



# Bartlett Park District Aquatic Group Reservation Request Form

Contact: Natalie Reed - Aquatics Manager  
(630) 540-4828 [nreed@bartlettparks.org](mailto:nreed@bartlettparks.org)

**Please indicate with an "X" which location you wish to attend:**

Splash Central (indoor)

Type of Group: \_\_\_\_\_ Youth Age Range: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Counselors: \_\_\_\_\_

**A 50% deposit (Not to exceed \$252) is due within five days of receiving your confirmation**  
**A certificate of insurance naming the "Bartlett Park District as Additional Insured" is required for all non-PDRMA groups**  
**A minimum of 15 participants is needed for you to receive the group rate**  
**Summer camp counselors gain free entry after 15 participants have paid**

**Day/Date Choices (Please indicate if reoccurring):**

1. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
2. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
3. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
4. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
5. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
6. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
7. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_
8. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

**Supervision Ratio**

Children under 1 year old	<b>Adult to Child</b>
Children under 3 years old	1 to 1
Children under 10 years old	1 to 3
Children 10-14 years old	1 to 5
	1 to 10

**Group Rates**

Splash Youth \$6 RES / \$6.75 REG  
Adult \$7 RES / \$7.75 REG

**Availability**

Splash Indoor Pool Season (Starts Sept. 6th)  
1pm-6pm Saturday and Sundays

U-46 Day Off Open Swim Times  
*\*Subject to change based on U-46's academic calendar.*  
2022: Oct. 10 & 21, Nov. 8, 23, 25, Dec. 23, 26-30  
2023: Jan. 2-6, 16, 27, Feb. 20, March 3, 27-31

\*\*\*Please return this completed request form to Natalie Reed (Aquatics Manager) at [nreed@bartlettparks.org](mailto:nreed@bartlettparks.org)

## **Terms and Conditions:**

1. Each person entering either facility must pay the appropriate fee. If supervision ratios are not established upon check-in, entrance will be denied. At the time of arrival, all participants must be present during the safety speech reading and for the explanation of The Bartlett Park Districts rules and regulations. The Park District holds the ability to amend or create any rule to best serve the Park District.
2. Groups must bring a roster with the names, addresses, and phone numbers of each group member.
3. No group will be admitted unless the person (age 21 or over) responsible is present.
4. Lifeguards are always on duty to enforce rules and respond in the case of an emergency.
5. All swimmers are subject to a swim test.
6. Park District is not responsible for lost, stolen or damaged personal items.
7. The group shall ensure that there is at least one adult supervisor fluent in English and on site at all times during groups use of the facility.
8. All adult supervisors and counselors with the User Group must be readily identifiable as being with that group for emergency contact purposes.
9. The Bartlett Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the group (or any member of the group) or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the group has breached any of its obligations under this Agreement.
10. The group agrees to protect, indemnify, save, defend, and hold harmless the Bartlett Park District, including its officers, officials, employees, agents and volunteers (collectively "The Bartlett Park District") from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the Park District may become obligated by reason of any accident or injury (including death by drowning) arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Bartlett Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
11. The group shall maintain general liability insurance for bodily injury, personal injury and property damage during the term of this agreement.
12. The users insurance shall name the Bartlett Park District as additional insured and shall contain no special limitation on the scope of protection afforded the Bartlett Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the Bartlett Park District. Any insurance or self-insurance maintained by the Bartlett Park District shall be in excess of Renter's insurance and shall not contribute with it. Renter's insurer shall agree to waive all rights of subrogation against the Bartlett Park District. PDRMA members are exempt.
13. The group shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Bartlett Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the rental date(s) no later than fourteen (14) days prior to the rental date(s). PDRMA members are exempt.
14. This rental agreement may be revoked at any time at the discretion of the Bartlett Park District due to misrepresentation of (User Group/Renter), the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to (User Group/Renter).

This is a request. A confirmation will be sent out once your request is processed. The confirmation must be signed and returned with a 50% deposit (Not to exceed \$252) within five days of receiving your confirmation. A certificate of insurance naming the "Bartlett Park District as Additional Insured" is required for all non-PDRMA groups. Failure to provide these things can and will result in cancelation of your group outing and a loss of your deposit.

# Group Outing Information

## About your visit

Thank you for choosing Splash Central to host your event. Please read the following procedures to ensure your visit is as pleasant as possible. **Complete the group request form and return, with a certificate of insurance naming the “Bartlett Park District as additionally insured” if you are a non-PDRMA member.**

## General Staff Information

Here at the Bartlett Park District we license our lifeguard staff through StarGuard Elite lifeguarding programs. Lifeguard staff undergoes a rigorous training year round in the form of continual in-service education and a yearly lifeguard certification course. Skills including in-water rescue, first aid training, emergency response, CPR/AED and uphold a preventative scanning structure at all times called the 10/20 protection standard. Occasionally throughout the year, StarGuard Elite will conduct random audits of our lifeguard staff to ensure the training implemented is up to industry standards. This is done in three steps; Unannounced video recording of lifeguard scanning abilities, announced, skill based testing and an administration section. Lifeguards are responsible for the safety of everyone in the facility. They are in certain positions to scan the water, enforce safety rules and respond in emergency and first aid situations. **LIFEGUARDS ARE NOT BABYSITTERS.**

## Entry

Splash Central is located in the Bartlett Community Center, 700 S. Bartlett Road, Bartlett, IL 60003. Upon arrival in Splash Central, a Pool Supervisor will be located at the front desk of the indoor pool and can take payment and answer any questions that the group has.

- The Pool Supervisor will read your group a safety speech highlighting the rules and regulations of the facility.
- The Pool Supervisor will ask the Group Leader to sign an acknowledgement that they understand all rules and regulations of the facility.
- The Pool Supervisor will take a head-count of all participants and leaders to ensure adherence to the proper safety ratios are met.
- As the head count is being conducted please identify any seizer prone or non-swimmers.
- After the head-count is complete, the swimmers may utilize the facility. If your swimmers require a swim test, please inform the Pool Supervisor at this time.
- Swim tests will be performed by the group entering the facility and will be supervised by the Bartlett Park District staff. We will not determine the swimming ability of your participants.

Note: Full payment is required at the time of the event. If payment is not made, the group outing will be canceled.

## During the Visit

You are responsible for actively supervising your group. Participants should not be left unattended. Any damage to Bartlett Park District, property by a participant or group staff member, will result in your group being billed and potentially being denied from future group swim activity. Lifeguards are on duty to enforce rules and respond in case of an emergency; they are not babysitters. If pool management notices counselors/staff being inattentive to their participants they will be warned once to be more vigilant. If a second offense occurs your entire group will be asked to leave the facility. There will be no refunds, credits, or proration if this occurs. Safety and supervision are taken extremely seriously at Splash Central. All counselors **MUST** be at least 16 years old.

## **Visit Conclusion**

When it is time for your group's scheduled departure, your group leader may ask the Pool Supervisor to make an announcement for all of your participants to meet at the staging area of your choice. You may exit through the locker rooms or from the side perimeter gate. If you have any questions regarding your visit, please feel free to contact me at the information listed below.

## **Certificate of Insurance**

If you are not a member of the Park District Risk Management Agency (PDRMA), we require that you must send us a copy of your Certificate of Insurance. The users insurance shall name the Bartlett Park District as additional insured and shall contain no special limitation on the scope of protection afforded the Bartlett Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Group's insurance shall be primary insurance as respects the Bartlett Park District. Any insurance or self-insurance maintained by the Bartlett Park District shall be in excess of Group's insurance and shall not contribute with it. Group's insurer shall agree to waive all rights of subrogation against the Bartlett Park District. PDRMA members are exempt. The group shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Bartlett Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the group date(s) no later than fourteen (14) days prior to the rental date(s). PDRMA members are exempt.

## **Splash Central Features**

- 12 Foot Waterslide
- Water Spray Features
- Children's Slide
- 6 Lane Lap Lane
- Diving Board
- Zero Depth Entry

## **Rider Height Requirements**

- Water Slide 42 inches

## **Water Depth**

- Lap/Diving Pool 3.5-12 feet
- Activity Pool Zero-3.5 feet

## **Transportation**

Buses, Vans, cars and/or any other vehicle can pick up and drop off at the front of the Bartlett Community Center. This can be a high traffic area at popular pick up and drop off times. Please spend as little time as possible in the lane. You may park in any of the parking lots surrounding the facility. If you are using a vehicle that takes up multiple parking spots, please park farther away from the main buildings of the park district.

## **Lunch/Food**

The Bartlett Park District does not provide meal plans for incoming groups. You can bring your own lunch to the facility and eat it in a rented program room or the community area located right outside of Splash Central. Outside food is not allowed and cannot be brought into the actual facility. You may bring in water and medicine that can be kept in coolers. No food is allowed in the pool area. It is recommended that you have campers eat lunch before visiting the facility.

## **Group Rates**

Splash Central Group rates require a 50% deposit (Not to exceed \$252) and that deposit is due within three days of receiving your confirmation. A minimum of 15 participants is needed for you to receive the group rate.

Summer camp counselors gain free entry after 15 participants have paid.

- Resident fee per group member: Youth/Senior \$6/Adult \$6.75
- Regular fee per group member: Youth/Senior \$7/Adult \$7.75

## **Supervision Ratios**

	<b>Adult to Child</b>
• Children under 1 years old	1 to 1
• Children under 3 years old	1 to 3
• Children under 10 years old	1 to 5
• Children 10-14 years old	1 to 10

## **Hours & Dates of Operations**

Indoor Pool Season Hours (beginning September 6<sup>th</sup>)

- 1pm-6pm on Saturdays and Sundays

U-46 Day Off Open Swim Times

*\*Subject to change based on U-46's academic calendar*

- October 10 & 21
- November 8, 23, 25
- December 23, 26-30
- January 2-6, 16, 27
- February 20
- March 3, 27-31