



Village of  
**Ashwaubenon**  
900 Anderson Drive • Ashwaubenon, WI 54304  
P: 920.492.2331 F: 920.492.2341  
[www.ashwaubenon.gov](http://www.ashwaubenon.gov)

**NOTE: This contract is for rentals occurring PRIOR TO 4/1/23.  
Contact PRF staff regarding rentals occurring after 3/31/23**

Call (920)492-2331 Mon. thru Fri. 8 a.m. – 4:30 p.m.  
for availability of dates & times, and to confirm fees

## Parks, Recreation & Forestry Department

### Rental Request/Contract for Community Pool & Pool Facilities

#### Renter Information

Name \_\_\_\_\_ Home Phone # \_\_\_\_\_  
(Last, First, Middle)  
Address \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
(Street, City, Zip Code)  
Email \_\_\_\_\_ Organization/Business \_\_\_\_\_  
(If Applicable)

#### Details of Rental Request

Purpose or Function of Rental \_\_\_\_\_  
Date of Rental (Preferred Date) \_\_\_\_\_ Alternate Date Requested (2nd Choice) \_\_\_\_\_ # of Participants \_\_\_\_\_  
Rental to **START** at \_\_\_\_\_ AM / PM Rental to **END** at \_\_\_\_\_ AM / PM Total Hours \_\_\_\_\_  
(Please include your set up/take down/clean up time)

**Facility Selection and Base Fees (Fees will vary; see rental information. Tax will be added in addition to fees; unless tax exempt)**

**-COSTS LISTED BELOW ARE FOR RENTALS OCcurring PRIOR TO 4/1/23. Contact PRF staff regarding rentals occurring after 3/31/23-**

Selection(s)	Available Rentals/Packages	Base Cost Per 1.5 Hours (Fees will vary)	
	Competition Pool (Whole)	\$120.00/Resident	\$135.00/Non-Resident
	Competition Pool (Per Lane)	\$45.00/Resident	\$60.00/Non-Resident
	Warm Water Pool (Whole)	\$105.00/Resident	\$120.00/Non-Resident
	Multi-Purpose Room	\$55.00/Resident	\$70.00/Non-Resident
	Upper Viewing Deck	\$55.00/Resident	\$70.00/Non-Resident
	<b>Packages:</b>	<b>Base Cost Per 1.5 Hours (Fees will vary)</b>	
	Competition Pool & Multi-Purpose Room	\$135.00/Resident	\$150.00/Non-Resident
	Warm Water Pool & Multi-Purpose Room	\$125.00/Resident	\$140.00/Non-Resident
	Both Pools & Multi-Purpose Room	\$230.00/Resident	\$245.00/Non-Resident
	Entire Facility (Both Pools/Multipurpose/Viewing Deck)	\$255.00/Resident	\$270.00/Non-Resident
	<b>Swim Meet Rental:</b>	<b>Base Cost Per Hour (Fees will vary)</b>	
	Swim Meet: 4 Guards/1 Supervisor/Both Pools	\$130.00/Resident	\$145.00/Non-Resident
	Colorado Timing System/Touch Pads/Scoreboard	*Contact Park & Rec for more information	

#### Agreement/Disclaimer

I agree to indemnify and save harmless the Village of Ashwaubenon & Ashwaubenon School District and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, property loss, or any other nature whatsoever arising out of the use of the Village of Ashwaubenon properties herein specified. I have received a copy of the rental information and agree to abide by all the rules and regulations for the use of buildings and facilities; and to adhere to all specifications and limits listed.

**\*Businesses and Public Events shall provide proof of insurance outlining the above.**

**Renter Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Request should be dropped off or mailed to: Ashwaubenon Parks & Recreation – 900 Anderson Drive - Green Bay, WI 54304**

**Contract is not valid without Full Payment, Department Signature AND Stamp!**

*For Office Use Only - to be completed by Village of Ashwaubenon Staff*

#### Details and Cost of Rental

Rental will consist of \_\_\_\_\_  
Total Rental Fee \$ \_\_\_\_\_ + 5.5% State Sales Tax \$ \_\_\_\_\_ = Final Cost \$ \_\_\_\_\_  
Department Approval Signature/Stamp \_\_\_\_\_ Payment \$ \_\_\_\_\_ Date \_\_\_\_\_



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## Parks, Recreation & Forestry Department

### Rental Request/Contract for Community Pool & Pool Facilities

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#### **FACILITY INFORMATION**

- Residents and non-residents, businesses/companies and organizations may reserve the community pool
- The Parks & Recreation Department will provide facility supervisor and lifeguards with rentals as follows:
  - Competition pool rental includes 1 supervisor and 2 lifeguards
  - Warm water pool rental includes 1 supervisor and 1 lifeguard
  - Swim Meet rental includes 1 supervisor and 4 lifeguards
  - Additional lifeguards will be \$30.00 per 1.5 hours
- Additional staff may be required due to size of group, swimming ability, and/or use of diving boards
- A responsible adult from the group must be present at all times
- All pool rules must be adhered to by all groups (See attached sheet)
- Outside food and drink (non-alcoholic) are only allowed in the multipurpose room during designated rental time
- A signed contract and payment must be returned to the Park & Rec office to reserve/confirm your date
- If Colorado Timing System is requested (swim meets only), rental group operator must be approved to use equipment
- Aquatic Coordinator must be contacted for available times - Suggested rental times are Fri. 5:30-7:00 pm & Sat. 3:30-5:00 pm
- Fundraising activities are not allowed unless prior approval is granted by the Ashwaubenon Park Board

#### **BASE FEES** (Listed on Rental Request/Contract)

Base fees reference a 1.5 hour rental (excluding swim meets) and will vary based on number of participants and actual length of rental. Final rental fees will vary dependent on number of participants, actual length of rental, and more. Prospective renters must contact the Aquatic Coordinator for available dates/times and to obtain exact fee information. State sales tax will be added in addition to listed fees (unless tax exempt.)

**RENTAL TIME** *Your requested rental times should include set-up and take-down of the event.* This includes: changing clothes, decorating, table and chair set-up, clean-up, sweeping, rubbish disposal, pool area cleanup, sweeping of the floor and if necessary, wet mopping, take down of all decorations, etc. Please plan accordingly when reserving your time slot.

**CANCELLATIONS** Notice to cancel rental must be given one-week in advance of the rental date. Failure to do so will result in being charged the full rate for the rental. An admin fee of \$20.00 will be charged for all cancellations prior to the one-week deadline.

**CLEAN-UP & DAMAGE POLICY** The facility is expected to be left in the condition the Renter found it in. Renter is required to clean, put away pool toys, remove trash, and to remove any decorations, tape, string, etc. Renter is responsible and will be billed for any-and-all damage and/or unusual or unnecessary clean-up that is required; including in the restroom/locker-room areas.

**NOTE** *The Parks and Recreation Director, or designee, reserves the right to cancel, if the reservation threatens the integrity of the facility due to; 1) misrepresentation of information on application, 2) unsafe facility conditions, 3) weather conditions.*

**IMPORTANT PHONE #'s** To be used if your building supervisor is not on site and you are not able to get into the building at your scheduled rental start time.

**\*\* Please place calls in this order until you are able to reach a contact person.**

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|--|--------------|
| 1. Melody Escoto, Aquatics Coordinator       | 920-606-6357 |
| 2. Rex Mehlberg, Parks & Recreation Director | 920-406-7475 |
| 3. Summer Supervisor (JUNE-AUGUST only)      | 920-609-0213 |