



Main Office:
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HAYS AQUATIC PARK/WILSON POOL RENTAL FORM

Swimming Pool Rental Fees

Hays Aquatic Park

7:15-9:15pm
 \$550 + \$1 per person
 over 300 in attendance

All fees must be paid for in **ADVANCE** in
 order to reserve your time! **No exceptions!**

Wilson Pool

5:00 - 7:00pm
 \$100
 Maximum of 60 people

Name of Contact Person: _____

Organization/Business name if applicable: _____

Address: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Home #: _____ Cell #: _____ Work #: _____

Location Desired: ___ Hays Aquatic Park ___ Wilson Pool Attendance Expected: _____

Date Desired: _____ Circle day of the week: M T W Th F Sat. Sun.

Special Requests: _____

I have read, understand and agree to the dates, times and locations stated above. This Pool Rental form is not considered as confirmation. Upon approval from the Aquatics Director a written confirmation letter will be sent to the contact person. I understand and agree to the terms of the Policies and Procedures for use of the above checked location, as stated below.

 Signature Date

Policies and Procedures for the Hays Aquatic Park

- ✓ Any person/organization/business wishing to reserve a Hays Aquatic Park/Wilson Pool, under the jurisdiction of the Hays Recreation Commission, **MUST** complete the Pool Request Form.
- ✓ **Rental fee MUST be paid in advance at the time the Pool Rental Request Form is submitted - NO EXCEPTIONS. Appropriate refunds will be made in accordance with the refund policy.**
- ✓ Request for Pool Rentals must be received two weeks in advance of the scheduled activity. Any exceptions will be subject to review by the Aquatics Director. Special dates may be requested, but will be subject to approval of the Aquatics Director. Please contact the HRC office for more information
- ✓ Reservations are on a **FIRST COME-FIRST SERVE** basis, with Hays Recreation Commission activities taking first priority.
- ✓ Weather Information: **No refunds will be made after 7:00pm for HAP or 5:00pm for Wilson - the day of the event.** If weather is in question a decision by the contact person listed on the contract and or the Aquatics Director to hold the party must be made prior to the 7:00pm/5:00pm time for a refund to be issued. After 7:00pm/5:00pm any weather cancellation will result in no refund. The Aquatics Director and or Manager has the right to cancel a party at any time due to weather. If you have questions in regards to the weather policy please contact the Aquatics Director. If weather is in question we will make every effort to contact you at the above numbers, **BUT it is your responsibility to contact Aquatics Director at 785-639-1730 to check on the status of your party!**

-----FOR STAFF USE ONLY-----

Total amount for Pool Rental: _____	Aquatics Director Signature: _____
Paid: Cash _____ Check _____ Credit Card _____	Place in Schedule Book: _____
Staff Signature: _____ Date: _____	Confirmation Letter Sent: _____
	Called Pool: _____