



Splash Central – Aquatic Group Reservation Request Form

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

Splash Central – Indoor Facility

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Group: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Youth Age Range: \_\_\_\_\_

A minimum of 15 participants is needed for you to receive the group rate.
A \$100 deposit 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.

Day/Date Choices (Please indicate if reoccurring):

Splash Central hours of availability below.

- 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: \_\_\_\_\_

Rental Information:

Table with 3 columns: Supervision Ratio, Children age groups, and Adult to Child ratios.

Table with 4 columns: Group Rates, Youth/Adult, Resident, and Regular rates.

Availability Indoor Pool Season (September – May)
Saturdays & Sundays: 1:00-6:00PM

U-46 Day Off Open Swim Times (Subject to change based on U-46’s academic calendar)
2023-24: Oct. 9 & 20, Nov. 22 & 24, Dec. 22, 25-29, Jan. 1-5, 15 & 26, Feb. 19, March 1, 19, 25-29, April 1 and May 3

Please return this completed request form to Natalie Reed (Aquatics Manager) at nreed@bartlettparks.org.

Office Use Only HH# \_\_\_\_\_
RecTrac: \_\_\_\_\_ Calendar: \_\_\_\_\_ Excel: \_\_\_\_\_ Confirmation Email: \_\_\_\_\_ Deposit Received: \_\_\_\_\_

## 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 \$100 deposit within five days of receiving your confirmation. The \$100 deposit will go towards your camp visit fee. 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 the Bartlett Aquatic Center 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 rescues, 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.

### **Entry**

Splash Central is located in the Bartlett Community Center, 700 S. Bartlett Road, Bartlett, IL 60103. 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 the Bartlett Aquatic Center. All counselors MUST be at least 16 years.