

COLUMBUS PARKS AND RECREATION DEPARTMENT  
22<sup>ND</sup> AND SYCAMORE STREETS, PO BOX 858  
COLUMBUS, IN 47202, (812) 376-2680  
**DONNER AQUATIC CENTER RENTAL CONFIRMATION**

Name of Individual/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Total Time \_\_\_\_\_

Attendance Expected \_\_\_\_\_ Special Needs \_\_\_\_\_

**General Rental Agreement**

1. It is mutually understood that approval of the above request in no way places the Parks and Recreation Department in a position of liability for any injuries of participants which may result from the approved usage.
2. The individual acting on behalf of an organization requesting the usage agrees to be in attendance throughout the stated hours and dates of usage, and to be responsible to Parks and Recreation officials for the proper conduct at Donner Aquatic Center.
3. It is understood that any damage to facilities or equipment which might occur as a result of this usage will be the responsibility of the user to restore to original condition to owner's satisfaction.
4. Concession stand operation is not included in rental fee. Special arrangements can be made.
5. A 50% deposit is required at the time of reservation. No time will be reserved without a 50% deposit, and no deposit will be refunded unless cancellation is made by the Friday two weeks prior to the event. The deposit will be refunded if the pool is unavailable due to weather, mechanical failure, or similar event.
6. Rental confirmation will be issued when the 50% rental deposit is made. Full payment is due no later than Friday two weeks prior to the scheduled usage. Payments should be payable to Columbus Parks & Recreation.
7. Indiana sales tax will be collected on all rentals. (If you are sales tax exempt from collection of Indiana Sales Tax you must provide a completed exemption certificate to us for our records.) Any tax exempt organization must provide a sales tax exemption certificate at the time of booking the pool rental.
8. Alcoholic beverages are prohibited at the Donner Aquatic Center.

**RENTAL FEES: DONNER AQUATIC CENTER**

The beginning and ending time of the pool rental are as noted on the confirmation form. Members of the rental party may not enter the pool area before the beginning time and are to leave the pool deck at or before the ending time. If event organizers need time to set up prior to the stated beginning time for the rental, there is an additional fee of \$10 per half hour. **Concession stand operation is not included in the rental fee. Special arrangements can be made.**

Rentals include all areas of the pool: Diving Well, Slide, Leisure Pool and Main Pool. You may bring in your own refreshments, but they must stay in the concession area and may not include any glass bottles.

**Rental Rates**

Size of party	1 <sup>st</sup> Hour	Additional Hour(s)
Up to 100	\$250.00	\$200.00
101 – 200	\$300.00	\$225.00
201 - 350	\$335.00	\$240.00
351 – 500	\$365.00	\$260.00
500 – 600	\$395.00	\$285.00

Renter's Signature \_\_\_\_\_

Deposit Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Pymt Method \_\_\_\_\_ Received by \_\_\_\_\_

Usage Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Pymt Method \_\_\_\_\_ Received by \_\_\_\_\_