



City of San Clemente Recreation Division

Aquatics Center: 987 Ave. Vista Hermosa, San Clemente, CA 92673 | 949-429-8797

Ole Hanson Beach Club: 105 W. Avenida Pico, San Clemente, CA 92672 | 949-388-2131

www.San-Clemente.org | Recreation@San-Clemente.org

POOL RENTAL POLICIES

APPLICATION PROCESS

- Applications must be submitted at least two weeks prior to the requested rental date. Applications will be reviewed and approved within 2 weeks of submittal. Applications must contain complete information – incomplete applications will be returned to the applicant. Upon approval the renter will receive a copy of the permit outlining all fees due. No further billing will be sent.
- Applicant shall be at least 21 years of age.
- **Applications will be approved according to the following priority** and, within each priority, on a first-come, first-served basis.
 1. **City activities** - activities originated by the City of San Clemente.
 2. **City Partnership activities** - activities that have been approved by the City.
 3. **Frequent Rentals** – renters that have utilized the facilities at least four times during the past year.
 4. **Rentals** - renters that have utilized the facilities less than four times during the past year.
- **An application can be denied** if: 1) the facility is not available, 2) the applicant has an unsatisfactory use record, 3) the rental does not meet applicable laws/rules, or 4) the rental could be detrimental to the best interests of the City, as determined by the Beaches, Parks and Recreation Director or his/her designee. The City reserves the right to reschedule any previously approved rental in the unlikely event that the facility cannot be used, or there is a conflicting activity.

GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the forfeiture of renter's refundable Compliance/Damage Deposit.

- **Regular hours of operation** vary by facility. Please inquire with City staff for current hours or visit the City's website at www.san-clemente.org/swim.
 - **Rental Time:** Pool rental is for a one-hour minimum. Renters shall not exceed the approved rental hours for their event, and must begin and end their event as scheduled. Usage time on the application must include all pool deck/cabana/grass space preparation, including the renter's setup and tear down. Tear down should include lightly cleaning and vacating the area.
 - Attendance cannot exceed pool capacity.
 - The City is not responsible for personal injuries, damages, or stolen property.
 - The City is not responsible for inclement weather or activities taking place outside of or surrounding a rented area (i.e. construction, special event, parking availability, or noise levels).
 - Equipment or furnishings shall not be removed or rearranged without prior written approval from the City.
 - Renters shall abide by all applicable State, Federal, County and local laws.
 - A health permit is required when food or beverages are served to the public. Call the Orange County Health Department at (714) 834-4499 for further information and a health permit application. Private parties are exempt from the requirement.
 - Smoking is not permitted in facilities or within 20 feet, per the California Anti-Smoking Law.
 - Animals are not permitted in facilities or within 20 feet of our facilities.
 - Food or drink other than water (except in cabanas or grass area) are not permitted on the pool deck.
 - Individual glass or ceramic beverage containers are not permitted.
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- **“Styrofoam” Products Prohibited:** The use of food service items comprised of expandable polystyrene, commonly referred to by the trade name “Styrofoam” is prohibited. The renter shall assume responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement.
- Open flames from candles, food heating/warming, cooking devices and heaters are regulated by fire code and must be approved in advance. No Tiki type torches or fog machines are allowed under any circumstances. If you wish to have a device that has an open flame, please note it on your application form.
- Flotation devices are NOT permitted.
- **Clean-up:** Renters will be responsible for light cleanup, such as clearing all tables and making sure trash has been deposited in the appropriate trash receptacle; removing any decorations, supplies or equipment brought in by renter. It is extremely important that your event ends at the scheduled time.
- Amplified sound is not permitted, unless a sound permit is requested separately.
- Alcoholic beverages are not permitted.

DEPOSITS AND RENTAL FEES

ALL FEES ARE DUE upon reservation of the facility, by credit card, cash, money order, or check, payable to the "City of San Clemente." Fees are subject to change, unless paid in full prior to the effective date of a fee change.

- **Compliance/Damage Refundable Deposit** – a refundable deposit of 25% of the total rental fee is required and will be refunded after the event if renter abided by the general policies and the facility equipment was free of damage. If the renter chooses to cancel or change their rental date, the deposit is non-refundable and non-transferable.
- **Liability Insurance Fee, if required** – The liability insurance fee is due 30 days prior to the rental date.
- **Lifeguard Fees:** One lifeguard is included in the rental fee. Additional lifeguards are billed at the current rate of \$15 per hour, per guard. One (1) Lifeguard is required for every 20 attendees. *Example:* 1-20 (1 guard); 21-40 (2 guards); etc. Number of attendees includes non-swimming guests on pool deck.

CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS

- **All cancellations and changes must be submitted in writing before any request will be considered.** Submissions can be made by mail (certified/return signature required) or in person.
- **Cancellations at any time will automatically forfeit renter’s reservation deposit.** Cancellations within 30 days of rental date will automatically forfeit the entire rental fee. If renter has not paid the balance off within the 30 day period and cancels the event, renter is still responsible for payment of entire rental fee.
- **A change fee of \$50** will be added for any change in time or space requested after the rental permit has been approved.
- **Refunds are not given for cancellation of rentals due to inclement weather, such as rain and/or wind storms.** However, you have an option to reschedule your rental to avoid cancellation fees.

POOL & EVENT SPACE RENTAL RATES	
Available discounts:	<ul style="list-style-type: none"> ○ 25% discount for San Clemente residents and non-resident non-profits ○ 40% discount for San Clemente based non-profit organizations
SAN CLEMENTE AQUATICS CENTER & OLE HANSON BEACH CLUB POOLS	
All pools and deck	\$500 per hour
Tournaments/Meets/Competition	\$400 per hour
Per Lane	\$25 per hour
50 Meter	\$250 per hour
25 Yard	\$125 per hour
Teaching Pool (Ole Hanson Beach Club)	\$125 per hour
Play Structure	\$200 per hour
Grass Event Space (200 Capacity)	\$200 per hour



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POOL RENTAL APPLICATION

Please read our rental policies prior to completing and signing this rental application. Please print clearly or type.

Applicant: _____

Address: _____ **Primary Phone:** _____

City/Zip: _____ **Alternate Phone:** _____

E-Mail: _____ **Attendance:** _____

Activity Type: Private Party Tournament/Meet Practice/Conditioning Other: _____

WHICH FACILITY ARE YOU REQUESTING? (Select all that may apply)

SAN CLEMENTE AQUATICS CENTER

- 50 M Pool [# of Lanes: _____] Birthday Party Package Cabana(s) Qty: _____
- 25 yd Pool [# of Lanes: _____] Grass Event Space

OLE HANSON BEACH CLUB

- 25 yd Pool [# of Lanes: _____] Teaching Pool (Small pool)
- Birthday Party Package *June-Aug. only Deck only (24 Carrots Event)

Date(s):	JAN. _____	FEB. _____	MAR. _____
	APR. _____	MAY _____	JUN. _____
	JUL. _____	AUG. _____	SEP. _____
	OCT. _____	NOV. _____	DEC. _____

Event Time (Includes setup and clean-up time) **Start:** _____ **End:** _____

WILL THE FOLLOWING BE PRESENT AT YOUR EVENT? **Amplified Sound** (Band, DJ, etc.) Yes No
 Not available for Birthday Party Package rentals **Open Flames** (BBQ, candles, etc.) Yes No

RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

Applicant Signature: _____ **Date:** _____
(Applicant must be 21 years of age or older)