



PARKS AND RECREATION DEPARTMENT
POLICIES AND PROCEDURES
RESERVATION OF AQUATIC FACILITIES
(Effective 1/1/2008)

The following policies are provided and enforced as needed to ensure a safe and enjoyable experience for our customers. Facilities managed by the City of Arlington Parks and Recreation Department shall be available for use by the public on a reservation basis subject to the standards outlined in this document.

1. User shall comply with all rules and regulations of the Parks Chapter of the City Code.
2. The Parks and Recreation Department will provide facility and water safety staff as required to ensure a safe and an enjoyable experience.
3. Please note and comply with the designated start time as shown on your facility use contract. Staff will remain at the pool for 15 minutes after the start time. If a member of your rental party does not show, the rental will be terminated.
4. Aquatic facility rentals may not be advertised to the general public without first obtaining a permit from the Arlington Parks and Recreation Board. Permits may also be required for:
 - Amplified Sound
 - Fund raising activity (fees and charges)
 - Facility security
 - Certain event logistics that may affect other public use

For additional information regarding required permits, please refer to the Park Chapter of the City Code, Article 7, Permits.

5. **Aquatics staff shall reserve the right to determine whether security shall be required during a scheduled activity and, in collaboration with the Arlington Police Department, shall determine the amount of security required during the occupancy of the Facility.** Aquatics staff shall make all necessary arrangements for security, with the understanding that the User shall be responsible for all such expenses. If User refuses to assume the cost of such police security, then the reservation shall be subject to cancellation. Ratios of officers/participants shall be determined by staff for most activities. For parties or similar activity, the ratio shall be 2 policemen for up to 100 youth, plus 1 officer per every 50 additional youth. Any activity requiring should be booked at least one week in advance to ensure that security can be arranged.
6. Private rentals will be two hours in duration during times as determined by the Parks and Recreation Department.
7. An administrative fee of \$50.00 will be retained for any changes or cancellations made to the existing contracts if the reservation is cancelled at least five business days in advance. Cancellations received with less than five business days will be forfeit the rental fee in its entirety.
8. **Inclement weather policy at an outdoor pool rental.**
 - The aquatic staff reserves the right to cancel the rental.
 - If the weather threatens, the user will be given the option, a half hour before the rental begins to request a full refund or reschedule. If user proceeds with the rental, user forfeits their right to a refund or rescheduling.

A. Policy Administration

The Parks and Recreation Department's Aquatic Division is responsible for the administration of the policies outlined in this document.

1. The City's Aquatic facilities are available for reservation provided they are not already scheduled by the department or other customers or closed for the season. Facilities include:

- Allen Bolden Pool – 2800 A South Center Street
- Bad Königshofen Family Aquatics Center – 2800 W Sublett Road
- Howard Moore Play Pool – 1999 Bever Blvd
- Helen Wessler Play Pool - 2310 Greenway
- Hugh Smith Indoor Pool – 1815 New York Avenue *
- Randol Mill Family Aquatic Center – 1924 Randol Mill Park Road
- Woodland West Pool – 3200 Norwood Drive

* Note: Hugh Smith Indoor Pool follows the city’s holiday schedule. The facility may close entirely or have reduced hours on other select days.

2. Rental fees are noted below. All people entering for the party count toward the group number. Pavilion rentals are done during public hours and do not include the cost of guests. All pavilion rental guests will need to pay general admission fees. User will have 15 minutes to clean up and exit facility at the end of the rental.

Facility	Maximum Guests	Cost
Allen Bolden Pool	150	\$250
Bad Königshofen Family Aquatic Center	250	\$450
Helen Wessler Play Pool	100	\$200
Howard Moore Play Pool	100	\$200
Hugh Smith Indoor Pool	75	\$135
Randol Mill Family Aquatic Center	200	\$400
Woodland West Pool	150	\$250

Pool Pavilion Rental	Maximum Guests	Cost
Bad Königshofen Family Aquatic Center <ul style="list-style-type: none"> • During public hours only 	50	\$200 for a half day \$350 for a whole day
Randol Mill Family Aquatic Center <ul style="list-style-type: none"> • During public hours only 	50	\$200 for a half day \$350 for a whole day

3. All outdoor pools will be available for rental, Thursday through Sunday. Hugh Smith indoor pool will be available for rental Friday through Sunday. All outdoor pool rentals must be booked at 717 W. Main Street by telephone or in person. Hugh Smith Indoor Pool can be booked at 717 W Main Street or 1815 New York Avenue. All rental fees are due at the time of booking.
4. Pre-season rental will be available on a limited basis. The days and times will be set up by the Aquatics staff. Please contact the Aquatics Service Unit Assistant at 817-459-5461 for more pre-season information.
5. The height requirement for the water park slides at Randol Mill and Bad Königshofen is 48 inches or taller. Those who are less than 48 inches will not be allowed to ride the slides.

B. Responsibility

1. User agrees to indemnify and hold harmless the City, its agents and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by the user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the Facility or its

premises by User, his or its agent, servants, employees, contractors, or subcontractors. The City assumes no responsibility for any personal property placed in or about the facility.

2. User agrees to assume all responsibility for any damages done to the premises as a result of their usage, even above the rental amount. An authorized Parks and Recreation Department representative shall have 48 hours following an event to determine and assess any damages to the premises. It shall be the responsibility of the Parks and Recreation Department staff to notify the User of any damages during this period. User shall assume costs for repair and /or replacement based on the assessment of damages.
3. No oral agreements for use of an Aquatic facility shall be valid. All reservations must be confirmed with a written rental contract, signed and approved by Aquatic staff and the user fees paid with the deposit (if required). Indoor pool rental contracts must be filed with Aquatic staff at least five days in advance of the reservation. Outdoor pool rental contracts must be filed with Aquatic staff at least 72 hours in advance of the reservation. Reservations may not be booked more than 90 days in advance. Facility use reservations are not valid until full payment has been received. Staff cannot hold reservations without full payment at the time of the initial booking.
4. User shall comply with all laws – federal, state and local – including all ordinances of the City of Arlington and all rules, regulations, and requirements of the Parks and Recreation, Police and Fire Departments. No user shall schedule an event that will have a larger attendance than the maximum capacity noted above. User shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the Aquatic Facility. This includes attaching tape to a painted surface. All decorations must remain inside the area that has been reserved.
5. User agrees to leave the premises in as good or better condition than which existed prior to their usage. All trash must be disposed of properly as directed by staff. Any and all decorations shall be removed by user.
6. Alcoholic beverages are not allowed within the pool grounds and parking lot.
7. Smoking is not permitted within 50 feet of the pool entry or within the pool's fenced area.
8. User shall not gamble, or give anyone permission to gamble, on the premises of the Aquatic Facility.
9. Glass containers are prohibited in or around the pool area.
10. The Parks and Recreation Department reserves the right to cancel a reservation at any time.
11. Any reservation group found to be in violation of the stated rental policies is subject to losing facility use privileges and any associated rental fees and deposits.

For any questions about these policies, please contact the Aquatics Manager, Maria Campbell at 817-459-5481 (maria.campbell@arlingtontx.gov) or send correspondence to Aquatics Division, Arlington Parks and Recreation Department, 717 W Main Street, Arlington, TX 76013-1855