



## Room Rental Application

Howell Area Aquatic & Fitness Center  
1224 W. Grand River Ave.  
Howell, MI, 48843  
517.579.2871  
Fax: 517.546.6018  
[www.howellrecreation.org](http://www.howellrecreation.org)

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

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Residency

☐ City of Howell ☐ Oceola Township ☐ Genoa Township ☐ Marion Township ☐ Howell Township

☐ Other \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

### Which room(s) would you like to reserve:

☐ Pool (75 people)

☐ Observation Room (50 people)

### Type of Event:

☐ Family/Friends Gathering ☐ Other \_\_\_\_\_

### Rental Pricing

All reservations will be on a first come, first served basis when rental fee and application approval has been submitted. All rental fees must be paid for at time of application.

**All room rentals require payment in full upon registration and an additional, refundable \$50 deposit check as a security deposit (payable in check only). If you cancel prior to 30 days, a \$30 processing fee will assessed to your rental. Within 30 days of rental date no refunds will be given.**

### Dates of Event

Time must include set-up, decorating, and clean-up which will be used to calculate your total time and rental fee. You will be asked to sign-in when you arrive and sign-out when you leave. If you go over this time or show up earlier for set-up, you will be invoiced for additional time).

### ☐ Pool Timeslot

Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Total Number of Rental Hours: \_\_\_\_\_

### ☐ Observation Room

Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Total Number of Rental Hours: \_\_\_\_\_

### Attendance:

Number of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_ Total Number of People \_\_\_\_\_

Any Non-Swimmers? ☐ Yes ☐ No

Total Number of Swimmers \_\_\_\_\_

### Cancellations/Refunds

There are NO refunds if you cancel your application 30 days or less prior to your function. There are also NO refunds if you do not show up on the day of your event. NO EXCEPTIONS. **If you cancel prior to 30 days, a \$30 processing fee will be assessed to your rental.** Refunds will be issued based on your original method of payment (cash & check will be issued check refunds, credit card payments will be credited back to the original card) and may take up to three weeks to process. The Howell Area Parks & Recreation Authority reserves the right to cancel an activity if we feel that it will be detrimental to the maintenance and safety of the participants.

### Hold Harmless, Responsibility

I understand that I shall be held responsible for any and all loss, accidents, injury, to damage to persons or property which results from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the Howell Area Parks & Recreation Authority's passive negligence to release, indemnify, and hold harmless and defend the Howell Area Parks & Recreation Authority and their officials, officers, agents, employees, and volunteers (indemnities) from any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs, or liability of any kind or nature (including attorney fees and expert witness fees) which indemnities may sustain or incur or which may be imposed upon them for injuries to or death of persons, damage, or injury to property as a result of, arising out of, or in any manner connected with this activity.

### Notes/Special Requests

---

---

---

---

### Hourly Rate

#### Pool:

- ☐ 1-24 people - \$88/hr  
☐ 25-49 people - \$120/hr  
☐ 50-75 people - \$154/hr

#### Observation Room:

- ☐ 50 person max - \$36/hour

### Total Charges

Base rate for room (as stated above): \_\_\_\_\_

Number of Hours (Pool) \_\_\_\_\_ x Rate (as stated above) \_\_\_\_\_ = \$ \_\_\_\_\_

Number of Hours (Observation Room) \_\_\_\_\_ x Rate (as stated above) \_\_\_\_\_ = \$ \_\_\_\_\_

Total Charge = \$ \_\_\_\_\_ Total Rental Fee: \_\_\_\_\_

☐ \$50 Refundable Security Deposit: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Total: \_\_\_\_\_

#### Payment Method

☐ Cash ☐ Check (# \_\_\_\_\_) ☐ Mastercard ☐ VISA ☐ Discover

Credit Card Number \_\_\_\_\_ CCV/CVC

Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**\$50 security deposit receipt:**

I \_\_\_\_\_ have provided Howell Area Parks & Recreation Authority a separate check for the security deposit in the amount of \_\_\_\_\_.

Check #: \_\_\_\_\_

I understand that this cost is to cover rental overages, damages, or any other incidentals that occur during my rental. I understand the security deposit will be available for pickup after 72 hours of my rental date as long as it is not needed to cover costs (as listed above). **All security deposits will be returned at the Howell Area Aquatic & Fitness Center, 1224 W. Grand River Ave or call 517-579-2871 to have your check destroyed.**

**Site supervisors will not have access to the security deposits the day of your rental.**

**Employee Signature:**\_\_\_\_\_

**Customer Signature:**\_\_\_\_\_

**Deposit Returns:**

Customer Pick-up:

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Customer Call:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_

Shred Date \_\_\_\_\_

Posted pool rules are as follows:

- a. Running, dunking, pushing, and horseplay are prohibited in the pool and locker room areas.
- b. Food, drinks, glass containers, and gum are not allowed in the pool, locker room or balcony areas.
- c. Patrons and staff must shower before entering the pool.
- d. Non-swimmers or those under 48" tall must be accompanied by an adult in the water.
- e. For anyone under 18 swim tests are required for anyone exhibiting signs of trouble in the deep end areas.
- f. Disposable diapers are not allowed in the pool.
- g. Street shoes are not allowed on the pool deck.
- h. Swimming is not allowed in the diving area when the board is in use.
- i. Diving of any kind is not permitted in the shallow areas.
- j. Proper swimming attire is required.
- k. Management reserves the right to amend the above rules.

Non-posted enforced pool rules are as follows:

- a. The ramp area is off limits to playing or climbing on the rails unless during swim lessons and accompanied by an instructor.
- b. U.S. Coast Guard approved lifejackets are allowed only in the shallow end of the pool, and must be within arms' reach of an accompanying adult.
- c. For all Open and Family swims, the outside lane line will be attached to the middle lane to open up outside wall and prevent landing on lane line.
- d. Flips, twists, and back dives are not permitted off the wall. Feet first and front dive only.
- e. Diving is allowed only in designated areas.
- f. Shooting the basketball is not allowed from the deck nor is hanging on basketball rim or net is not allowed.
- g. Lifejackets are not allowed in the deep end.
- h. Jumping above the benches is not allowed during open or family swim.
- i. Kick boards are to be used by serious lap swimmers or adults in the lap lanes only.
- j. Patrons are not allowed in the pool offices unless for an emergency reason.
- k. Hanging on the lane lines is not allowed. Patrons should swim underneath the lane lines not over the top.
- l. Spitting water is not allowed.
- m. Patrons are not allowed to climb on the shoulders of anyone else.
- n. Patrons are not allowed to throw each other anywhere in the pool.
- o. The H.A.A.C. does not provide any equipment except lifejackets during open and family swim.

Diving board rules are as follows:

- a. One person allowed on diving board at all times.
- b. Only one bounce allowed for each dive.
- c. Running, handstands, back dives, inwards and cartwheels are prohibited on the diving board.
- d. Patrons must dive straight off and then swim to the nearest ladder.

- e. Fulcrum is not to be adjusted at any open swim times, unless approved by the Director.
- f. Diving boards will be open or closed depending of the patron load.

Spa rules are as follows:

- a. Patrons aged 14 and up only in the spa
- b. Hot tub will be closed during all swim lesson times.
- c. Patrons must shower before using the spa.
- d. 10-15 minutes maximum time limit.
- e. 10 people maximum in the spa.
- f. Turn off the jets when leaving.

WIBIT rules are as follows:

- 1. No horseplay allowed.
- 2. Enter the WIBIT from the Entrance Ramp only.
- 3. Swim away from the WIBIT after exiting.
- 4. Move away from the WIBIT after falling/jumping off. Please DO NOT attempt to climb onto the WIBIT except for the Entrance Ramp.
- 5. Absolutely NO swimming under the WIBIT.
- 6. No diving from the WIBIT at anytime.
- 7. Remove all jewelry, glasses, and any other sharp objects before using the WIBIT.
- 8. No climbing/hanging from the WIBIT unless on the Entrance Ramp.