

Pool Pavilion Reservation Request

Once completed, please return to:

Addison Athletic Club
3900 Beltway Drive

All reservations must be made in person at the Addison Athletic Club with

Recreation Supervisor
Anna Weir

Membership Services Supervisor
Mari Garcia

Recreation Coordinator
Dustin Kemp

For more information, please contact Anna Weir

aweir@addisontx.gov

(972) 450-7048





OUTDOOR POOL PAVILION RESERVATION POLICY

The purpose of this policy is to establish the criteria and procedures under which Addison residents who are members of the Addison Athletic Club will be permitted to reserve the use of the Town of Addison (Town) swimming pool pavilion for their individual functions. The Addison Athletic Club (AAC) is operated for the benefit of bona fide residents of Addison and permission for private use of the swimming pool pavilion is a privilege given by the Town. The following provisions, rules and regulations, together with the AAC Rules and Regulations govern such private use and, by reserving the pool pavilion, the applicant ("Applicant") agrees to obey, comply with and abide by all such provisions, rules and regulations and all applicable ordinances, policies, and standards of the Town. Non-adherence to these provisions, rules and regulations, the AAC Rules and Regulations, or any applicable Town ordinance, policy, or standard (together, "Rules") may result in the forfeiture of all or a portion of any related deposits and/or fees given in connection with such reservation and may also result in the temporary or permanent suspension or cancellation of a person's Addison Athletic Club membership. In addition, in connection with such private use, the Applicant will be held liable for any damages to facilities and for failure to adhere to the following provisions, rules and regulations:

A deposit and fees paid in full are required for the reservation. Please see the "Fees" section below.

Hours of Availability:

Monday through Saturday:	12:30 p.m. to 7:30 p.m.
Sunday:	1:30 p.m. to 5:30 p.m.

Pavilion not available for reservation on holidays or holiday weekends.

Maximum Capacity: 30 people

FEES:

Reservation of the pool pavilion is subject to the following fee(s) and refundable clean up/damage deposit(s):

Reservation Fee: \$50 an hour up to 20 people
\$75 an hour for 21 to 30 people

Damage Deposit: \$50, refundable (credit cards only)

Fees and deposits for the outdoor pool pavilion must be made in person, M-F between 8 a.m. and 5 p.m. at the following address:

Addison Athletic Club
3900 Beltway Drive
Addison, TX 75001-4407

Please make checks payable to the Town of Addison.

RULES AND REGULATIONS:

- All pool rules apply to the reservation except where noted below.
- Reservations are limited to Addison residents who are members of the AAC. A valid Texas Drivers License with a current Addison address and a current membership to the Addison Athletic Club is required for verification of residency.
- Reservations are made on a first come, first serve basis and must be made at least 10 days prior to the date of the event, but no more than two months in advance.
- Reservations are based on the understanding that use of the pool during the reservation period is non-exclusive, and that others may be using the pool during reserved times.
- The maximum number of persons who may use the pavilion is 30 persons
- The maximum rental time is 4 hours.
- Pavilion amenities include five tables and seating for twenty; other facility chairs and tables on the deck are for other pool users and may not be used in the pavilion. Additional tables may be available but must be requested in advance.
- Groups with children seven years old or younger must have at least one adult to every three children.

- The guest policy of 4 guests per AAC member is waived for the pavilion rental only. Guests who are not Addison Athletic Club members may not stay in the AAC facility after the rental time has ended except in accordance with AAC Rules and Regulations. Guests of a pavilion reservation are only allowed to use the outdoor pool. The member making the pavilion reservation is responsible for all guest behavior.
- Pavilion reservations must be made in person at the Addison Athletic Club (3900 Beltway Drive, Addison, Texas) by an Addison resident at least 21 years of age who is an AAC member.
- An application for reservation of the pavilion will be reviewed and considered by the Town only when the Reservation Policy and Application have been completed and all fees and deposits have been received by the Town. Please allow *at least* 3 business days for the review and consideration of approval of your reservation request. In the event an application is denied, fees and deposits will be returned to the Applicant.
- Each group is responsible for its own clean up. The pavilion must be left clean and clear of litter and other debris. Clean up must be completed within the time period of the reservation agreement. All tables must be wiped clean, and all trash must be placed in waste containers. Town of Addison staff will inspect for compliance. Failure to comply will result in the forfeiture of your deposit.
- All food and beverages must stay in the reserved pavilion space. No food or drinks are allowed by the swimming pool. No glass containers are allowed.
- No alcohol beverages are allowed.

ITEMS REQUIRING PRE-APPROVAL at the sole discretion of the Assistant Director of Recreation:

❖ Portable Equipment / Furniture / Games

Use of portable equipment/games, rental equipment or furnishings must receive approval by the Assistant Director of Recreation prior to the issuance of a reservation permit for the pavilion.

❖ Decorations

Use of decorations which are to be affixed or attached to any structure or object at the pavilion or AAC using tape, glue, tacks, nails, etc. is prohibited without the Assistant Director of Recreation's prior approval.

CANCELLATIONS:

A seven (7) day cancellation notice is required in order to receive a refund of reservation and damage deposit.

The Town has the right, but not the obligation, to postpone, cancel, or close the event and the use of the pavilion early because of hazardous weather conditions or other acts of God or for public safety and welfare, as the Town may determine in its sole discretion. The Town shall have no liability for such postponement, cancellation or closing. Further, the Town shall have no liability for the failure to postpone, cancel or close the event early under such conditions. A refund or partial refund of the reservation fee and the damage deposit will be made, or the reservation may be rescheduled depending on schedule availability.

INCLEMENT WEATHER:

In the case of thunder or lightning, all pool patrons must exit the pool deck. If inclement weather conditions close the pool before the time a pavilion reservation begins, the reservation will be cancelled, and the resident will receive a full refund with the option to reschedule. If inclement weather conditions close the pool during the pavilion reservation, the rest of the reservation will be cancelled, and the resident may receive a partial refund for the cancelled time.

Staff will check weather forecast at least 3 days in advance. If it looks like the reservation may be affected by inclement weather, staff will call the member to discuss options.

DISRUPTIVE CONDUCT:

Any person may be ejected or removed from the pavilion and AAC for disruptive conduct or inappropriate behavior, including, without limitation, disorderly conduct or assault as defined by the Texas Penal Code; such conduct will not be tolerated. Such conduct includes, but is not limited to: abusive, indecent, profane or vulgar language which by its very utterance tends to incite an immediate breach of the peace; and intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

VIOLATION OF RULES / REGULATIONS:

An initial violation of any Rules during the rental period will result in an oral or written warning. A second violation will result in the forfeiture of use of the AAC by a violator (and suspension of such violator's Addison Athletic Club membership, if any) for a period of six (6) months from the date of the second warning. A third violation will result in a written warning and the forfeiture of use of the AAC by a violator (and suspension of the violator's Addison Athletic Club membership, if any) for one (1) year from the date of the third warning. Notwithstanding the foregoing, Addison reserves the right to enforce a violation of Rules by other means, including, without limitation, ejection from the pavilion and AAC.

All warnings will be issued in writing to the violator, group or organization and will be kept on file with the Town of Addison Parks and Recreation Department.

TOWN RIGHTS:

The Town of Addison reserves the right to cancel any permit for any reason, at any time.

The Town of Addison reserves the right to schedule special events for the Town that would conflict with, and regardless of, prior reservations. Applicants who have reserved the use of a pavilion will have the option of rescheduling or having the deposit refunded.

LIABILITY & WAIVER:

I certify that I am at least 21 years of age and am a resident of the Town of Addison and a member of the Addison Athletic Club. I agree to abide by and comply with all of the Rules as described above. In addition, I understand that I am liable and must reimburse the Town of Addison for any damages caused to swimming pool or other Addison Athletic Club or Town facilities or equipment by myself or members of my group during the rental period. In addition, I understand that penalties may also arise as a result of cancellation within 7 days of the event for which I have applied and failure to properly clean up the pavilion and swimming pool after use. Furthermore, I assume all risk of damage or injury in or about the pavilion and AAC, and do hereby waive any and all claims in respect thereof that may be caused by or arise out of, in whole or in part, any act or failure to act of the Town of Addison, its officials, officers, employees, or agents, and will not hold the Town of Addison or any of its representatives liable for any damage or injury sustained while using the pavilion and AAC.

Signature

Date

Please print name

TOWN OF ADDISON – POOL PAVILION RESERVATION APPLICATION

Addison Resident Applicant Name (Primary Contact):		
Address:		
Home Phone #	Work Phone #	Cell Phone #
E-mail Address		

Reservation date requested:	Time (max 4 hours):	Day:
Occasion: () children's party () party () other – please specify		
\$50 an hour for up to 20 people \$75 an hour for 21 to 30 people	Total number of guests:	Number of participants seven years of age or younger:

If there are children seven years of age or younger attending the activity our rules require that a ratio of one adult per child under seven years attend and assist watching the children while they are swimming. Please list Adults (18 years or older) who will serve this purpose:

Name:	Name:
Relation:	Relation:
Phone number:	Phone number:

Name:	Name:
Relation:	Relation:
Phone number:	Phone number:

Name:	Name:
Relation:	Relation:
Phone number:	Phone number:

I have read *Town of Addison Swimming Pool Pavilion Reservation Policy* and agree to abide by all of the conditions. I understand that non-adherence may result in forfeiture of all portions of the deposit. I, the undersigned, will be held responsible for damages and adherence to regulations. I understand that the damage deposit must be included with this form in order to confirm the date and time desired. I certify that I am a bona fide resident of and currently living in Addison and a member of the Addison Athletic Club.

Signature of Addison Resident who is responsible party Print Name Date

The Town of Addison has received a \$50 deposit and fee (if applicable) to reserve the above-mentioned pavilion space on the stated date and time.

Staff signature-acknowledging approval	Deposit received: () yes () no	Reservation fee received: () yes () no
Permit number	Date:	



I understand and agree to comply with the outdoor pool reservation policy including the following items (please initial each line):

- _____ All non-members who are guests of the part are expected to leave the outdoor pool within a reasonable amount of time after the reservations ends. Reservation guests may stay after the reservation has ended as guests of the member(s) and must adhere to the Outdoor Pool Guest Policy (4 per member with a maximum of 8 per family) and guest fees will apply.
- _____ I am responsible for cleanup of the pavilion reservation area including disposing of trash and debris.
- _____ All food and beverages must stay in the reserved pavilion space and no alcohol or glass containers are permitted.
- _____ My reservation is limited to the maximum number of guests indicated on my Pavilion Reservation Application.
- _____ My reservation may be affected by inclement weather, and maybe be subject to cancellation in accordance with the Pool Pavillion Reservation Inclement Weather Policy.

Print Name: _____

Signature: _____

Date: _____