



Parent Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Birthday child: \_\_\_\_\_ Age on Birthday: \_\_\_\_\_  
Party Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Facility: \_\_\_\_\_  
Party Time: \_\_\_\_\_ (arrival to set up is 15 minutes prior)  
Enrolled Cost: Package #1 \$200, #2 \$325, #3 \$425  
Non-Enrolled Cost: Package #1 \$225, #2 \$350, #3 \$450  
Deposit: Package #1 & #2 \$100 Package #3 \$150.00

Office Use: Package Booked \_\_\_\_\_ Deposit Paid \_\_\_\_\_  
Food/Drink Paid \_\_\_\_\_ Balance Paid \_\_\_\_\_

## RENTAL AGREEMENT CONTRACT

Shepard Swim School shall be available for use by the public on a reservation basis subject to the conditions outlined below.

The purpose of these guidelines is to establish standard procedures for administering the policy and to insure fairness in the use of the facility. The applicant granted the reservation agrees to read and abide by the following:

1. User agrees to indemnify and hold harmless Shepard Swim School, its agents and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by User. Shepard Swim School assumes no responsibility for any property placed in or about the facility.
2. User agrees to assume all responsibility for any damages done to the premises as a result of their usage. User shall assume the costs for repair and/or replacement based on Shepard Swim School's assessment of damages.
3. Persons requesting a reservation must fill out a Rental Agreement Contract. The completed application must be returned to Shepard Swim School, with non-refundable rental deposit, during office hours, to reserve facility.
4. No oral agreements for use of Shepard Swim School, shall be valid. All reservations must be confirmed with a written contract, signed and approved by Shepard Swim School, and the user fee of \$ \_\_\_\_\_ per party package must be paid.
5. **Cancellations:**
  - Should be received as soon as possible to increase the possibility of filling



vacated party reservations.

- My Party Package/Food Add On Deposit is Non-Refundable.
- Shepard Swim School reserves the right to cancel this reservation at any time.

7. **Rescheduling:**

- I understand that a **\$50 rescheduling fee** will be charged to a card left on file should I decide to reschedule a party that will occur 30 days or less from the reschedule date.
- I understand that this fee is in addition to the original cost of the party. (If you are using a gift certificate as a form of payment for your party, you will be asked to leave a credit card on file for incidentals).

8. **Party Day Guidelines: \_\_\_\_\_ (initial)**

- Shepard Swim School shall not permit alcoholic beverages or the use of tobacco products on its premises or in the area surrounding the facility. Crepe paper and confetti are also banned; and the use of water guns are prohibited while on the premises. No tape or tacks may be used on the walls or ceiling.
- All packages provide list amount of six-foot plastic table clothes. If forgotten these will be required for an additional \$4.00/table cloth. No paper table cloths will be permitted.
- Shepard requires all party guests' ages three (3) and under be accompanied by a responsible adult in the swimming pool.
- Shepard has a swim diaper policy that must be followed. Children 2 and under even if fully toilet trained must wear 2 swim diapers, first a disposable swim diaper covered by an approved iplay reusable swim diaper. No other brand is permitted in the pool. Required swim diapers are available in our swim shop.
- Doors will open and user may congregate in the lobby **fifteen minutes** prior to the reserved party time. The format of package #1 is: **1 hour in the pool room\* followed by 30 minutes for photos and gift exchange.** The format for packages #2 & #3 are: **one hour and fifteen minutes in the pool room\*, followed by forty-five minutes in the party room (lobby) for food/drink/gift exchange.** All guest must be cleaned up and exit the facility within **15 minutes** of rental end time.
- A lifeguard will meet the group and escort the swimmers onto the deck for a brief safety talk and swim test.
- No air filled floatation devices are permitted in the pool. Puddle jumpers are okay as long as they have not been in a lake, pond or ocean. Shepard provides a limited number of life jackets and swim belts for children without an adult in the water with them, that cannot touch the bottom or do not pass swim test.



- User(s) shall be permitted to use only the pool room and lobby area. User agrees to pay an additional **\$5.00** per guest in the facility over the count of guest permitted in package details. This includes non-swimmers.
- User agrees to leave the premises in as good or better condition than existed prior to their usage. All liquids should be disposed of into the sinks and all trash must be disposed of properly. No solid foods should be rinsed off into the sink; all decorations must be removed.
- All guests must have a signed waiver to enter the pool, if a minor swims only the legal guardian can sign the liability waiver. No Exceptions.

9. Gratuity is not included in party fee. You may choose to tip your birthday party hosts and lifeguards upon checkout.

**ALL OF THE ABOVE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANY TIME.**

I have read the above rules and regulations and agree to abide by them while renting the pool, poolroom, and party room (lobby) at Shepard Swim School. I agree to have my card automatically charged for damages to Shepard property and extra fees that may occur.

Date \_\_\_\_\_

Applicant's Printed Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

(Office Use Only)

Date \_\_\_\_\_

Shepard Swim School

\_\_\_\_\_

Title