



Bartlett Aquatic Center - Group Reservation Request Form

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

Bartlett Aquatic Center – Outdoor 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 certificate of insurance naming the “Bartlett Park District as Additional Insured” is required for all non-PDRMA groups.

Day/Date Being Requested:

BAC hours of availability below.

Day: _____ Date: _____ Arrival: _____ Departure: _____

Rental Information:

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

Group Rates		<i>Resident</i>	<i>Regular</i>
	Youth	\$12	\$14
	Adult	\$13	\$15

Availability Regular Season Hours (Memorial Day – U-46 First Day)
Monday-Sunday: 11:30AM – 7PM
July 4: 11:00AM – 5PM

Post Season (U-46 First Day – Labor Day)
Availability upon request – dates subject to change based on U-46’s academic calendar.

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

All groups will enter the Bartlett Aquatic Center from the side perimeter gate marked on the facility map as "**Gate Entrance**" near the concessions stand. Upon arrival please stage your group outside of the gate. Please send a representative from your group to the main entrance and give the cashier your group name. A Pool Supervisor will meet you on the other side of the perimeter fence.

- 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 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 user's 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.

Bartlett Aquatic Center Features

- 700 Linear Foot Lazy River
- Aquatic Zip Line
- Concession Stand
- Drop Slide
- Eight Lane Lap Pool
- Raindrop Umbrella Sprinkler
- Sand Play Area
- Spray Playground with Two Body Slides and Tipping Bucket Feature
- Sun Hill
- Tube Slide
- White Body Slide
- Yellow Body Slide
- Zero-Depth Activity Pool

Rider Height Requirements

- | | |
|---------------------------|---|
| • Aquatic Zip Line | 50 inches/300 pounds maximum inches to ride |
| • Drop Slide | 48 inches to ride |
| • Spray Playground Slides | 36 inches to ride |
| • Tube Slide | 48 inches to ride |
| • White Body Slide | 42 inches to ride |
| • Yellow Body Slide | 48 inches to ride |

Water Depth

- | | |
|----------------------------|----------------------------|
| • Lap & Activity Pool | 0'0'' up to 5'0'' |
| • Lazy River | 3'0'' |
| • Spray Playground | No standing water |
| • Spray Playground Slides | Uses a run-out, not a pool |
| • Tube Slide Splash Down | 3'6'' |
| • White Body Slide Plunge | 3'6'' |
| • Yellow Body Slide | Uses a run-out, not a pool |
| • Zip Line/Drop Slide Pool | 6'6'' up to 12'3'' |

Transportation

The Bartlett Aquatic Center has a circle drive in the front of the facility. Buses, Vans, cars and/or any other vehicle can pick up and drop off in this area. This can be a high traffic area at popular pick up and drop off times. Please spend as little time as possible in the circle drive. 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 Aquatic Center does not provide meal plans for incoming groups. You can bring your own lunch to the facility and eat it at any of our surrounding parks and/or pavilions within short walking distance. 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. If you would like, we will hold the packed lunch coolers in our locked cashier booth for safe keeping. We also have a concession stand which you and your groups can purchase food from. All food purchased from the stand must stay in the concession stand area

Aquatic Center Closings

Regular Season Hours

The pool will be closed for public swimming due to low air temperature or at the manager's discretion based on inclement weather, low attendance, or unusual circumstances.

- If the pool is closed at 11am, it will remain closed until 12:30pm.
- If the pool is closed at 12:30pm, it will remain closed until 3pm.
- If the pool is closed at 3pm, it will remain closed until 5pm.
- If the pool is closed at 5pm, it will remain closed for the evening.

Late Summer Hours

The pool will be closed for public swimming due to low air temperature or at the manager's discretion based on inclement weather, low attendance, or unusual circumstances.

- Friday: If the pool is closed at 4pm, it will remain closed for the night.
- Saturday & Sunday: Same schedule as the regular season except if the pool is closed at 3pm, it will remain closed for the evening.

Inclement Weather

If the Bartlett Aquatic Center closes due to inclement weather, you will have the choice of refunding your event or rescheduling it. If we stay open in questionable weather and you choose to cancel your event, your deposit will be forfeited. In questionable situations, please feel free to call the BAC at 630-540-4880. You may also contact the Aquatics manager at 630-540-4828 or email at nreed@bartlettparks.org. Please note that moving your camp group into Splash Central in the case of inclement weather will not be permitted this season.

Lightning and Thunder

The Bartlett Park District utilizes the ThorGuard Lightning Protection System. The system warns guests and staff with a horn and strobe system when a lightning is detected in the area. If the ThorGuard detects lightning, rain or shine, the pool deck must be cleared and swimming will be postponed until the all clear is given by the ThorGuard or 30 minutes have passed since the last evidence of lightning and/or thunder. If lifeguard staff notices lightning in the area, a lifeguard will blow one long whistle and point to the sky. If the sighting is confirmed, the lifeguards will stand up and repeat the sequence, and the pool deck will be cleared immediately until the signs of lightning and/or thunder have passed. When clearing the deck, listen to staff directions. You may enter Splash Central, the Bartlett Aquatic Center Bathhouse or, with adult supervision, exit the facility.



Lazy River

Zip Line & Drop Slide

Tube & Body Slide

Tubes

Bridge

Sun Hill

Sand Playground

Lap and Zero Depth Entry

Concessions

Gate Entrance

Bathhouse & Restrooms
First Aid & Manager's Office

Main Entrance

Vehicle Drop Off

Spray Playground

Parking Lot





700 S Barlett Rd