



City of Cheyenne- Leisure Services
 Aquatics Division
 Cheyenne, WY 82001
 (307) 637-6455
 www.cheyennecity.org

Party Reservation Form

Name: _____ Booking Date: _____
 Address: _____ City: _____ ST: _____ Zip: _____
 Cell Phone: _____ Work/Home: _____
 Email: _____

Party Date: _____ Time: _____

Number of children expected: _____ Number of adults expected: _____
 Max Number of people is: Rec Side: 100; Main Side: 100; Total: 160
 Spray Park: 50 (If booking a separate party, if included in a pool rental adhere to pool capacity)

Party Packages:

(Please check package desired)

- Package 1: 1 Hour Rental One Side: \$100; Both Sides: \$200
- Package 2: 2 Hour Rental One Side: \$200; Both Sides: \$400
- Package 3: 3 Hour Rental One Side: \$300; Both Sides: \$600
- Package 4: 4 Hour Rental One Side: \$400; Both Sides: \$800
- Package 5: 2 Hour Main Party Pad Recreational Swim Only: \$20.00
- Package 6: 1 Hour Rental Spray Park: \$50.00

Side of Pool Desired:

Rec Pool (Playground/Lazy River) _____ Main Pool (Diving Boards/Climbing Wall) _____
 Spray Park (Only Available Memorial Weekend-First Day of School) _____

Spray Park is dependent on weather. Park will close for inclement weather

**** **NO REFUNDS WILL BE ISSUED** ****

Rental Policies:

1. **50% is due at signing, to secure your date and time. Rentals must be paid one week prior to scheduled rental. Due date _____ . If unpaid, the rental will be cancelled by phone notification.**
 *No deposit is required for a rec swim party
2. **\$25.00 cancellation fee will be assessed if not notified 72 hours prior to party being cancelled.**
3. We will notify Cheyenne radio stations in case of cancellations due to weather concerns in hopes of the radio personnel making a closure announcement. We will attempt to personally notify you. You will be notified as soon as we know about the cancellation. You will have two options: you may reschedule the party for a later date or you may select a full refund (refunds take 2-3 weeks).
4. **A \$50 charge will occur for every 15 minutes** that your party runs over your reserved time slot.
5. All areas where food is present from party must be cleaned by reservist, including all trash cleaned up and food removed from tables, chair and deck area. **A \$50 charge will incur for any areas not found to meet the cleaning standard on the rental agreement.**
6. Table top décor only will be allowed. You will not be permitted to tape, glue, staple, tack, etc anything to the walls or property of the CAC. Confetti is also prohibited. **A \$50.00 or more charge will incur if any decorations are used, or damage caused to the property from prohibited decorations.**
7. This form must be read and signed prior to the rental date.

By signing below you agree to the above Rental Policies:

Print Name

Signature

Date

Facility Rental Policies

All rentals must be arranged at least 14 days in advance, no exceptions will be made. If the Aquatic Center is unable to open, the amount paid will be refunded. Participants must abide by all pool rules.

Facility Rules:

- _____ 1. All children under 8 years of age must be accompanied by an adult at all times (unless the child can pass a swim test given by the pool staff, unassisted). There must be one adult for every two children under 8 years of age. Swim tests are given upon request.
- _____ 2. Participants suffering from communicable disease transmittable via water or those with infections, open sores, athlete's foot, etc. are not permitted in the pool/spray park.
- _____ 3. If the required facility rules are not being followed, the entire party will be asked to leave and no refund will be issued. Police assistance will be available if needed.
- _____ 4. NO GLASS or CERAMIC is allowed in the facility. If you bring these items into the facility and they break, you will be responsible for the cost to drain the entire pool to refill it.
- _____ 5. Food is permitted on the party pad areas only. Recommended food items are Cake, Ice Cream, Cupcakes, Pizza, Sub Sandwiches, etc. Remember you must clean up the entire area!
- _____ 6. No electricity outlets are provided. You will not be permitted to plug in any device on the pool decks.
- _____ 7. **NO RUNNING, DUNKING, PUSHING, SHOVING, OR ROUGHPLAY!**
- _____ 8. Pool staff is not responsible for lost or stolen belongings.
- _____ 9. **ANYONE CAUGHT VANDALIZING, DESTROYING OR STEALING PROPERTY WILL BE PROSECUTED BY THE CITY OF CHEYENNE.**
- _____ 10. Smoking and alcoholic beverages of any kind are prohibited on the premises.
- _____ 11. There will be 1 picnic table per party pad provided. The table sits approximately 8 people. No outside chairs or tables are permitted to assist in disease control on the pool decks.
- _____ 12. **Decorations will not be permitted to be taped, glued, tacked, etc to any wall or structure of the facility. Confetti is prohibited.** Table top decorations and balloons are permitted, but the renter is responsible for total clean-up of the reservation area or extra charges may be billed. If any prohibited decorations are used, you will be asked by a Supervisor to remove the decorations immediately and Management will be notified, and proper charges will be billed to your account the next available business day.

Diving, Slide, & Spray Park Rules:

1. Only one person on the slide or diving boards at a time.
2. Swimming area must be clear before sliding or diving.
3. Only one bounce permitted on the diving boards.
4. You must be at least 48" tall to ride the slide alone.
5. You must slide feet first down the slide.
6. Spray Park Only: No climbing on rocks.
7. Spray Park Only: No food or drink off the patio.
8. Spray Park Only: No glass containers.
9. Spray Park Rentals will end no later than 7pm due to lighting availability.

All accidents and injuries must be reported to a lifeguard or supervisor on duty. If bleeding occurs, participants must exit the pool/spray park and be evaluated by pool staff before returning to the activity.

By signing below you agree to the above Facility Policies.

Print Name

Signature

Date