

City of Brentwood
Parks and Recreation Department
 35 Oak Street
 Brentwood, CA 94513
 (925) 516-5444 • (925) 516-5445 FAX
 www.brentwoodca.gov



Contract #	_____
Date Received:	_____

Brentwood Family Aquatic Complex One Time Use Application

This request does not confirm or guarantee usage until final approval is given and all criteria are met. All initial requests require a minimum of thirty (30) days for processing.

RENTAL CLASSIFICATION (Please check only one):

- Private Party
 School Party
 Commercial Party
 Organized Youth Party

Upon request, renter may be required to submit information about their organization, what percent of the members of the organization are Brentwood residents, etc. The City may request a membership list with names and addresses as proof of residency. _____ Initial

Organization Name: _____

Address: _____ City: _____ Zip: _____

Contact Name: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Organization Title/Position : _____

Alternate Contact Name: _____ Cell Phone: _____

Email Address: _____ Organization Title/Position: _____

Type of Event: _____ Estimated Attendance: _____

DATE(S) REQUESTED:

FIRST CHOICE :: Date(s) _____

Setup Time: _____ a.m./ p.m. to _____ a.m./ p.m.

Event Time: _____ a.m./ p.m. to _____ a.m./ p.m.

Cleanup Time: _____ a.m./ p.m. to _____ a.m./ p.m.

SECOND CHOICE :: Date(s) _____

Setup Time: _____ a.m./ p.m. to _____ a.m./ p.m.

Event Time: _____ a.m./ p.m. to _____ a.m./ p.m.

Cleanup Time: _____ a.m./ p.m. to _____ a.m./ p.m.

Please Note: Some Holidays are not available. Fees will not be refunded for time not used, so choose time carefully, as changes may be subject to additional charges.

Office Use Only

Date Deposit Received: _____ Deposit Amount: \$ _____

Remaining Balance Due: \$ _____ Due Date: _____ *(If remanding balance is not paid by this date you will be charged a Unpaid Rental Balance Late Fee)*

Additional Insured Endorsement Recreation Manager/ Supervisor Approval: _____ Date: _____

Brentwood Family Aquatic Complex Rental Information

_____ (initial)

PLEASE COMPLETE THE FOLLOWING: (Check facilities needed)

- Recreation Pool - Shell shaped zero entry to 4 feet depth pool. Amenities include cascading Giant Mushroom, double spray Lemon Drop and fill and dump Tumble Buckets. Total Capacity is 342.**
- Triple Loop Water Slide
- Double Loop Water Slide

- Competition Pool - 25 yard by 25 meter dimension. 6 feet 7 inches to 13 feet in depth. Total Capacity is 308.**
- Number of Lanes Up To 10: _____ (25 yards)
- Diving Boards
- Bleachers

Additional Notes: _____

Renter/Users Responsibilities

_____ (initial)

- A. The Renter/User is responsible for the control and supervision of all participants, spectators and persons associated with their use of City facilities ensuring their adherence to the facility's policies, procedures and regulations as outlined in the Brentwood Municipal Code, Title 7 Parks and Recreation and the City of Brentwood Activity Code of Conduct. Lack of adherence may result in immediate and/or termination of further use of City facilities.
- B. The individual or organization signing the application is responsible for any loss or damage to City property. The Renter/User must pay the City of Brentwood an amount equal to the cost of repair and/or its replacement.
- C. The Renter/User is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from their use of City facilities.
- D. Minors (any person under the age of 18) must be supervised at all times.
- E. Additional charges may be assessed to the Renter/User for use of the facility beyond the specified time. The determination of assessment of additional charges shall be at the sole discretion of the City of Brentwood and will be taken from the Renter/User's deposit.

Fees and Cancellation Policy

_____ (initial)

HOOR RENTAL FEES (Based on a 3 hour minimum rental period)

Application Fee (Non-Refundable)	\$50.80
Use Competition Pool (3 hour minimum rental period)	\$1,053.50 total for 3 hours of use.
Use of Recreation Pool (3 hour minimum rental period)	\$840.30 total for 3 hours of use.
Use of Entire Facility (3 hour minimum rental period)	\$1,887.90 total for 3 hours of use.
Refundable Damage Deposit	\$750.00
Additional Hourly Rate: Lifeguard, Senior Guard and/or Manager	Current hourly rate plus benefits

1. 100% Rental deposits and fees are refunded if cancellations are made 6 months or more prior to your rental date, with the exception of a cancellation processing fee.
2. Cancellations less than 6 months, but more than 4 months prior to your rental date, 15% of your **total deposit** will be retained in addition to a cancellation processing fee.
3. Cancellations less than 4 months, but more than one month prior to your date, a 25% of your **total deposit** will be retained in addition to a cancellation processing fee.
4. Cancellation less than 30 days prior to your rental, 40% of **the entire rental fee** is retained in addition to a cancellation processing fee.
5. Renter/Renter's Party shall enter and vacate the facility at the time specified on the application. Charges will be assessed for all use outside of these times. There will be no refunds on events that end prior to the scheduled time.

The City reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding.

Check ALL items associated with your event.

_____ (initial)

<input type="checkbox"/> Additional Equipment not provided by the City of Brentwood Parks and Recreation Department.		Describe all: _____ _____ Use and/or storage of additional equipment not provided by the City of Brentwood, must be disclosed to and coordinated with City of Brentwood staff. The City is not responsible for any equipment used or stored at City facilities. <u>All equipment must be removed after the rented time period.</u> City of Brentwood staff reserves the right to remove any such equipment at the cost of the Renter/User if improperly stored or left beyond the length of the contract.
<input type="checkbox"/> Tables/Chairs City can provide 2 - 6 foot tables and 16 chairs for use.		Additional Number you will bring onsite: <input type="checkbox"/> Tables _____ <input type="checkbox"/> Chairs _____ Use and/or storage of tables and chairs not provided by the City of Brentwood, must be disclosed to and coordinated with City of Brentwood staff. The City is not responsible for any tables and chairs used or stored at City facilities. <u>All tables and chairs must be removed after the rented time period.</u> City of Brentwood staff reserves the right to remove any such tables and chairs at the cost of the Renter/User if improperly stored or left beyond the length of the contract
<input type="checkbox"/> Shade Tents/Canopies		Number you will bring onsite: <input type="checkbox"/> Shade Tents _____ <input type="checkbox"/> Canopies _____ List Size _____ Use and/or storage of shade structures must be disclosed to and coordinated with City of Brentwood staff. The City is not responsible for any structures used or stored at City facilities. <u>All structures must be removed after the rented time period.</u> City of Brentwood staff reserves the right to remove any such structures at the cost of the Renter/User if improperly stored or left beyond the length of the contract. Depending on the size listed, may require additional permits.
<input type="checkbox"/> Music/P.A. System		<input type="checkbox"/> P.A. System <input type="checkbox"/> Live Band <input type="checkbox"/> Disc Jockey <input type="checkbox"/> Other _____
<input type="checkbox"/> Vendors/Booths		Vendor/Booth Information Form required. Available at the City of Brentwood Parks and Recreation Department. Brentwood Municipal Code Section 7.02.215.
<input type="checkbox"/> Decorations/Banners/Advertising		Describe all: _____ _____ Decorations, Banners and Advertisement of any kind are not permitted on City property without prior written permission and placement coordination. Written request must accompany the application. Brentwood Municipal Code Section 7.02.210.
<input type="checkbox"/> Catered Food/Drink		Brentwood Family Aquatic Complex has exclusive concession services. Renters must provide written permission from the concessionaire to offer their own food/drink services. Concessionaire's permission statement and the name, address and phone number of the caterer must accompany the application.
<input type="checkbox"/> Food/Drink to be Sold No glass or Styrofoam containers are permitted in the Complex. No outdoor cooking units are permitted in the Complex.		<ul style="list-style-type: none"> • Brentwood Family Aquatic Complex has exclusive concession services. Renters must provide written permission from the concessionaire to offer their own food/drink services. Concessionaire's permission statement must accompany the application. • Temporary Food Permit required from Contra Costa Health Services (925) 692-2500 or www.cocoeh.org. • City of Brentwood Business License required (925) 516-5400 or www.brentwoodca.gov
<input type="checkbox"/> Food/Drink to be Given Away No glass or Styrofoam containers are permitted in the Complex. No outdoor cooking units are permitted in the Complex.		<ul style="list-style-type: none"> • Brentwood Family Aquatic Complex has exclusive concession services. Renters must provide written permission from the concessionaire to offer their own food/drink services. Concessionaire's permission statement must accompany the application. • Temporary Food Permit required from Contra Costa Health Services (925) 692-2500 or www.cocoeh.org.
<input type="checkbox"/> Charging for Parking		Charging a parking fee is not permitted.
<input type="checkbox"/> Charging for Admission or Gate		Renter must obtain written permission from the City of Brentwood Parks and Recreation Department Director.
<input type="checkbox"/> Other: Are there any additional activities associated with this event?		If yes, describe all: _____ _____

Insurance and Indemnification

_____ (initial)

As a condition of use of City facilities, you must provide, at your sole expense, each of the following items:

Proof of Insurance comprised of a Certificate of Liability and an Additional Insured Endorsement of comprehensive general liability insurance. The original endorsement of comprehensive general liability insurance must be written by one or more responsible insurance companies licensed to do business in California. This coverage must:

- A. Name the City of Brentwood, its officials, officers, directors, employees, agents, and volunteers as additional insured against liability to persons, damages to property, and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
- B. Include liability coverage for claims made by participants in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event.
- C. Be PRIMARY insurance with respect to the additional insured name above. Any other insurance available to the City of Brentwood, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing.
- D. Address to include: City of Brentwood, 150 City Park Way, Brentwood, CA 94513

The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage.

You must provide the City with the endorsement 14 days prior to the start of your event. Each endorsement shall be subject to approval by the City of Brentwood.

Any deductible or self-insurance retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on an ISO approved form. The City will NOT accept a certificate of insurance alone as proof of insurance coverage.

The original endorsement must specifically list the following:

“City of Brentwood, its officials, officers, directors, employees, agents, and volunteers are additional insured.”

“This insurance is primary with respect to the additional insured. Any other insurance available to the City of Brentwood, its officials, officers, directors, employees, agents and volunteers, shall be excess and noncontributing.”

You are strongly urged to show this application (including the precise wording of these requirements) to your insurance agent or broker to ensure language is included, as required.

Applicant Disclaimer

By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event section 7.02.020 of the Brentwood Municipal Code (B.M.C.). If the City approves the application, a contract shall be sent to the Applicant for signature.

I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event am authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge and shall remain as provided for the term of the contract.

Applicant Signature

Applicant Name (Printed)

Date

The following rules are provided to ensure a safe and fun visit to City of Brentwood Aquatic Facilities. Lifeguards are provided for additional safety, however accidents may still occur. Adult supervision is strongly advised. All users must obey all facility, pool, diving board and/or slide rules. REMEMBER, you are responsible for your own safety.

Facility Rules:

- Children under the age of 12 must be accompanied by a responsible, actively supervising individual 15 years of age or older.
- Lifeguard attention is spread among all swimmers. Drowning may still occur. Active, responsible supervision is required.
- All patrons one year and older require paid admission into the complex.
- Food and drink are permitted in grass and picnic table areas only. Ice chests, handbags and backpacks are subject to search. Styrofoam Coolers are not allowed. Due to the limited lawn and deck space, staff reserves the right at any time to limit and/or restrict the use of portable popups/canopies, umbrellas, and/or folding tables and chairs.
- The following are prohibited:
 - Glass containers .
 - Alcohol BMC 7.02.120
 - Smoking . BMC 7.02.130
 - Running, horseplay, climbing on fencing, structures, or bleachers.
 - Portable stereos or radios.
 - Seeds or shells of any kind.
 - Animals or pets of any kind (Guide, signal or service dogs exempt)
 - Outdoor cooking units.

Pool Rules:

- No swimming when lifeguards are not present.
- No paper or cloth diapers allowed in the pool. Rubber pants or swim diapers are required. Diaper changing in locker room areas only.
- All flotation devices and/or swimming aids are prohibited. These include balls, inner tubes and water wings. Only Coast Guard approved PFD's (life vests) are permitted.
- Diving boards and slides are only to be used when opened by a designated lifeguard.
- No diving in less than 6 feet of water.
- No cotton clothing of any kind while in the pool.
- Swim trunks with liners must be worn at all times.
- Patrons must be at least 48" tall to ride the water slides. Additional Rules posted at the water slides.
- Only one person on the diving board at a time. Additional rules posted at the diving boards.

Slide Rules: Please observe the slide and decide if you can safely participate.

- Sliders must be able to swim competently in at least 4 feet of water.
- Sliders must be 300 lbs. or less.
- Sliders must be at least 48 inches tall to go down the slide.
- Goggles, masks and eyeglasses must be removed before riding.
- Swimwear with exposed zippers, buckles, rivets or metal ornamentation are not permitted.
- Sliders must go down one at a time. No doubles or multiple riders allowed.
- Sliders must go down the slide feet first lying on their back.
- Sliders must exit the slide area immediately after completion of slide.
- Keep arms and hands inside the flumes at all times.
- No horseplay in, on, or around the slides.

Caution:

For your protection, the slides are not recommended for guests with physical limitations imposed by conditions such as: recent surgery or illness, pregnancy, back, neck, bone, or other injury, high blood pressure, heat conditions, extreme obesity, as well as other conditions.

Continued on next page

Diving Board Rules: Please observe the diving boards in use and decide if you can safely participate. You are responsible for your own safety

- Open swimming in the diving area is prohibited, unless diving boards are closed.
- Diver must be able to swim unassisted. City personnel may require a swim test prior to use of the diving board.
- Dives or jumps must be performed facing forward using one bounce off the front of the board toward the middle of the pool.
- Only one person on the board at one time. The next person in line must wait with both feet on the deck.
- Once a dive is performed, the diver must exit the pool by the nearest ladder or swim directly past the safety line.
- Person next in line must wait, until the person who just dove into the pool exits the water before stepping onto the diving board steps.
- The following is prohibited:
 - Personal flotation devices
 - Horseplay on, or around, the diving boards.
 - Running dives, sitting dives, back dives, inward dives, reverse dives, hanging on the board, and gymnastics-like moves such as handstands or cartwheels.

Lifeguards on duty may restrict certain dives based on safety concerns. Any activities deemed unsafe by City personnel are not permitted.

TEAM/SCHOOL USAGE: The following additional rules apply to any team/school organizations using the facility.

- Coaches are responsible for the enforcement of City facility and pool rules.
- Coaches are responsible for the behavior and language of their participants and spectators.
- Food and drink are only permitted on designated grass areas. No seeds or shells of any kind are allowed in the facility.
- Coaches are responsible for the clean up of pool decks, bleacher area, and locker rooms.
- The City of Brentwood is not responsible for any lost or stolen items.
- Equipment storage is available in outside bins, teams must provide their own lock.
- Teams/schools may not sell any items without prior written permission from the City of Brentwood Parks and Recreation Department and may be subject to County Health Codes/permits and City business licenses.
- Any posted material requires prior written approval as to content and placement by the City of Brentwood, Parks and Recreation Department.
- Only City of Brentwood, Parks and Recreation staff are allowed in designated staff areas.
- Jeff Ellis & Associates Inc. is the City of Brentwood, Family Aquatic Complex risk management authority and as such, all water related activities requires a licensed Jeff Ellis & Associate Inc. lifeguard to be on duty at all times which may require an additional fee.
- Any tents or shade structure requested must have prior written approval of at least three working days before the event.
- Any request for electrical outlets or extension cords must have prior written approval.
- Participants are restricted to permitted areas only. Entry into non-permitted areas during open hours will require an admission fee.
- Portable stereos or radios are not permitted in the pool complex.

Please Note: Violation of any of the City of Brentwood Aquatic Facility rules is cause for immediate removal from the Complex for that calendar day. Pending the seriousness of the violation(s), violator may be subject to further admission restrictions.