CITY OF COVINA
PARKS & RECREATION DEPARTMENT

MICHAEL D. ANTONOVICH AQUATIC CENTER
COVINA PARK PLUNGE
FACILITY USE APPLICATION AND POLICY GUIDE

The Aquatic Center is available for rental:

June 14–October 5, 2014

Saturdays, 3–10 p.m.
Sundays, 9 a.m.–10 p.m.

For more information on the 2014 Aquatics programs, please contact the Parks & Recreation office at (626) 384-5340.
Office hours are Monday-Thursday, and alternate Fridays, 10 a.m.-5:45 p.m.

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RULES, REGULATIONS, AND POLICY GUIDE
FOR USE OF THE MICHAEL D. ANTONOVICH AQUATIC CENTER,
COVINA PARK PLUNGE

The Michael D. Antonovich Aquatic Center, Covina Park Plunge shall be available for activities which contribute to the best recreational, social, cultural, civic, and educational interest of the citizens of Covina. Any dispute regarding the "best recreational, social, cultural, civic and education interest of the citizens of Covina" shall be referred to the Parks & Recreation Director and, if necessary, the City Manager for final judgment.

The Parks & Recreation Director reserves the right to cancel any reservation in the event of misrepresentation of activity.

POLICY OF NONDISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS:
The City of Covina does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in its programs or activities. If your use of the requested facility requires any special accommodations, please notify the Parks & Recreation Department at the time of application to make any necessary arrangements.

AQUATIC CENTER RENTAL FEES

Refundable Security Deposit:	$100
Opening/Closing Fee:	$100
Per Hour Use Fee	$180

- *Use Fee includes Lifeguarding staff and access to locker rooms.*
- *Maximum capacity for private parties is 150.*

RESERVATION POLICIES

1. The policies and rental fees stated in this application packet shall be in effect for the dates stated on the front cover of this packet only.

2. Reservations are taken on a first-come, first-served basis.

3. Applications for use of the facility are to be filed at least one month, but no more than three months prior to the date facility is requested.

4. Upon approval of application, a billing statement will be sent to applicant. Fees must be paid by due date on statement or reservation will be forfeited. Fees may be paid with cash, money order, check (made payable to the City of Covina), or credit card (VISA or Mastercard).

5. NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.

6. Reservations will only be issued to persons who are at least 18 years of age. This person will be responsible for and must be in attendance at the function at all times.

7. **Facilities are reserved in one-hour increments only with a minimum rental time of two hours.** Reservation times must include customer's setup and cleanup (food, decorations, etc.). Customer will be allowed to enter facility at start time requested on application, but not before that time. Customer will be charged beginning at start time requested on application.

9. There will be a $25 charge on all returned checks (NSF, stopped payment, or closed account).

10. Commercial applicants will pay the City 10% of all event proceeds in addition to facility rental fees.

INSURANCE

Any group applying for use of a facility may be required to provide a Certificate of Insurance co-insuring the City of Covina. Insurance in the form and amount deemed appropriate by the City shall be provided by the applicant at no cost to the City.

REFUND POLICY

1. The refundable security deposit will be held until after the scheduled event. If the facility is left in a clean undamaged condition, the deposit will be refunded in full. If the facility is left untidy or damaged, the entire deposit or a portion thereof will be forfeited to the City. ALL SECURITY DEPOSITS ARE REFUNDABLE SUBJECT TO THE CONDITION DEEMED APPROPRIATE BY THE CITY.

2. **All groups must leave facility by the time stated on reservation or an additional charge, in one-hour increments, will be deducted from the security deposit. The rate charged will be one and one-half times the regular rental fee.**

3. Any defacing of City property or loss, damage, or destruction of equipment will result in forfeiture of partial or full refund. If the deposit made is inadequate, then the applicant will be billed for the balance.

4. Full refunds will be processed in the event the function is canceled by the Parks & Recreation Department.

5. Refund checks will be mailed approximately six weeks following rental date.

TRANSFER POLICY

Subject to facility availability, an applicant may request a transfer from one date or time to a later date and/or time by following these procedures:

1. The applicant must submit the Transfer Form provided in this packet to the Parks & Recreation office at least three weeks in advance of original requested date. No transfers will be allowed with less than three weeks notice.

2. Applicants may transfer one time only.

3. EXCEPTION: INCLEMENT WEATHER – A rental group may request a transfer with three days' notice if they deem that rain is a possibility on their approved rental date. The transfer will be accommodated based on facility availability. If another date is not available, then fees that have been paid will be refunded less a $25 service charge.

CANCELLATION POLICY

1. The applicant must submit the completed Cancellation Form provided in this packet to the Parks & Recreation Department office.

2. Cancellations must be made at least three weeks in advance of scheduled rental date in order to receive a full refund, less a $25 service charge.

3. Cancellations made less than three weeks in advance of the scheduled rental date will forfeit the entire security deposit.

4. EXCEPTION–INCLEMENT WEATHER – A rental group may cancel with three days' notice if they deem rain is a possibility on the rental date. Fees paid, less a $25 service charge will be refunded.

GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas. Guests/participants are not allowed in non-rented areas.

2. Gambling, or use of profane language, or loud, boisterous talking, or improper conduct will not be permitted.

3. The City is not responsible for any lost or stolen articles.

4. No equipment or furnishings shall be removed from the premises.

5. The facility must be left in a clean and orderly condition. Damage must be reported immediately to the staff person on duty.

6. All events that may create overcrowding, noise, or traffic problems must be approved by the Covina Police Department prior to final approval by the Parks & Recreation Department.

7. Political groups requesting use of facilities may be referred to the City Council for final judgment.

8. The City of Covina reserves the right to full access to all activities at any time in order to ensure that all rules, regulations, and City and State laws are being observed.

9. The rental group must obey instructions of the City employee(s) on duty.

10. The applicant is responsible for reimbursing the City for damaged or missing items. Fees for damaged or missing goods may be deducted from security deposits.

11. Applicant must sign a Hold Harmless Agreement and assume all liability for damage to, or theft of, City property.

12. Any accident occurring in a City facility which causes injury to any individual must be reported to the staff person on duty immediately.

13. All City ordinances must be observed.

ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages, controlled substances, gambling, profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

2. Smoking of tobacco or any substance is prohibited in the park, including the Aquatics Center and pool areas.

3. If alcohol or a controlled substance is discovered at the facility, City staff will terminate the rental and all participants will be asked to leave the building. The Police Department will be called. All fees paid will be forfeited.

FACILITY USE RULES

- Swimsuits are the only acceptable attire for all participants using pools. T-shirts will be allowed as cover-ups only in the small pool. Cut-offs and spandex shorts are not allowed. Appropriately fitting rash guards are allowed in both pools, but not allowed on diving boards.

- Children ages 6 and under must be accompanied by an adult in the water at all times. One adult is required for every two children.

- Children ages 3 and under are required to wear swim diapers, such as Huggies Little Swimmers. Swim diapers may be purchased at the pool for $1. Applicant will be held responsible for any costs associated with fecal incidents, which occur during the rental. This includes all cleaning costs, costs of canceled rentals or programs, and all staffing costs.

- Swim caps are not required, but are recommended for swimmers with long hair.

- No glass of any kind allowed on the pool deck.

- No hair pins may be worn in the pool. Hats are allowed in shallow areas only.

- A swim test must be taken prior to using the diving boards and/or swimming in the deep end.

- Barbecues are not allowed on the pool deck.

- All persons using the pools must take a shower before entering onto the deck.

- Persons having open blisters, cuts, etc. are not allowed in the pools.

- Spitting, spouting water, nose blowing, or any discharge of bodily fluids into the pools is strictly prohibited.

- Running, boisterous or rough play, or excessive noise are forbidden in the pool area, showers, and dressing rooms.

- Lockers are available, but individuals must provide their own lock. Locks left overnight will be cut off. The City is not responsible for items lost or stolen from pool facility or lockers.

- **For safety reasons, no group will be allowed on the pool deck prior to their scheduled rental time. No exceptions will be made.**

- Water toys will be allowed in the pool at the discretion of City staff. No child or adult will be allowed to wear any artificial flotation device in the pool.

- The City reserves the right to refuse admittance to or remove from pool premises any persons failing to comply with any rules or regulations.

AQUATIC CENTER

FACILITY TRANSFER/CANCELLATION FORM

TRANSFER_____ CANCELLATION_____

ORIGINAL FACILITY REQUEST:

DATE_____

TIME IN_____ TIME OUT_____

REVISED FACILITY REQUEST:

DATE_____

TIME IN_____ TIME OUT_____

NAME OF APPLICANT_____

ADDRESS_____

HOME PHONE ( )_____ DAYTIME PHONE ( )_____

APPLICANT'S SIGNATURE_____ DATE_____

* *

(Staff Use Only)

TRANSFER DATE_____ SIGNATURE_____

COMMERCIAL USE

SUMMARY STATEMENT

In addition to facility use fees, commercial applicants will pay the City 10% of proceeds from the event. The summary statement must be returned to the Parks & Recreation Office prior to the refund of the applicant's cleaning/security deposit. The applicant will also keep appropriate records which the City has the right to audit.

TOTAL ENTRANCE FEES COLLECTED	$_____
TOTAL GROSS SALES OF MERCHANDISE	$_____
MISCELLANEOUS FEES COLLECTED	$_____
TOTAL MONIES COLLECTED	$_____
10% FEE OWED TO CITY	$_____

NAME OF ORGANIZATION_____

SIGNATURE OF REPRESENTATIVE_____

DATE_____

* *

(Staff Use Only)

RECEIPT #_____ DATE_____ BY_____

CITY OF COVINA
PARKS & RECREATION DEPARTMENT

APPLICATION FOR USE OF MICHAEL D. ANTONOVICH AQUATIC CENTER COVINA PARK PLUNGE

Application must be filled out completely. Incomplete applications will not be accepted. Please print clearly.

1. TODAY'S DATE_____

2. NAME/COMPANY/ORGANIZATION_____

3. ADDRESS_____ CITY_____ ZIP_____

4. HOME PHONE ( )_____ WORK PHONE ( )_____

5. CONTACT PERSON _____ PHONE ( )_____
(THIS PERSON MUST BE PRESENT AT ALL TIMES DURING RENTAL AND IS RESPONSIBLE FOR FINAL CONDITION OF FACILITY. THE CITY WILL ONLY COMMUNICATE WITH THIS PERSON CONCERNING THE RENTAL.)

6. DATE (S) REQUESTED: TIME REQUESTED (INCLUDE SETUP AND CLEANUP, i.e. food, decorations, etc. **NO GROUP WILL BE ALLOWED ON THE POOL DECK PRIOR TO THEIR SCHEDULED RENTAL TIME – NO EXCEPTIONS.)**

_____ FROM: _____AM/PM TO: _____AM/PM

_____ FROM: _____AM/PM TO: _____AM/PM

7. DESCRIPTION OF ACTIVITY (PARTY, RECEPTION, ETC.):_____

8. ESTIMATED ATTENDANCE:_____ *(MAXIMUM 150)*

9. COMMERCIAL USE: YES_____ NO_____

10. WILL EVENT BE OPEN TO THE PUBLIC: YES_____ NO_____

11. WILL THERE BE ADMISSION/DONATION/COLLECTION OF MONEY: YES_____ NO_____

12. IF MONEY COLLECTED, FOR WHAT PURPOSE:_____

13. IF MONEY COLLECTED, IS APPLICANT A NON-PROFIT AGENCY: YES_____ NO_____
(IRS FEDERAL TAX I.D. LETTER MUST BE SUBMITTED AT TIME OF APPLICATION)

14. WILL FOOD BE SERVED: YES_____ NO_____ (NO GLASS WILL BE ALLOWED IN POOL AREA)

15. IF FOOD SERVED, WILL COMMERCIAL CATERER BE USED: YES_____ NO_____

NAME OF CATERER_____
ADDRESS OF CATERER_____
PHONE NUMBER OF CATERER_____

16. GROUP SETUP INFORMATION (Setup will be based on estimated attendance.)
6-FOOT TABLES _____ PLASTIC BISTRO CHAIRS _____ E-Z UPS _____ ROUND TABLES _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT:

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,

WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

In consideration of the City of Covina furnishing facilities, supervisors, equipment or expenses, the undersigned agrees to hold harmless and release the City, its officers and employees, any and all rights and claims for damages or injuries to property and/or person which undersigned or other attendees may sustain or incur as a result of use of City property. The undersigned further understands that all attendees at functions on City property or in City facilities are subject to being photographed/videotaped for publication.

NAME OF REPRESENTATIVE:_____

NAME OF ORGANIZATION:_____

SIGNATURE OF REPRESENTATIVE:_____ DATE:_____

CONDITIONS:

The rental group shall observe, obey and comply with all applicable City policies, rules, regulations, terms, and conditions governing the use of City facilities. Undersigned will forfeit all fees paid if removed from the Aquatic Center due to violation of any of the above. Removal shall not release undersigned from any obligations for payment of fees not yet paid. Undersigned will be held responsible for all costs associated with fecal accidents which occur during the rental.

I have read, understand, and agree to the above.

SIGNATURE OF REPRESENTATIVE:_____ DATE:_____

If the facility use for which you are applying is denied, you may appeal to the Parks & Recreation Director and, if necessary, to the City Manager.

***** FOR PARKS & RECREATION DEPARTMENT USE ONLY *****

APPLICATION RECEIVED: _____ _____ _____
DATE TIME INITIALS

DATES REQUESTED AVAILABLE: YES_____ NO_____ CALENDARED_____

APPROVAL BY SUPERVISOR: APPROVED _____ DENIED _____

IF DENIED, REASON_____

PAYMENTS:

AMOUNT:	RECEIPT NUMBER:
$_____	_____
$_____	_____
$_____	_____

REFUND: DATE PROCESSED:_____ AMOUNT: _____

IF FULL OR PARTIAL REFUND WITHHELD, AMOUNT AND REASON:

_____