



**For Office Use Only**

- Signed Pool Agreement
- Signed Cleaning Agreement
- Deposit (if any)
- Rental Fees

# East Portland Community Center Pool Rental Agreement

Day: \_\_\_\_\_ Date(s): \_\_\_\_\_ Year: \_\_\_\_\_

Name of Event (if a Birthday include name): \_\_\_\_\_

### Contact Information:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Type of Rental:

Private Rental (time: \_\_\_\_\_)      Party Room (time: \_\_\_\_\_)

**OR**

Party Room: \_\_\_\_\_

Semi-Private (time: \_\_\_\_\_)

Total number of participants in the water: \_\_\_\_\_

Number of Participants:    5 years and younger: \_\_\_\_\_ 6-17: \_\_\_\_\_ Adults: \_\_\_\_\_

Notes / Special Needs:

**I have read, understand, and agree to abide by the rules and policies stated on the back of this agreement:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pool Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Total Fees: \_\_\_\_\_ Rental #: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_

# East Portland Community Center

## Pool Rental Policies

### Payment:

1. Rental fee, in full, is due at the time of reservation
2. Due to safety requirements, the number of people attending the pool event must not exceed the number listed on the Pool Rental Agreement. If fewer people than the number listed on the Agreement attend the event, no refunds will be given.

### Cancelations:

1. Rental cancellations must be made 7-days in advance of the scheduled rental; a processing fee may be applied. If notification of cancelation is not given within 7-days of the rental, no refund will be given.
2. Portland Parks and Recreation reserves the right to cancel and/or reschedule rentals due to conflicts, inclement weather, or emergency conditions.

### General Information:

1. Non-swimmers and children under 48-inches in height must be accompanied in the water by a parent or guardian (18 or older). One adult can be responsible for up to three children under 48-inches in height.
2. Your rental may be preceded by, or followed by, another rental. Rental times are firm; no early access or late departure will be permitted. Late departures will result in additional hourly charges which will be rounded to the nearest half-hour
3. The building may be open to the public and/or multiple rental groups may be sharing the locker rooms at the same time. Please direct guests to secure their personal belongings. EPCC is not responsible for lost, stolen, or damaged items.
4. All rentals are booked on a first-come first-served basis. Semi-private rentals will possibly share space with another rental. Ages and type of event are not taken into consideration when booking semi-private rentals.
5. Guests must abide by all posted rules and regulations of the facility and the directions given by facility staff. If facility staff deems that a rental has become unsafe or rules are continually disregarded your rental may be canceled; no refunds will be provided

### Food and Drink:

1. No alcohol is allowed in the facility at any time
2. Food may be brought into the party room but not onto the pool deck
3. No glass containers may be used in the pool area

### Clean up:

1. Renters must leave pool, locker rooms, and party room clean
  2. Remove all decorations and signs
  3. Place waste in trash receptacles
- \* If renting a party room, please refer to the Cleaning Checklist. The Checklist must be signed prior to your rental.

### Party Room

1. For safety reasons, the party room must be rented before pool time.
2. Your party room rental period includes renter's set-up and clean-up time.
3. Dependent on which party room is rented, party room capacities are 35 or 50 people. If you expect additional guests, other party spaces may be available for an additional charge.

