

POOL TABLE RENTAL POLICIES AND PROCEDURES

Reservations

- Rental requests can be made by completing the online table rental request form at www.bellairetx.gov
- Rental requests must be submitted a minimum of 1 month prior to the rental date requested. Payment must be made in full 2 weeks before the rental date.
- Rentals will be available for the following time blocks (subject to availability and operating hours on requested date):
 - 1:00pm – 3:00pm
 - 3:30pm – 5:30pm
 - 6:00pm – 8:00pm
- Reservations can be made for a minimum of 2 hours within the listed time blocks above. Additional time can be added in 2-hour increments following the time blocks above for an additional fee.
- Upon requesting a table rental, the renter will be contacted by email to confirm the reservation.
- When making a table reservation, the renter will have the opportunity to purchase wristbands for admission:
 - Wristbands can be purchased for 10, 15, 20, or 25 guests at the regular pool admission price depending on renter's residency status. Proof of residency status is required to receive resident pricing.
 - BTSFAC: \$8 resident / \$16 non-resident
 - Evergreen: \$5 resident / \$10 non-resident
 - Wristbands will be given at time of payment.
 - Admission must be paid at the door for any guests who do not have a wristband. Guests must pay as they enter – pool staff will NOT be able to keep a running tally of pool party guests.

Pool Policies

- All guests (except guests 0-2 years old) will be required to have a wristband for entry or pay admission at the door.
- Only 2 tables will be reserved for the duration of the rental.
- Outside food may be brought in but may not be stored in the facility before or after the rental.
- All guests are required to follow regular pool rules and regulations. A complete list of rules can be found online at www.bellairetx.gov:

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- No balloons, pool noodles, water guns, or inflatables allowed in the pool area
- No glass containers, alcohol, grills/flammable equipment, extra tables, or chairs allowed in the pool area.
- Proper pool attire must be worn.

Payment

- Payment for the table rental (and any admission wristbands) must be made in full no less than 2 weeks before the rental date. Failure to pay the balance will result in cancellation of the rental.
- Payment must be made in person at the Bellaire Recreation Center (7008 Fifth St.) during regular operating hours.
 - Upon arrival for payment, the renter will be asked to sign a copy of the rental permit and the table rental policies and procedures.

Cancellation

- Cancellation by City - It may be necessary to close the pool because of inclement weather, or emergencies. If this should occur before the rental time, the rental reservation will be canceled, and the renter may choose to reschedule (subject to availability) or request a full refund.
 - Upon notification of cancellation to the renter, the City will refund fees paid if a refund is requested but has no further responsibility to the renter for any damage or losses resulting from said cancellation.
- Cancellation by the Renter – The renter, upon notice to the Bellaire Parks, Recreation and Facilities Department, may cancel a rental two business days ahead of the scheduled time for a full refund.

Reservation Refusal: The City reserves the right to refuse use of any part of its community buildings, rooms, or facilities to any person, group, club, organization, or entity, for any of the following reasons:

- The agreement (including any required attachments and submissions) is not fully completed and executed.
- The applicant has not tendered the required fee with the application or has not tendered any other required agreements, certificate of insurance.
- The agreement contains a material falsehood or misrepresentation.
- The applicant is legally incompetent to contract or to sue and be sued.

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- The applicant or the person on whose behalf the agreement is sought has on prior occasions damaged municipal property and has not paid in full for such damage or has other outstanding and unpaid debts to the City.
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place.
- The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the buildings or parts thereof designated.
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the building, the City, or of the public.
- The applicant has not complied or cannot comply with applicable licensure requirements, ordinances or regulations of the City concerning the sale or offering for sale of any goods or services; and/or the use or activity intended by the applicant is prohibited by law, by this Code or other ordinances.
- If the applicant has any outstanding debts owed to the City of Bellaire all debts will need to be resolved prior to final payment for requested rental.

Signature: _____ Date: _____

Print Name: _____

Address: _____