

# Request for Rental of Coeburn Municipal Swimming Pool

Town of Coeburn ♦ P.O. Box 370 ♦ Coeburn, VA 24230  
276.395.3323 ♦ 276.395.3648 FAX ♦ 276.395.9743

*Use is first-come, first-served. Rental fees apply and are due at time of reservation.*

## About Your Event

(complete a separate form for each day)

Date Requesting: (circle one) M T W Th F Sa Su    \_\_\_/\_\_\_/\_\_\_

Time Requesting: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm    Number of People: \_\_\_\_\_

Type of Event: \_\_\_\_\_

## About You

Renter: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Office Copy-

**COEBURN MUNICIPAL SWIMMING POOL**  
**Rental Usage Agreement**

**THIS** agreement entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Town of Coeburn and \_\_\_\_\_, hereinafter referred to as “renter”.

**WHEREAS**, the Coeburn Municipal Swimming Pool is owned by the Town of Coeburn, and

**WHEREAS**, Renter desires to use the Coeburn Municipal Swimming Pool for a private event,

**NOW**, therefore, the parties do mutually agree as follows:

1. A **rental fee of \$ \_\_\_\_\_** has been charged by the Town of Coeburn. Renter may be asked to provide a certificate of insurance.
2. Renter shall indemnify and hold harmless the Town of Coeburn against any suit, claims, actions, or liabilities arising out of the use of these premises.
3. By signing this agreement, renter acknowledges that he/she has read and understands “Coeburn Municipal Swimming Pool Rental Guidelines and Procedures” and agrees to abide by said guidelines. Renter understands that failure to do so may result in immediate cancellation of this agreement.

The Town of Coeburn and the Renter, or their designees, have executed this agreement.

**BY:** \_\_\_\_\_  
*Renter or Designee*

**Date:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
*Agent ~ Town of Coeburn*

**Date:** \_\_\_\_\_

-Office Copy-

**COEBURN MUNICIPAL SWIMMING POOL**

## Rental Guidelines & Policies

1. Scheduling will be on a first-come, first-served basis. However, Town of Coeburn programs, activities and events take priority over rental use. The Town of Coeburn will not lease the pool for a private event at a time when it would otherwise be open to the public.
2. All fees are due upon reservation.
3. Rental of the facility is at a rate of \$125 for up to three (3) hours. Each additional hour will be charged at a rate of \$50 per hour. Rental fee provides for two (2) lifeguards. Additional lifeguards may be required depending on the number of swimmers, as determined by pool management. Renter will be charged \$10 per hour for each additional lifeguard.
4. Events must end no later than 11:00 p.m.
5. Renters must obey posted pool rules.
6. Smoking materials and smokeless tobacco products must be discarded in appropriate receptacles.
7. **USE OF ALCOHOL IS PROHIBITED.**
8. All renters must have a signed, approved rental usage agreement on file before use of the facility will be permitted.
9. Cancellation of an activity is required at least one calendar week prior to the event to receive a full refund of rental fees paid. Refunds will be prorated for cancellations received less than one week prior to a scheduled event. No refund will be given for cancellations received less than 48 hours prior to an activity. The Town of Coeburn will issue all refunds within 30 calendar days of the cancellation.
10. The Town of Coeburn is not responsible for inclement weather. No rain checks, make up dates, or refunds will be granted for weather that prevents the event from being held or cuts the event short.
11. Renters must place all refuse in the appropriate receptacles.
12. Renters using the facility will be liable for any damage, destruction or repairs associated with their use of the facility.
13. The Town Manager, or a representative, may at her discretion require renters to submit a certificate of insurance for activities or events considered to be a high-risk activity or event. Additional fees may also apply.
14. Use of the center for profit-making functions, or for events for which an admission fee will be assessed, is prohibited.
15. Long-term scheduling is discouraged.
16. The Town of Coeburn reserves the right to refuse rental.

07/09

**-Customer Copy-**