

CITY OF OAK PARK - DEPARTMENT OF RECREATION  
14300 Oak Park Boulevard - Oak Park, MI 48237 - (248) 691-7555

**MUNICIPAL POOL RENTAL APPLICATION -**

Name of Organization: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Time Requested: \_\_\_\_\_ Activities Planned: \_\_\_\_\_  
Group Representative: \_\_\_\_\_ Number of Persons: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Phone (Work/cell) \_\_\_\_\_

*(Refunds from our Dept. will be mailed to the address on this application – NO EXCEPTIONS. Refunds take 4-6 weeks)*

Rental parties can set-up ½ before

**DAY**

Saturdays (Jun 25 – Aug. 6)  
Sundays (June 26 – Aug. 7)

**HOURS**

6:30 PM – 9:30 PM  
1 PM – 4 PM  
6 PM – 9 PM

**RENTAL FEE OPTIONS:**

**Party Size**

**75 & under**

**76 to 100**

**101 to 200**

**201 to 400**

**Cost**

**\$350**

**\$400**

**\$450**

**\$500**

Fees include lifeguards and rental of facility.

**Additional Hours \$160 an hr.** (\$75.00 Deposit & FULL payment required on booking date)

**DATE REQUESTED PROCEDURE:** Date requested should be submitted to the Recreation Dept. 3 weeks prior to the date of rental. Any booking after 3 weeks will be contingent upon facility space and staff availability.

**CANCELLATIONS OR EXTRA TIME:** Cancellations or extra time can only be made at the Oak Park Recreation office during normal business hours NOT on site at the pool!

**PARTY SIZES:** Fees are based on the amount of people at the party. If our Manager or lifeguards notice more people than what was stated on this application they will give you two options; FIRST; depending on the number of people and if the \$75 deposit can cover the cost—we will bill your account and take from the deposit or SECOND; Politely ask your party to leave without a refund, since money cannot be transacted at the facility.

**\*\*SWIM ATTIRE DURING RENTALS\*\*:** Only those persons in bathing attire are permitted in the pool. No basketball shorts, thongs, string bikinis, etc. are allowed. No street or dark soled shoes allowed beyond the bathhouse or Grass area. T-shirts are allowed. Swim Diapers are mandatory for all non-potty trained kids.

**GENERAL REFUNDS**

- A. A processing fee of \$5.00 will be applied to all refunds.
- B. 14 days or less to the rental date, group will forfeit 25% of the rental fee.
- C. 7 days or less, prior to the rental date, group will forfeit 50% of rental fee.

**Please Note:** Cancellation must be made by 12:00 noon on Friday before the rental date or group will forfeit 100%. FYI: Refunds are mailed to the name on this application – NO EXCEPTIONS.

**WEATHER or UNFORSEEN REFUNDS**

- A. If the Municipal Pool closes due to weather or unforeseen circumstances an hr prior to your rental time a FULL refund or credit on your account will be given. Every effort will be made possible to reschedule your event for the next available date.
- B. If the pool is closed after the start of your party NO REFUND or credit will be given.

I hereby apply to rent the Municipal Pool and agree to comply with the Municipal Pool Rental Policies and Municipal Pool Policies and Procedures set forth by the Department of Recreation. I agree to reimburse the City of Oak Park for the cost of any damage incurred to the building or equipment during the use of the facilities listed above. I state without reservation that the facilities will be used only for the purpose specified.

**YOUTH RENTALS (21 & under):**

- A. \$3,000.00 damage deposit required to secure rental.
- B. Ratio: 1 Adult per 8 students
- C. 3 Security Guards (Will be hired by the City for youth rentals)  
(Security Guard fees will be paid by the rental group. (Approximately \$400.00))
- D. No commercial rock/rap concerts.
- E. All other rules will apply.
- F. Rental group will be expected to have at least 2 adult at the door approving admission of students to the activity.

**SWEET 16 OR YOUTH PARTY RENTALS:**

- A. \$1,000 damage deposit is required to secure rental.
- B. Ratio 1 adult per 10 students.
- C. An additional monitor will be hired by the City. An additional charge of \$10.00 per hour will be added to the pool rental rate.
- D. Rental groups will be required to have at least two (2) adults at the door approving admission of students to the activity.
- E. All other rules apply.
- F. Parents or Legal Guardian must complete contract and be present on site.

\_\_\_\_\_ I have received a copy of Municipal Pool Rental Policies and Municipal Pool Policies and Procedures.  
**(initial)**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Signature of Group Representative (Must be 21 year or older)**