

## **WILSHIRE POOL RENTAL Policies and Procedures**

Please read entire policies and procedures, along with the Rules & Regulations before booking an event.

1. Reservations will not be confirmed over the phone.
2. All cancellations must be in writing and will incur a cancellation fee of \$50.00 or more if not given a 7 day notice.
3. Reservations are confirmed after rental fee has been made and you have received a confirmation.
4. All applications are tentative until confirmation is issued.
5. ALCOHOL is NOT allowed on the premises!
6. Renter is responsible for cleanup (even if renter hires a caterer).
7. Renter must follow all rules and regulations.
8. All decoration and setup information needs to be submitted in writing at least 1 week prior to the event.
9. Renter (and a limited number of helpers) may enter the facility up to ½ hour prior to the start of the event in order to set up and decorate.
10. All other guests must enter at or after the event start time listed above. All guests must sign in upon entering the facility.
11. Times designated on the application form are firm. Event will be held rain or shine—the Manager in case of thunder and/or lightning may make exception. The decision of the Manager is final.
12. Wilshire provides picnic tables for renter's use. Any other tables, chairs, etc. must be brought by the renter, at renter's expense.
13. No refunds on pavilion reservations unless cancelled by the Manager, and then only if event cannot be rescheduled.
14. No inflatable structures, jump houses, animals or dunk tanks.
15. Event must be for private party use- it cannot be open to the public.
16. Unless agreed to in advance, only the main (upper) pool will be open during the event.
17. Renter must settle account and fees due before leaving the event.
18. A deposit of the initial fee must be made with this signed document to reserve the date.

### **Fee Structures**

**During Pool Hours (additional hours \$25 an hour)**

**Members: \$50 for max rental of 2.5 hr rental non-members \$5.00 each person**

**Non-Members: \$150 for max rental of 2.5 hr rental non-members \$5.00 each person**

**After Hours Pool Rental 8pm-10pm**

**Members: \$150 includes 25 people**

**Non-Members: \$250 includes 25 people**

**DJ services available for additional fee Contact Rob Rio @ 610-413-7109**

## **Rental Agreement**

My signature certifies that I have read the Policies and Procedures and the Rules and Regulations as set forth by Wilshire Recreation Association, Inc. (Wilshire) governing the use of the facility and any equipment described above, and that I will take full responsibility for ensuring that the use of this facility and areas by the event I represent is in full adherence and compliance with these rules and regulations.

I further understand that as the applicant I assume full responsibility for any penalty fees assessed by Wilshire for any violations of these rules.

Also, I am fully aware of the cancellation/refund policy and am aware that failure to properly clean the facility or any damage to the facility after my event may result in additional fees.

### **Cleaning Requirements Acknowledgement**

I have read and understand the cleaning requirements of Wilshire. I further understand that even if I delegate these responsibilities to other members of the service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility into its original rental conditions.

All set-up (decorations, food, caterer, etc.) and clean up must be included within the hours contracted with Wilshire. Any deviations must be cleared with the Manager and will result in additional charges. Be sure that all decorations, food and personal equipment brought into the facility have been removed after the event. Storage is not allowed before or after the event.

There will be a Manger on duty at the facility during all operating hours. He/she will check on groups periodically.

If application is granted, I agree to comply strictly with the facility-use guidelines, to exercise care in the se of all facilities and equipment, and make good any damage or loss of property arising from my occupancy of any portion of the building, property and/or facilities.

I am signing in agreement that I have read and fully understand the requirements and regulations stated in the “policies and Procedures” and the “Rules and Regulations.”

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Taking Reservation \_\_\_\_\_

**MAIL APPLICATION AND CHECK FOR FEES TO:**  
WILSHIRE RECREATION ASSOCIATION, INC.  
PO BOX 7024  
WYOMISSING, PA 19610