



# CITY OF KIRKLAND PARKS & COMMUNITY SERVICES

## PETER KIRK POOL RENTAL GUIDE

340 Kirkland Avenue, Kirkland, WA 98033 / 425-587-3336

Monday – Friday 8am – 5pm

[kirklandwa.gov](http://kirklandwa.gov) / [kirklandparks.net](http://kirklandparks.net) / [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

### INTRODUCTION

Thank you for choosing the Peter Kirk Pool to celebrate your birthday party, family gathering or summer party. This rental guide provides the essential information needed for you to make a pool rental reservation.

### WHEN TO RESERVE

Reservations can be made starting March 15, 2018 and requires a minimum of seven (7) days advance notice.

### HOW TO RESERVE

**Online:** [www.KirklandParks.net](http://www.KirklandParks.net)

**Phone:** 425.587.3336

**Email:** [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

### RENTAL DAYS AND HOURS AVAILABLE

Rentals can occur on:

June 4<sup>th</sup> – 7<sup>th</sup>: 9am to 3pm

June 8<sup>th</sup>: 9am to 12pm and 4:30 to 7:30pm

June 9<sup>th</sup> – Sept 3<sup>rd</sup>.\* Saturdays and Sundays  
10am to 12pm and 5:30 to 8:30pm

\*Evening Rental Hours vary on 6/15, 8/25-9/3

**The pool may be closed due to certain water quality issues and/or thunder/lightening.**

### RENTAL RATES

Fees are charged in full hour increments as follows:

Wading Pool (40 max - ages 6 and under)

1 Hour - \$96

2 Hour - \$154

3 Hour - \$204

Main Pool (230 max)

1 Hour - \$185

2 Hour - \$296

3 Hour - \$390

Both Pool (270 max)

1 Hour - \$225

2 hour - \$360

3 Hour - \$474

- Rentals must be paid in full at time of reservation request. Refunds are given for lightning/thunder only during rental period, not for other inclement weather.
- Rental hours must be consecutive and **must include time for your set-up and clean-up.**

### REQUIREMENTS NEEDED TO MAKE RESERVATION

1. Renters must be 18 years of age or older.
2. Create or have an account at [www.KirklandParks.net](http://www.KirklandParks.net)
3. Reservation requests are accepted by phone, in person or online. Call 425-587-3336 or visit [www.KirklandParks.net](http://www.KirklandParks.net) prepared with the following information:
  - Date
  - Time
  - Type of Event (private, by invitation only required)
  - Attendance (maximum occupancy varies pool)
  - Payment (Visa, MasterCard, Check or Cash)

### CANCELLATION & CHANGE POLICY

Cancellations must be made in writing (email is acceptable). Email [eparks@kirklandwa.gov](mailto:eparks@kirklandwa.gov)

- Cancellations 61 + days prior to rental will receive a refund of 100% of rental fees minus a \$25 administrative fee.
- Cancellations 30 – 60 days prior to rental will receive a refund of 50% of rental fees.
- Cancellations 0 – 29 days prior to rental will receive no refund of rental fees.

\*\*\* Changes are subject to a \$25 administrative fee. If a rescheduled rental is cancelled, original reservation date is used for cancellation policy above.

### CONFIRMING A RESERVATION

After providing rental information and paying the rental fees, a waiver will be emailed. Please read and sign the waiver within two weeks of booking the reservation, or rental is subject to cancellation.

### MAIN POOL



## SUPERVISION

**One group Supervisor must be designated by the rental party to act as the liaison to the Aquatic Safety Team. The Group Supervisor must be at least 21 years of age or older. Additional adults must be at least 18 years of age or older.**

**Direct supervision of children** by adults must be maintained at all times while group is in and/or near the water. Adults must have visual contact with the children in their group at all times, including the locker rooms before, during and after the visit.

**Supervision is defined as being able to see / hear / discipline the children that the adult is directly responsible for watching. Adults must ensure that the children are abiding all facility rules and are encouraged to review facility rules upon each visit.**

**The group Supervisor must inform the Aquatic Staff of any medical problems that may exist with any of the group members prior to entering the pool.**

### **Ratio of adult to children:**

- 1 Adult to 6 children between the ages of 7-13
- 1 Adult in swim attire in water to 3 children 6 years of age and under

## AQUATIC STAFF / LIFEGUARDS

- **Aquatic Staff on duty are in charge at all times, and the adults in attendance with their group are expected to support the Aquatic Staff in the enforcement of all rules and regulations.**
- Lifeguards are on duty to enforce rules and regulations and to assist in emergencies **but parents and adult supervisors are primarily responsible for the safety of the children/group.**
- The number of lifeguards scheduled during your party is based on the number of people you have in your group and the areas you wish to use. All pool rules apply.

## POOL RULES

- A shower is required prior to entering the main or wading pool.
- Incontinent swimmers (those who are not potty trained) must wear swim diapers.
- **The wading pool is designated for children 6 and under.**
- **All swimmers must be able to pass the swim test, 25 yards of crawl stroke with side breathing, to enter water deeper than his/her own chest depth.**
- Coast guard approved lifejackets, fun toys and other inflatables **are** permitted. Inflatables larger than 3 feet will be allowed at the lifeguard's discretion.

## RENTER'S RESPONSIBILITIES

- Renter must be in attendance at the event and assumes responsibility for all activities conducted during the rental.
- Renters shall be responsible for obtaining and maintaining at no cost to the City, all licenses, permits and other authorizations required to legally conduct rental activities.

## FOOD AND DECORATIONS

Food and drinks are o.k. in the designated eating area(s) for the pool/are rented. (No glass containers).

- **Wading Pool = Grass Area**
- **Main Pool = Upper Deck**

All food, decorations, and supplies brought into the facility by renters are to be removed by the end of the rental period. Decorations must be provided by the renter, and shall be limited to balloons, tablecloths, party favors and flowers (no glass vases, please). Hanging decorations from the fence or tent wall is allowed – no tacks, tape, staples, wire or putty allowed. Confetti and/or glitter is not allowed.

## PROHIBITED ITEMS

- Smoking and alcoholic beverages are strictly prohibited.
- No live amplified music, candles or open flames are allowed. (birthday cake candle ok)

## AGREEMENT

Renter understands and agrees that it is the renter's sole responsibility to provide supervision for any and all activities contemplated by this agreement. Renter further understands and acknowledges that lifeguards are not responsible for providing supervision; rather lifeguards are responsible for enforcing safety rules and responding to emergencies.

Additional, renter understands and agrees that a ratio of 3 children under the age of 7 per one adult is in effect for all swimmers. Non-Swimming children, those who cannot pass the swim test, under 7 years must be accompanied by an adult in the water at all times. An adult is defined as a responsible person, 18 years of age or older, who is wearing appropriate bathing suit attire and is in the water, within arm's reach of the children. Accordingly, renter agrees that he/she shall communicate this requirement to all guests/patrons associated with and attending this event.

## WADING POOL

