



City of San Clemente

Beaches, Parks and Recreation Department

987 Avenida Vista Hermosa, San Clemente, California 92673

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POOL RENTAL POLICIES

Thank you for your interest in renting one of the City's aquatic facilities. The goal of the Recreation Division is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies. Make sure the facility you select meets your needs and the needs of your guests prior to submitting an application. If you have additional questions or need assistance, please call the Recreation office at (949) 429-8797.

APPLICATION PROCESS

- **Applications will be reviewed and approved upon** submittal or within 2 weeks of submittal. Applications must be submitted at least two weeks prior to the requested rental date. Applications must contain complete information, since City staff will not be required to supply any equipment or work not listed on the application. Please print clearly or type. Once the rental application is approved renter will receive a copy of the permit outlining all fees due. No further billing will be sent.
- **Each applicant shall be at least 21 years of age** and act as, or designate one person to act as, the coordinator of all rental matters.
- **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.

DEFINITIONS

- **Private Event:** An event by individuals, clubs, organizations, or businesses.
- **Non-Profit Event:** An event by non-profit clubs and organizations that is open to the general public. Application for non-profit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing a "Statement of Domestic Non-Profit Organization" filed with the State of California or non-profit tax identification number.

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.
- **Rental Time:** 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 decoration as well as any time needed to tear down, lightly clean, and vacate the areas. Pool rental is for a one-hour minimum.

- **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, unless the rental activity is a private party or a non-profit activity, including a fund raiser. Call the Environmental Health Division at (714) 667-3600 for further information and a health permit application.
- **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.
- **"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. Failure to abide by this resolution will result in the automatic forfeit of the renter's entire compliance/damage deposit and possible future use of city rental facilities.
- **Open flames** from candles, food heating/warming, cooking devices and heaters are regulated by fire code and must be approved in advance as part of the rental application. 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 \$13 per hour, per guard. (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.

BIRTHDAY PARTY PACKAGES AT THE SAN CLEMENTE AQUATICS CENTER

- **Monday – Friday:** 1:00pm – 3:00pm
 - 2 Hours = \$150
- **Saturday & Sunday:** 12:00pm – 4:00pm
 - 4 Hours = \$300
- A cabana is reserved with up to 4 tables and 25 chairs. Includes entry for 25 people.
- Outside food and beverages are allowed in rented pool area (refer to General Policies).
- Glass is prohibited.
- The daily pool entrance fee will apply for any guests beyond the 25 limit.
- Party packages are a flat rate and not subject to the discounts below.
- Pool policies and fees apply.

POOL & EVENT SPACE RENTAL RATES	
Available discounts:	<ul style="list-style-type: none"> ○ 25% discount for San Clemente residents and businesses. ○ 40% discount for San Clemente based non-profit organizations.
SAN CLEMENTE AQUATICS CENTER & OLE HANSON BEACH POOL	
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

