

## Town of Florence Aquatic Center Facility Use Form and Agreement

Facility reservations require a two-hour minimum.

<b>Event:</b>	<b>Date of Use:</b>	
<b>Time: (Includes Set-Up and Clean-Up)</b>	<b>Address:</b>	
<b>Individual/Organization:</b>	<b>Contact Name:</b>	<b>Phone(s):</b>
<b>Email:</b>	<b>Approximate Number of Attendees: (Multi-Purpose Room 40 Max)</b>	
<b>Purpose of Event:</b>	<b>For Birthday Parties in Multi-Purpose Room:</b> Will you be bringing in food/cake? Yes No <span style="color: red;">If Yes, food must stay inside MP Room</span>	
<b>PLEASE READ AND SIGN THE REVERSE SIDE</b> Refund/Cancellation Policy Multi-Purpose Room Rules	Will you be paying for your guests? Yes No <span style="color: red;">If yes, please provide the RSVP list provided to Pool Manager prior to reservation to ensure accuracy. Fees must be paid in full.</span>	

Private Rental	Fee	Fee	Fees
<b>Competition Pool/Diving Area</b> *2hr minimum	<input type="checkbox"/>	Resident/ Non-Profit \$125/hour	<b>Aquatic MP Room</b> <span style="color: red;">(During Open Swim Hours)</span> <span style="color: red;">*Saturday and Sundays</span> Time slots: 12:30pm-2:30pm 3:00pm-5:00pm
	<input type="checkbox"/>	Non-Resident/ Commercial \$145/hour	
<b>Play Pool/Slides</b> Time slots: 8:00am-12:00pm 5:30-9:30pm	<input type="checkbox"/>	Resident/ Non-Profit \$210/hour	<b>Aquatic MP Room</b> <b>During Family Friday Nights</b> Time slot: 6:00pm-8:00pm
	<input type="checkbox"/>	Non-Resident/ Commercial \$245/hour	
<b>Ramanda(s):</b> 1:00pm-5:00pm <b>Single (12x12)</b>	<input type="checkbox"/>	Resident/Non-Profit \$5/hour Non-Resident/ Commercial \$7.50	<b>Whole Center</b> Time slot: 8:00am-12:00pm or 5:30pm-9:30pm
	<input type="checkbox"/>	Resident/Non-Profit \$15/hour Non-Resident/ Commercial \$22.50	
<b>Double (24x12)</b>	<input type="checkbox"/>	Resident/Non-Profit \$15/hour Non-Resident/ Commercial \$22.50	Non-Resident/ Commercial \$375/hour

**TOTAL FEES** \$

- 1) The area reserved shall be left in an orderly condition. All paper, rubbish, and other debris shall be deposited in the proper receptacles for this purpose.
- 2) No glass containers. No spirituous liquor or beer allowed.
- 3) Both the applicant and organization agree to be financially responsible for all costs, personal injuries, and property damages arising from the facility use.
- 4) MP Room must be inspected by Pool Manager when reservation has expired for cleanliness or any damages.

The permit holder shall indemnify, defend and hold harmless the Town and it's Officials, employees, and agents from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by the Town and/or any of its officials, employees, or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with this agreement.

<b>Applicant Signature &amp; Personal Guarantee:</b>	<b>Date:</b>
<b>STAFF USE ONLY</b>	
<b>Certificate of Insurance Required:</b> <input type="checkbox"/> YES <input type="checkbox"/> WAIVED	<b>BY WHOM:</b>
<b>Insurance Company:</b>	<b>Name as Additional Insured:</b>
	<b>Date of Certificate:</b>



TOWN OF  
**FLORENCE**  
COMMUNITY SERVICES

Town of Florence Community Services, P.O. Box 2670, 778 N. Main Street, Florence, AZ 85132 Ph.: (520) 868-7040  
Office Hours: Monday- Friday, 8:00 a.m.-5:00 p.m. (excluding legal holidays)

## **Program Refund Policies**

### **Withdrawal Policy**

- Withdrawal requests will only be considered at least five business days before the course start date, except for medical reasons (See Medical Transfer Request).
- Approved withdrawals will be refunded using one of the methods listed in the Course Refund Policy. Convenience charges paid online will not be reimbursed.
- Refunds will not be considered once classes have started, except for medical reasons (See Medical Withdrawal and Medical Transfer Request)

### **Transfer Requests**

- Transfer requests will only be considered if received at least five business days before the course start date, except for medical reasons (See Medical Transfer Request).
- Requested transfer classes must have open availability.
- If the transfer course request is not available and the participant chooses to withdraw, the request is subject to the withdrawal policy.

### **Medical Withdrawal and Medical Transfer Request**

- Written documentation from a physician's office must accompany the Withdrawal or Transfer request.
- The request must be received within 72 hours of the first missed class.
- Refunds will be prorated if the withdrawal is on or after the course start date. Convenience charges paid online will not be reimbursed.

### **Course Refund Policy**

- Approved withdrawal participants will be refunded by one of the following:
  - Credit Card/Debit Card used to make the purchase
  - Check: All check refunds take approximately 6-7 weeks processing by the Town of Florence and are made out and mailed to the main contact of the account.
- Convenience charges paid online will not be reimbursed
- Refunds will not be considered once classes have started, except for medical reasons (See Medical Withdrawal and Medical Transfer Request)

## **Facility Reservation Cancellation Policies**

Cancellations due to unforeseen weather conditions that make it impossible to utilize our facilities will be offered a partial refund or the option to change the date/facility. These requests must be made within three business days with a member of the Florence Community Services staff.

If the permittee chooses to cancel or move their reservation for any other reason, a request for a partial refund or change of date/facility must be made at least 10 business days prior to the facility rental date in order for the request to be granted. All partial refunds granted will be minus 20% or \$10 (whichever is greater).

