



Conejo Recreation & Park District

Community Pool at CLU

POOL PARTY RESERVATION FORM

RESERVATION FEES	
Facility \$76 / hour (In-District)	Facility reservation by the hour
Facility \$114 / hour (Out-of-District)	
One Lifeguard \$23 / hour	Minimum of 2 lifeguards per reservation
Cleaning \$75	A one-time cleaning and maintenance fee
AFLEX Inflatable Obstacle Course \$360	Maximum of 2 hours per reservation

ADDITIONAL INFORMATION

1. Party reservations must include set-up and breakdown. When reserving, be mindful of the time it will take to set-up, clean, and break down your party.
2. Management will determine if more lifeguards are necessary depending on the age and swimming level of your guests in accordance with California State Law.
3. The one-time non-refundable cleaning and maintenance fee is collected at the time of the reservation. The fee covers the deep clean of our deck and restrooms after the party.
4. The party reservation form must be submitted in person by the party host. A facility walk through is required at the time of the reservation and deposit.
5. Liability insurance is required for all vendors including caterers and attractions. A **Certificate of Insurance** and an **Additional Insured Endorsement** naming CRPD as additional insured must be submitted 2 weeks prior to the event. A pre-approved list of current vendors who have insurance on file can be found on our website under reservations.
6. The **AFLEX Inflatable Obstacle Course** is for ages 14 and under only, no adults. AFLEX reservations include two additional Lifeguards with an added hour for set-up and break-down. Maximum of 2 hours can be reserved for play.
7. The party host is responsible for set-up, clean-up, providing, and serving for the event.
8. Partial facility or shared use reservations are not offered. All party reservations are for the sole use of the facility. Reservations during public recreational swim hours is prohibited.
9. Party reservations are for the Community Pool at CLU only. The Samuelson Aquatic Center (University Pool) is not available for reservations.
10. A 50% non-refundable deposit is due at the time of the reservation. The final deposit is due a minimum of 10 days prior to the event.





Conejo Recreation & Park District

POOL PARTY RESERVATION FORM

HOST INFORMATION	
FULL NAME:	
ADDRESS:	
EMAIL:	PHONE:

**Time of the event must include time needed to set-up and break-down.
All guests must be off the deck by the end of your reservation.*

PARTY INFORMATION	
DATE OF EVENT:	*TIME OF EVENT:
APPROX AGE OF SWIMMERS:	APPROX NUMBER OF GUESTS:

OFFICE STAFF BEYOND THIS POINT

FEES	PRICE	HOURS	AMOUNT
FACILITY (In-District)	\$76		
FACILITY (Out-of-District)	\$114		
CLEANING	\$75	One-Time Fee	\$75.00
AFLEX (includes 2 lifeguards)	\$360	2	

LIFEGUARD	QTY	HOURS	AMOUNT
\$23 / hour			
TOTAL AMOUNT DUE:			
NON-REFUNDABLE DEPOSIT (50%):			

RECEIPT NUMBER	BALANCE DUE	MANAGER	AMOUNT

RESERVATION CHANGES

WhentoWork Google Calendar Supervisor _____



Conejo Recreation & Park District

FACILITY & PARTY RULES AND REGULATIONS

1. A non-refundable 50% deposit is collected at the time of the reservation.
2. The remaining balance must be paid to the Conejo Recreation and Park District a minimum of 10 days prior to the date of the event. No refunds will be issued once the final deposit is paid.
3. Liability insurance is required for all vendors including caterers and attractions. A ***Certificate of Insurance*** and an ***Additional Insured Endorsement*** naming CRPD as additional insured must be submitted 2 weeks prior to the event.
4. Your party may not exceed the time on your reservation form. Any guest /hosts who are on deck past the scheduled reservation time are subject to an additional **\$75 fee**.
5. In the case of inclement weather, you may transfer your party to another available day. No refunds will be granted unless the facility is forced to close.
6. Smoking or vaping is not allowed in or near the facility or anywhere on the Cal Lutheran University campus.
7. At no time is glass permitted inside of the facility.
8. Food and drinks are prohibited in the pool at any time. Guests must eat and drink in the designated picnic area before entering the pool.
9. Inflatable water wings are prohibited. Only Coast Guard approved life jackets or puddle jumpers are allowed for non-swimmers.
10. Parents and guardians are required to provide in-water supervision for all non-swimmers.
11. At no time will music be allowed to constitute a nuisance, cause offense to the public, or violate any noise ordinance; the renter remains fully responsible for such compliance. CRPD management reserves the right to determine if the music content is appropriate for the facility.
12. Outside party materials (including decorations, pool toys, and food) may be brought in by the party host. Decorations may be displayed with painter's tape. Any other type of adhesive or hardware including tacks, staples, or nails is prohibited. Decorations must be removed by the party host at the end of the event.
13. The parent organizing the party may not leave the party site until all minors are accompanied by their parent or guardian. CRPD is not responsible for any children after the conclusion of the party.
14. All regular pool rules are enforced.

I have read the above information and agree to all the party rules, regulations, and reservation details. I understand that the initial 50% deposit is non-refundable, and that no refunds will be granted after the final deposit is paid.

Signature

Print Name

Date