

Bartlett Aquatic Center - Rental Request Form

Facility Rental Procedures and Stipulations:

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.
5. The Bartlett Park District reserves the right to reject any rental which it feels is not appropriate.
6. The renter filing the request must be 21 years of age or older.

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:

Bartlett Aquatic Center – Outdoor Facility

_____ Full Facility _____ Spray Playground _____ Sand Playground

_____ Lazy River Side Only (See Details on Page Two) _____ Original Lap Pool Side Only (See Details on Page Two)

Required: 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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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.

	Resident	Non-Resident
Full Facility	\$745.00/hour	\$845.00/hour
River Side*	\$425.00/hour	\$475.00/hour
Original Side**	\$325.00/hour	\$350.00/hour
Spray Playground	\$120.00/hour	\$145.00/hour
Sand Playground	\$75.00/hour	\$100.00/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.

*River side includes: lazy river, zip line/drop slide pool with attractions, tube slide and yellow body slide

**Original side includes: lap pool, zero-depth pool, white body slide and mushroom feature

Hours of Availability

Regular Season Hours (Memorial Day - U-46 First Day)

Monday-Sunday: 10:00AM – 11:00AM

Monday-Sunday: 7:00PM – 11:00PM

Sand/Spray Playground: can be rented up to two hours prior to opening based on availability

Late Summer Hours (U-46 First Day – Labor Day)

Available based on availability. Contact the Aquatics Manager at 630-540-4828 for more information.

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

Office Use Only

Date Received: _____

RecTrac: _____

Rental Date Available: _____ YES or _____ NO

Calendar: _____

Confirmation Form: _____

Confirmation Email: _____

Deposit Received: _____

Deposit Refunded: _____

HH# _____