



APPLICATION FOR THE ARC LOCK-IN

All lock-in fees are for an 8 hour period. Lock-ins begin at 10:00 p.m. and end at 6:00 a.m.

Lock-in participants will have exclusive use of the ARC. Some areas of the facility are off limits please read the rules.

***Renters must provide a female and male chaperone to supervise each locker room during the lock-in.**

***Participants and chaperones are not allowed to wear shoes in the pool area.**

Name _____ Work Phone _____ Home Phone _____

Association/Group _____ Phone _____

Type of Activity _____

Address _____ City _____ State _____ Zip _____

Date Needed _____ Beginning Time _____ am/pm Ending Time _____ am/pm

Pool usage time: Pool usage time must be between 10 pm and 2 am _____

Would you like the water play structure to be open? YES NO (this feature is for children 10 years and younger only)

Number of participants: Youth (age3-17) _____ Adult (18+) _____

Number of chaperones needed _____ (Chaperone ratios will be strictly enforced, please make sure you have planned for no shows and part timers. If adequate ratios are not met youth will not be allowed in the building. **Chaperone ratio is on back #19.**

Lock-in Rates:

<u>Number of Participants</u>	<u>Fees</u>	<u>Amount</u>
1-100 People	\$1,000.00	_____
101-500 People	\$1,110.00 plus \$5 per person # of additional people _____	_____

A \$500.00 damage deposit is due two weeks prior to the event (deposit will be cashed). _____

Total _____

Special Notes _____

I have received and read a copy of the "ARC" handout and the back of the lock-in application. I will abide by all the written rules. I realize that if rules are broken and I, or anyone in my group, has been warned and continue to break the rules, we will be asked to leave the facility. I understand that I will not receive a refund if my group has been asked to leave the facility.

(Renters Signature)

REFUND POLICY:

If you cancel 14 days before your reservation you will receive a full refund.

If you cancel less than 14 days before your reservation you will lose your deposit, and half of your rental fee.

LOCK-IN RENTAL POLICY:

1. All lock-ins must be booked and approved **at least two weeks** in advance.
2. **Applicant filling out the contract and renting the facility must be present throughout the entire lock-in period.**
3. **Participants of lock-ins are not allowed to use the upstairs facilities, kid zone, or staff offices.**
4. Lock-in participants can not use the concession stand under any circumstances. That also means no storing of food in the freezers or refrigerators.
5. The front entrance is the only entrance that participants can enter and exit through.
6. All doors to the building must remain closed. Do not prop open meeting room doors.
7. Certified lifeguards are provided.
8. All facility rules apply during rentals.
9. Food and drink are allowed in the meeting rooms and lobby only.
10. At no time will furniture or fixtures be moved, removed or rearranged without prior approval.
11. Renter will be responsible for any and all damages to the building and/or contents resulting from their usage.
12. Rental of part of the facility does not give the renter or guest privileges in any other part of the building.
13. No person shall mark or deface the ARC.
14. The ARC is not available for rent for events open to the public that involve an **admission charge**.
15. The ARC is a smoke and tobacco free facility.
16. **Ending time of the lock-in means that the renter is completely out of the building, which includes clean up. At this time the supervisor on duty will then complete the appropriate facility check out procedure. If renters ending time exceeds time stated on the contract an additional \$100.00 will be added for each hour the renter exceeds the contractual "ending time."**
17. The ARC exercises a Hold Harmless Policy during all sponsored programs and events. This releases the ARC and its agents, representatives, and employees from any all claims which may arise out of any accident or injury caused by the negligence of the City or its agents, representatives or employees when participating in a program sponsored by the City.
18. Game room and gym supplies will be checked out at the beginning of the lock-in and returned to the front desk at the end of the lock-in.
19. Renters will be required to supervise their groups according to the following chaperone ratio plan.
Ratios: Pool Facility - one chaperone per 30 participants if children are over the age of eight years. One chaperone per 10 participants if children are eight years of age or younger. ARC Facility one chaperone per 30 participants.
20. No street shoes are allowed on the pool deck, this includes all participants and chaperones.
21. The family locker rooms will remain locked throughout the entire lock-in.
22. The men's and women's locker rooms will close at 5:00 a.m. in the morning for cleaning. Please make sure all belongings are removed before the above time.
23. **Renters may not set up early unless it is stated on the contract and signed by a Supervisor.**

PAYMENT INFORMATION:

- A \$500.00 damage deposit is due two weeks prior to the event.
- Users will be held responsible for all damages to the rented area occurring during the scheduled event.
- Damage deposits will be deposited. Damage deposit refunds take 2 to 3 weeks to be refunded.
- Cash, check, Visa or MasterCard are accepted for payment. Make checks payable to the ARC.
- Payment must be made at the time of reservation.