



Splash Central - Aquatic Rental Request Form

Facility Rental Procedures:

1. The potential renter must fill out the request form and return it to the Bartlett Park District. The “renter” is referred to as the person who is requesting, submitting payment, and present.
2. The Aquatic Manager will review the request. If the request is approved, you will receive an agreement and confirmation via email within seven business days. If it is denied, you will be contacted as soon as possible.
3. The renter will be required to read and sign the Facility Rental agreement and return it, along with the proper security deposit within seven business days of reviewing the agreement
4. The final rental fee must be paid at least 14 days prior to your function date or the specific due date on the confirmation form.

Renter's Information:

Name: _____ Today's Date: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

Rental Request Information:

Date Requested: _____ Day of the Week: _____

Hours Requested: From _____ AM ____ PM - To _____ AM ____ PM*

Type of Function: _____

Total Number of Attendees: _____

**If your party fails to leave by the rental end time, your deposit may not be refunded.*

Facility Being Requested:

_____ Splash Central – Indoor Aquatic Facility

Private rooms are booked separately for an additional fee. If you are interested in booking a room for your party, please contact the Party Coordinator at 630-540-4858 to reserve a room now!

Will there be any exchange of money and/or profits made as a result of this facility rental? ____ Yes ____ No

If yes, please explain: _____



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Facility Rental Stipulations:

1. Filing this request does not automatically constitute approval of the requested. All requests will be reviewed and acceptance will be based on Park District Policy, facility obtainability and staff availability.
2. Filing this request does not automatically constitute a rental agreement. Upon approval of this request, a facility rental agreement must be signed and the proper security deposit and rental fees paid.
3. The Bartlett Park District reserves the right to reject any rental which it feels is not appropriate.
4. The renter filing the request must be 21 years of age or older.

Bartlett Park District Aquatic Rental Rates and Hours of Availability:

To check availability, please contact the Aquatics Manager at 630-540-4828 or nreed@bartlettparks.org. All fees are subject to change. Higher security deposits may apply depending on the nature of the rental.

Deposit and Fees

Security Deposit

\$50

Due a week after receiving rental confirmation. Failure to pay the deposit could result in losing rental date. Deposit will be refunded to renter following their rental date pending there are no damages to the facility and that the renter did not come early/start later than request time.

Full Facility

Resident

\$250.00 per hour

Non-Resident

\$285.00 per hour

Total fees due no later than 2 weeks prior to your rental date. Failure to pay fees two weeks prior to your rental can result in losing rental date. If headcount exceeds 100 people, an additional \$30/hour will be added to your overall charge.

Hours of Availability

Available between the months of September-May

Friday: 7:30PM – 11:00PM

Saturday: 6:00PM – 11:00PM

Sunday: 6:00PM – 11:00PM

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

Office Use Only

Date Received: _____

Rental Date Available: _____ YES or _____ NO

HH# _____

RecTrac: _____

Calendar: _____

Confirmation Form: _____

Confirmation Email: _____

Deposit Received: _____

Deposit Refunded: _____