



THORNAPPLE KELLOGG SCHOOLS
Application & Agreement for Use of Pool Facilities



Applicant: (organization, club, individual)	
Person in charge of activity: (include address & phone number)	
Pool to be used for: (birthday party, family, etc.)	
Date needed:	Attendance expected: (pool capacity is 80)
Beginning & ending time of event *:	*TK uses electronic door security. The exterior doors will be programmed to unlock 15 minutes prior to event and will lock again 15 minutes after event is done.
Signature of person in charge of activity: (by signing this form you agree to and understand all rules as stated below)	
Today's Date:	

Rules:

1. Pool reservations must be submitted to the Operations Office at least 10 days prior to the date needed. Rental times are based on lifeguard availability. The Pool Supervisor must approve rental before date and/or time will be confirmed.
2. In case of a tornado watch and/or warning, this event will be automatically canceled without further notification.
3. School activities have first priority for use of all school facilities and this agreement may be cancelled if a conflict should arise. (The school will notify applicant as soon as possible, if this occurs)
4. NO smoking and/or tobacco products, alcoholic beverages or illegal drugs allowed at anytime on any school property by anyone. Applicants are responsible for notifying group members.
5. A TK Lifeguard will be hired and on duty for duration of event. Applicant must be present for duration of event, take responsibility for clean-up and report damage or accidents to the lifeguard or to the Operations Office, 269.795.5535.
6. NO food and/or drink allowed in pool area.
7. Applicant is responsible for fees assessed for any damages beyond normal wear.
8. Applicant should bring this copy of the facility use application with them, to verify admittance.
9. Proof of liability insurance may be required by non-school groups.
10. All vehicles must be parked in designated parking areas. (for security and emergency reasons)
11. A non-refundable application fee of \$20 is due upon Pool Supervisor approving rental time. Applicant will be billed the entire rental amount unless cancellation is received at least 3 business days prior to the rental.
12. Pool cost per hour for 25 swimmers is \$60.00 for TK Residents, \$75.00 for Out of District Residents. Additional swimmers per hour will cost \$2.00 per person, if In District, and \$3.00 per person if Out of District.
13. In case of an emergency, contact the on-duty lifeguard. If further assistance is needed, call TK Operations Manager, Shawn Hayward, 269.838.0798 (cell)
14. Questions regarding this application may be directed to Roxanne Potter, Operations Dept., 269.795.5535. Mail this form and application fee (payable to **TK Schools**) to:

TK Operations Dept.
3625 Bender Rd.
Middleville, MI 49333-9262

***** (Operations office use only) ***** (Operations office use only) ***** (Operations office use only) *****

Pool Supervisor's Approval:	Deposit:	Balance Due:
EMS _____ Per cal _____	Roxanne Potter, Operations Administrative Ass't.	Date application was received:
Doors _____ EnerTemp _____		
Copied to:		

