



Party Room Rental Policies and Guidelines

Reservations

- All rental requests are confirmed on a **first come, first serve basis**.
- Rentals of our Party Room can be made at the Front Desk. Call (928) 213-2300 for info.
- Party room rental applications must be submitted and full payment must be received in order to secure your reservation. No reservation holds or partial payments will be accepted.
- Party room rentals will need to be reserved no less than twenty-four (24) hours before the event.
- There is a two (2) hour minimum time rental on all reservations.
- Cost for party room rentals is \$25.25 per hour, plus the daily admission cost for each guest that uses other areas of the facility. Members may swipe their membership pass in lieu of paying the daily admission fee.

Swimming Pool

- Parties will need one chaperone for every 10 children.
- Children 5 and younger need to have a chaperone **in the water within arm's reach** at all times.
- Any child wearing a lifejacket (regardless of age) needs to have a chaperone **in the water within arm's reach** at all times.

Climbing Wall

All party guests who would like to use the climbing wall during the party need to have a waiver signed by their parent or legal guardian. The party organizer or chaperone cannot sign the waiver, it has to be the parent or legal guardian of the child who signs it.

Holiday Rentals

City facilities may **not be available** for rent on the following holidays: Thanksgiving Day; Christmas Eve; Christmas Day; New Years Eve and New Years Day.

Hours of Use

The Flagstaff Aquaplex regular hours of operation are:

Mon – Sat: 6 am – 9 pm (last party ending at 8:30pm)
Sunday: 10 am – 6 pm (last party ending at 5:30pm)

****Please see available fliers for more information on recreation swim times and open climbing times.****

Facility rentals are limited to no more than (10) consecutive hours. Rentals hours of use must include set-up, decorating, and clean up time. **Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time.**

Security / Cleaning Deposits

A Security/Cleaning Deposit is an **additional fee** required for all party room rentals. **It is not a holding deposit.** This fee will be included in the total rental fees due. **Security/cleaning deposits are currently set at a total of 25% of any full rental fee.** The deposit will be returned by City Check, by mail, within two to four (2-4) weeks

less any additional cleaning fees, damage to equipment or facilities or additional rental time beyond the original contracted agreement. Additional cleaning costs are charged at \$50.00 per hour for labor, and any damage repairs will be charged at the actual cost.

If City staff deems an event/rental is not under control and/or unsafe, requiring public safety intervention, applicant will forfeit entire Security / Cleaning Deposit and may be charged for costs related to Police, Fire or Public Works response.

The Aquaplex retains the right to forfeit a refund without notifying the renter.

Security / Cleaning Deposits may also be forfeited for the following:

- **Not cleaning up all material that was part of the event** (including decorations, food and trash) or not checking out with Aquaplex staff before leaving.
- Fighting or any other physical violence.
- Threatening City or security personnel.
- Falsifying application or any required documents.
- Theft of City of Flagstaff property.
- Over maximum capacity of reserved room or attendance listed on application.
- Smoking in undesignated smoking areas.
- Use of facilities (by you or your guests) not previously reserved without paying for a daily admission.
- Allowing animals into the building, except canine assistance or companions.
- Holding a youth activity without an adult sponsor. **Groups of minors must be chaperoned.** Adult to minor ratio will depend on the activity and will be determined at the time of reservation.

Your Responsibilities During Event

- Being familiar with and making sure your guests understand all posted Aquaplex rules.
- Children must be supervised at all times by parents or chaperones.
- Decorating facility for event per regulations & on-site staff direction.
- Monitoring guest activity & communicating with on-site staff.
- Informing staff of any food or drink spills on the carpet for immediate clean-up.
- Cleaning supplies are available for your convenience. Please see the front desk.

Decorations and Favors

Decorations are the responsibility of the applicant and plans to decorate the party must be requested on the application for approval. Generally, only masking tape and scotch tape (provided by you) are acceptable. **No staples, nails or tacks are allowed on any wall or equipment.** All decorations must be fireproof or made of fire retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Piñatas, decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility.

Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up these items from carpets and floors. Custodial fees may be deducted from your deposit.

Cancellations and Changes

All cancellations must be in writing and received before the cancellation deadline (see below). The Security/Cleaning Deposit will be forfeited, but all other fees will be refunded by City Check, by mail, and may take up to four (4) weeks to receive.

Cancellation Deadline:

The deadline for cancellations is five (5) business days prior to your rental. Written cancellation requests will need to go through the Reservation Coordinator and are not guaranteed.

Changes to Reservations:

Any changes to the date and/ or time of your party room rental need to be made a minimum of five (5) business days prior to the rental. Changes requested after that deadline will not be permitted.

The City of Flagstaff reserves the right to include additional rental charges based on facility set-up needs, safe operation of the facility, rental attendance or other specific rental conditions.