

Rules of Operation

- o The total amount due is required to reserve a rental.
 - o Full refund is awarded if rental is canceled 7 or more days before the date of rental.
 - o ½ the total may be refunded if the rental is canceled within 2 days (48 hours) of rental date
 - o No amount will be refunded if the rental is canceled the day of the event
- o A deposit of \$100 is due at the time of reservation. This is a fully refundable security deposit that will be refunded within a week of the end of your rental period.
 - o covers any damages and additional cleaning that must be done after the rental period
- o No alcoholic beverages, smoking, or open flames are allowed on community center property
- o Event activities must be of a family oriented nature as defined by community center staff
- o Rentals do not provide guests access to community center fitness areas or exercise equipment
- o No thumb tacks or push pins may be used to hang decorations or other items. Masking tape is allowed for hanging decorations
- o No food or drink is allowed outside the party room.
- o You must provide your own tablecloths for all tables in the room if you will be having food/drinks.
- o Set up and tear down is included in your rental time.
- o The following tasks will need to be completed by the end of your rental time:
 - o Tables & Chairs wiped clean
 - o Carpet/Floor picked up from trash
 - o All Trash put in trash cans
 - o If you go over your rental time you will be charged an extra ½ hour
- o You must check out with the party attendant or the welcome desk staff before the end of your rental period.

Pool Rules

- o Lap lanes are for swimming laps only
- o **Any child 5 years and under must be accompanied in the water by an adult (15+ yrs.) and be within arm's length at all times**
- o Any child age 8 and under must have an adult (15+ yrs.) on the pool deck at all times
- o All party participants (13 years and younger) are required to pass the swim test to swim without a lifejacket OR have an adult in the water within arm's reach (1:1 ratio of adult: child).
- o Adults need to be prepared to stay in the pool area for the duration of the swim time
- o Parties will always swim first and eat after
- o Swim parties will be limited to the number of swimmers listed on your rental agreement
- o Only US coast guard approved floatation devices allowed
- o Swimmers must be at least 48" tall to ride the slide
- o The pool will be closed for a minimum of 45 minutes or more for proper clean up if a swimmer gets sick OR has an accident
- o For patron safety lifeguards have final discretion
- o Additional pool rules are also enforced for the safety of everyone in the pool; please see the Lifeguard or Aquatics Supervisor for questions

To induce the Excelsior Springs Community Center to grant the license applied for, the organization and the person signing on its behalf (its "representative") warrant that (1) the information is, to the best of their knowledge, true, and (2) they understand and agree to abide and be bound by the terms of the Rental Arrangements and Rules of Operation printed on this contract, (3) the person signing as representative has full authority to do so on the organization's behalf, and (4) the fee for the rental will be paid as stated. I have read the terms and agree to abide by the **Rental Agreement** and **Rules of Operation**. I further confirm that I am of authority to sign on the behalf of my organization.

Party Room Rentals

Thank you for your interest in renting the ESCC for your special event. Stop by the front desk for a tour of our inviting amenities, including a catering kitchen, the Community Rooms with a view overlooking Powell lake, the Party Rooms conveniently located off the pool deck, and our family friendly swimming pool. The ESCC is available to rent for your next family or community event.

- Call or stop by the front desk to schedule a tour to make sure our facility is suitable for your needs.
- All rentals are on a first-come-first-served basis and no rental can be secured without all fees and forms received.
- All Rentals must be booked **AT LEAST 2 WEEKS** prior to your event date.
 - The slide will be open based on availability. There will be no change in price if the slide can't be opened.
- All rentals must fall within the preset rental blocks.
 - Friday
 - Option 1: 6pm-8pm
 - Saturday
 - Option 1: 11:45am-1:45pm
 - Option 2: 2:15pm-4:15pm
 - Option 3: 4:45pm-6:45pm
 - Sunday
 - Option 1: 11:45am-1:45pm
 - Option 2: 2:15pm-4:15pm
 - We'll make exceptions at the Aquatics Coordinators discretion.
- You will receive a complimentary 15 minute set up time before your rental period begins. Please include clean-up time in your calculation.
- After a representative has verified availability of your date and time, please complete and sign the Rental Agreement and Code of Conduct Policy.

You may obtain rental documents by stopping by our facility during hours of operation.

Party Room Packages

- 2 Hour Party Package includes one (1) hour in the party room and one (1) hour in the pool or gym.
- Room is equipped with tables & chairs.
 - 1 room will hold 20 people & 15 kids can swim. 2 rooms will hold 40 people and 30 kids can swim.

2 Hour Party Package: \$150.00 (1 room) / \$225.00 (2 rooms)*

**We require you to swim or use the gym for the first part of the party to prevent sickness.*