



Public Swim Group Reservation Packet Hayward Area Recreation and Park District

Thank you for choosing the Hayward Area Recreation and Park District to bring your group for public swim. This form is designed for groups who wish to come during regular scheduled public swim times. (Examples: Child Care Centers, Day Camps, School Groups, etc)

Public Swim Times throughout the Year:

Fall / Winter / Summer

Saturday 1:30 P.M. – 3:30 P.M.

Summer

Monday – Sunday 1:30 P.M. – 3:30 P.M.

Please read the entire packet, sign the release of liability page, fill out the proof of insurance page, and rental application then bring it in, mail it, or fax it to:

***Hayward Plunge
24176 Mission Blvd.
Hayward, CA 94541
Phone: (510) 881-6703
Fax: (510) 881-6744***



Rental Responsibilities, Rules, and Regulations

Welcome to the Hayward Area Recreation and Park District! We hope your group has an enjoyable and memorable experience. In order to provide you with the safest and most pleasant environment we must insist on the following:

General Statement of Policy

1. All Hayward Area Recreation and Park District employees are authorized and required to enforce all rules and regulations covering use of the swim center.
2. The individual in charge of the group using the swim center must aim and insure that all rules and regulations covering use of the swim center are followed and obeyed.
3. Any group reservation may be revoked by Hayward Area Recreation and Park District for failure to comply with district regulations.
4. The Hayward Area Recreation and Park District is not responsible for accidents, injury or loss of personal property at the swim center.
5. Parents, guardians, or custodians of minors shall not permit or allow such minor to perform any act or thing in conflict to these rules.
6. Use of a Hayward Area Recreation and Park District aquatic center will not be granted to a group where such use would result in individual/private profit.
7. The swim center must be cleared of all participants and personal belongings by the time specified on the reservation.

Pool Party Guidelines & Requirements

The guidelines listed below have been established to assist groups to have a safe and successful swimming experience.

Emergency Forms

We recommend that the person in charge of the group bring an emergency form for each child in attendance, and have access to the forms for the duration of the reservation. These forms should include allergies, contact phone number, and give permission to provide emergency care. *Sample attached.*

Attendance

The number of people, adults and children, attending the public swim is set in the reservation. That number may not be exceeded. Any increase in the number of attendees must be approved prior to the date/dates of reservation to ensure lifeguard/child and adult/child ratio.

Supervision: Adults per Child Ratio

To assist the lifeguard in prevention of swimming incidents and accidents, and assist with communication, overall supervision, and minimizing horse play, we are requesting one (1) adult be in attendance for every ten (10) children in attendance. We are also requesting that the adults take an active role in the supervision of the children in and around the pool. For example, if you have fifty (50) children attending public swim, you will need to have ten (10) adults in attendance with the sole purpose of watching the children, two (2) of which will need to be in the pool. Those supervising the children are welcome to rotate during the duration of the reservation, but there must be the correct number supervising at all times. All of the adults need to be included in the attendance count. **If applicable, children 7 years of age and younger must be within arms reach of an adult at all times, in and out of the water (ratio of 1 adult per 1 child).** If there is not the required ratio of adults to children, the group reservation may be cancelled without a refund of fees.

Rules

Located in your packet is a list of pool rules. Please make sure that the rules are reviewed by the children and parents. We suggest that the rules be duplicated and given to the children prior to the date/dates of reservation.

By signing the rental contract you are agreeing to follow all of the pool rules and guidelines established by the Hayward Area Recreation and Park District.



General Aquatic Facility Rules

Hayward Area Recreation and Park District welcomes you to our swim center. For your safety all pool users must follow the established rules. Failure to comply with rules or staff directives may result in ejection from facility.

Swim Center Rules for your Safety:

1. All Children 7 years and younger must be accompanied by a parent/adult 18 years or older in the water within arm's reach at ALL times.
2. All patrons must pass a required swim test to enter water greater than 4 1/2 ft. or deeper – no exceptions.
3. Be aware of pool depths at all times. Stay in water depth appropriate to your ability. If you are responsible for another person – be aware of their abilities and limitations.
4. Please walk in our facility and on the pool deck- no running is allowed.
5. NO DIVING in water less than 9 feet. All pool entries must be *feet first* at all times in water less than 9ft.
6. When using diving boards please review specific diving board rules (rules are posted in the diving area) and all users must pass swimming test.
7. No persons allowed in the pool area unless a lifeguard is ON DUTY.
8. Any activity deemed potential harmful to swimmer or others is not allowed. (Horseplay, dunking, fighting etc.)
9. Proper swimwear is required. (Health Code).
10. All swimmers are asked shower at this aquatic center prior to swimming. (Health Code)
11. Any non-toilet trained children must wear *swim diapers*- regular diapers are not allowed. Swim diapers are available for purchase with cashier.
12. Hayward Area Recreation and Park District is not responsible for lost or stolen items. Please do not bring valuables to the pool.
13. No glass is permitted in our aquatic centers. Food allowed in designated areas.

Enjoy your time with us! Lifeguards and Aquatics staff will enforce rules and provide directions for your safety and the safety of others. Please follow staff directions – failure to comply with staff direction may result in ejection from swim center. Always see a staff person should you have questions or concerns or call Hayward Area Recreation and Park District Aquatics Office at (510) 881-6703.

Whistles

If a lifeguard blows a whistle:

One (1) whistle means that the lifeguard wants your attention.

Two (2) whistles mean that the lifeguard needs the assistance of the pool manager.

Three (3) whistles means get out of the pool immediately and quietly while the lifeguards handle the situation.



LIABILITY INSURANCE REQUIREMENTS

Liability insurance is required for all schools or groups that reserve a swim center:

The Insurance must:

- Be General Liability coverage in the amount of \$2,000,000.00
- Name the Hayward Area Recreation and Park District as additionally insured:
Hayward Area Recreation and Park District
1099 E Street
Hayward, CA 94541
- Include the endorsement listing Hayward Area Recreation and Park District.
- Have Date of event on the Certificate of Coverage
- Have the location of the event:
Hayward Plunge
24176 Mission Blvd.
Hayward, CA 94544
- Be received by the Hayward Area Recreation and Park District a minimum of 15 days before event.

Mail certificate of coverage to:

Hayward Area Recreation and Park District
Attn: Nicole Espinoza Roa
1099 E Street
Hayward, CA 94541



Hayward Area Recreation and Park District
 1099 E Street, Hayward, CA 94541-5299
 (510) 881-6700

Group Reservation

Application/Permit for Use of Recreational Facility-Swim Centers

APPLICANT INFORMATION

Name: _____		Organization (if applicable): _____	
Address: _____		City: _____	Zip Code: _____
Home Phone: _____		Daytime Phone: _____	Cell Phone: _____
Email: _____		Is your organization non-profit? <input type="checkbox"/> No <input type="checkbox"/> Yes Non-Profit # _____	
Name of Person in charge of event: _____		Phone: _____	

RENTAL/EVENT INFORMATION

Facility Requested:	<input type="checkbox"/> Arroyo Swim Center	<input type="checkbox"/> Hayward Plunge
	<input type="checkbox"/> Castro Valley Swim Center	<input type="checkbox"/> Sunset Swim Center

Date/Day Requested: _____	Anticipated attendance: Adults _____ Children _____
Total hours of use (including setup and cleanup): _____ am/pm to _____ am/pm	
Type of function (birthday party, reception, etc.): _____	
Event Type: <input type="checkbox"/> Adult Event <input type="checkbox"/> Youth Event	
Fee Charged: _____	Will function be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No

FEE COMPUTATION (DISTRICT USE ONLY)

Fee Per Participant	\$2.00	Per day	\$
Additional hour(s)	\$	@ hours	\$
Refundable Security Deposit	\$	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	\$
TOTAL FEES			\$
Non-Refundable Deposit			\$
CONTRACT #		Balance Due	\$

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility as indicated above. Use of facility shall begin and terminate on the date(s) / time(s) indicated above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee stated above for the use of said facility in accordance with the rules and policy indicated on this application. Lessee hereby agrees to hold harmless, defend and indemnify the Hayward Area Recreation and Park District and its Officers, Agents and Employees from any loss, damage, cost of expense that might be caused by the use or occupancy by lessee of leased facility.

I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to the buildings, furniture or equipment accruing through occupancy of use of said facility by the lessee. Any damages sustained to the above shall be compensated within five (5) days of notice of payment due. I hereby certify that I have read and understand the Hayward Area Recreation and Park District's rules and policy and agree that they are made a part of this agreement by reference and that I will abide by the same. It is acknowledged that all reservations are granted with the understanding that the Hayward Area Recreation and Park District may cancel such reservations should the facility be required for District activities.

I have read the policy for reservation of a facility and understand the policy regulating alcohol consumption, regulating amplification equipment and clean up. I further agree to be responsible for the conduct of all members in my party, both adults and children, including reimbursement to the District for any financial damage caused by a member in my party (initial) _____.

Cancellations must be made in writing by the person listed as applicant on the Facility Use Application. Refunds and service fees will be levied if cancellation is:

- a. Ten (10) working days or more before function date: forfeiture of deposit.
- b. Fewer than ten (10) working days prior to function date: forfeiture of deposit and 50% of fees paid.

Signature of Applicant	Date	Hayward Area Recreation and Park District Approval	Date
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GENERAL POLICY

1. The Hayward Area Recreation and Park District was primarily created as a social force dedicated to the conservation, development, and wise use of recreational resources in order to satisfy the social, leisure and health goals of the people residing within the District.
2. Recreation and park programs and parks/facilities have been established for the benefit of the local residents without discrimination as to race, religion, sex, economic status, or place of residence within the District.
3. The Board of Directors shall have absolute authority and control over parks and facilities under their jurisdiction and shall not delegate such authority and control to any individual, group or organization, either public or private.
4. Due to the extremely heavy use, parks in total will not be reserved for individuals or groups. However, portions of parks such as baseball diamonds, soccer fields, buildings, or on special occasions portions of parklands such as picnic groves, may be reserved upon approval of the Board of Directors.
5. A service charge may be levied for activities which require special equipment, facilities, or personnel not normally provided.
6. The rules governing the use of park and recreation areas and facilities, as adopted by the Board of Directors, shall apply to all users.
7. Use of parks/facilities shall not be granted:
 - a. When, for any reason, as determined by the District, such use may not be in the best interest of the District.
 - b. To persons, groups, association, clubs or organizations desiring such use for "private gain," which term is defined and herein to mean use for the principal purpose of making a profit not pledged to be devoted to public or welfare users.
 - c. For business or commercial use.
8. The Hayward Area Recreation and Park District is not responsible for accidents, injury or loss of individual property in its parks/facilities.
9. Permission for use of parks/facilities will be granted upon the condition that all rules governing use of said parks/facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the Board of Directors of the Hayward Area Recreation and Park District.
10. Any request for exceptions to rules or service charge for use of parks/facilities must be presented in writing to the District no later than one month prior to the date requested. The General Manager is authorized by the Board of Directors to make exceptions based only on extreme hardships.

Classification of Groups – To provide for public leisure activities in the best interests of the community at large, the recreation facility will normally be administered in accordance with the following priorities:

- A. Priority One - Programs administered by the Recreation and Park District
- B. Priority Two - Groups that are sponsored by city, county, state and federal governments, including local school districts when the use is for recreation, cultural or educational purposes.
- C. Priority Three - Resident non-profit service and community organizations having unrestricted membership, whose scope and purpose are recognized primarily as a service to the citizens of the Hayward Area Recreation and Park District.
- D. Priority Four - Non-profit resident private groups or organizations which may include, but not necessarily be limited to, closed membership clubs, fraternal orders and service clubs; also includes invitational affairs, covers clubs and organizations that vote in membership.
- E. Priority Five - Resident business or commercial use. Any type of commercial venture usage which does not fall into any of the above classifications.
- F. Priority Six - Non-resident individuals or groups with less than 50% of their membership in attendance residing within the boundaries of the Recreation and Park District.

The use of community center facilities for Priority One will not normally require a service charge. Priority Two, Three, and Four will require a service charge. Charges shall be per hour, not prorated for part of an hour. A majority of those attending must reside within the boundaries of the Hayward Area Recreation and Park District.

The Hayward Area Recreation and Park District agrees, at the established service charges, to furnish only the equipment which is regularly a part of those facilities. Additional equipment is the responsibility of the group requesting use.

Facility fees and charges shall be waived only for cause by the Board of Directors or their designated representative.

SWIM CENTERS

1. A representative from your organization shall be stationed at the door to admit only those authorized.
2. The organization will arrive and leave as a group so the front door may be locked.
3. Clothes will be put in bags and left in the locker room. There will be no District attendant on duty in the locker room.
4. No one will be allowed behind the counter in the lobby
5. Members in street clothes are allowed in the spectator area only.
6. All pool rules must be observed.
7. The leaders of the organization are responsible for the supervision and conduct of their group.
8. All swimmers must supply their own suit and towel. No cut-offs, leotards or halter tops are permitted.
9. Food may be served in patio area only.
10. An application for use of swim center must be completed and fee paid a minimum of 2 weeks prior to date of use.
11. Glass containers will not be permitted in the swim center.
12. Face masks, fins or snorkels will not be permitted unless approved in advance.
13. Artificial floatation devices will not be permitted unless approved in advance.
14. All children 7 years and under must have an adult with them at all times, within an arms length.



Hayward Area Recreation & Park District

1099 "E" Street, Hayward, CA 94541
(510) 881-6700

LIABILITY RELEASE

Name of Applicant	Name of Organization		
Street Address	City	Zip	Telephone

1. This is in response to your request to make the following described use of:

_____ on _____

Facility Date/s

Describe Use _____

2. The District is very pleased to have you use the facility for the above purpose under the following conditions:

Conditions _____

3. Lessee agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. Lessee agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

4. In this connection, please list liability insurance you will have in force at the time of the above use.

Type of Policy	Policy Number	Policy Limits
Name of Insurance Company	<input type="checkbox"/> No Liability Insurance	

5. After filling in this form, the user or an officer of the organization using the facility signs below. Return all copies to the Hayward Area Recreation and Park District, Attention: Recreation Department, 1099 "E" Street, Hayward, CA 94541.

Signed _____ Date _____

Name of Organization _____ Office Held _____



Sample Emergency Information

To be completed by parent or guardian for children who will be attending the party.

Child's Name		Phone
Child's Address		Child's birthdate
Father's Name	Father's Employer	Father's work phone
Father's Address	Father's employer's address	Father's home phone
Mother's Name	Mother's Employer	Mother's work phone
Mother's Address	Mother's employer's address	Mother's home phone
Name of person responsible for child (i.e. parent/guardian)	Home Phone	Work Phone

Please list any medical or special conditions about you child that we should know: (i.e. allergies)

Date of last tetanus shot _____

Medi-Cal number _____ Medical insurance name _____ Insurance acct. # _____

List below emergency contacts and other persons authorized to pick up your child from the program.

Child will NOT be allowed to leave with any other person without written authorization from the parent or guardian.
All persons listed must be at least 18 years of age.

Name	Address	Daytime phone	Relationship

Physician to be called in case of emergency

Name _____ Telephone _____

Address _____

If physician CANNOT be reached, what action should be taken?

Call emergency hospital Other, explain _____

Dentist to be called in case of an emergency _____ Dentist's phone # _____

Hayward Area Recreation and Park District personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services and ambulance service.

Signature of parent or guardian _____ Date _____