



**WOODMAN AQUATIC CENTER  
FACILITY RENTAL AGREEMENT**  
CITY OF RICHLAND CENTER  
PARKS & RECREATION DEPARTMENT  
1050 N Orange St, Richland Center, WI 53581  
Phone (608) 647-8108 ext. 1

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Est. Attendance: \_\_\_\_\_  
Start End

Applicant/Organization: \_\_\_\_\_ Event: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Woodman Aquatic Center is available for rental outside of regular operational hours subject to staffing availability.

<b>WOODMAN AQUATIC CENTER</b>			
<i>Select one:</i>			
<input type="checkbox"/> Aquatic Facility Only		OR	<input type="checkbox"/> Aquatic Facility & Concessions
<b>FEES PER HOUR</b>			
<i>Minimum rental period of 1 hour required</i>			
Includes set up/take down time	Aquatic Facility Only	Includes set up/take down time	Aquatic Facility & Concessions
1 hour	\$140.00	1 hour	\$151.00
2 hours	\$307.00	2 hours	\$329.00
3 hours	\$448.00	3 hours	\$481.00

*Rental price for concessions does not include food or drink. They are available for an additional cost at the regular listed concession stand price.*

This agreement by and between the Parks & Recreation Department of the City of Richland Center ("City") and of N/A ("Renter").  
 For and in consideration of rental fee and other required stipulation hereinafter made, the City hereby authorizes and permits occupancy and use of the premises known as the Woodman Aquatic Center for recreational purposes during the rental period when such facility is not open to the general public.

Renter agrees to identify and hold harmless the City, its employees, officials and officers from any and all damage, or loss; or liability of any kind whatsoever occasioned upon and/or within the rented premises (as described in this agreement) or ways or walks or concourse adjacent thereto, occasioned by any property damage or injury to or death of any person or any act or omission, neglect or wrong doing of the Renter or any of his, her, and/or its officers, agents, representatives, assigns, guests, employees, or other persons admitted by the Renter to the premises, and the Renter will, at his, her, and/or its own cost and expense, defend and protect the City against any and all such claims or demands. In addition, organizers using City park property or facilities agree to comply with the Americans with Disabilities Act and will seek to locate or relocate their activities to more accessible locations upon the reasonable request from a person with disabilities.

Renter also acknowledges receipt of a copy of the Aquatic Facility Use Policies located on the back of this agreement and agrees to abide by all the rules and regulations formulated by the Board of Park Commissioners and/or City Council for the use of City buildings and facilities; and to adhere to all specific terms and limitations listed.

Renter Signature: \_\_\_\_\_ City Signature: \_\_\_\_\_  
Parks & Recreation Director or Designee

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* AQUATIC FACILITY USE POLICIES ON REVERSE SIDE \*\*\***

**FOR OFFICE USE ONLY**

Rental Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Paid On: \_\_\_\_\_ Received By: \_\_\_\_\_  
*Initials*

## **AQUATIC FACILITY USE POLICIES**

### **(1) FEES**

The rental fee must be paid in full when making your reservation. Dates will not be reserved until the required payment is received. Fees and dates are not transferable.

### **(2) REFUNDS AND CANCELLATIONS**

If a cancellation is made at least one (1) week prior to the scheduled rental a full refund will be issued less a \$10 processing fee: no refunds given within one (1) week. In case of cancellation of the rental by the Parks and Recreation Department due to inclement weather, mechanical problems, or staff shortages, etc., the department will first attempt to reschedule the rental or issue a full refund.

### **(3) RENTAL TIMES**

The times available to rent the pool: Wednesdays and Fridays from 6:00pm-9:00pm and Saturdays from 10:00am-12:00pm. Aquatic Facility rentals must be made at least 14 days in advance.

### **(4) DAMAGE POLICY**

It is the Renter's responsibility to inspect the facility and report any problems. Charges will be assessed to the renter for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the Woodman Aquatic Center are permitted.

### **(5) WATER TOYS/INFLATABLES**

Only pool toys and equipment provided at the pool are permitted in the pool. Users may not bring in their own inflatables or other items considered an obstruction for lifeguards.

### **(6) FOOD/DRINK**

No outside food, drink or decorations are permitted to be brought into the facility except for water bottles. In the event of a celebration, cupcakes are allowed. Any other food or beverage items are not allowed without the approval of the Park Board.

### **(7) NOISE**

No person may create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing, or unnecessary noise as may tend to annoy, inconvenience, disturb or cause discomfort to any person, or to the comfortable enjoyment of property. No person occupying or having charge of any building or premises shall cause, suffer or allow any loud, excessive or unusual noise in the operation or use of any sound making or reproducing device so that such loud, excessive or unusual noise disturbs the comfort, quiet or repose of persons therein or in the vicinity. Renter may not bring in/allow others to bring in any sound amplification or noise generating equipment.

### **(8) OTHER RENTER RESPONSIBILITIES**

Renter shall be responsible for all activities that occur on the premises and shall remain on the premises the entire rental period.

Renter agrees to exercise due care in preservation of the premises and to prevent unauthorized persons on premises during all usage periods.

Renter and all guests shall comply with all posted pool rules and to all direction or commands from any lifeguards and/or pool managers.

Rental times include any necessary setup, take-down and cleanup. Failure to vacate premises or have premises cleaned up by the end of the rental time will result in additional rental fees being assessed.

**Take this rental agreement with you to the pool the day of your event to show you have rented the pool. If you encounter any problems with your rental or encounter a major problem that requires immediate attention, contact the pool manager or head lifeguard on duty.**

\_\_\_\_\_ By initialing this contract, I agree that I have read and understand the rental policies and regulations.