

# GROUP USE & FACILITY RENTAL REQUEST

Request should be made at least 7 days in advance. All requests are subject to approval, allow 3 business days for a response.

## CONTACT INFORMATION

Group or Organization		Are you a registered Non-Profit?	YES	NO
Name of Responsible Adult				
Phone Number		Email Address		

## EVENT-ACTIVITY INFORMATION

Dates Requested		Begin Time		End Time	
Description of Event/Activity					
	Anticipated # of Participants		Adults		Youth

**Areas requested** (please check each area requested)

- |                    |                  |   |
|--------------------|------------------|---|
| Party Room         | Half Gym         | Lobby                                       |
| Classroom          | Full Gym         | Leisure Pool                                |
| Multi-Purpose Room | Half Studio Room | Competition Pool                            |
| Climbing Wall      | Full Studio Room | Pool Lane (exclusive only, how many? _____) |
|                    |                  | Outdoor Court (how many? _____)             |

**Do you require EXCLUSIVE use of an area?** ⇔ YES ⇔ NO *(if yes, please see rental rates and policies below)*

Equipment or Additional Comment	
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## GROUP USE PRICING

**This does not give exclusive use of any area and use is subject to hours and availability. Fees apply to all participants.**

	0-5 Years	Youth (6-18)	Adult	Senior	75+
Sublette County Residents	Free	\$2	\$5	\$3	FREE
Non-Resident	Free	\$4	\$10	\$6	FREE

**All youth must be directly supervised by a responsible adult (18+) when using PAC.**

Interfacing with other patrons will occur, please ensure courteous and respectful behavior is displayed at all times.

## FACILITY RENTAL RATES - EXCLUSIVE USE

**Facility Rentals are required for groups of 4 or more utilizing an area for a planned program/event. Rental includes admission to rented area only. Use of other areas will require general admission.**

	General	Non-Profit		General	Non-Profit
Party Room or Classroom	\$30	\$20	Half Studio	\$30	\$20
Multi-Purpose Room	\$20	\$10	Full Studio	\$50	\$30
Climbing Wall	\$30	\$20	Leisure Pool (after hours only)	\$200	\$180
Half Gym	\$30	\$20	Competition Pool	\$200	\$180
Full Gym	\$80	\$60	Pool Lane (per lane, max 4)	\$10	\$5
Outdoor Court (per court)	\$30	\$20			
Additional Staff (per staff)	\$25	\$25	Speciality Instructor	rate of instructor	

**All rates are listed as cost per hour. Additional hours will be charged \$10/hour, per area (except pool lane and staff) A 15-minute grace period applies to all hourly rentals. Any time over 15-minutes will qualify for an additional hour.**

Public events must obtain public liability insurance naming the Pinedale Aquatic Center as additional insured.

Reservations can be made for no more than 4-weeks at a time.

*Any person using PAC facilities to train, instruct or coach clients is required to complete an Instructor Access Agreement and pay the monthly access fee in addition to any rental expenses.*

**CONTINUED ON BACK - SIGNATURE REQUIRED**

## GENERAL RULES & EXPECTATIONS

- Payment is expected at the time of approval for group or facility rental unless prior arrangements are made.
- PAC has full discretion on when additional staffing is needed. Any event requested outside of regular staffing hours for the facility or the requested area that requires staff presence will require additional staffing.
- All patrons/groups must check-in at Guest Services immediately upon arrival to the facility
- All children ages 7 and under must be accompanied by an actively supervising adult (18+) in all areas of PAC
- Patrons must be 14 years of age or older, or accompanied by an actively supervising adult, to be upstairs
- PAC is located on Sublette County School District #1 (SCSD#1) premises. No alcohol, tobacco/nicotine/vaping products, firearms, weapons, or pets are allowed in the building or surrounding areas (except service dogs, as defined by ADA & WT State Statute 35-13-205)
- PAC and SCSD#1 activities will be given priority over community-based activities.
- All requests are subject to approval. Permission for use of PAC facilities does not constitute a PAC endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as the passage or defeat of any issue.

## RESPONSIBILITIES OF USER

Users shall read and adhere to the Pinedale Aquatic Center Use Agreement. Additionally, be advised that:

- The user will pay for any damages or loss caused by accident, negligence, or misuse by applicant or applicant's guest.
- No use may be made of the facilities which violate any law, ordinance, or regulations.
- Users are responsible for set-up, clean-up, and take down. This includes following instructions for securing the building and turning off lights (if applicable).
- Users shall abide by and enforce all PAC rules.
- No equipment is to be removed from the facilities, and no equipment is to be moved within the facilities without prior approval.
- All property of the user is to be removed from the facilities immediately after the activity or event for which the facilities are used.

## INDEMNIFICATION

To the fullest extent permitted by law, applicant agrees to defend, release, indemnify and forever hold harmless the Pinedale Aquatic Center, its appointed officials, employees, agents, successors, assignees and volunteers from any and all lawsuits, losses, liability for injuries, damages, claims, penalties, actions, demands or expenses from or in connection with this facility use.

**YOUTH PERMISSION FORMS ARE REQUIRED FOR NON SCSD#1 YOUTH GROUPS VISITING PAC  
(except School District teams or groups visiting SCSD#1 for competition)**

USER AGREEMENT			
By signing, user acknowledges he/she has read and agrees to abide by the rules and expectations of the rental request.			
Signature of Responsible Party:		Date:	

Completed forms may be emailed to [bcrockett@pinedaleaquatic.com](mailto:bcrockett@pinedaleaquatic.com) or faxed to (307)367-3447

<b>FOR OFFICE USE ONLY</b>	Admission Rate	Facility Rental Rates	No Charge	FEES DUE:	
COMMENTS:					
DEPARTMENT APPROVAL:	AQUA _____, Date _____	REC _____, Date _____	DIRECTOR _____, Date _____		
	Date	Staff		Date	Staff
Fees Paid			On Calendar		
Confirmation Call					
Key Checkout			Key Returned		
Signature of Patron			Signature of Patron		