



1105 Canterbury Drive
 Hays, KS 67601
 (785) 623-2650 Fax: (785) 623-2657
 www.haysrec.org hrc@haysrec.org



Pool Rental Request Form

Organization or Individual Facility will be used for: _____

Activity facility will be used for: _____

Name of Contact Person: _____ Cell #: _____

Address: _____ Work #: _____

City: _____ State: _____ Zip: _____ Home #: _____

Pool Desired: HAP WILSON Time: 1 hour rental 2 hour rental

Date Desired: _____

Attendance Expected: _____ Special Requests: _____

I have read, understand and agree to the dates, times and locations stated above. This Pool request 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 Hays Aquatic Park, as stated below.

Signature

Date

Swimming Pool Rental Fees

Hays Aquatic Park

Available by request
 7:15pm Start Time
 \$250/hour
 1 hour min, 2 hour max

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

Wilson Pool

Available by request
 5:30pm Start time
 \$50/hour
 1 hour min, 2 hour max
 60 people max

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.
- ✓ Reservations are on a FIRST COME-FIRST SERVE basis, with Hays Recreation Commission activities taking first priority.
- ✓ Special dates may be requested, but will be subject to approval of the Aquatics Director. Please contact the HRC office for more information.
- ✓ 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: _____

Paid: Cash Check Credit Card

Staff Signature: _____ Date: _____

Aquatics Director Signature: _____

Place in Schedule Book: _____

Confirmation Letter Sent: _____

E-mail sent to pool with dates and contact info: _____