



PLAINFIELD PARK DISTRICT-OTTAWA STREET POOL  
GROUP RESERVATION APPLICATION

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*ALL contacts listed must be present during rental/reservation Email: \_\_\_\_\_

**RESERVATION INFORMATION**

Day(s) Requested:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date(s) Requested: \_\_\_\_\_ \* # of Guests Expected: \_\_\_\_\_

\*Staff to Participate Ratios. All groups are required to have the following staff to participant ratio during group usage.

Swimmers:

- 2 years old 2:1 (staff to participant)
- 3 years old 5:1
- 4 years old 8:1
- 5 years old 8:1
- 5-8 years old 8:1
- 9-12 years old 12:1

**HOURS OF OPERATION**

Group reservations allow guests to enjoy the Ottawa Street Pool during normal hours of operations only. However, our hours of operation may be altered due to inclement weather or special events. For up-to-date information, call the Ottawa Street Pool admissions desk at (815)436.3314. OSP hours of operation are as followed.

Afternoon Swim	Evening Swim	Weekend Swim
Monday –Friday (12-4:30pm)	Monday – Friday (6:30-8 pm)	Saturday & Sunday (11 am-7 pm)

**GROUP RATES**

Afternoon Swim/Weekend Swim	R \$3 / NR \$6	Evening Swim	R \$2 / NR \$4
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## TERMS AND CONDITIONS

1. The Group/Renter shall have the use of the facility for the date(s) and time(s) stated herein, and subject to the facilities group or rental fee as provided herein.
2. The Group/Renter shall fully comply with all Plainfield Park District rules, regulations, and ordinances in connection with the use of the facility
3. The Group/Renter shall fully comply with the attached Pool Rules & Regulations
4. The Plainfield Park District reserves the right to amend the rules, as needed, to serve the best interests of the Park District
5. The Group/Renter is solely responsible for the actions of any member of the Group/Renter's groups and shall provide adequate supervision of the group at all times
6. The Group/Renter's supervision ratios shall minimally meet the following.

2 years old	2:1 (staff to participant)
3 years old	5:1
4 years old	8:1
5 years old	8:1
5-8 years old	8:1
9-12 years old	12:1

7. All adult supervisors with the group must be readily identifiable as being with that group for emergency contact purposes.
8. The Plainfield Park District shall provide lifeguard staff for users of the facility. The Group/Renter fully understands and agrees that lifeguards are not responsible for supervising the Group/Renter's group. Lifeguards are responsible for enforcing rules and regulations and responding to emergencies.
9. The Group/Renter is solely responsible for the safety and security of any property brought to the facility. The Plainfield Park District is not responsible for lost, stolen, or damage person items.
10. The Group/Renter shall ensure that there is at least one adult supervisor fluent in English and on site at all times during their use of the facility.
11. The Plainfield Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the group or any member of the group or misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the group/renter has breached any of its obligations under this Agreement.
12. The Group/Renter agrees to protect, indemnify, save, defend, and hold harmless the Plainfield Park District, including its officers, officials, employees, agents, and volunteers from and against any and all liabilities, obligations, claims, damages, causes of action, costs, and expenses, which the Plainfield Park District may become obligated by reason of any accident or injury arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Plainfield Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
13. The Group/Renter may be required to have a general liability insurance for bodily injury, personal injury and property damage during the term of this agreement.
  - a. The Group/Renter insurance shall name the Plainfield Park district as additional insured and shall contain no special limitation on the scope of protection afforded the Plainfield Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the Plainfield Park District. Any insurance of self-

insurance maintained by the Plainfield Park District shall be in excess of Renter's insurance and shall not contribute with it. Group/Renter's insurer shall agree to waive all rights of subrogation against the Plainfield Park District.

14. Group/Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Plainfield Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the rental date(s) not later than fourteen (14) days prior to the rental date(s).
15. All cancellations set forth by the renter will be subject to a \$25 administrative fee. No refunds will be given for requests made less than 48 hours in advanced. In the event the Plainfield Park District cancels your rental, you may request an additional make-up date or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space availability cannot be guaranteed.
16. This rental agreement may be revoked at any time at the discretion of the Plainfield Park District due to misrepresentation of the Group/Renter, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to the Group/Renter.

**The following information must be submitted for the Group Aquatic Facility Usage Application to be approved.**

- Group Aquatic Facility Usage Application form
- Certificate of Insurance for **\$1 million per incident** naming the Plainfield Park District as additionally insured

By signing this form, I acknowledge that I have read and agree to abide by the group aquatic facility usage application and all Park District rules and regulations. Failure to comply with Park District Rules and Regulations may result in the cancellation of the application, forfeiture of all fees/deposits, and forfeiture of the right to future use of the Park District aquatic facility

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PAYMENT INFORMATION / OFFICE USE ONLY**

Type:	Fee:	Additional Fee:	Total Payment Due:	Amount Paid:
<input type="checkbox"/> Group Reservation <input type="checkbox"/> Facility Rental				
Payment Type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check (ck # _____) <input type="checkbox"/> Cash				
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No                      Date Approved:   ___/___/___				
Employee Initials: _____                      Date: _____				



## Ottawa Street Pool Rules and Regulations

1. No diving or flipping off the side of the pool.
2. No food or beverages are allowed on the pool deck, except in the designated rental areas.
3. Smoking, alcoholic beverages, and any other illegal substances are strictly prohibited.
4. Goggles may be worn, but fins, snorkels or masks are not allowed.
5. Only U.S. Coast Guard approved life jackets and water wings may be used.
6. High dive users must be 48" tall.
7. Swimsuit with swim liners only. No leotards, cutoffs or colored T-shirts are allowed.
8. Children under the age of 2 must wear plastic pants or swim diapers, no disposable diapers.
9. Plainfield Park District is not responsible for the loss of theft of any personal belongings.
10. Park District staff MUST be respected and obeyed at all times.
11. Any activities deemed inappropriate and indicated by the Park District staff are prohibited.
12. The building and all equipment must be used and treated appropriately.
13. The responsible person submitting the application must be 21 years of age and be present during the entire rental.
14. No sound amplification systems or outside music are allowed.