



CITY OF KIRKLAND PARKS & COMMUNITY SERVICES – Pool Rental Guide

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

Monday – Friday 8am – 5pm

kirklandwa.gov / kirklandparks.net / eparks@kirklandwa.gov

2023 PETER KIRK POOL RENTAL GUIDE

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 29, 2023.
Reservations require a minimum of Fourteen (14) days' notice.

RENTAL RATES:

Fees are charged in 1.5 hour or 3-hour increments:

| Rental Fees | 1.5 Hours | | 3 Hours | |
|-------------|---------------------|--------------------|---------------------|--------------------|
| | Under 150 Attendees | Over 150 Attendees | Under 150 Attendees | Over 150 Attendees |
| Both Pools | \$360 | \$460 | \$575 | \$775 |
| Main Pool | \$290 | \$390 | \$464 | \$664 |
| Wading Pool | \$160 | - | \$256 | - |

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
3. Reservation requests are accepted by phone, in person or online. Call Loni Rotter at 425-587-3333 or visit 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)

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.

AQUATIC STAFF / LIFEGUARDS

- **Aquatic Staff on duty are always in charge, 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, **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.

HOW TO RESERVE

Online: www.KirklandParks.net

Phone: Loni Rotter 425.587.3333

Email: Loni Rotter lrotter@kirklandwa.gov

RENTAL DAYS AND HOURS AVAILABLE

Peter Kirk Pool Season – June 5, 2023 – September 4, 2023

Friday/Saturday/Sunday Evenings: 5:30 – 8:30 PM

Sunday Mornings: 10:00 – 11:30 AM

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

- ❖ **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 include time for your set-up and clean-up.**

CANCELLATION & CHANGE POLICY

Cancellations must be made in writing (email is acceptable).

Email lrotter@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.

HIGHLIGHTED POOL RULES

- All pool rules are in effect
- **Children 6 and under requires an adult to be in the water with them, at all times**
- Infants and toddlers who are not potty-trained must wear a swim diaper and have a tight-fitting protective covering (Per State Health Code)
- Pool Floats are not allowed, only Coast Guard approved Lifejackets are permitted
- All water toys are allowed at the lifeguard's discretion.
- Outside food and drink welcome (no vendors allowed)
- Glass is not permitted in the facility
- **All swimmers under the age of 13 must be able to pass the swim test to swim in the deep end of the main pool**
- For a list of all pool rules please see the aquatics page at: www.kirklandwa.gov/parks

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 always be maintained while group is in and/or near the water. Adults must always have visual contact with the children in their group, 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

RENTER'S RESPONSIBILITIES

- Renter must attend 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.

AGREEMENT

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

____ Additionally, 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 always be accompanied by an adult in the water.

____ 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.

____ Renter agrees that he/she shall communicate these requirements to all guests/patrons associated with and attending this event.

FOOD AND DECORATIONS

- Outside food and drink welcome (no vendors allowed)
- Glass is not permitted in the pool facility
- **Areas permitted for Food and Drink:**
- 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. Hanging decorations from the fence or tent wall is allowed.
- **Rental hours include time for your set-up and clean-up.**
- We do not allow tacks, tape, staples, wire or putty; as well as confetti and/or glitter.

PROHIBITED ITEMS

- Smoking and alcoholic beverages are strictly prohibited.
- No live amplified music, candles or open flames are allowed. (Birthday cake candles ok)
- Glass is not permitted in the facility