



## Swim Center Rental Packets

Our Swim Centers are ideal for birthday parties, family parties and more. The Swim Centers are available at times when the pool is closed. The Centers rent for a minimum of 2 hours.

### *Rental Information*

*Prices as of July 1, 2009*

### **Swim Center Rental 1-50 People**

<i>Number of Pools</i>	<i>Residents for private purposes</i>	<i>Nonresidents for private purposes</i>
One (1) Pool	\$185 / 2 hour	\$195 / 2 hour
Two (2) Pools	\$265 / 2 hour	\$275 / 2 hour

### **Swim Center Rental 50-75 People**

<i>Number of Pools</i>	<i>Residents for private purposes</i>	<i>Nonresidents for private purposes</i>
One (1) Pool	\$265 / 2 hour	\$275 / 2 hour
Two (2) Pools	\$345 / 2 hour	\$355 / 2 hour

*Each additional 25 people will be an additional \$40 per hour.  
After the initial 2 hours, each additional hour (Pool 1) will be \$93 and (Pool 2) will be \$40 per hour.*

*All fees are subject to change.*



# Hayward Area Recreation & Park District

## Aquatics

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

### RESERVATION GENERAL POLICY AND RULES

#### A) General

- 1) A permit and liability release shall be completed and filed with the Aquatics program, as well as full payment for the reservation, no less than seven (7) working days prior to the date requested.
- 2) The person listed as the applicant on the permit must make cancellations. If a cancellation occurs with five (5) working days or less before, you will forfeit 50% of fees paid.
- 3) With notice to H.A.R.D. Aquatics Program of at least 10 working days, a cancelled reservation may be rescheduled at no penalty to applicant.
- 4) The H.A.R.D. Aquatics program has the right to cancel reservations within five (5) working days notice to the reserving party. Other accommodations will be provided where possible.
- 5) The person listed on the permit shall be responsible for the general conduct of the activity and the enforcement of the rules governing the swim facility.
- 6) Person-In-Charge and guards on duty have the authority to disperse any group for failure to comply with these rules- group forfeits fees paid.

#### B) Facilities/Equipment

- 1) Various forms of water equipment are usually available for reservations upon request.
- 2) The holder of the permit should arrive prior to the arrival of the other members of the group and present their copy of the permit to the person-in-charge. Groups should plan to enter and leave the facility at the time specified on the permit, and a bell will be rung in the pool area 15 minutes prior to the end of the reservation.
- 3) The holder of the permit should plan to accomplish the following within the time specified:
  - a. Putting and taking down of decorations.
  - b. Making sure all rooms and furniture used during reservation are returned to the condition in which they were found.
  - c. All clean up associated with the activity.

#### C) Supervision: Adults per Child Ration

- a. 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 one hundred (100) children attending the party, 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 party, 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 and under must have an adult with them at all times within arm's length, in and out of the water. If there is not the required ratio of adults to children, the pool party may be cancelled without a refund of fees.

#### D) Day of reservation

- 1) A representative from your group shall be stationed at the door to admit only those authorized, so the front door may be locked. There are no "in and out" allowed.
- 2) All pool rules must be observed.
- 3) Food may be served in patio area or classroom only and no glass containers are permitted in the swim center.
- 4) Face masks, fins, snorkels, and artificial floatation devices will not be permitted unless approved in advance.
- 5) All children 7 years and under must have an adult with them at all times, in the water and within arm's length.
- 6) Clothes will be put in bags and left in the locker room. There will be no attendant on duty in the locker rooms.



Hayward Area Recreation and Park District (HARD) 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 facility 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. HARD is not responsible for lost or stolen items. Please do not bring valuables to the pool.
13. No glass is permitted in our facility. 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 swimming facility.

Always see a staff person should you have questions or concerns or call HARD Aquatics at (510) 881-6703. Thank you!

HARD Aquatics: [www.haywardrec.org](http://www.haywardrec.org) (510) 881-6703



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

**Application/Permit For Use of Recreation Facility(ies)/Equipment**

1. Please print or type legibly with ball point pen (bear down firmly)
2. Fill out form completely (adults only)
3. Return all copies

Note: Application and full payment must be submitted a minimum of **30 days prior to use**. Return all copies for approval.

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_ Received by: \_\_\_\_\_

**SECTION I—LESSEE/EVENT INFORMATION**

Lessee's Organization/Individual Name	Address City/Zip	Phone Day: Evening:
Type of Activity (Indicate if dance, meeting, reception, meal, etc.)		Day(s) / Date(s) Desired
Time(s) desired <b>include prep &amp; cleanup</b> a.m.                      a.m. p.m.                      p.m.	Maximum anticipated attendance  Adults:                      Minors:	Name of person in charge, day of event  Phone Day: Evening:
Is your organization non-profit?  <input type="checkbox"/> Yes <input type="checkbox"/> No    Non-profit # _____	Admission charge  How much per person? _____	The proceeds will be used for: _____

**SECTION II—FACILITY(IES)/BUILDINGS REQUIRED**

<input type="checkbox"/> Ashland Community Center <input type="checkbox"/> Castro Valley Community Center <input type="checkbox"/> Eden Mansion <input type="checkbox"/> Kenneth C. Aitken Community Center <input type="checkbox"/> San Felipe Community Center	<input type="checkbox"/> San Lorenzo Park Recreation Center <input type="checkbox"/> Southgate Community Center <input type="checkbox"/> Weekes Park Community Center <input type="checkbox"/> Swim Center _____ <input type="checkbox"/> Other _____
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Equipment Desired

Card tables # \_\_\_\_\_ Banquet Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Other (describe) \_\_\_\_\_

Optional Service Required <input type="checkbox"/> Clean Up <input type="checkbox"/> Kitchen	Room(s) / Area(s) Desired	Pool Areas Desired <input type="checkbox"/> Instruction Pool <input type="checkbox"/> Competitive Pool <input type="checkbox"/> Dive Tank
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**SECTION III—FEE COMPUTATION (DISTRICT USE ONLY)**

Use Fee per hour	\$ _____ @ _____ hours	\$ _____
Additional Hour(s)	\$ _____ @ _____ hours	\$ _____
District Personnel	\$ _____ @ _____ hours	\$ _____
Kitchen		\$ _____
Clean Up		\$ _____
<b>Total Fee</b>		<b>\$ _____</b>
Receipt No.		_____
Insurance Certificate/Liability Release		_____

**SECTION IV—LESSEE'S AGREEMENT**

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility(ies)/equipment as indicated in Section II above. Use of facility(ies)/equipment shall begin and terminate on the date(s) / time(s) indicated in Section I above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee stated in Section III above for the use of said facility(ies)/equipment in accordance with the rules and policy indicated on the reverse side of 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 arise during or be caused by the use or occupancy by lessee of leased facility(ies)/equipment.

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(ies)/equipment by the lessee. Any and all lost equipment or 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 on the reverse side 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(ies)/equipment be required for District activities.

I have read the policy for reservation of facility(ies)/equipment 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) \_\_\_\_\_.

Lessee's Signature	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 facilities/equipment 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 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 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.

## RULES

### A. General

1. An application form shall be completed and filed with the District at least four (4) weeks prior to the date being requested.
2. A written permit is required by all groups using a Recreation and Park District park/facility and the validity of the application will not be recognized until such a permit is signed and fees are paid. Permits will be issued to adults only (18 years of age).
3. When the parks/facilities are used by minors, the group must at all times be under the direction of its own adult leadership while on the premises. There must be at least one adult for each twenty (20) minors if those in the group are under 18 years of age.
4. The consumption of champagne, champagne punch or wine is permitted only upon special request approved by the District.
5. Should the use of District equipment such as banquet tables, chairs or card tables be desired, such request shall be submitted with the application for use of park/facilities. The use of this equipment may require a deposit.
6. Amplification equipment may be used within the confines of a building. Outside use of amplification equipment is permitted only with prior approval of the District. All amplification equipment will be under direct supervision of District personnel.
7. No advertising shall be exhibited, and no solicitations or sales made, in the parks/facilities without prior written permission from the District.
8. Tentative reservations will not be held for more than three (3) business days in fairness to others desiring to use the facilities.
9. 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 as follows:
  - 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.
10. Any standing reservation group using the parks/facilities must maintain an average attendance of fifteen (15) in order to hold its reservation.
11. Reservations may be canceled by the Recreation and Park District upon ten (10) days notice to the group. Other accommodations will be provided where possible.
12. The person obtaining the use permit shall be responsible for the general conduct of the activity covered by such permit and the enforcement of the rules and regulations governing the use of the park/facility.
13. Attendant on duty, as representative of the Hayward Area Recreation and Park District, has the authority to disperse any group for failure to comply with these rules - group forfeits fees paid.

### B. Facilities/Equipment

1. Facilities/equipment are generally available for reservations daily 9 am to 10:00 pm. Standing reservations are limited to Monday through Thursday to 10:00 pm and Friday to 5:00 pm. All activities must end prior to these times.
2. The holder of the permit should arrive prior to the arrival of the other members of the group and present the permit to the attendant on duty. Groups should plan to enter and leave the facility at the time specified on the permit. The organization or individual obtaining the permit shall plan to accomplish the following within the time specified on the permit:
  - a. Putting up and taking down all decorations.
  - b. Setting up tables and chairs.
  - c. Any other preparations and cleanup associated with the activity being conducted.
3. Smoking is not permitted in community center buildings.
4. Plans for decorations must be approved by the District:
  - a. Cellophane adhesives, nails, screws, staples, etc. in walls or on woodwork are prohibited. Free standing and table decorations allowed.
  - b. All decoration materials must be fireproof or of fire retardant materials, and shall be subject to approval of the District.
  - c. At no time shall exits be covered or obstructed.

### C. 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 6 years and under must have an adult with them at all times, within an arms length.

