

## RECREATION CENTER ROOM RESERVATION FORM

Hartford Parks and Recreation Department  
 125 North Rural Street, Hartford, WI 53027 - (262) 670-3730  
 ci.hartford.wi.us

Form can be returned in person during office hours or via email at [signup@hartford.wi.gov](mailto:signup@hartford.wi.gov) phone call with credit card information for payment required 5-10 minutes after emailing

### RENTAL INFORMATION

ROOM \_\_\_\_\_ DAY \_\_\_\_\_ DATE \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ NO. OF PARTICIPANTS \_\_\_\_\_  
(must include any set up time needed) (must include all take down time needed)

ACTIVITY \_\_\_\_\_ AVERAGE AGE OF PARTY \_\_\_\_\_

Check here if alcohol will be served and then see rules regarding alcohol and Certificate of Liability Insurance Requirement \_\_\_\_\_

### SPECIAL REQUEST

\_\_\_\_\_  
 \_\_\_\_\_

### RENTER AGREEMENT

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Group Name \_\_\_\_\_

*I certify that all information provided above is accurate to the best of my knowledge and that I will assume all responsibility for proper care and utilization of the stated facility and will abide by the rules and regulations printed on the reverse side. If damage results from the use of the facilities and / or equipment by my group, we will be responsible for the repair of the damages.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Office Use Only*

<p style="text-align: center;"><i>Processed...</i></p> <p><input type="checkbox"/> Resident</p> <p><input type="checkbox"/> Non-Resident</p> <p><input type="checkbox"/> Non-Profit / Service Club</p> <p><input type="checkbox"/> Scouts / Youth Group</p> <p style="text-align: center;">Date      Initial</p> <p>Recreation Office _____</p> <p>Not Processed _____</p> <p>Reason _____</p> <p>Payment Method _____</p>	<p>Deposit      \$ _____</p> <p>Area(s) _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Extra Rental Hours _____</p> <p>      hrs      \$ _____</p> <p>Building Super _____</p> <p>      hrs      \$ _____</p> <p>Other            \$ _____</p> <p>TOTAL            \$ _____</p>	<p><u>Refund or Balance Due</u></p> <p style="text-align: right;">Deposit      \$ _____</p> <p style="text-align: right;">Other Refund \$ _____</p> <p>Damage Charge \$ _____</p> <p>Clean Up Charge \$ _____</p> <p>Other Charges    \$ _____</p> <p>Amount to Refund      \$ _____</p> <p>Balance Due              \$ _____</p> <p>Processed to City Hall</p> <p style="text-align: center;">Date _____ By _____</p>
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CITY OF HARTFORD – PARKS AND RECREATION DEPARTMENT  
RECREATION CENTER ROOM RENTAL POLICIES AND RULES

1. HOW TO RENT A ROOM / FACILITY

All rentals must be made a minimum of two weeks before the desired rental date. A reservation form must be completed and payment in order for your rental to be reserved. The Recreation Office can hold a room / facility for up to one week. The payment and reservation form must be completed within that week in order for the rental to be reserved. After one week, if the rental has not been reserved the room can be held or reserved by another party.

2. RESIDENT VS. NON-RESIDENT

A resident is anyone residing in the City limits of Hartford. All others are non-residents.

3. RENTALS OUTSIDE NORMAL HOURS

If a rental takes place outside Recreation Center hours an additional building supervisor fee will be charged per hour based on current building supervisor wages. (see rental fee chart)

4. STARTING AND ENDING TIMES OF RENTALS

Rental party will be allowed into the rented facility at the designated starting time as listed on the reservation form and will need to be out of the rented facility at the designated ending time. Any set up and/or take down time needs to be included in your total rental time as listed on the rental form.

5. EMERGENCY NUMBER

If the building is not open by your schedule rental time (as listed on your reservation form), please call the police department, 673-2600. They will attempt to reach a Recreation Staff member.

6. CANCELLATIONS

Notice of cancellations received with less two weeks notice will not be refunded. Cancellations with more than two weeks notice will be refunded in full, less a five-dollar service charge.

7. ROOM CAPACITY

Rental group size must be no more than the rented room's capacity size. If the number of people exceeds room capacity as per building code, staff will be asking you to reduce your numbers to the room capacity size *and* you may be charged additional fees.

<u>Room</u>	<u>Capacity</u>
Community Room A	30
Community Room B	50
Community Room A & B	80
Room 217	25
Conference	20

8. ADMISSION CHARGES

Rental groups may not charge admission into their event/rental unless it has been approved by the Department. A percentage of the admission fees collected may be assessed to the rental group and returned to the Recreation Department.

9. ALCOHOL CONSUMPTION: If alcohol is to be consumed, the Recreation Office will need, on file, **two weeks prior** to the rental, **Certificate of Liability Insurance naming the City of Hartford, Parks and Recreation Department as the certificate holder and the renter as insured.**

This can typically be obtained from your home owners or renter insurance company.

Beer, wine, spritzers are allowed for consumption. Hard alcohol is not allowed at all. Alcohol can NOT be sold.

Alcohol is only allowed in the **front Community Rooms (Room A/B) at the Recreation Center.**

10. YOUTH ACTIVITY SUPERVISION

All rentals involving youth require a ratio of one adult per every 8 children.

11. CONTINUOUS USE GROUPS

Requests for ongoing use will be reviewed annually for availability, changes to rental fees, and special room setup / storage.

12. SECURITY DEPOSIT

If there has been no damage to the Recreation Center, equipment, or other Recreation property by the rental party, and if the rental does not go beyond the stated rental times on the rental form, the security deposit will be mailed back to the individual listed on the reservation form 2 to 4 weeks following the reservation date.

13. DAMAGE TO RECREATION PROPERTY

Damage to the Recreation Center, equipment or other Recreation property by the renting party will be charged to the individual who assures responsibility for Recreation Center use by signing the reservation form. Damage costs will be deducted from the deposit with possible additional charges.

#### 14. CLEAN UP

The rental party is responsible for general clean up of areas used (paper, cups, misc. garbage) during the rental. Security fee, or portion of security fee, will be retained if extensive clean up is needed by Recreation Staff.

#### 15. SMOKING / VAPING

Smoking / Vaping is not allowed anywhere in the Recreation Center.

#### 16. FOOD AND BEVERAGES

Food and beverages are not allowed in the following locations: Gymnasium, Pools, and Locker Rooms. If you are renting one of these locations and you wish to have food or beverages at your event, you will need to rent, in addition, a room that does allow food and beverages.

#### 17. SPEAKER VOLUME

The volume of radios, address systems, etc must be kept at a moderate level and turned down or off at the request of a Recreation Staff member.

#### 18. INSURANCE REQUIREMENTS

Community events / public festivals must show Liability Insurance of \$1,000,000.

#### 19. POOL (Birthday) SPECIAL

The Pool (Birthday) Special Package includes use of pool during regular open swim and a facility (area) for a group gathering where food and beverages can be served by the rental party if desired. Birthday Party Specials can be used for any occasion and can be held on Friday nights from 5:30 PM – 9 PM (swimming open from 6:30-8:30 PM) and Saturday and Sundays afternoons from 12:30 PM – 4 PM (swimming open from 1-3:45 PM).

#### 20. PRIVATE POOL PARTY SIGNICAST FAMILY AQUATIC CENTER

Maximum group size for a private pool party is 250 people and includes all pool areas including water playground, slide and lap lanes. It does not include the therapy pool or an additional room if food, beverages or just a place to socialize is desired. These could be available at an additional cost.

#### 21. SPECIAL EVENT RENTALS

If a rental is deemed a special event by staff, an additional special event fee may be required. A meeting with Recreation Staff will be scheduled to review the event and special requirements.

#### 22. THERAPY POOL RENTAL

The use of the therapy pool is available to agencies that conduct water exercise / rehabilitation programs. Renting agency will provide instructors with certification backgrounds in water based therapy. Certification of Liability and Accident Insurance must be provided. The addition of lifeguards will follow state code for proper guard / supervision requirements.

#### 23. ADDITIONAL POLICIES FOR SCHEDULED USE OF CONFERENCE ROOM BY NON-PROFITS, SERVICE CLUBS, SCOUT AND YOUTH GROUPS

- a. The Conference room will be scheduled on a first come, first serve basis.
- b. The Department sponsored Cub Scout Pack 3794 may schedule entire pack special events and/or leadership meetings and activities, but the smaller den groups / meetings should not be scheduled under the free room schedule. The Boy Scout Troop Pack 3794 may schedule its bi-weekly meetings and special annual activities. NOTE: Rooms do have limited attendance size which may restrict larger activities / functions.
- c. Activities scheduled in the Conference Room are restricted to meetings/trainings.

#### **POOL RULES:**

***A full list of pool rules are posted as patrons enter the pool from the men and women locker rooms. There is a list of waterslide rules located at the bottom of the slide tower by the stairway.***

1. Street shoes are not allowed in the pool. Anyone in the pool area must have a wrist band. Those wishing to observe can do so from the observation area on the second floor.
2. Coast Guard lifejackets are allowed. Any child with a lifejacket on must be within arm's reach of an adult regardless of the age of the child. Lifejackets are not provided. Water wings and suits with inner floatation devices sewn in are *not* allowed.
3. Swim diapers only. No disposable or cloth diapers.
4. Children 7 and under must be accompanied by an adult or appointed guardian (16 or older) and must stay within arms length of the child. The ratio of 7 and under child per adult is 2:1.
5. You must be a minimum of 48" tall to ride the slide. Only one person may go down the slide at one time. Parents are not allowed to ride with a child. Eye glasses are not allowed when going down the slide.
6. Water toys may be allowed (balls, flippers, etc.) but subject to lifeguard approval.