

Saratoga Woods Community Association
POOL, CLUBHOUSE AND GROUNDS RENTAL AGREEMENT
~Swim Season Rentals (April 1 through October 15)~

Thank you for your interest in renting the clubhouse and grounds at the Saratoga Woods Pool Club. To submit a reservation request, please electronically complete and sign & initial this Rental agreement then attach a pdf to Clubhouse Director, Linda LaCroix at clubhouse@saratogawoods.org. The Clubhouse Director will confirm availability of the facilities.

HOST INFORMATION		Phone Number	
First & Last Name			
Email		Mailing Address	

RENTAL INFORMATION

Date of Rental*		Total Number of Guests (hosts, SWCA members and non-members)	
Rental Start Time**		Rental End Time	
Guest Arrival Time		Guest Departure Time	
Rental Type (circle one)	Personal Company Community School Other:	Clubhouse Key Needed? (circle one)	Yes No
Event Description			

**The clubhouse is not available to rent the day before a home swim meet (2 or 3 times in the season), however the grounds/pool are still available. Please check the master calendar in advance.*

***Outdoor Use Rental Hrs: M-Th 6:30 AM to 9:30 PM, Fri: 6:30 AM to 10:00 PM, Sa: 8 AM to 10 PM, Su: 8 AM to 9 PM
 Indoor Use Rental Hrs: Sun-Thu: 8:00 AM to 10:00 PM, Fri-Sat: 8:00 AM to 11:00 PM*

POOL USE INFORMATION

For an additional lifeguard coverage fee (specified below), pool use is available for rentals that occur during pool open hours and only if proper lifeguard coverage can be obtained. A rental must be requested *at least 3 weeks in advance* in order to secure lifeguard coverage. Complete the info below (if applicable).

Pool Use Start Time* (12:15pm or later)		Pool Use End Time (no later than the pool open hours)	
Total Number of Pool Users		# of Pool Users 14yrs and above	
# of "swim safe" Pool Users (able to swim unassisted and without flotation devices)		# of Pool Users 6yrs to 13yrs	
		# of Pool Users 5yrs and under	
Pool Use Description (i.e. 2yo birthday party, hs grad party, etc.)			

*Pool use times can begin no earlier than 12:15pm and end no later than the pool open hours for the day of the rental. Exceptions may be made for extra-large school parties on weekdays with approval by the Clubhouse Director.

RENTAL FEES

Rental Deposit	<p>A \$150.00 deposit invoice from <i>Saratoga Woods Community Association</i> must be paid by the Renting Member along with the completed rental agreement to hold a reservation.</p> <p>The deposit will be returned/destroyed after the event if:</p> <ul style="list-style-type: none"> ● clubhouse/grounds are cleaned and returned in their original condition with no damages ● cleaning checklist is complete and signed by lifeguard on duty or clubhouse director
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<p>Clubhouse and Grounds Rental Fee Per 5 Hour Block (circle one)</p> <p>*The clubhouse/grounds are rented in five hour increments. Each five hour block of time includes setup and cleanup performed by the renter. An additional fee of 1/2 the five-hour rate will be charged for each two hour period thereafter.</p>	<p>MONDAY - FRIDAY</p> <p>1-8 guests: \$28</p> <p>9-20 guests: \$55</p> <p>21-40 guests: \$83</p> <p>41-60 guests: \$138</p> <p>61-80 guests: \$198</p> <p>81-150 guests: \$330</p>	<p>SAT/SUN/HOLIDAYS</p> <p>1-20 guests: \$83</p> <p>21-40 guests: \$110</p> <p>41-60 guests: \$275</p> <p>61-80 guests: \$330</p>	
	<p>Total Clubhouse and Grounds Rental Hours</p>	<p>Total Clubhouse and Grounds Rental Fee</p>	

<p>Pool Use Fee Per Hour (circle one)</p> <p>*a minimum of 3 weeks notice is needed to secure lifeguard coverage and pool use will only be granted if lifeguard coverage is available.</p>	<p># of Swimmers</p>	<p>Rate Per Hour</p>	<p># of Swimmers</p>	<p>Rate Per Hour</p>
	1 - 10	\$18/hr	51 - 70	\$108/hr
	11 - 20	\$36/hr	71 - 90	\$126/hr
	21 - 30	\$54/hr	91 - 110	\$144/hr
	31 - 40	\$72/hr	111 - 130	\$162/hr
	41 - 50	\$90/hr		
<p>Total Pool Hours</p>		<p>Total Pool Fee</p>		

TOTAL RENTAL FEE	
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SWCA CLUBHOUSE AND GROUNDS RENTAL RULES

Thank you for choosing the SWCA Clubhouse for your event. In order to ensure your event goes smoothly and for the club to continue to provide a rental benefit to its members, please read and abide by the following guidelines and rules:

EVENT RULES

- The renting member MUST be present during the entire length of the event and is responsible for supervision of guests and maintaining the condition of the facility.
- There must be one adult 21 years of age or older in attendance for every 10 children present at the event.
- The renting member and other adults charged with supervision are responsible for guest safety, especially children, in all areas of the club beyond the pool when the pool is open and around the pool when the pool is closed.
- Children 6 years and under must be accompanied and supervised in all areas of the club by a parent or responsible person 14 years or older.
- The renting member should occasionally check in on the condition of restrooms during the event to ensure a safe and clean environment for all members and guests using the club.
- The front gate must remain closed at all times.
- Alcohol control by the renting member must be in place when minors are on the premises. No alcohol can be left on the premises overnight at any time.
- The pool must remain uncovered for any events that host kids under the age of 14. If an event with kids under the age of 14 is scheduled to continue after the lifeguard's shift ends, the hosting member is responsible for covering the pool at the end of the event. If training is needed for covering the pool, please contact the Clubhouse Director a minimum of one week prior to the event. *No swimming is allowed by anyone - no matter the type of event - after the lifeguard shift ends.*
- No amplified music or sound is allowed. All parties must comply with the club's Conditional Use Permit that can be found here: <https://saratogawoods.org/resources/New%20SWCA%20Website/Documents/Forms/CUP.pdf>.
- The times in which rentals can be held in accordance with the Conditional Use Permit are:
 - Outdoor Use Rental Hours (Between April 1 and October 15th): M-Th 6:30 AM to 9:30 PM, Fri: 6:30 AM to 10:00 PM, Sa: 8:00 AM to 10:00 PM, Su: 8:00 AM to 9:00 PM
 - Indoor Use Rental Hours (Year Round): Sun-Thu: 8:00 AM to 10:00 PM, Fri-Sat: 8:00 AM to 11:00 PM

_____ I have read, understand, and will abide by the Event Rules section of the agreement.
(initials)

CLUBHOUSE RULES

- The renting member has exclusive use of the kitchen/living room area of the clubhouse during an event with the following exceptions:
 - During pool open hours, lifeguards on duty have access to the entire clubhouse.
 - During pool open hours, access to the bathrooms (both indoor and outdoor) and access to the shared refrigerator will remain open to all club members.
- The Clubhouse Director must approve decorating. Only painter's tape is allowed on interior and exterior clubhouse walls.
- Furniture in the living/kitchen area is available for use during a rental. All furniture must be returned to its original position at the end of the rental.
- Kitchenware in cabinets along the kitchen sink and along the island are available for use during a rental. Any item used must be cleaned, dried and returned to its original place at the end of the rental.

- The kitchen range may be used. If the range is used, it must be cleaned and turned off at the end of the rental.
- Food and drinks may be stored in the fridge. It is recommended to label belongings as the fridge is a shared space for the club. *The swim team concession crew may occupy a significant amount of space inside the refrigerator/freezer on the day before swim events. The day before a home swim meet (2 or 3 times in the season) the refrigerator/freezer will not be available. Please check the master calendar in advance.*
- Alcoholic beverages may not be stored anywhere on the premises overnight.
- No glass or breakable items are allowed outside of the clubhouse.
- The television may be used during a rental. The passcode for the television is the number: *one year before* the club was founded. The television must be turned off at the end of the rental.
- Approval must be obtained by the Clubhouse Director to open or close the glass doors of the clubhouse. Only members that have been trained by a board member are permitted to operate the glass doors (if doors are not operated correctly, they can easily break and are expensive to fix).
- Swimmers in wet attire are not permitted in the clubhouse.
- Unsupervised children under the age of 14 are not permitted in the clubhouse.
- It is recommended that the hosting party check the clubhouse one day prior to the event to ensure that the facilities are in acceptable condition for rental.

_____ *I have read, understand, and will abide by the Clubhouse Rules section of the agreement.*
(initials)

GROUNDS RULES

- **When there is no lifeguard on duty, the pool is closed and off-limits.**
- Pool deck furniture that is visible on the grounds and available at the time of the rental can be used. All furniture must be returned to its original position at the conclusion of an event.
- All sheds on the grounds and all equipment in the sheds are *off limits* for rentals.
- The BBQ may be used during a rental. BBQ area must be cleaned at the end of the rental (grill is cleaned and no lighter fluid is left by grill).
- No glass or breakable items are allowed on the pool deck or near the pool.
- Any outside items being placed on the grounds must be approved by the clubhouse director at least 1 week prior to the rental (bounce house, tents, etc.).
- No use of bats and/or hard balls anywhere on the grounds.
- No standing on any tables or barbecue.
- No pets, skateboards, roller blades, or bicycles are permitted on the grounds or pool area.
- During swim season, the grounds are a shared space with the club members.

_____ *I have read, understand, and will abide by the Grounds Rules section of the agreement.*
(initials)

POOL AND LIFEGUARD RULES

- A rental application must be submitted *at least 3 weeks in advance* in order to secure lifeguard coverage and pool use is subject to obtaining appropriate lifeguard coverage for an event.
- It is mandatory that all swimming guests must pass a swim test in order to use the diving board/deep end. Failure to comply with this requirement will result in swimmers not being allowed in the pool.

- A qualifying swim test consists of swimming one length of the 25-yard pool in a manner that assures the lifeguard that the swimmer possesses sufficient confidence and skills necessary for deepwater swimming.
- The lifeguard's first responsibility is the supervision and safety of the pool and deck area. The renting member and participating adults are responsible for supervision of children in other areas of the club.
- The lifeguard(s) on duty have full discretion regarding the number of swimmers in the pool at one time.
- Proper swimming attire must be worn in the pool. T-shirts are allowed if required to prevent or protect from sunburn. Hemmed "cutoffs" are acceptable.
- Babies must wear plastic pants over all diapers, including swim diapers.
- No running on the pool deck area.
- No pushing people into the pool and no rough play.
- No diving backwards or flipping backwards into the pool from the side of the pool.
- No more than one person allowed on the diving board at a time.
- No metal objects, toys, swim equipment, or other items that do not meet approval of the lifeguard are allowed.
- No diving into the shallow end.
- No one is to get near or go into the pool when the pool cover is on or when the pool vacuum is in the pool.
- Stay off the pool cover reel and other swim equipment.
- No glass or breakable containers allowed in the pool or deck area.
- Once the lifeguard shift ends for the day, the pool is closed an off-limits. The renting member is responsible for enforcing this rule and ensuring the safety of all guests.

Lifeguards have final authority on the enforcement of all rules, especially those pertaining to safety, and have the right and responsibility to eject members or guests who refuse to comply with club regulations. Matters of safety that are not covered by pool regulations are within the discretion of the lifeguards on duty when the pool is open.

_____ I have read, understand, and will abide by the Lifeguard Rules section of the agreement.
(initials)

POST-EVENT RULES

- The grounds, clubhouse and bathrooms must be cleaned by the renting member immediately following an event. Please refer to the detailed "Clubhouse and Grounds Checklist" for a list of cleanup responsibilities.
- All trash and recycling inside the clubhouse must be removed and placed in appropriate bins on the side of the clubhouse. New trash can liners (found under the sink) should be placed in the trash and recycling cans.
- Renting members are responsible for recycling all appropriate items to help reduce the amount of trash accumulated at the club and any trash in excess should be taken home for removal.
- The renting member will be responsible for the following upon departure from the club, unless the pool is still open and a lifeguard is on-duty:
 - Turn off all lights before leaving the grounds and clubhouse.
 - Turn off the heater and ceiling fans.
 - Lock the doors on all sides.
 - Close the bathroom windows and make sure toilets are flushed.
 - Lock the front gate before leaving.
- At the conclusion of the event, the renting member must submit the Clubhouse and Grounds Checklist and any borrowed key to the Clubhouse Director.

_____ I have read, understand, and will abide by the Post-Event Rules section of the agreement.
(initials)

PAYMENT AND CANCELLATION POLICIES

We will invoice you for the full rental payment which is due at least 7 days prior to the event. Please pay the invoice prior to the event.

In the event of a cancellation, the Clubhouse Director must be informed as soon as possible and no less than 7 days prior to the event in order to avoid forfeiting the \$150 deposit.

_____ I have read and understand the Payment and Cancellation Policies.
(initials)

I have read and understand the Saratoga Woods Community Association’s rules regarding the rental of the pool, grounds and clubhouse.

Hosting Member’s Signature

Date