



ARAPAHOE PARK AND RECREATION DISTRICT
LOOKOUT POOL

AFTER-HOURS RENTAL REQUEST FORM AND PERMIT

5455 South Rivera Way, Centennial, CO 80015
720 870-1924 • www.aprd.org

Lookout Pool can be rented for after-hours private events on most Fridays, Saturdays and Sundays between 6-8PM. All requests must be made at least one week in advance and must be approved by the District Aquatics Supervisor. For more information, please call 303 269-8410 or email ryanbai@aprd.org.

Name of Organization (if applicable): _____

Contact Person: _____

Telephone Number: _____ Alternate Phone: _____

Email Address: _____

Mailing/Billing Address: _____

Date Requested: _____ **Event/Purpose:** _____

Aprox. # Adults (16+) Attending: _____ **Aprox. # Children Attending:** _____

2018 RENTAL FEES (2 Hours):

District Non-District

Total # of Attendees	District Rate	Non-District Rate
1-50 people	\$220	\$260
51-100 people	\$320	\$370
101-150 people	\$420	\$470
151 + people	\$470	\$520

This permit has been issued on the following terms and provisions:

1. All requests must be made at least one week in advance, and all rental fees must be paid at the time this request is approved. Requests are handled only by the APRD Aquatics Supervisor and are subject to approval based upon pool and staff availability.
2. Cancellations, Date Changes, or changes to the number of Participants must be made to the Aquatics Supervisor at least one week prior to the scheduled rental date. Cancellations made after the one week grace period will receive a 50% refund of the amount paid.
3. **Inclement Weather:** We will make every effort to accommodate your request. However, if the air temperature is below 68°F, lightning exists in the area, or any other weather event that affects the safety of your party exists, your reservation may be cancelled. All attempts will be made to re-schedule your event; if we are unable to re-schedule your reservation, a full refund will be issued. If during inclement weather you decide to proceed with your event and weather conditions warrant an early pool closure, you will be refunded 50% of the total rental fee if the event ends before 7PM.
4. **All swimmers under the age of 13 years old shall be directly supervised by a responsible adult (16+) at the following ratios:**
 - a. One adult per every three children 5 years and younger
 - b. One adult per every 5 children ages 6-10
 - c. One adult per every 10 children ages 11-15

5. An appropriate number of lifeguards will be assigned to your rental according to the total number of attendees. Lifeguards are responsible for overseeing the safety of the pool area and are not a substitute for appropriate adult supervision.
6. Inflatable devices such as rafts and water wings are prohibited; all flotation devices must be USCG approved. Life vests are available for check-out from Aquatics staff.
7. Outside food and drink and BBQ grills are allowed. However, no glass containers of any type are permitted on the property.
8. The consumption, distribution or possession of alcohol, marijuana and other illegal substances in any form, for any purpose, is prohibited on the grounds of any facility owned or operated by Arapahoe Park and Recreation District.
9. An additional list of pool area rules and regulations is attached to this contract. It is the responsibility of the group representative to ensure that all guests abide by the facility rules and regulations. Failure to adhere to these guidelines may result in ejection from the facility.
10. You may arrive 15 minutes prior to your rental time to set-up. All swimmers must be out of the water by the rental end time. You are allotted an additional 10 minutes for clean-up at the conclusion of your event. Failure to vacate the property within 10 minutes of your event's end time may result in additional charges. Please ensure all trash is placed in the provided trash receptacles and the pool area is cleaned up before leaving. If you fail to clean up after your group, an additional \$50 cleaning fee will be assessed. Any property damages incurred during your rental will be billed to the user directly.

I am at least 18 years of age and have read, understand, and agree to all of the provisions of this permit. I agree that I will personally advise all participants of these guidelines prior to my event and as many times thereafter as may be required, including any violation that can result in revocation of this permit and may subject me and all participants to prosecution under the City of Centennial/Arapahoe County ordinances and/or state laws that are violated.

Signature: _____ Date: _____

Printed Name: _____

Return all Requests to the APRD Aquatics Supervisor:

Email: Ryanbai@aprd.org Phone: 303 269-841 Fax: 303 617-549 Drop-Off/Mailing: 16799 E. Lake Ave, Centennial, 80016

Cancellations or Questions on the day of your event, please call Lookout Pool directly at 720 870-1924 and ask to speak to a Pool Manager.

INTERNAL USE ONLY	
Date Request Received: _____ Request is <input type="checkbox"/> Approved or <input type="checkbox"/> Denied by: _____ <input type="checkbox"/> Entered into POS / <input type="checkbox"/> Entered into Group Calendar <input type="checkbox"/> Scanned to Q:/ <input type="checkbox"/> W2W <input type="checkbox"/> Confirmed: _____	Deposit: \$ _____ <input type="checkbox"/> PAID Extra Staffing Fee \$: _____ /Cleaning Fee: \$ _____ <p align="center">TOTAL AMOUNT DUE: \$ _____</p> <input type="checkbox"/> Check _____ <input type="checkbox"/> Cash _____ <input type="checkbox"/> Credit Card - Type: _____ CC # _____ EXP: _____ Billing Zip: _____ NOTES:

Revision: February 2018

