



# Dublin Swim Center Facility Use Policy

The Dublin Swim Center is located at 8151 Village Parkway in Dublin. During those times when the Swim Center is not used for City sponsored programs, it is available for rental by the public. The renovated facility includes a lap area, diving board, shallow wading area and tot pool, 100-foot long waterslide, group picnic area, showers and changing areas. The Dublin Swim Center Facility Use Policy establishes rules, regulations, procedures and fees governing the use of the Swim Center.

## Classification of Users

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### Group 1. **City of Dublin**

Group 2. **Public Agencies** (Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.)

### Group 3. **Dublin Chamber of Commerce**

Group 4. **Dublin-based Charitable and Social Welfare Organizations, Homeowner Associations and Sports Leagues** (Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The organization's membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification.)

Group 5. **Individuals or Other Groups** (Groups who do not meet the criteria listed above and/or activities such as weddings, receptions, anniversaries, birthday parties, etc.)

- a) *Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)*
- b) *Non-Resident*

Group 6. **Commercial Uses** (Companies, groups, or individuals whose events have the primary purpose of generating a profit such as training seminars, trade shows, auctions, etc.)

- a) *Resident (Company facility must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)*
- b) *Non-Resident*

## Priority of User Groups

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**Group 1** - Reservations accepted up to one calendar year in advance of requested dates of use.

**Group 2** - Reservations accepted six months in advance of requested date of use.

**Group 3, Group 4 and Group 5 (Resident)** - Reservations accepted five months in advance of requested date of use.

**Group 5 (Non-Resident) and Group 6** - Reservations accepted four months in advance of requested date of use.

## How to Make a Reservation

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**Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental.**

1. To reserve the Dublin Swim Center, a Facility Use Application and \$250 refundable security deposit must be submitted. Approval takes 3-5 working days; notification of application status will be mailed.
2. Applications must be submitted in person at the Parks and Community Services Department Office, Dublin Civic Center, 100 Civic Plaza. Applications are accepted between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, holidays excepted.
3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California drivers license or current utility bill).
4. Groups who are applying under the Group 4 classification must have a "Group 4 Verification Form" on file or submit a completed Verification Form and the following with their Facility Use Application: 1) Bylaws, and 2) I.R.S. Tax Exemption Letter. Groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin). Facility Use Applications will not be accepted without these items.
5. Applications submitted less than 30 days prior to the date requested use will not be accepted.
6. The City reserves the right to book additional events before or after an applicant's confirmed rental time.

## Hours of Rental Use

1. The Dublin Swim Center is available for rental between the months of February through September, during those hours when it is not scheduled for City sponsored activities.
2. The Dublin Swim Center is available for rental Sunday through Thursday from 8:00 A.M. to 9:00 P.M., and Friday and Saturday from 8:00 A.M. to 10:00 P.M.
3. The minimum rental period is two (2) hours.
4. Hours of use must include the amount of time needed for the function, setup and cleanup, including any time needed by the caterer, band, etc.
5. The Swim Center must be vacated by the time specified on the Facility Use Application.

## Cancellations/Changes/Refunds

INITIAL:

1. Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:
  - a) If the request is received four months or more prior to the function date the deposit will be refunded, less a \$25.00 processing fee. Refunds will be mailed to the applicant within 30 days of receipt of the written cancellation request.
  - b) If the request is received between four months and thirty days prior to the function date the applicant will forfeit deposit unless another user rebooks the date. If the date is rebooked the deposit will be refunded less a \$25.00 processing fee.
  - c) If the request is received less than thirty (30) days prior to function the applicant will forfeit the deposit and one-half of the fees paid (or payable).
2. Refunds are not issued for unused hours.
3. Facility Use Permits may not be transferred, assigned or sublet.
4. Any changes in rental hours less than thirty (30) days prior to confirmed event will be assessed a \$25.00 fee per change.
5. Occasionally it may be necessary to reschedule, relocate or cancel a previously approved rental. In this event, the group or individual will be given as much advance notice as possible.

## Payment Schedule

INITIAL:

1. At the time the application is submitted, a \$250 refundable security deposit is required.
2. Final payment of rental fees must be made no later than 30 days prior to the rental date. Please call the Parks and Community Services Department at (925) 833-6645 to schedule an appointment. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**
3. Security deposits will be returned by mail within 30 days of the function date providing there are no violations of the Facility Use Policy, excessive cleaning required, or damages to the facility.
4. Payments may be made by check, money order or cash. Make checks or money orders payable to the City of Dublin. If an applicant's check is returned by the bank a \$20.00 service charge will be assessed.

## Insurance Requirements

INITIAL:

All applicants shall provide the City of Dublin with a valid Certificate of Liability written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **"additional insured"** in conformance with the hold harmless agreement as outlined in the Facility Use Application and must specify that the applicant's insurance shall be **primary to any insurance carried by the City**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. **An Additional Insured Endorsement must accompany the Certificate (no exceptions)**. The Certificate is due at the time final payment is made. **Note: Please contact your insurance provider to check if your homeowner's policy may be extended to cover your facility rental**

## Alcoholic Beverages

1. The sales, serving and consumption of Alcoholic Beverages is prohibited at the Swim Center.

## Youth Events

1. Groups composed of minors must be supervised at all times by two adults for each twenty minors.
2. Groups composed by a majority of minors will require an additional Lifeguard to ensure the safety of the guests.

## Decorations and Signs

1. The use of tacks, tape, nails, staples or putty on any walls is prohibited.
2. Confetti and similar materials may not be thrown inside or outside the facility.
3. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign at the site (per City Ordinance).

## Equipment Setup

1. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit.
2. If equipment will be setup at the event, a plan showing the table/seating locations, exit ways and barbecues must be submitted and approved at the time of final payment.
3. Capacities for the pools and waterslide are listed on the next page. **Overcrowding is forbidden and will result in cancellation of event and forfeiture of all rental fees paid.**

## General Rental Information

1. A responsible adult from the rental party must supervise the premises for proper facility use during all rental hours.
2. SMOKING IS PROHIBITED within the interior of the building and fenced area of the Swim Center, as well as on the High School property (per City Ordinance and State Law).
3. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
4. Storage is not available either before or after the event. Access to the snack bar is not available for private rentals.
5. Users have access to the parking area, but do not have exclusive use.
6. The City of Dublin does not supply ladders for the applicants use.
7. Regular pool rules will be in effect and enforced at all times.
8. Glass containers are prohibited.
9. Floatation devices such as "water wings" are prohibited.
10. Children 5 and under must be accompanied by a parent in or at the edge of the pool at all times. An adult may have no more than two non-swimmers in their supervision at one time.
11. Only children age 5 and under, with the supervision of a parent, may use the wading pool.
12. Swimmers who are not potty-trained must wear special "Swimming Diapers". Regular diapers are not permitted.
13. Bathing suits must be worn in the pool. Cut-offs are not allowed.
14. Guests must be able to comfortably swim one length of the pool in order to use the diving board.
15. Guests must be at least 48" tall and be able to comfortably swim one length of the pool in order to use the water slide.
16. Barbecuing and the use of amplified music must be approved by the Parks and Community Services Department in advance.
17. Requests for exception to the Facility Use Policy must be submitted in writing to the City Manager, or his designee, no later than one month prior to the date of use requested.

***The City of Dublin reserves the right to deny the use of the Dublin Swim Center to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.***

### Security Deposit

INITIAL:
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A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Use Policy and/or excessive cleaning or damages to the facility.

## Rental Fees

### ***Group 2 - Public Agencies***

### ***Group 3 - Dublin Chamber of Commerce***

### ***Group 4 - Dublin Charitable, Social Welfare and Sport League Organizations***

Pool Use Fee	\$34.00 per hour
Lifeguard Fee	\$12.00 per hour per lifeguard

### ***Group 5 - Individuals or Other Groups***

Pool Use Fee (Resident)	\$50.00 per hour
Pool Use Fee (Non-Resident)	\$60.00 per hour
Lifeguard Fee	\$12.00 per hour per lifeguard

### ***Group 6 - Commercial Groups***

Pool Use Fee (Resident)	\$67.00 per hour
Pool Use Fee (Non-Resident)	\$80.00 per hour
Lifeguard Fee	\$12.00 per hour per lifeguard

### ***General Notes Regarding Fees***

1. A minimum of two Lifeguards are required for groups of up to 50 swimmers. If the group is primarily comprised of minors, a minimum of three Lifeguards are required.
2. For each additional increment of 50 swimmers, add one Lifeguard.
3. If the waterslide will be used, an additional two Lifeguards will be required.

## Facility Descriptions & Capacities

All capacities indicated conform to official Health & Safety Code Requirements. ***Applicants will not be permitted to exceed the approved capacities of any part of the facility.***

### ***Main Pool***

The Main Pool ranges from 2 ½ to 11-feet in depth and is heated. It includes a free-form shallow end, a 100' long waterslide, an 8-lane competitive swimming area, and a deep end with a 1-meter diving board.

*Health and Safety Code Capacity:*

- Swimmers: 400

### ***Wading Pool***

The Wading Pool is 1-foot deep for children 5 & under and is heated. It features a free form "river" that leads to a circular wading area.

*Health and Safety Code Capacity:*

- Swimmers: 30

### ***Waterslide***

The waterslide is 100' long and splashes down into 3 ½ feet of water. Swimmers must be at least 48" tall and be able to comfortably swim one length of the pool to use the water slide. ***Use of the waterslide during rental hours requires an additional two lifeguards.***

*Health and Safety Code Capacity:*

- Slide Flume: 1
- Tower/Staircase: 30

### ***Group Picnic Area***

The group picnic area includes accessible picnic tables, partial shading and seating for up to 56.

### ***Main Building***

The main building is heated and houses the restrooms, changing areas, heated showers and lockers (must provide own lock).



# Dublin Swim Center Rental Application

City of Dublin  
Parks and Community Services Department  
100 Civic Plaza  
Dublin, California 94568  
(925) 833-6645

RENTAL # \_\_\_\_\_

## Applicant Information

Application Submitted on: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Have you applied for a rental before?  Yes  No If yes, what was the date of the rental? \_\_\_\_\_

## Classification of Applicant

Group 1 - City of Dublin  Group 2 – Public Agency  Group 3 – Dublin Chamber of Commerce  
 Group 4 – Dublin Charitable and Social Welfare Organizations, Homeowner Associations, & Sports Leagues\*  
 Group 5 – Resident Individuals or Other Groups\*\*  Group 5 – Non-Resident Individuals or Other Groups  
 Group 6 – Resident Commercial Uses\*\*  Group 6 – Non-Resident Commercial Uses

**\*Must submit the organization's roster (must be 51% Dublin residents), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.**  
**\*\*Proof of Dublin residency required at the time of application (valid California Driver's License/ID or current utility bill)**

## Rental Function Information

Requested Amenities:  Swimming Pools  Waterslide (only can be rented in conjunction with the pools)

Date Requested: \_\_\_\_\_ Day of Week (circle): SAT SUN MON TUE WED THU FRI

Hours of Use: Setup \_\_\_\_\_:\_\_\_\_\_ am/pm - \_\_\_\_\_:\_\_\_\_\_ am/pm  
Function \_\_\_\_\_:\_\_\_\_\_ am/pm - \_\_\_\_\_:\_\_\_\_\_ am/pm  
Cleanup \_\_\_\_\_:\_\_\_\_\_ am/pm - \_\_\_\_\_:\_\_\_\_\_ am/pm

Total Attendance:  1-50  51-100  10+150  15+200  20+250  25+300

Number of Youth in Attendance: 12 years of age and younger: \_\_\_\_\_ 13-17 years of age: \_\_\_\_\_

Type of Function:  Youth Birthday  Adult Birthday  Fundraiser  Swim Meet  
 Other: \_\_\_\_\_

Will the function be catered?  Yes  No If yes, by whom? \_\_\_\_\_

Will the function be open to the public?  Yes  No

Will an admission fee be charged?  Yes  No Purpose of fee? \_\_\_\_\_

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Facility Use Policy and agrees to comply with the rules and regulations listed therein.

Signature of Applicant

Organization (if applicable)

Date

