s)	Day	# of Participants	START Time
1.				PM
2.				PM
3.				PM

POOL USE AREA AND PRIVATE POOL RENTAL RATES:

Pool Use Area: private pool rentals include the east end of the pool (shallow end to mid-pool with big slide and splash pad area). Water will range from 2'8" to 4'6" in depth. The deep end is not included due to staffing limitations.

BASE FEE – TWO HOURS / 1 – 60 PEOPLE: \$275.00

ADDITIONAL PEOPLE (PER EVERY ADD'L 30): \$ 90.00

PLEASE CONTINUE ON BACK

I agree that while using the City of Alamogordo facility, I and those in my group will abide by all facility policies and rules including those indicated below and any verbal direction given by ARC Lifeguards. _____(initials)

- **Chaperones:** the rental party must provide adult chaperones for each private pool session involving youth according to the following ratios. Chaperones are expected to actively supervise children (this includes teens) in and out of the water.
 - 1 adult chaperone for every 15 children that are ages 12 years or over.
 - 1 adult chaperone for every 10 children that are ages 7 to 11 years.
 - 1 adult chaperone for every 2 children ages 6 or under. Chaperones for this age level must always remain within arm's reach in water and on deck.
- **Deep-End Swim Test (only if deep-end use is requested and approved):** All youth (ages 17 and under) must take and pass the deep-end swim test (administered by ARC lifeguards) before they are allowed to swim in the deep end.
- **Floatation Devices:** ARC does have a limited number of life vests available for small children but not infants. Please call ahead to verify availability and reserve. Any children using a flotation device must remain within arm's reach of a chaperone when in the water.
- **Pool Toys:**
Allowed – small, individual toys (e.g., dive sticks, squirt toys, splash balls, inflatable tubes).
NOT allowed – extra large toys and balloons (e.g., inflatable rafts or platforms, water balloons) as they create safety and/or maintenance issues.
- **Food and beverages:** Catered/pre-made food is allowed during private rentals (*grilling/cooking on-site is not allowed*). **Food/beverages are only allowed in the pool patio area adjacent to the pool, not on the pool deck.**
- **NO GLASS allowed** in the pool and/or patio areas.

(Applicant – Printed Name)

(Title)

(Applicant – Signature)

(Date)

FOR FURTHER INFORMATION AND TO RETURN FORM, CONTACT:

Alamogordo Recreation Center
ATTN: AQUATICS/RECREATION COORDINATOR
1100 Oregon Ave, Alamogordo, NM 88310
Office: (575) 439-4265
Fax: (575) 439-4394
Email: rmichaud@ci.alamogordo.nm.us

OFFICE USE ONLY:

Date Received: _____ Time Received: _____ Approved: _____ Not Approved: _____