



Campus Recreation

Division of Student Affairs

Aquatics Reservation Request

Please return to the Aquatic Program Director

Division of Student Affairs | Department of Campus Recreation
Aquatics University of Houston
e-mail: cagreen6@central.uh.edu

All requests must be submitted electronically a **minimum of 30 days** prior to your proposed event.

Completion of your request does not guarantee reservation.

Requests will be reviewed and approved or denied based on available resources. An email will be sent with the approval or denial. If approved, you will receive an e-mailed invoice as well as required paperwork with established deadlines. All rentals must be paid in full prior to the event.

Notes:

Anyone seeking pool space for an event is required to submit a reservation request. Pool events involving minors will require a swim test will be administered to children age 8 and younger. Lifejackets will be provided to children who do not successfully complete the test. Food is not permitted in the Natatorium, however is permitted in the grass at the outdoor Leisure Pool. Additional paperwork may be required.

Groups **not** affiliated with the University of Houston will have to provide a certificate of liability insurance listing the University of Houston as the additionally insured. The policy is required to be no less than \$1,000,000 for all.

Groups looking to host competitive events in the aquatic facilities will be required to book an ambulance to be on site for the duration of the event (including warm up time).

RESERVATION REQUEST FORM

Today's Date: _____ **Name of Group/Organization:** _____

Event Title: _____

Name of responsible party: _____

Organization/ UH ID # _____ **E-mail Address:** _____

Mailing Address: _____ **Phone#(s):** _____

- Student Groups (UH Registered Student Organizations will require the event to be registered with the Center for Student Involvement through Get Involved)
 University Department
 Non-Affiliated

Have you visited the Campus Recreation and Wellness Center prior to submitting this request? Yes No

Estimated # of participants: _____ **Estimated # of spectators:** _____ **Estimated # of NON-UH participants/spectators:** _____

Will any of the group attendees participating be under the age of 18? Yes No **Estimated Number of Minors:** _____

Groups with children 17 years old and under must fill out a Waiver Form with a parent/guardian signature prior to entering the Activity Area

Campus Program for Minors: Any program lasting for all or part of two or more days (including, but not limited to, recreational, athletic, or academic programs) conducted by a component university or on the campus of a component university where any individual in attendance is a minor who is not enrolled as a student at a component university – requests that fall into this category will require additional paperwork and training to meet the Campus Programs for Minors statute.

1st Choice

Date: _____ **Setup time:** _____ **Event start time:** _____ **Event end time:** _____

2nd Choice

Date: _____ **Setup time:** _____ **Event start time:** _____ **Event end time:** _____

Event Type (Please Check all that apply)

- ___ 1. Swim/ Dive/Water Polo Meet
- ___ 2. Practice
- ___ 3. Meeting/Class
- ___ 4. Social Event (Mixer, Birthday Party, etc.)
- ___ 5. Fundraiser
- ___ 6. Other (Please list) _____

Area(s) Requested:

- ___ 1. Natatorium (Check here for entire Natatorium) _____
 Number of Lanes requested: _____
 Water depth preference: Shallow Water _____ Deep water _____
 Number of Diving boards requested _____
- ___ 2. Outdoor Leisure Pool

Leisure Pool Birthday Party Hours

Party < 25 individuals: 12:30pm-2:30 pm _____ 3pm-5 pm _____ 5:30-7:30 pm _____
Party > 25 individuals must be held after facility hours

Facility Hours

Natatorium (Indoor Pool)
 Monday-Thursday: 6:00 AM-10:00 PM
 Friday: 6:00 AM- 8:00 PM
 Saturday: 10:00 AM- 7:30 PM
 Sunday: Noon-7:30 PM

Outdoor Leisure Pool (Seasonal)
 Monday - Sunday: 12:00 - 7:00 PM

Describe activity/program in as much detail as possible (attach documents as necessary):

Describe set-up needs for the space and event in as much detail as possible:

Will you charge admission on site? Yes No (Campus Recreation requires a minimum of 7% of all admission charged to events charging admission)

Will you serve food? Yes No Caterer or type of food expected? _____

Do you plan on selling merchandise? Yes No If yes, what is to be sold? (Please note food sales are not allowed) _____

Is this event open to public? Yes No

Will you require A/V equipment (e.g. PA system, portable speakers, laptop, projector)? Yes No Please Specify: _____

Will you require a particular light setting? Yes No Lumen: _____

Will you invite the media to your event? Yes No Will you publicize this event to the media? Yes No

Additional Requests (Please check all that apply)

- ___ Chair(s) if yes, how many and location(s)? _____
- ___ Table(s) if yes, how many and location(s)? _____
- ___ Stanchions _____
- ___ Bleacher(s) if yes, how many? _____
- ___ Natatorium Scoreboard _____
- ___ Colorado Timing System, if yes, please specify what equipment? _____
- ___ Other: _____

Staff Charges (charges listed below are per person and will be assessed at the discretion of the Department of Campus Recreation)

Student Event Staff (Building Supervisor, Head Guard, Lifeguard, etc.) - \$15 per hour Maintenance Staff - \$35 per hour to \$50.00 per hour
UHPD - \$30.00 per hour - \$58 per hour (for student groups) and \$41.00 per hour - \$58.00 per hour (for non-student groups)
Colorado Timing System Operator - \$18 per hour Certified Pool Operator – determined by length of the event

Vendor Setup (must be filled out in order to receive deposit/payment reimbursement/refund)

Will the group have a tax I.D. number for the reimbursement? Yes No

If Yes, have tax I.D. number on-hand at the time of completing the Vendor Setup Form. If No, an Individual Vendor Setup Form must be completed.

By checking here and signing below, you acknowledge and understand the Vendor Setup Form (either Individual or Group) must be completed, signed and returned to Campus Recreation before beginning the reimbursement process. Failure to do so will prolong any partial or entire refunds agreed upon, for your event.

_____ I acknowledge and understand the above statement provided.

Department of Campus Recreation General Policies Regarding Rentals

- **Requests MUST be made a minimum of 30 days prior to the requested date of the event.**
- Acceptable forms of payment are: Cashier's Check, Money Order, Credit Card and Departmental Voucher
- A Deposit may be required to hold event date and time.
- Payment must be received by the established deadline prior to the event in order to host your event with Campus Recreation. Failure to make payment by the deadline will result in possible cancellation of the event. There are no partial payments accepted.
- Your group must be done at the scheduled conclusion of your event. Additional time used beyond the rental will be charged to the renter with an amended invoice to include any additional costs.
- **Your group is responsible for equipment necessary to run your event. Any requests for equipment from the Department must be made in advance; requests cannot be made on the day of the event.**
- **No confetti, glitter, adhesive, or helium balloons can be brought into the building. Painters tape is the only permitted tape for hanging items in previously identified and approved locations.**
- If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the renter.
- **Parking next to the pool facility will not be available. Towing will be enforced.**
- Failure to follow these policies and the Campus Recreation facility policies available on www.uh.edu/recreation may result in the group not being allowed to continue the rental nor book space in the future. Campus Recreation staff have final authority regarding policies.
- The Department of Campus Recreation is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participant or anyone hired for the event by the group renting the facility.
- **In the event your group would like to cancel, please contact the Aquatic Program Director directly via email.**

My signature on this form indicates that I have read and understand the General Rules.

Signature _____ Date _____

Campus Recreation use only:

Approved: _____ Denied: _____

Aquatic Program Director: _____ Date: _____