



CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT

The REC Open Swim Party Rental Agreement & Policies

1. Reservation Details

Contract Number: <ContractNumber>

Contract Name: <ContractName>

1.1 Renter Information

Renter Name: <ContractClient>

Renter Phone Number: <ClientPhoneNumber>

Renter Email: <ClientEmailAddress>

Renter Address: <ClientFullAddress>

1.2 Event Details

<Facilities>

<Facilities>

1.3 Reservation Add-Ons

<Extras>

<Extras>

1.4 Additional Fees

<CustomFees>

<CustomFees>

1.5 Special Notes & Conditions

< ContractNotes>

<ContractNotes>

1.6 Cost Summary

<InvoiceInfo>

This is not an invoice. Once this agreement is signed, an invoice will be emailed through Amilia for payment. The fees and services listed above are incorporated into and governed by this Agreement.

1.7 City Contact Information

For assistance before or during your reservation, please use the following contacts:

- Grapevine Parks & Recreation (Reservations Team): 817.410.3455
- The REC of Grapevine Front Desk: 817.410.3450
- Non-Emergency Police Dispatch: 817.410.8127
- Emergency: 911

2. Facility & Amenities

2.1. Party Package Description

The REC Open Swim Party Package includes a two-hour party room rental, admission to the REC Aquatic Center during public open swim hours, and a party attendant.

- The package includes up to sixteen (16) children.
- Room occupancy remains 24 total guests, including children and adults.
- Parties expecting more than 16 children must reserve the additional party room, subject to availability.

Setup and cleanup are included within the reserved rental time.

2.2. Party Room & Aquatic Facility Access

- Open Swim Party guests may access only the reserved party room and designated aquatic areas during the reservation.
- Access to other REC amenities is limited to active members or guests who purchase admission separately.
- Party rooms, aquatic features, and amenities are provided as-is and may be unavailable due to maintenance, staffing, weather, or operational needs.

2.3. Food & Beverage Information

- Outside food and beverages are permitted inside the party room only.
- Alcohol and glass containers are prohibited.
- Food and beverages may not be taken into the aquatic areas.
- Paper goods, utensils, serving equipment, and decorations are not provided.

2.4. Weekly Party Times

- Open Swim Parties are offered year-round during the following times:
 - Friday
 - 4:00 – 6:00pm
 - Saturday:
 - 11:00am – 1:00pm
 - 1:30 – 3:30pm
 - 4:00 – 6:00pm
 - Sunday:
 - 1:30 – 3:30 pm
 - 4:00 – 6:00 pm

3. Fees, Deposits & Payment Terms

3.1. Rental Fees

- Open Swim Party rental fees are as follows:
 - Member Rate: \$185
 - Non-Member Rate: \$210
- The package includes up to sixteen (16) children.

3.2. Payment Terms

- Full payment is required at the time of booking.
- Reservations are not confirmed until payment is received in full.

3.3. Cancellation & Refund Policy

- Cancellations must be submitted at least fourteen (14) days prior to the scheduled reservation date to receive a full refund.
- Cancellations made fewer than fourteen (14) days prior to the reservation will receive 50% credit on the Amilia account.
- Transferring reservation dates is only allowed 14 days prior and is subject to facility availability.
- No refunds or credits will be issued for cancellations made on or after the reservation date.
- WEATHER CONTINGENCIES:
 - If you receive 60 minutes or more of swim time, there will be no refunds.
 - If you receive less than 60 minutes of swim time, then the renter will receive 50% credit on the Amilia account.
 - There will be no refunds back onto original form of payment.
 - Rescheduling is subject to facility availability.
 - There will be no rescheduling for a future date for day of cancellations.
 - If canceled within 24 hours of event no refund will be given.

4. Facility Use Policies

4.1 Rental Time & Access

- Scheduled reservations have priority use of the reserved party room during the approved rental period.
- The reserved time includes all setup and cleanup. Early access or extended use is not permitted unless approved in advance by Grapevine Parks & Recreation staff.
- Due to limited turnover time between parties, guests should not arrive prior to the scheduled reservation time.
- All guests, decorations, food, and personal property must be removed from the party room by the end of the reserved rental time.

4.2 Facility Access & Security

- The renter is responsible for the use and care of the reserved party room and facility areas during the reservation period.
- Only reserved areas included in the rental agreement may be used during the reservation.
- The City is not responsible for lost, stolen, or damaged personal property.

4.3 Occupancy & Supervision

- The responsible party listed on the reservation must remain on-site for the duration of the reservation.
- Children under the age of nine (9) must be accompanied by an adult in the water and remain within arm's reach at all times unless the child has successfully completed a facility swim test.
- The number of guests attending the reservation must not exceed the approved guest capacity.
- All guests must comply with facility rules, City ordinances, posted signage, and staff instructions at all times.

4.4 Aquatic Safety Regulations

- Only U.S. Coast Guard-approved flotation devices are permitted.
- The minimum height requirement for the tower slides is forty-two inches (42").
- Running, roughhousing, unsafe behavior, and improper use of aquatic features are prohibited.
- Headfirst entry into the water is prohibited except in designated diving areas.
- All guests must follow lifeguard and staff instructions at all times.
- Grapevine Parks & Recreation staff reserve the right to restrict flotation devices, toys, or equipment at any time for safety or operational reasons.
- Individuals requiring diapers must wear approved swim diapers while in the water.

4.5 Food & Beverage Restrictions

- Food and beverages may only be consumed inside the reserved party room.
- Alcohol and glass containers are prohibited.
- Tobacco products, nicotine products, e-cigarettes, and vaping devices are prohibited within the aquatic facility and surrounding property.

4.6 General Responsibilities

- Renters are responsible for all setup, breakdown, and cleanup associated with their reservation.
- The renter is responsible for the conduct of all guests, participants, and attendees associated with the reservation.
- The staff will not furnish utensils, plates, cups, serving dishes, tablecloths, or other serving equipment unless specifically included in the reservation package.

- Grapevine Parks & Recreation is not responsible for interruptions caused by weather, power outages, emergency situations, mechanical failures, or other circumstances beyond the City's control.

4.7 General Facility Restrictions

- Attire, body art, or displays containing offensive, indecent, discriminatory, or inappropriate content are prohibited.
- Admission may be denied or guests removed for unsafe behavior, suspected intoxication, open wounds, contagious conditions, or failure to follow facility rules or staff instructions.
- Use of City of Grapevine or Grapevine Parks & Recreation logos, branding, or images in promotional materials or social media is prohibited without prior written approval.
- Grapevine Parks & Recreation reserves the right to terminate a reservation during the event if policies are violated or conditions are deemed unsafe.
- **The City reserves the right to terminate a reservation during the event if conditions so warrant or if policies are violated.**

4.8 Applicable City Ordinances

- Failure to comply with facility policies or applicable ordinances may result in removal from the facility, termination of the reservation, forfeiture of fees, and/or denial of future reservation privileges.
- All renters and guests must comply with applicable City ordinances, facility rules, policies, and all local, state, and federal laws, including but not limited to the following City of Grapevine ordinances:
 - Sec. 6-16 – Animal Waste Prohibited in Parks and on Trails
 - Sec. 12-95 – Placing Refuse on Public Property Unlawful
 - Sec. 365.012 – Illegal Dumping; Discarding Lighted Materials; Criminal Penalties
 - Sec. 15-15 – Damage to Public Property Prohibited
 - Sec. 16-6 – Alcoholic Beverages Prohibited in Parks
 - Sec. 16-9 – Horses Prohibited in Parks
 - Sec. 16-10 – Motorized Vehicles Prohibited in Parks and on Trails
 - Sec. 16-11 – Bicycling and Skating Prohibited on Courts
 - Sec. 16-12 – Golfing Prohibited in Parks and Athletic Fields
 - Sec. 16-13 – Glass Containers Prohibited in Parks
 - Sec. 16-14 – Park Hours of Operation
 - Sec. 16-16 – Athletic Field Closure
 - Sec. 16-17 – Fishing or Jumping from Bridges Unlawful
 - Sec. 16-18 – Tobacco and E-Cigarette Free Parks and Facilities
 - Sec. 16-19 – Youth Program Standards of Care
 - Sec. 16-20 – Firearms and Other Weapons
 - Sec. 16-21 – Permit Required for Organized Groups and Trainers
 - Sec. 16-46 – Fires
 - Sec. 16-47 – Leash Law
 - Sec. 16-48 – Explosives, Firearms, and Fireworks Prohibited
 - Sec. 16-52 – Sanitation Requirements
 - Sec. 20-13.1 – Signs on public property and rights-of-way
- For full ordinance descriptions, please visit GrapevineTexas.gov.

5. Decorations, Setup & Cleanup Requirements

5.1. Decorations

- Decorations must be tabletop or free-standing items only.
- Tape, nails, thumbtacks, staples, pins, Command strips, or adhesive materials are not permitted on walls, windows, tables, ceilings, doors, or facility surfaces.
- Confetti, glitter, piñatas, balloons released into the air, Silly String, colored powder, and similar materials are prohibited.
- All decorations must be removed at the conclusion of the reservation.

5.2. Prohibited Decor Items

- The following items are not permitted:
 - Nails, thumbtacks, tape, Command strips, or any adhesive materials
 - Confetti, glitter, or colored powder
 - Piñatas
 - Water balloons
 - Balloons are not allowed in the Aquatic Center and only allowed in the party rooms.
 - Silly string
 - Any item that may damage facility property or create excessive cleanup

5.3. Setup Requirements

- All setups must occur within the reserved rental time.
- All deliveries, setup, and breakdown must be completed within the reservation period.
- Facility furniture and equipment must remain within designated areas unless otherwise approved by staff.

5.4. Cleanup Requirements

- At the conclusion of the reservation, the renter must:
 - Remove all decorations, supplies, and personal items
 - Dispose of all trash in designated receptacles
 - Return the pavilion to a clean and orderly condition
- Failure to meet cleanup requirements may result in additional fees.
- Any items left behind after the reservation will not be stored by the City and may be discarded.

6. Vendor & Activity Requirements

6.1. Vendor Requirements

- All third-party vendors, contractors, delivery services, and rental companies must comply with applicable City regulations and facility policies and must receive prior written approval from Grapevine Parks & Recreation Reservations staff.
- The City reserves the right to review and approve all insurance documentation and may deny any vendor or equipment that does not meet City requirements.
- Required documentation must be submitted prior to the reservation.
- All vendor setup, operation, and breakdown must occur within the reserved rental time.
- Vendors remaining beyond the reserved time may result in additional fees and/or deductions from the security deposit.
- Grapevine Parks & Recreation reserves the right to deny access to any vendor, equipment, or activity that does not meet facility requirements or is deemed unsafe

6.2. Food Vendors & Deliveries

- Food deliveries and catering services are permitted only during the approved reservation time and must follow the rules in section 6.1.
- The renter is responsible for coordinating vendor arrival, setup, cleanup, and departure.
- All food services must comply with applicable health and safety regulations.

6.3. Activities & Equipment

- Special activities or equipment, including but not limited to amplified sound, games, decorations, or group activities, must not interfere with facility operations or create unsafe conditions.
- Grapevine Parks & Recreation reserves the right to prohibit activities or equipment deemed unsafe, disruptive, or inappropriate for the facility.



7. Agreement, Liability & Signature

7.1. Agreement to Terms

As a condition of reserving a City of Grapevine facility, the undersigned renter, or authorized representative of the reserving organization, acknowledges that they have received, read, understood, and agree to comply with all terms, conditions, policies, procedures, and applicable regulations contained in this Agreement.

The renter understands that failure to comply with this Agreement may result in additional fees, forfeiture of deposit, termination of the reservation, and/or denial of future reservation privileges.

7.2. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes any prior discussions, representations, or agreements. No modification to this Agreement shall be valid unless made in writing and approved by the City.

7.3. Responsibility for Damages and Conduct

The renter is responsible for the conduct of all guests, invitees, vendors, contractors, and other persons associated with the reservation.

The renter is financially responsible for any damage to the facility, furnishings, equipment, or other City property arising from the use of the facility during the reservation.

The renter also assumes responsibility for ensuring that all reservation activities are conducted in accordance with applicable City policies, ordinances, and laws.

The City is not responsible for lost, stolen, or damaged personal property.

7.4. Release and Indemnification

To the fullest extent permitted by law, the renter agrees to release, indemnify, and hold harmless the City of Grapevine, its officers, agents, officials, employees, volunteers, and contractors from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney's fees, arising out of or related to the renter's use of the facility, the conduct of the renter's reservation, or the acts or omissions of the renter, the renter's guests, invitees, vendors, contractors, or other persons associated with the reservation.

Nothing in this Agreement shall be construed as a waiver of any rights, defenses, or immunities available to the City under applicable law.

The City reserves the right to terminate a reservation for violations of this Agreement or for conditions deemed unsafe or non-compliant.

7.5. Signature

By signing below, the undersigned acknowledges that they are the responsible party for the reservation and agree to all terms and conditions of this Agreement.

<ElectronicSignature>

<SignDate>

Responsible Party Signature

Date

<PrintName>

<ContractNumber>

Printed Name

Contract Number