

LOMPOC AQUATIC CENTER

RENTAL INFORMATION

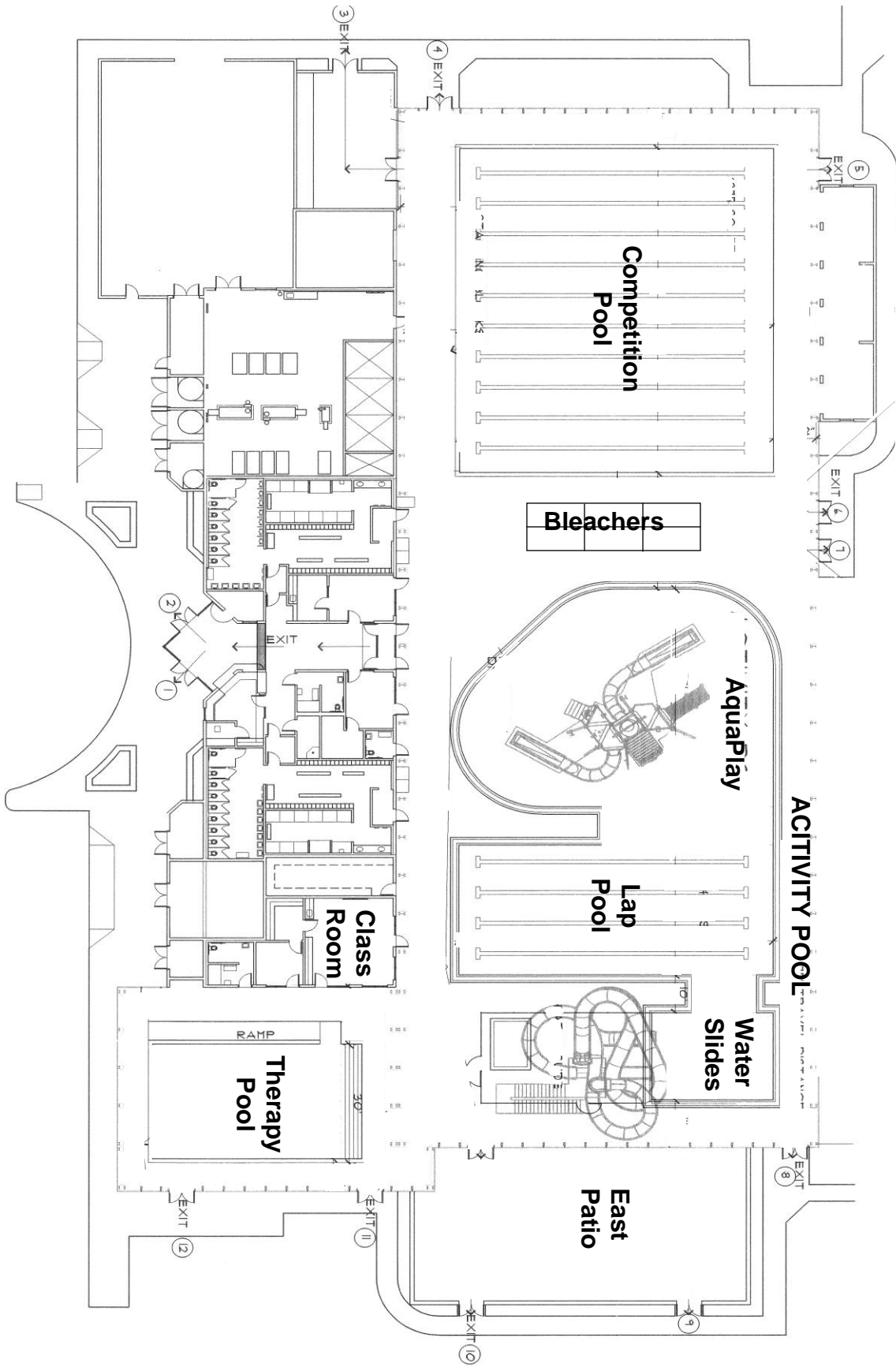
Effective January 2016

Thank you for your interest in renting the Lompoc Aquatic Center. Please read the following information and acquaint yourself with the rental policies and procedures. The Center is located at 207 West College Avenue. For Rental inquiries please call (805) 875-8100.

RENTAL FEES

*Rentals are subject to a 90-minute minimum. Fees will be pro-rated. These rates include two mandatory lifeguards, depending on the size of your event. ** If your rental includes more than 50 people, you will be billed an additional \$20 per hour for every 25 participants** An additional fee of \$50 will be charged if booking within 14 days and \$75 if booking with 7 days. Rental Fees are subject to change without notice.

Facility Rental Fees:	Private/ Non-profit	Commercial
Entire Activity Pool (Playground, lap lanes, slides & use of inner tubes)	\$175/hr	\$185/hr + up to 5% of gross
Aqua Play (NO Lap Lanes or Water Slides)	\$90/hr	\$100/hr + up to 5% of gross
Aqua Play & Lap Lanes (NO Water Slides)	\$150/hr	\$170/hr + up to 5% gross
Water Slides (NO Lap Lanes or Aqua Play)	\$75/hr	\$85/hr + up to 5% of gross
Water Slides & Lap Lanes (NO Aqua Play)	\$135/hr	\$155/hr + up to 5% of gross
Lap Lanes NO Aqua Play or Water Slides	\$60/hr	\$70/hr + up to 5% of gross
Competition Pool* Competitions/Instructional only	\$45/hr	\$55/hr + up to 5% of gross
Competition Pool	\$80/hr	\$90/hr + up to 5% of gross
Therapeutic Pool* Instruction only	\$35/hr	\$45/hr + up to 5% of gross
East Patio		
With BBQ	\$50/hr	\$60/hr + up to 5% of gross
With Food	\$45/hr	\$55/hr + up to 5% of gross
NO FOOD	\$35/hr	\$45/hr + up to 5% of gross
Classroom		
With Food (Meetings only)	\$75/hr	\$85/hr + up to 5% of gross
NO FOOD	\$35/hr	\$45/hr + up to 5% of gross



Damage Deposit

All pool parties	\$100.00 Minimum
East Patio Rental ONLY	\$50.00 Minimum
Classroom Rental ONLY	\$50.00 Minimum

LOMPOC RECREATION DIVISION RESERVES THE RIGHT TO ASSESS A DEPOSIT OF UP TO \$5,000.00, DEPENDING ON THE NATURE OF YOUR RENTAL.

ADDITIONAL FEES:

1. Chair and table set-up fee
2. An additional dumpster, if necessitated by your activity. The fee is \$25.00 per dumpster.
3. Additional staff charges
4. Cleaning fees
5. \$50 charge for booking within 14 days, \$75 for booking within 7 days

Thank you for your interest in renting the Lompoc Aquatic Center.

Please read the following information and acquaint yourself with the rental policies and procedures.

Reservation Process

- Complete an Aquatic Center Reservation Request and secure your date by paying a \$100.00 damage deposit. The Damage Deposit must be paid and request form received in order to book your date.
- Be sure that the time you reserve *includes set-up, event time, clean up and take down time*.
- You must vacate the pool at the time stated on your application. You must vacate the building 20 minutes after your departure time or you will be charged for additional time.
- Any time that is requested for set-up 1.) On the day before your event or 2.) Takedown on the day after will be charged the regular rental rate.
- If you find that you require additional hours for set up, your request must be made at least two business days in advance of your event, in order to schedule staff.
- Additional pool hours will not be accepted within two weeks of your rental date.
- Facility requests that are made less than 48 hours in advance will be refused.
- The balance of the rental fee is payable 30 days prior to the date of your event. You will be given a due date for the balance of those fees; you will be responsible for assuring that those fees are paid on or before scheduled due date, you will not receive a reminder notice regarding outstanding fees. Your signed contract will act as your notification of fees due.
- **IF THE BALANCE IS NOT PAID BY THE DESIGNATED DATE, YOUR RESERVATION WILL BE CANCELLED.** Any fees paid up to that time will be subject to retention by the Recreation Division.
- The pool is available for rentals Saturdays from 10:00am – 11:30am and from 3:15pm – 5:15pm. The pool is available for rent on Sunday from *10:00am – 11:30am, 11:30am-1:00PM and from 3:15pm-5:00pm (*only available when 11:30am-1:00pm is booked)
- All private rentals will be subject to a 90-minute minimum, unless prior approval from the Lompoc Parks & Recreation Commission is obtained.
- Please note that the pool will be cleared 5 – 10 minutes prior to the rental end time to allow sufficient time to clear the facility.
- The Lompoc Parks & Recreation Commission will consider facility requests that are made outside of the scheduled rental times on a case-by-case basis.
- All school-based end of the year parties will be scheduled with the Aquatic Supervisor.
- The Facility Supervisor will contact you to make an appointment if you need further assistance to any questions regarding:
 1. Reviewing the rental terms, conditions and policies.
 2. Determining total fees and deposits.
 3. Determining the due date for payment of the balance of fees and deposits (30 days prior to your activity).
 4. Clarifying any questions or concerns you may have.

PLEASE NOTE THE FOLLOWING MAXIMUM OCCUPANCY INFORMATION

EAST PATIO	167
CLASS ROOM	22
COMPETITION POOL	299
AQUAPLAY	170
LAP LANES	120
THERAPY POOL	84

NOTE THE MAXIMUM CAPACITY OF THE FACILITY IS 299. YOUR GROUP CANNOT EXCEED THIS CAPACITY. THIS NUMBER IS APPLICABLE TO BOTH PEOPLE INSIDE AND OUTSIDE OF THE POOL.

Catering & Serving Food

(ALL RENTALS THAT ASK FOR THE OPPORTUNITY TO HAVE FOOD AND DRINK PRESENT AT THEIR EVENT WILL BE GRANTED ON A CASE-BY-CASE BASIS).

- If you are serving food at your rental you will be required to rent the East Patio.
- A Health Permit may or may not be required if food is served or sold at a private function.
- If you have contracted with a caterer, that person is responsible for all permits and licenses.
- The renter is responsible for identifying the caterer to the Recreation Division at least one month prior to the event.
- If you SELL food at a public event, you may be required to obtain a Temporary Health Permit from the Santa Barbara County Health Department and pay any appropriate fees.
- A one-day business license may also be required from the City Clerk.
- It is the renter's responsibility to investigate the need for such permits and licenses.
- If the above permits and licenses are required, the renter must provide copies to the Recreation Division at least one month prior to the activity.
- In the event that it is raining or you are unable to utilize the East Patio because of severe weather conditions you will be refunded for your patio fees only. Food is permitted on the East Patio only, therefore, there will be no further accommodations made.

Alcohol

- NO ALCOHOL WILL BE PERMITTED ON THE PREMISES.

Lifeguards

The number of lifeguards on duty at each pool will be determined by three factors:

- The number of patrons in an area.
- The level of aquatic competence of the individuals in the area (How adapt are they to water, what is the percentage of non-swimmers in the group, as well as the swimmers age, size, etc.)
- Is the group participating in an organized activity? (A swim team or aqua aerobics class will take less supervision than an open pool party)

The minimum number of lifeguards required for the Therapy and Competition Pools is two (2).

The minimum number of lifeguards required for the Activity Pool is based on requirements set by the Santa Barbara County Health Department and contingent upon the components rented by the client.

Additional lifeguards may be necessary for your rental at a cost of \$20/hour/guard.

Youth Supervision

- City of Lompoc Lifeguards must be on duty at all times during all activities.
- Aquatic Center staff is not available to help you decorate or transport your items in and out of the facility.

- Guardians are responsible to supervise any children.
 - Adults with children age 3 and under must be in the water within arms reach of the child at all times (1 to 1 ratio).
 - Children ages 4 through 6 must be supervised by an adult in the water at all times (1 to 2 ratio).
 - Children 8 years old and younger must be accompanied by an adult who is in the facility at all times.
 - Plastic Pants and Swim Diapers are required for children ages 3 and under.

Cleaning Responsibility

It is the responsibility of the renter to:

- Remove all decorations, supplies and equipment brought in by you and the participants in your group.
- Remember to reserve enough time on your rental application to include set-up, clean up and takedown before and after your event.
- Pick up large loose litter throughout the facility that was a result of your rental.
- Leave the facility in a clean, orderly state.
- Ensure that participants are respectable in locker room facilities.

Security / Damage Deposit

- A Security/Damage deposit is charged to protect our facility.
- In the event City property is damaged, broken, stolen, or excessive cleaning (over and above normal custodial service) is necessary as a result of actions during your rental, all or a portion of your deposit will be retained.
- If the facility is left in a clean, orderly fashion, your deposit will be fully refunded.
- The Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as an additional insured.
- The damage deposit fee is due at the time of registration along with the request form to reserve the facility and time. If the damage deposit and request form are not received at the time of registration, the facility cannot be booked. The remainder of the balance is due no later than thirty days prior to the first date of use.
- Any event requiring third party vendors will require a certificate of liability.

Deposit Refund

- Your deposit will be refunded BY MAIL approximately 2 weeks after your rental if originally secured by cash, cashier's check, personal check, or money order

OR

- Your deposit will be refunded VIA DIRECT REFUND TO YOUR CREDIT CARD/DEBIT CARD approximately one week after your rental if originally secured by Visa, MasterCard or Discover. You will receive notification that the refund was placed on your credit card. Refunds must be issued to the same card that was used initially.

Canceling Reservations:

Facility reservations that are cancelled by the renter are subject to a minimum \$20.00 Cancellation Fee. The following scale reflects the amount of the fee to be refunded, which includes the \$20.00 cancellation fee for reservations 30 days or less in advance of the reservation date:

Cancellation Notice	Amount of Fee Refunded
0-7 days	-0-
8-14 days	50%
15-29 days	75%
30 days	100% less \$20.00 cancellation fee

Any reservation changes will be charged a \$5.00 fee, which is due at the time of the request of the change.

WE RESERVE THE RIGHT TO REFUSE YOUR RENTAL APPLICATION. WE ALSO RESERVE THE RIGHT TO CANCEL YOUR RESERVATION AT ANY TIME (WITH ADEQUATE NOTICE), IN WHICH CASE YOUR FEES AND DEPOSITS WILL BE FULLY REFUNDED