

**BURR RIDGE PARK DISTRICT  
USAGE POLICY FOR WOODS POOL FACILITY**

It is the intent of the Burr Ridge Park District to make specified equipment and facilities available for use by the community on a fair and equitable basis. Availability is determined after seasonal programming needs have been met. The following procedures, guidelines, and fee schedules will outline rules and regulations for such usage.

**Available Facilities / Equipment-As of 5/1/2013**

Woods Pool -- L-shaped pool, 25 yards long with two one-meter diving boards. Pool depth is from 3'-10' with adjacent kiddie pool. Male / female showers and locker rooms. Adjacent tennis courts (lighted) and playground for general public use. Two large grills and picnic tables. Pool capacity of 150 bathers. Parking for 60 cars.

**Reservation Procedures**

1. District programs and activities receive a priority scheduling status. Because District programs are conducted on a seasonal basis, usage requests for facilities and equipment will be reviewed on a similar schedule.
2. Applications for the current operating season are accepted beginning on April 15.
3. For special situations requiring early planning, please convey your needs to the Superintendent of Recreation at 630-920-1969.
4. Applications for usage can be made in person at the Burr Ridge Park District, 15W400 Harvester Drive, Burr Ridge, IL 60527, Monday through Friday from 8:30 am – 4:30 pm (Thursday, 8:30am-6:30pm) Upon request, we will also mail you a copy of the application form, which can be mailed back to us with full payment.
5. Any person or group may hold a date for one week without incurring any fees. The deposit fee must be posted in full within one week from the date of initial contact with the Park District. After one week from initial contact, the date becomes open to the next interested person or group.
6. In order to guarantee staffing, applications with full payment must be received at least ten business days (M-F) prior to the desired date. Although we will attempt to accommodate requests with less than ten business days notice, approval of such a request will depend on staff availability.

**WOODS POOL RENTAL FEES**

**Monday through Thursday**  
**8pm - 10pm**  
Rate \$160

**Friday, Saturday, or Sunday**  
**7pm - 10pm**  
Rate \$250

Your rental includes a pool manager and 2 lifeguards.

### **Additional Fees**

Additional Lifeguard: \$15 per hour. If the Pool Manager or the Superintendent of Recreation determine that the size and scope of your party requires an additional lifeguard you will be notified and the additional fee will be added to your permit.

### **Security Deposits**

\$100 per usage.

All deposits are refundable upon successful completion of the usage.

### **Refunds**

Refund requests must be made in writing and received at the Park District office at least seven calendar days prior to the rental. Any refund requests made after this time will not be granted unless adverse weather conditions exist. All refunds are subject to \$5 processing fee.

### **Usage for Minors**

Rental applications may only be made by individuals age 21 or older. For activities involving minors, the following requirements are in effect:

- One adult (age 21 or older) chaperone must be on site at all times for every six minors in attendance. Names, addresses, and phone numbers of chaperones must be provided in advance of the usage. Failure to provide on-going supervision will result in immediate termination of the usage.
- For groups of minors (ages 13-18) in excess of 50 participants, the District may require the renter to have an off-duty police officer in addition to the required chaperones.

### **Alcohol**

Alcohol is prohibited at Woods Pool.

### **Insurance Requirements**

A renter will be required to provide proof of liability insurance naming the Burr Ridge Park District as additional insured for certain activities, including organized athletic events, groups over 100 people and non-routine high risk activities such as canoeing, model airplane flying, boating and the like. Typical coverage required would be \$1,000,000 coverage for a combined single limit. If required, the certificate must be submitted to the Park District no later than seven days before the usage. The Park District can provide information on special insurance programs which can be purchased by the renter through the Park District Risk Management Agency.

## **Holidays**

Park facilities are not available for usage on the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

## **General Rules**

1. Activities that are likely to result in damage to property, injury to participants, or interference of scheduled activities, are prohibited.
2. The individual or group submitting the application will be the responsible party for any and all damages incurred during the usage and will be required to sign a check in / check out sheet. If cost of damages exceeds security deposit, the group or individual must pay for the difference prior to any additional usage.
3. Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale.
4. All Burr Ridge Park District parks and facilities are smoke-free environments, with smoking being prohibited.
5. Gambling, fortune telling, games of chance are all prohibited.
6. No fireworks, firearms, weapons, or equipment are allowed in parks or facilities without authorization by the Board of Commissioners.
7. Any fires or barbecues must be approved in advance by the Park District.
8. No domestic animals of any type are allowed in any park or facility, leashed or unleashed, except for special events approved by the Board of Commissioners. This prohibition does not apply to domestic animals such as seeing-eye dogs or other aids.
9. The operations of any motorized vehicle in any part of the parks or facilities except established roadways, drives, or parking lots is prohibited unless authorized by the Board of Commissioners.
10. The use of traffic control devices (barricades, signs, etc.) is prohibited unless authorized by the Board of Commissioners.
11. Any use of sound amplification equipment must be applied for on the usage application and is subject to District approval.

12. Any use of food or refreshment must be requested at the time of application and is subject to District approval.
13. Renter will inform District on decorations being utilized and remove decorations at the conclusion of the usage.
14. Users must not physically move any equipment. The building supervisor must perform this.
15. Swimming, wading, or entering any pond on Park District property is prohibited.
16. The building supervisor on duty or other Park District staff members reserve the right to eject any and all users for violations of stated rules without refund of usage fees. All approved applications are revocable at the discretion of the Park District.

### **Cleaning Responsibilities**

All users / renters are responsible for the general clean up of the facility/site. The site/ facility should be returned to its original condition upon conclusion of the usage. The Park District will provide necessary cleaning supplies (garbage bags, etc.). A facility supervisor will complete a checkout sheet which must be signed by the renter upon conclusion of the event. This checkout process will inform the user as to the satisfaction of their cleaning efforts with a chance to correct any problems. Failure to clean up the site/facility properly will result in charges being deducted from the security deposit.

### **Woods Pool – Special Usage Rules**

1. Inclement weather – In the event of inclement weather, the renter will be contacted the day of the rental to be notified of the cancellation. Staff will work with the renter to reschedule the usage at a mutually desirable date. If such a date cannot be determined, the renter will receive a full refund.
2. Personal Flotation Devices – The Park District will try to accommodate a renter's desire for personal flotation devices for attendees. However, should the usage of such devices, in the opinion of the pool manager, pose a safety hazard for the proper management of the facility, such devices will be prohibited. Best course of action would be to contact the pool manager in advance of the actual date to discuss the situation.
3. Attire – Swimmers must have proper swim attire – no sweatpants, cut-offs, etc.

