



# Facility Use Agreement

City Hall / Community Center / Seiling Pool / Parks

## Requestor Information

Please type or print clearly (ALL fields are required)

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Event / Group Name \_\_\_\_\_ **Special Event Permit Required?** Y / N (See Town Clerk)

Requestor Full Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Town Employee

## Event Information

Facility Requested for Use: City Hall Community Center Pool Other \_\_\_\_\_

Date of Use: \_\_\_\_/\_\_\_\_/\_\_\_\_ M T W T H F Sa Su Time \_\_\_\_:\_\_\_\_ am/pm -to- \_\_\_\_:\_\_\_\_ am/pm

Number of adults: \_\_\_\_\_ Number of children: \_\_\_\_\_ (Ratio of 1 adult per 2 children under the age of 8 for pool.)

Additional Requests: Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Lifeguards \_\_\_\_\_ Peace Officer \_\_\_\_\_

*Pool Requests: If the number attending changes please notify the Town of Seiling a min. of three working days in advance to secure additional lifeguards. If you are supplying your own lifeguards or aquatic professionals, proof of current certification MUST be submitted with this application prior to the event.*

## Facility Use Acknowledgement

Group/Requestor: \_\_\_\_\_ agrees to abide by the policies and ordinances established by the Town of Seiling and State of Oklahoma.

I, \_\_\_\_\_, accept responsibility for any damages that occur during the use of the facility. I acknowledge that the Town of Seiling is not liable for injuries or damages that occur during the use of the facility.

I, \_\_\_\_\_, have read and signed the **Town of Seiling Waiver** on the reverse of this form and agree to the contents contained therein.

\_\_\_\_\_  
Contact Signature Date

\_\_\_\_\_  
Town of Seiling Date

APPROVED  NOT Approved

### Facility use and rentals are on a first come first serve basis.

This agreement and waiver must be signed and returned to the Town Clerk at the earliest possible date prior to the event. All requests must be submitted in writing and approved through the Town of Seiling facility schedulers prior to the rental. If the number attending changes please notify the Town of Seiling a minimum of three (3) working days in advance. This will allow for fee adjustment and/or securing additional staff/lifeguards.

FEE: _____	Deposit: _____
BALANCE: _____	Refund: _____
Paid: CA CK# _____ Other _____	
Waiver signed on reverse? Y / N	_____ initial Town
Cert/Ins. Attached? Y / N	_____ initial Town

## TOWN OF SEILING WAIVER

HOLD HARMLESS AND INDEMNIFICATION: The undersigned applicant agrees to abide by all rules, regulations, and policies of the Town of Seiling regarding the use of facilities or equipment to be used as hereinafter described. The undersigned does further agree to hold harmless and indemnify the Town of Seiling from any and all claims of negligence – including death, losses, damages, actions, causes of actions and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities or equipment described herein by the undersigned and any guests, friends, or invitee’s which result in injury or loss of property to any person using the facilities or equipment herein described. The undersigned does further waive any and all claims of negligence – including death, losses, damages, or liabilities related to the condition of the premises or equipment to be used. The undersigned agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the Town of Seiling, its board members, employees, officials, officers, agents, or agents’ employees, arising out of the conduct of the undersigned’s operations and/or use of the premises. The undersigned shall bear all other costs and expenses related thereto.

---

Name of Organization or Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Print Name

\_\_\_\_\_

Sign / Date

### Community Center Cleaning Checklist

<input type="checkbox"/> <b>General:</b> Spray to kill flies BEFORE sweeping. Sweep dead flies	<input type="checkbox"/> <b>Kitchen:</b> Wash all dishes & put away neatly
<input type="checkbox"/> Wipe all Tables & Chairs. Stack neatly in designated area	<input type="checkbox"/> Clean & Wipe Refrigerator. <i>If you brought it, take it home.</i>
<input type="checkbox"/> Sweep & Mop WOOD Floors using only <b>WATER</b>	<input type="checkbox"/> Clean & Wipe Oven, Stovetop and Microwave
<input type="checkbox"/> Sweep & Mop all other Floors throughout building.	<input type="checkbox"/> Clean & Wipe ALL counter tops
<input type="checkbox"/> <b>Bathroom:</b>	<input type="checkbox"/> Take out trash & Replace Liners
<input type="checkbox"/> Clean & Wipe down sinks and counters	<b>BEFORE YOU LEAVE, please close the center properly.</b>
<input type="checkbox"/> Clean & Wipe down toilet rims, seats, and FLUSH	<input type="checkbox"/> Check air systems: Set A/C at 80* and Heater at 65*
<input type="checkbox"/> Sweep & Mop bathroom floors	<input type="checkbox"/> Turn off ALL lights: Main, Bathrooms, Kitchen, Front Porch
<input type="checkbox"/> Take out trash & Replace Liners	<input type="checkbox"/> Lock and Secure ALL doors. Front, Back, Sides, etc.

***Failure to complete ALL items above will result in forfeiture of the \$50 Cleaning Deposit. Additional charges may apply.***

**POOL RULES**

1. Absolutely no swimming or use of the pool without a certified lifeguard on duty\*.
2. All patrons must follow the directives of and be respectful of the lifeguard or employee/designee in charge.
3. Children under the age of 12 must be accompanied by an adult.\*
4. Children under the age of 8 must be within arm's reach of an adult 18 years or older at all times.
5. All patrons must wear appropriate swim attire. No cut-off shorts, clothing with rivets, buttons and/or zippers allowed.\*
6. All patrons must shower before entering the pool and after using the restroom.\*
7. Patrons under the influence of alcohol or other drugs will not be allowed in the pool or on the grounds.\*
8. Patrons having contagious or infectious health conditions and/or open wounds will not be allowed in the pool per the discretion of the lifeguard.\*
9. No diving in the shallow end or along the sides of the pool.
10. No horseplay, running, shoving or dunking. Behavior that endangers the safety and wellbeing of yourself and/or other patrons will not be allowed.\*
11. Profane language is not allowed.
12. Patrons who are not toilet-trained are required to wear swim diapers or rubber pants (over cloth diapers) in addition to a swim suit.
13. Food, drink and gum products are not permitted on the pool deck.\*
14. Glass containers are not permitted in the facility. \*
15. No tobacco products of any nature on the pool grounds.
16. No floatation devices of any kind.
17. Lifeguards are permitted a 15-minute break during a 2-hour pool parties; two- 10 minutes breaks during a 3-hour party.
18. The Pool will be available 10 minutes before the starting time of the party.
19. If more guests attend a party that originally scheduled, you will incur additional charges.
20. Any guest is subject to a "swim test" if deemed necessary by the lifeguards on duty.

**\*Indicates Oklahoma State Department of Health Administrative Code\***

**By signing this document, I understand and agree to all terms listed. Failure to comply with terms set forth may result in early termination of the party at the attendee's expense.**

\_\_\_\_\_

**Party Attendee** \_\_\_\_\_ **Date**

\_\_\_\_\_

**Town of Seiling Representative**