



SWIM CENTER FACILITY RENTAL APPLICATION

Birthday Party Room Options (Check one)

- Please select one:
Birthday Party Rental
Meeting Room Rental
Sun Deck Rental
Meeting Room + Sun Deck Rental

- Option 1 12:15 PM 2:15 PM
Option 2 1:45 PM 3:45 PM
Option 3 2:15 PM 4:15 PM
Option 4 2:45 PM 4:45 PM

Organization/Dept: Contact:

Address: City: Zip:

Day Phone: Email:

Date/s of Event: Day/s of Week:

Set-Up Time: Event Start Time: End Time:

(Include clean-up time)

Title of Event: Expected Attendance:

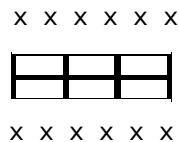
Description of Activity:

Any music planned? Yes / No If yes, please describe:

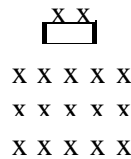
Will a caterer be delivering food? Yes / No If yes, name of caterer:

Set up preference or describe other:

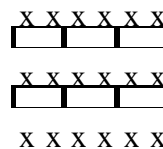
CONFERENCE



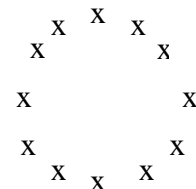
THEATRE



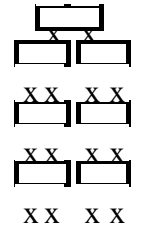
BANQUET



CIRCLE OF CHAIRS



CLASSROOM



Equipment Request:

Food Table Recycle Bins Other

GENERAL RULES AND FEE SCHEDULE

Applicant certifies that he/she has read and agrees to abide by the Santa Monica Swim Center rules & fee schedule.

Signature: Date:

SANTA MONICA SWIM CENTER ROOM USE RENTAL APPLICATION

APPLICATION FOR USE OF CITY FACILITY AND WAIVER AND RELEASE OF LIABILITY AGREEMENT

Do not sign this agreement until after you read it and made sure there are no blank spaces.

Applicant _____ desires to use the _____ facility located at _____ on _____. In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges the City of Santa Monica, its officers, agents, servants and employees (collectively "CITY") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the CITY, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgment that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by CITY as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives, releases and discharges CITY from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify CITY from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

Applicant Full Name : _____

Date: _____

Recreation and Arts

Swim Center Facility Rental Information and General Rules

Users must agree to follow these General Rules and complete a Rental Application. Liability insurance as determined by the City's Risk Manager may be required. Facilities are not available for commercial ventures.

RENTAL APPLICATION, RATES AND REFUNDS

- Full payment is required before the start time of the event and must be made by check, (payable to the City of Santa Monica), cash, wireless payment, or credit card.
- A deposit of \$100 must be made within ten (10) days of the rental to secure the space, time, and date.
- Rates are per hour of use. All rentals must pay a minimum of 2 hours including set-up and clean-up time.
- Facility will be closed and locked 30 minutes after permitted starting time if users do not show up. Refunds due to later arrivals or no shows will not be granted.
- Total hours requested must include clean-up time.
- Fifteen (15) minutes set up time allotted prior to start of rental at no additional cost.
- Rental period begins when the room is opened for you. You may not enter the room until the time designated on the permit.
- The clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
- Rental is for the designated room on permit only. The lobbies, hallways and parking lots are public access ways and not part of the rental. No tables, chairs, or other equipment may be placed outside of the rooms you have rented.
- REFUNDS less a \$15 processing fee will only be processed when the cancellation request is received in writing by the reservation office at least ten calendar days prior to use. Written refund requests must include a copy of the permit and/or receipt. Allow 4 weeks for processing. Emails are accepted at aquatics.mailbox@santamonica.gov.
- If Santa Monica resident, business or non-profit organization rate is being requested, the applicant must submit proof of address (current utility bill) and must also be the payer.

SET UP REQUIREMENTS, DAMAGE TO FACILITY PROPERTY, STORAGE OF EQUIPMENT

- Decorations only allowed on tabletops. Decorations using nails, screws, adhesive, staples, scotch tape or any other method are not allowed. Decorations on walls, glass, from ceilings, or ceilings fans are not permitted. All decorations must be flame proof and may need approval by an on-site inspector with the SM Fire Dept. Birthday candles are permitted but must be immediately extinguished.
- The use of decorative candles, incense, oils, propane or open flame is prohibited in buildings. Caterers using any of type of flame or propane are prohibited. Warming food with sterno cups is permitted.
- Electrical or structural alterations to property are not permitted. Chairs, tables, or equipment of any kind may not be removed from facility. Stringing of electrical lights is prohibited.
- Permitted groups may not store equipment and supplies in facility without expressed written permission from the City.
- Damage to property, including foliage, will be paid for by the permit holder at a cost determined by the City. Pinatas hung from trees are not allowed. No subsequent permits will be considered until such payment is received.

Applicant Initials

SERVING OF FOOD, BEVERAGE, AND USE OF KITCHENS

- Alcohol is prohibited at all sites. Any violation of this law could result in immediate cancellation of the event, forfeiture of deposits and denial of future permits for facilities.
- Rooms in must be left in a clean and orderly condition. All leftover food must be disposed of in outdoor trash bins or taken with you.
- Kitchen appliances and equipment (i.e. refrigerators, stoves) are not available for public use at any facility.
- Any user group serving food to the general public must comply with all applicable State and Local Health Codes and obtain licenses and permits required by law.

MISCELLANEOUS

- All meetings/events must comply with all Federal, State and Local laws.
- Facility rooms are not available for commercial ventures.
- Smoking is prohibited at all City of Santa Monica sites.
- Animals, except trained service animals, are not permitted.
- Groups composed primarily of minors must have one supervising adult on site for every 10 youth.
- Amplified sound is subject to City approval.
- Non-profit organizations may collect a nominal donation only to cover the cost of the permitted function.
- Vending in facility is prohibited except as stated in section 6.36.030 of the SM municipal code.
- Moon bouncers, inflatables and pinatas are prohibited.
- Capacities vary by facility depending upon square footage, placing of exits, amount of furniture and equipment in the room. Listed capacities (on page 2) are an approximation.
- Building rental and staffing fees are to be amended each July 1st by the annual consumer price index (CPI) adjustment.

GENERAL RULES

Applicant certifies that he/she has read and agrees to abide by the "Swim Center Facility Rental Information and General Rules" and attached Swim Center Pool and Diving Rules.

Signature: _____ Date: _____

Printed Name: _____

Swim Center Pool and Diving Rules

Welcome! The following rules will help create a safe and enjoyable environment for all.

General Facility Rules

1. Children under the age of 8 must be accompanied and supervised by an adult who is in the water within arm's reach of the child.
2. Children under the age of 12 must be accompanied and supervised by an adult.
3. All swimmers must shower before entering the pool.
4. Walk – no running allowed in the Swim Center!
5. No rough playing, pushing or dunking of others in the pool or decks.
6. No person shall bring or operate any bike, scooters, or skateboards inside the Swim Center. Please use our outdoor bike racks or day lockers for these items.
7. No person under the age of 18 shall swim in the Swim Center without having first passed a City authorized swim test.
8. No person shall swim unless he or she is wearing swim attire.
9. Smoking and alcoholic beverages are not allowed in this facility.
10. Glass bottles and containers are not allowed in this facility.
11. Young children requiring diapers must wear a swim diaper before entering the pool.
12. Use of flotation devices are not allowed in the pool unless provided by Swim Center Staff.
13. Only Coast Guard approved Life Jackets are allowed for use by swimmers
14. Only toys given by the Swim Center Staff are allowed. No outside toys allowed.
15. Use of mask, fins and snorkels are not allowed during recreational swimming.
16. Private/Group Lessons are Not Allowed without a permit.
17. No person shall train, instruct or coach for compensation at the Swim Center, unless such person operated pursuant to a permit issued by the City of Santa Monica
18. All participants must use facility safely at all times and shall avoid collision with others.
19. Intimidation, fighting, or disruptive behavior is prohibited. E.G. - assault, battery, throwing of objects at persons, threatening persons with bodily harm, persistent and repeated use of profanities not otherwise connected with communicative activity.
20. Any person who violates these rules or any rule duly adopted by the City may be subject to removal or suspension.
21. Any person subject to removal or suspension of his or her visitation privileges may appeal the suspension pursuant to the appeal procedures outlined in section 1.08.035 of the Santa Monica Municipal code
22. Any person who fails or refuses to comply with any rule after receiving personal notice shall be warned that continued failure to comply may result in the person being required to leave the premises or may be subject to the suspension of his or her visitation privileges.

Diving Rules

Please remember to use caution when diving! Further:

1. One person is permitted on the diving board at a time.
2. Watch and wait before diving: be sure the diver before you has reached the side of the pool and the area is clear before you dive.
3. One bounce only!
4. Front straight dives only – no back dives, inward dives or swan dives are permitted.
5. No adjustments may be made to the diving board.
6. Do not run on the diving boards.

Swim Center visitors must abide by the decision of site staff regarding the interpretation of any rules governing the use of this facility. Any behavior or activity that is determined by the staff to be unsafe, hazardous, inappropriate or a violation of the rules is prohibited.



City of Santa Monica
Community Aquatics

Ordinance for Food Service Containers

As a friendly reminder, beginning February 9, 2007, all city facilities including permitted meetings, room rentals, activities, practices, games, events, concessions, etc., were issued new requirements for the purchase and use of food service containers. On February 9, 2008 all food service providers in Santa Monica were issued the same requirements.

Expanded polystyrene (also known as Styrofoam®) and non-recyclable plastic together make up the largest amount of waste that ends up on Santa Monica's beaches. Annually on the Coastal Cleanup Day, volunteers come out to clean the beaches and in three hours can pick up over 75,000 lbs. of trash, most of which was identified as Styrofoam® and plastic.

This plastic waste causes significant environmental damage to the beach and marine environment. It can also harm marine animals and birds who mistake it for food. We are trying to reduce the amount of these materials that pollute Santa Monica's beaches and the bay.

Let's keep it out of all city facilities including park facilities and playing fields. Please help by avoiding the use of Styrofoam or plastic single serve materials such as food containers, plastic bags, water bottles, coffee stirrers and plastic straws.

