



PARKS, RECREATION & YOUTH DEVELOPMENT

**CITY OF OAKLAND**  
**PARKS, RECREATION & YOUTH DEVELOPMENT**

**Aquatics Unit**  
9161 Edes Avenue  
Oakland, CA 94603

## SWIMMING POOL RENTAL APPLICATION

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD.

RecWare Permit # \_\_\_\_\_

Today's Date \_\_\_\_\_

### 1. FEES

SWIMMING POOL	NUMBER OF HOURS	RATE	ADDITIONAL LIFEGUARDS	TOTAL FEES
<p><b>Oakland Resident</b> Lifeguard Service 1~40 \$100.00 per hour, 2 hours minimum # of hours _____ x \$100 = total</p> <p><b>Non-Oakland Resident</b> Lifeguard Service 1~40 # of hours _____ x \$115 = total</p>				
<p>41+ Persons Require Additional Lifeguards \$25.00 per hour, per additional lifeguard # of (extra Lifeguards) _____ x # of hours _____ x \$25 = total</p>			<p>Deposit:</p>	
			<p>Grand Total:</p>	
<p><i>All reservations submitted less than 30 days before the rental date will be charged an additional \$75.</i></p> <p><i>Full payment plus a \$100 deposit is required at time of reservation.</i></p>				

### 2. CONTACT INFORMATION

Contact Name \_\_\_\_\_  
First Middle Last

Organization \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phones (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) Email \_\_\_\_\_  
Phone Work Phone Cell Phone

### 3. TYPE OF EVENT

Check One:  Birthday Party  Meeting  Reception  Sports Team\*  Other \_\_\_\_\_

\*Certificate of Insurance (COI) is required.

Estimated Attendees (including non-swimmers):  1 ~ 40  41 ~ 50  51 ~ 60  61 ~ 70  71+ (How many? \_\_\_\_\_)

^All reservations with more than 50 guests will need to request for a special events permit through OPD.

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Actual Event Time \_\_\_\_\_ End Time \_\_\_\_\_

### 4. SOUND EQUIPMENT/AMPLIFIED MUSIC\*\*

Check One or More:  DJ  Live Band  Microphones  Other \_\_\_\_\_

\*\*All reservations using any form of amplified sound will need to request for a special events permit through OPD.

### 5. PAYMENT

Check Check Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_  Master Card (MC)  Visa  Cash

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Amount Authorized to be Charged \$ \_\_\_\_\_ Drivers License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature

Print Name

Date Signed

**Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited in any way.**

By signing the above swimming pool rental application form, I authorize the City of Oakland, Office of Parks, Recreation & Youth Development (OPRYD) to charge my credit card (MC/VISA) in the above stated amount for the rental of the pool facilities through the Aquatics Unit. **Note:** All information provided MUST BE CONSISTENT with the information provided above. I am aware that once a payment is received cancellation fees will apply.

Please attach a Legible Photo Copy of your Driver's License or State Identification Card.

### RESERVATION POLICY

All fees, including a \$100 deposit, must be paid in full to the City of Oakland, Aquatics Unit thirty (30) days in advance of the reservation date. Rental date is not guaranteed until staff is secured, all fees paid and permit issued.

**CANCELLATION POLICY**

A cancellation fee will be assessed according to the current City of Oakland Master Fee Schedule

**CANCELLATION FEES:**

61 days or more notice	Forfeit ½ deposit, per event/per date
60 to 31 days notice	Forfeit deposit, per event/per date
30 days to 11 days notice	Forfeit deposit, plus ½ rental fee, per event/per date
10 days or less notice	Forfeit all fees

I am aware of and understand the cancellation policy and fees. \_\_\_\_\_(initial)

Thank you for your interest in a swimming pool reservation with the City of Oakland, Parks, Recreation & Youth Development, Aquatics Unit. Private party pool rentals are defined as groups *not* selling tickets, charging an entrance fee, selling merchandise, raising funds, or collecting funds by any method.

Reservations are for a minimum of two-hours. There is an additional charge for parties over 40 persons to cover additional staffing cost; \$25.00 additional per hour for each addition of 10 persons. Full payment plus a \$100 deposit must be paid to secure rental date. Reservations must be made at least thirty (30) days in advance to ensure proper staffing. Rental date is not guaranteed until staff is secured, all fees paid and permit issued.

Please return Pool Rental Application Form and payment to:

City of Oakland, Aquatics Unit  
 9161 Edes Avenue  
 Oakland, CA 94603

E-mail: [OPRAquatics@oaklandnet.com](mailto:OPRAquatics@oaklandnet.com)  
 Fax: (510) 597-5015

Rental time includes any necessary set-up, clean up, and changing times. Please plan accordingly. Rental groups will be admitted at scheduled start time and groups should be prepared to exit facility at scheduled end time. Group is responsible for cleanup of any used areas. Additional time will be billed and/or deposit will be forfeited if rental exceeds scheduled time. A designated representative from rental group should monitor individuals entering pool area to ensure only authorized persons are admitted.

Lifeguards are provided for your safety and with your assistance, rules and regulations provided will decrease the chances of an accident. Please refer all members of your party to enclosed pool rules before rental date. Warnings will be issued if violations occur-patrons endangering themselves or others will be asked to leave pool area-no refund will be provided. Lifeguards and Pool Manager have final authority.

Please direct any questions or concerns to the Aquatics Management Team.

Thank You for choosing Oakland Pools for your next celebration!

Happy Swimming!

Questions? Please contact [OPRAquatics@oaklandnet.com](mailto:OPRAquatics@oaklandnet.com).