

## Facility Evening Rental Policies and Guidelines

### Welcome to the Veterans Memorial Pool Facility Evening Rental!

#### Facility Evening Rental Reservations

- ALL rental requests are confirmed on a first come, first served basis.
- ALL renters must be at least **18 years or older** and are required to remain for the entirety of the event
- **Facility Evening Rentals** can be made online by visiting the City of Walla Walla Parks and Recreation website @ [wwpr.us](http://wwpr.us)
  - on the left-hand side in the grey area select + Veterans Memorial Swimming Pool
    - click on the Rental Fees option
      - select Reserve Online in the purple box under Pool Party Packages  
(you can also visit the Service Center @ 55 E Moore OR Call (509) 527 – 4527)
- **Facility Evening Rental** applications must be submitted, and full payment must be received in order to secure your reservation.
- No reservation holds or partial payments will be accepted.
- **Facility Evening Rental** will need to be **reserved no less than 10 days before the event.**
- All **Facility Evening Rental** are for a **two-hour block** from **7:00 pm to 9:00 pm.**
- The cost for the **Facility Evening Rental** is determined by the **Facility Options, Size of the Party, and Add Ons** selected
  - **Facility Options & Size of Party**
    - **Entire facility** (50M lap pool, Leisure Lagoon, Splash Pad, Indoor Party Room)
      - MAX 250 people = \$575
      - MAX 500 people = \$725
    - **50M Lap Pool Only**
      - MAX 250 people = \$350
      - MAX 500 people = \$500
  - **Add Ons**
    - **Water Slides** = \$50/hour
    - **Concessions** = \$50/hour

#### Hours of Use

- The **Facility Evening Rental** is available **Friday, Saturday, or Sunday** evening in a **2-hour block** option
  - 7:00 pm – 9:00 pm
- **Set-up and decorating time**
  - you can **start setting up @ 6:30 pm** but **MUST** indicate such in the Prompt Section of the online application process
  - you **MUST be completed** with the event and the **Facility Evening Rental** back to its original state by the end of the block time @ 9:00 pm
    - events that exceed the scheduled rental time will be subjected to additional fees
- The **Facility Evening Rental MAXIMUM CAPACITY** is **500**

#### Decorations and Favors

- Decorations are the responsibility of the applicant and must be removed at the end of the event
- **Only masking tape** and **scotch tape** (provided by you) are acceptable.
- **No staples, nails or tacks are allowed on any wall or equipment. The use of gorilla or Duck-tape is NOT permitted on any wall or equipment.**
- All decorations must be fireproof or made of fire-retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Piñatas, decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility.
- Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up these items from carpets and floors.

#### Cleaning & Check Out

- All renters are required to return the **Facility Evening Rental** to its functional state after the event
- Cleaning supplies are available for your convenience in the **Party Room** cupboard above the sink
- A **Cleaning Checklist** is provided for the **Party Room** if used and **MUST** be turned in to the Front Desk upon checkout
- ALL items on the **Cleaning Checklist** must be completed:
  - Remove all decorations
  - Remove all method of hanging decorating from walls, tables & chairs
  - Sweep & Wet Swifter the floor

- Wipe down all used tables and chairs, counters, and sink
- Take out of all trash and recycling bags and place outside **Party Room** entrance doors
  - pool staff will take bags to dumpsters
- Replace trash bags in trash and recycling reciprocals
  - trash bags are kept in the cupboard above the sink
- Remove all food and supplies
- Renters who fail to complete required cleaning tasks will incur a **\$100 cleaning** fee to cover the additional cleaning needed on their behalf

### **Facility Evening Rental Rules and Policies**

#### **SUBSTANCES & WEAPONS**

- Veterans Memorial Pool is an ALCOHOL FREE, SUBSTANCE FREE and DRUG FREE facility
  - Smoking or use vapor devices on the premises is also prohibited
  - Persons engaging in such activities OR persons appearing under the influence of alcohol, drugs, and/or exhibiting erratic behavior shall be asked to leave the facility and not permitted to return
- NO WEAPONS of any kind are permitted within the facility and will result in immediate removal from the facility

#### **GUEST RESPONSIBILITIES**

- Renters MUST ensure that all their guests are familiar with, understand, and adhere to all posted Veterans Memorial Pool rules, policies, and procedures
  - it is the responsibility of the renter to monitor guest activity and behavior
  - Veterans Memorial Pool management and staff reserve the right to enact additional rules and regulations that may not be posted to ensure the safety of our guests and staff.
- ALL underaged children must be supervised by the renter, and/or parents or chaperones, at all times

#### **FOOD AND DRINK**

- Outside food and non-alcoholic beverages may be brought but must stay within the **Party Room** and/or grass and concession areas
  - NO food or drink is allowed on the Pool Deck
- **NO glass or breakable containers** are allowed within the facility
- Fridge and freezer space is available within the Concession area
  - Upon arrival speak with Front Desk staff about storage and specify the time and where you would like the items delivered

#### **SOUND AND ELECTRONIC DEVICES**

- Music can be streamed throughout the facility by the Blue Tooth capable sound system located in the front office
  - ALL music must be age appropriate without explicit or suggestive lyrics
  - ALL music MUST be kept at an appropriate sound level and not exceed 107 decibels
- Mounted Flat Screen TV with USB compatibility is available within the **Party Room** and the remote control is located in the drawer underneath TV
- The use of cell phones, cameras, or other recording devices are not permitted in the changing areas.

#### **FACILITY RESPONSIBILITIES**

- The renter accepts full responsibility for all damage to the building or the contents thereof that incur during their event
- The renter agrees to promptly pay for any such damage
- The renter accepts full responsibility if there is any unauthorized removal of **Facility Evening Rental** items during the event

#### **SCENARIOS RESULTING IN IMMEDIATE FACILITY CONTRACT TERMINATION**

- It is found that any person attending or hosting the event/rental has consumed or actively consumes alcoholic beverages within the facility or within the facility's parking lot, including, but not excluded to evidence of alcoholic beverages in the room, parking lot, or facility during or after the reservation.
- A fight/physical altercation occurs that involves the renter and/or guests
- Threatening of staff, patrons within the building, or security personnel by renter and/or guests
- Falsification of the information provided on the Facility Use Application or any other required documents.
- Theft or vandalism occurs anywhere within the Veterans Memorial Pool property
- The Maximum Capacity (38 people) is exceeded and/or does not align with the specified attendance listed on the Facility Use Application
- Renter and/or guests are found to be smoking in undesignated smoking areas.
- Renter and/or guests are found to be using the pool facilities without previously reserving and/or without paying for a daily admission
- Renter and/or guests have allowed animals into the building, except ADA approved service animals.
- Renter is holding a youth activity without an adult sponsor (18 years of age or older) as ALL groups of minors must be chaperoned