



**CITY OF KIRKLAND**  
**PARKS AND COMMUNITY SERVICES DEPARTMENT**  
 505 Market Street, Suite A  
 Kirkland, WA 98033  
 (425) 587-3300 Fax (425) 587-3303  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

**PETER KIRK POOL - PRIVATE RENTAL**

*Note: Application must be submitted at least two weeks in advance*

**Area of facility requested:**

Wading Pool       Main Pool       Both Pools

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Name of Organization or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

**INSURANCE:**

The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance. If "required," attach proof of insurance.

**AGREEMENT:**

The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. **Pool policies following this form are a part of the 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.

Additionally, renter understands and agrees that a ratio of three children under the age of 7 per one adult is in effect for all swims. Non-swimming children, those who can not 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 arms reach of the children. Accordingly, renter agrees that he/she shall communicate this requirement to all guests/patrons associated with and attending this event.

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

**OFFICIAL USE ONLY**

Approved / Denied:	Rental Fee: \$
Title:	Paid:    Cash            Check#
Certificate of Insurance required:    YES    NO	Date Cancelled:
	Amount Refunded: \$

**Peter Kirk Pool Private Rental Rules**

1. Pool Parties must be reserved and paid for at two weeks in advance. Contract must be signed and returned at least seven days prior to scheduled date, or rental is subject to cancellation.
2. Use of the facility for commercial purposes or activities involving fundraising, advertising, promoting, or selling of merchandise or services will not be allowed. Business meetings/seminars shall not involve an admission fee/tuition, nor be advertised as being open to the general public.
3. Rental hours reserved must be consecutive, and must include time for your set-up and clean-up.
4. 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.
5. Smoking and alcoholic beverages are strictly prohibited. No live amplified music, candles, or open flames allowed.
6. Incontinent swimmers (those who are not potty trained) must wear swim diapers.
7. Coast Guard approved lifejackets, fun toys and other inflatables **are** permitted. Inflatables larger than 3 feet will be allowed at the lifeguard's discretion.
8. The pool may be closed due to certain water quality maintenance issues and/or thunder/lightening.
9. **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.
10. A shower is required prior to entering either the main or wading pool.
11. **One group Supervisor** is designated by the group 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.
12. **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.
13. **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.
14. **Adults must be in bathing suit attire** and be in the water with children under 7 years of age or at the edge of the pool where the children 7 years and older are playing.
15. A ratio of 3 children under 7 years of age per one adult is in effect and a ratio of 1:6 for children between the ages of 7 – 13.
16. **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.
17. **The 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.
18. 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 their children/group.**
19. Food and drinks are o.k. in the designated eating area(s) for the pool/area rented. (No glass containers). Wading Pool = Grass Area, Main Pool = Upper Deck
20. 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 walls is prohibited – no tacks, tape, staples, wire or putty allowed. Confetti and/or glitter is not allowed.
21. Smoking, live amplified music, candles and open flames are strictly prohibited.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b>RENTAL FEES</b>			
<b>Fees</b>	<b>1 Hour</b>	<b>2 Hours</b>	<b>3 Hours</b>
Whole Pool (270 Max)	\$160.00	\$290.00	\$400.00
Main Pool (230 Max)	\$130.00	\$240.00	\$325.00
Wading Pool (40 Max)	\$45.00	\$80.00	\$120.00

**Application and Payment Procedures:**

1. Rentals are on a space-available first-come, first-served basis, and must be made at least two weeks prior to requested rental date.
2. Rental requests can be made over the phone by calling (425) 587-3330, or in person at the Kirkland Parks and Community Services Office at 505 Market St, Suite A, Kirkland, WA 98033.
3. Rentals must be paid at time of reservation requests. Refunds are given for lightning/thunder only during the rental period, not for other inclement weather.
4. For a refund, cancellations must be made with staff five working days (between the hours of 8am and 4pm) prior to rental date. A \$25 booking fee will be charged.
5. A \$10 transfer fee will be charged for rentals rescheduled at least 5 working days prior to rental date.
6. Cancellation or transfer requests can not be accommodated within 4 working days of the rental date.

**Day of Rental Contact Information:** If, upon arrival to the facility, you need to contact a staff member, please call (425) 531-2885.