Aquatics Reservation Request

Please return to the Assistant Director, Aquatics

Division of Student Affairs | Department of Campus Recreation Aquatics
University of Houston
e-mail: romara@uh.edu

All requests must be submitted a **minimum of 30 days** prior to your proposed event.

**Completion of your request does not guarantee reservation.**

Requests will be reviewed and approved or denied within two weeks upon receipt of this form. An email will be sent with the approval or denial. If approved, you will receive an e-mailed invoice as confirmation of your reservation. Completion of the reservation will require signing and returning the Facilities Use Agreement and invoice within the documented time frame. The total balance must also be paid by the designated date sent via email to complete a rental.

**Notes:**

Anyone seeking pool space for an event is required to submit a reservation request. For pool events involving minors, a swim test will be administered to children age 8 and younger. Lifejackets will be provided to children who do not successfully complete the test. Food and drink are not permitted in the Natatorium.

Groups **not** affiliated with the University of Houston will have to provide a certificate of liability insurance listing the University of Houston as the additionally insured. The policy is required to be no less than $1,000,000 for all.
Today’s Date: ________________ Name of Group/Organization: ____________________________________________________________

Event Title: ________________________________________________________________________________________________

Name of responsible party: __________________________________________________________________________________

Organization/ UH ID #: ____________________________ E-mail Address: ________________________________________________

Address: ___________________________________________________________________________________________ Phone#(s): ____________________________

☐ Student Groups*
☐ University Department
☐ Non-Affiliated

* UH Registered Student Organizations may require an event registration form in addition to this reservation form. Please see an advisor at the CSI office for more information

Have you visited the Campus Recreation and Wellness Center prior to submitting this request?   ☐ Yes   ☐ No

Estimated # of participants: ________   Estimated # of spectators: ________    Estimated # of NON-UH participants/spectators: ____________

Will any of the group attendees participating be under the age of 18?  ☐ Yes   ☐ No

Estimate Number of Minors: ____________

Groups with children 17 years old and under must fill out a Waiver Form with a parent/guardian signature prior to entering the Activity Zone.

Campus Program for Minors: Any program lasting for all or part of two or more days (including, but not limited to, recreational, athletic, or academic programs) conducted by a component university or on the campus of a component university where any individual in attendance is a minor who is not enrolled as a student at a component university. Before that program occurs, each individual working or volunteering at the program must complete the Sexual Abuse and Child Molestation Training.

1st Choice
Date: ______________________________ Setup time: _____________ Event start time: _____________ Event end time: ______________

2nd Choice
Date: ______________________________ Setup time: _____________ Event start time: _____________ Event end time: ______________

Event Type (Please Check all that apply)
___ 1. Swim/ Dive/ water polo Meet*
___ 2. Practice
___ 3. Meeting/ class
___ 4. Social Event (Mixer, dance, party, etc.)
___ 5. Banquet/ Luncheon/ Dinner
___ 6. Fundraiser
___ 7. Other (Please list) ____________________

Area(s) Requested:
___ 1. Natatorium
   Number of Lanes requested: ______
   Water depth preference: Shallow Water _____   Deep water _____
   Number of Diving boards requested______
___ 2. Outdoor Leisure Pool

Birthday party Hours
Party < 25 individuals: 12:30 pm-2:30 pm ___  3pm-5 pm ___ 5:30-7:30 pm ___
Party > 25 individuals will be held after facility hours

Describe activity/program in as much detail as possible (attach documents as necessary):
____________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Describe set-up needs for the space in as much detail as possible:
____________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________

Facility Hours

Natatorium (Indoor Pool)
Monday-Thursday: 6:00 AM-10:00 PM
Friday: 6:00 AM- 8:00 PM
Saturday: 10:00 AM- 7:30 PM
Sunday: Noon-7:30 PM

Outdoor Leisure Pool
Sunday-Thursday: Noon-8:00 PM
Friday: Noon- 7:30 PM
Saturday: Noon-7:30 PM

Revised July 2013
Will you charge admission on site? □ Yes  □ No  Price of Admission? ________________________________________________

Will you serve food? □ Yes  □ No  Caterer or type of food expected? _______________________________ (open flame permit may be required)

Do you plan on selling merchandise? □ Yes  □ No  If yes, what is to be sold? [Please note food sales are not allowed] ________________________________________________

Is it open to public? □ Yes  □ No

Will you require an amplified sound device (e.g. PA system, radio, microphones, speakers.)? □ Yes  □ No  (note: laptops/projectors not provided)

Will you require training equipment (e.g. Kickboards, pull buoys, fins, paddles)? □ Yes  □ No  Specify here: ________________________________________________

Will you require a particular light setting? □ Yes  □ No  Lumen: _____

Will you invite the media to your event? □ Yes  □ No  Will you publicize this event to the media? □ Yes  □ No

Additional Requests (please check all that apply; some items might have extra charges for its usage)

___ Chair(s) if yes, how many? ____________ Will all the chairs be intended to seat all participants/spectators of the event? □ Yes  □ No

___ Table(s) if yes, how many? ________________

___ Stanchions

___ Bleachers (seat 35 adults per bleacher section) – indoors only

___ Natatorium scoreboard timing system – indoor pool events only

___ Other: _________________________________________________________________________________

Staff Charges (charges to be assessed by the Department of Campus Recreation on per event basis)

Aquatic Staff - $15 per hour  Special Event Staff - $15 per hour
Maintenance Staff - $35 per hour to $50.00 per hour
UHPD - $30.00 per hour - $58 per hour (for student groups) and $41.00 per hour - $58.00 per hour (for non-student groups)
Wristbands - $0.20 per person

Vendor Setup (must be filled out in order to receive deposit/payment reimbursement/refund)

Will the group have a tax I.D. number for the reimbursement? □ Yes  □ No

If Yes, have tax I.D. number on-hand at the time of completing the Vendor Setup Form.

If No, an Individual Vendor Setup Form must be completed.

By checking here and signing below, you acknowledge and understand the Vendor Setup Form (either Individual or Group) must be completed, signed and returned to the Reservations Department before beginning the reimbursement process. Failure to do so will prolong any partial or entire refunds agreed upon, for your event.

_______ I acknowledge and understand the above statement provided.

Department of Campus Recreation General Rules

- Requests MUST be made a minimum of 30 days prior to the requested date of the event.
- Acceptable forms of payment are: Cashier’s Check, Money Order, Credit Card and Departmental Voucher [NO CASH or PERSONAL CHECKS]
- $200 Deposit must be made to hold event date and time. Vendor Setup Form must be completed prior to return of any refund due.
- Payment must be received 5 business days prior to the event in order to host your event with Campus Recreation. Failure to make payment by the deadline will result in possible cancellation of the event. There are no partial payments accepted.
- Your group must be done at the scheduled conclusion of your event due to potential Back-to-Back scheduling.
- Your group is responsible for equipment necessary to run your event. Any requests for equipment from the Department must be made in advance; requests cannot be made on the day of the event.
- No confetti, glitter or adhesives (other than painter’s tape), helium balloons to be used for decorations. No duct tape.
- If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the responsible group.
- Parking next to the pool facility will not be available. Towing will be enforced.
- Failure to follow these rules may result in the group forfeiting its deposit and privilege to reserve facilities in the future.
- The Department of Campus Recreation is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participant or anyone hired for the event by the group renting the facility.
- In the event your group would like to cancel, please notify the assistant director of aquatics, at least seventy-two (72) hours prior to event. Contact 713-743-9502.

My signature on this form indicates that I have read and understand the General Rules.

Signature ________________________________ Date ______________________

Campus Recreation use only: Approved: _______  Denied: _______

□  Assistant Director, Aquatics ________________________________ Date: _____

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