

CICO POOL

Reservation Application & Contract Agreement



To confirm a reservation for the Cico Pool, this form and the Rules & Regulations must be completed, signed and submitted no later than one week prior to the date of the activity. Once approved the \$50 deposit/damage fee must be paid to finalize the reservation. The remaining balance is due at least one week prior to the date of the activity.

IMPORTANT

- Reservation will **not** be accepted until May 1.
- Person making reservation request must be at least 18 years of age.
- POOLS ARE NOT AVAILABLE TO RENT DURING PUBLIC HOURS. (see Reservation Information)

FACILITY USE FEES

CiCo Pool
\$150 per hour

RESERVATION INFORMATION

Day(s) & Date(s) Requested _____ Time(s) Requested _____
** Please circle the time you are requesting.*

Sunday	Monday	Wednesday	Thursday	Saturday
9:15-10:15am				
10:30-11:30am				10:30-11:30am
6:30-7:30pm				6:30-7:30pm
7:45-8:45pm				7:45-8:45pm

Organization/Group _____ # of People _____

Contact Person _____ Phone (home) _____

Address _____ Phone (work) _____

City _____ Zip _____ Phone (cell) _____

Email Address _____

Signature of Renter _____ Date _____

OFFICE USE ONLY

Rental ____ hours x \$150/hour = \$ _____

Deposit / Damage Fee = \$ 50.00

TOTAL RENTAL FEE DUE = \$ _____

Less \$50 Deposit/Damage Fee = \$ (50.00)

TOTAL BALANCE DUE = \$ _____

Deposit Fee pay date: _____ Initials: _____

Balance Due pay date: _____ Initials: _____

** Deposit/Damage Fee due once application has been approved.*

** Full payment due at least 7 days prior to the date of rental, or the event is subject to cancelation.*

Manhattan Parks and Recreation
 1101 Poyntz Ave. • Manhattan KS 66502
 785-587-2754 • Fax 785-587-2727
 Email mhkprd@cityofmhk.com

CICO POOL Rules and Regulations

Pool reservation applicants must read the following rules and regulations and initial each to verify acceptance.

- Available June 1 to July 31. Reservations will **not** be accepted until May 1.
- Reservation applications must be submitted no later than one week in advance. Once approved a \$50 deposit/damage fee is required to finalize the reservation. Events will not be added to the pool schedule until the \$50 deposit/damage fee is received. All reservations are subject to approval by MPRD and subject to change.
- Cancellation policy: Cancellations made within one week of the event will result in loss of the \$50 deposit/damage fee.
- Pools are not available to rent during public hours.
- Renters will not be given access to the pool prior to the starting time requested on this form.
- Lifeguards will be scheduled to arrive at the pool 15 minutes prior to event.
- All trash, paper products, etc. are to be picked up and deposited in provided trash receptacles.
- Dressing/changing facilities are available at the pool.
- Customers are responsible for placing trash in containers.
- Food and drink is allowed by renter in concession area only. Renter is responsible for clean up.
- Alcoholic beverages are not allowed in or on city property.**
- Lifeguards have the authority to prohibit inappropriate activities and enforce all rules.
- Manhattan City Ordinance prohibits smoking within 20 feet of the entrances.
- Clients will be billed when events run longer than the scheduled reservation time. Also, refunds will not be granted for events that end earlier than requested.
- MPRD may photograph, film or videotape visitors for standard educational, promotional, and news-related purposes. Rental and/or visitation are implied consent for the City of Manhattan's use of a renter's or visitor's likeness, voice, or video image for such purposes.

I received, read, and reviewed the Pools Rules and Regulations. I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

 Signature of Applicant

 Date

 MPRD Staff Signature

 Date