



Party Room Rental Application

First & Last Name: _____ Requested Date: _____

Day of the Week: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

***Please note: your start and end times MUST include your setup and clean up.**

Please indicate your anticipated head count by age category:

# of Adults	# of Youths	# of Children	# of Preschool	TOTAL
(Ages 18-54)	(Ages 12-17)	(Ages 6-11)	(Ages 0-5)	
_____	_____	_____	_____	_____

***Please be aware that your rental fees do NOT include daily admission to utilize the facility's amenities and will result in additional fees on the day of your specified rental if the use of our amenities are desired, such as the pool area, rock climbing wall, gymnasium, etc.**

Please see the front desk staff for a copy of the fee schedule.

Will there be decorations? YES NO

If yes, what type? _____

Will there be food at your event? YES NO

If yes, what type? _____

Will you be paying for your guests to use the facility? YES NO

Additional comments: _____

Will your guests arrive prior to your requested start time? YES NO

If yes, explain: _____

Will your guests depart the facility at the end of your rental? YES NO

If not, explain: _____

The following statements MUST be read carefully as they may or may not pertain to your reservation.

After reading, please INITIAL on the line next to each item.

Availability of the rental space is on a first-come, first-serve basis. I understand that submittal of this application does **not** guarantee a reservation. Only after all documents and all required payments have been received will a reservation be confirmed. _____

I understand that my setup and clean up time must be included within my confirmed rental use. _____

I understand that I must check in and check out with the front desk when arriving for my rental as well as when I am leaving my rental. _____

Party Room Rental Application (continued)

The following statements **MUST** be read carefully as they may or may not pertain to your reservation.

After reading, please INITIAL on the line next to each item.

I have received, read, and understand the information contained in the Flagstaff Aquaplex's "Facility Rental Policies & Guidelines" packet. _____

I understand that in the event of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, and environmental issues (including, but not limited to) lightning. Refund requests will be assessed on a case by case basis. _____

I understand that the booking of the party room does not mean that I have private use of or priority access to any area of the facility, including lobby, aquatics area, rock wall, and gymnasium. _____

I understand that that the fee to rent the party does not include the cost for guest to access the faculty past the lobby turn styles. The party room rental fee is simply the fee to rent the space. If your guest would like to utilize other areas of the facility, including the aquatics area, rock wall and gymnasium, during your reservation, or before/after; they will need purchase a day passes at the front desk to access the facility. Aquaplex members may swipe their membership pass in lieu of paying the daily admission fee. You as the reservation holder can purchase day passes for your guest if you choose to do so. _____

I understand that the Flagstaff Aquaplex reserves the right to keep my cleaning deposit if any or all of the following are not completed: I do not check in with the front desk prior to my rental, I do not check out with the front desk after my rental, I do not complete a single item or all items on the provided Cleaning Checklist, I begin the use of the Party Room prior to my rental's confirmed reservation start time, I continue use of the rental space after the confirmed end time, or if any other stated policies or guidelines are not followed. _____

Mailing Address: _____ City: _____ State: _____

Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail Address: _____

***An email address is
REQUIRED in order to
reserve our rental space.**

Alternate Contact Name: _____

Alternate Contact 's Phone: _____

By signing below, it is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the facilities of the City of Flagstaff and/or Recreation Section; the applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold the said City of Flagstaff and/or their employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean-up occurring through the occupancy of said facilities by the applicant.

Date: _____ Print Name: _____ Signature: _____

OFFICE USE ONLY:

Date Completed: _____ Staff Name: _____ Signature: _____