

# POOL RENTAL RESERVATION FORM

CITY OF LEANDER PARD - PO BOX 319 - LEANDER, TX 78646 - 512-528-9909

<b>Reservation Date:</b>	<b>Time:</b>
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**Reservation Contact:**

**Mailing Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Activity Type:** \_\_\_\_\_ **# of People:** \_\_\_\_\_

<b>Rental Fee:</b>	Use rental chart	\$
<b>Refundable Deposit:</b>	\$100.00	\$ 100.00
<b>Total:</b>		\$

**Rental Fee Chart:**

The number of necessary lifeguards will depend on how many people will be attending your private rental. This number should reflect each person that comes into the facility.

**0 – 75 people** **\$225**

Includes: Rental fee, three lifeguards, and one manager

**75 – 150 people** **\$300**

Includes: Rental fee, five lifeguards, and two managers

**Refundable Deposit** **\$100/party**

A refundable deposit is to be paid at the time of booking to secure your party date and time. Deposits will be refunded after your party provided there is no last minute cancellations, excess trash, damage, etc. to the facility.

**Please Note:** In the event of a cancellation, the Parks Department will retain the Pool Rental Deposit if cancellation is not made at least three working days prior to the scheduled event.

- **Reservation requests are not considered confirmed until the Parks Department has received a signed copy of this Reservation Request Form and deposit.**
- Please allow 2 – 3 weeks for refunds
- Checks will be made payable to the City of Leander PARD
- It shall be the responsibility of the person signing the reservation application to comply with, and to enforce, all PARD rules and regulations. Violation of rules and regulations are grounds for forfeiture of deposit.
- It is the responsibility of the reserving party to set up and clean up the facility unless other arrangements have been made.
- The pool will be cleared 10 minutes before the end of your reservation to allow time for clean-up and for all patrons to exit the facility.

Signature of Applicant	Date	PARD Representative	Date
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\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Deposit Collected:	Paid In Full:
Staffed:	Deposit Returned: Y N Date: