



Facility Service/Rental Request Form

Please complete the following form to request a reservation of the WARF facility or services and return to the front desk or fax to (540) 349-2945. Please note payment will be required at the time reservation has been approved. Requests may take up to 5 business days to be processed.

Name _____ Date _____

Address _____
City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Event Description _____

If Birthday Party, Please Specify: Child's Name (First, Last): _____ Sex: _____
Current Age: _____ Turning Age: _____

Number of Participants to Attend _____ Age Range of Participants _____

Requested Area for Event:

- Aquatic Level Party Room (30)
- Aquatic Level Studio (20)
(ages 8 and older)
- Multi-Purpose Room (90)
- Concourse
- Veranda
- Leisure Pool
- Lap Lanes
of lanes _____
- Group Event
- Scout Group

Event Type:

- Basic Party Package
- Deluxe Party Package
- Meeting
- Other: _____

Date Requested _____ Time Requested _____

Alternate Date _____ Alternate Time _____

Add-Ons (will be specified on Birthday Party Order Form):

- Cold Stone 12" x 8" Ice Cream Cake Qty: _____
- Cold Stone Cupcakes Qty: _____
- Double Chocolate Chip Brownie Qty: _____
- Domino's Pizza Package Qty: _____
- Chocolate Chip Cookie (Serves 8) Qty: _____
- Papa John's Pizza Package Qty: _____
- Beverages Qty: _____
- Additional Pizza Qty: _____
- Extra Hour of Swim Time

Notes _____

I have provided the above information and commit to the charges related to the services requested. Everything that I/we have stated on this application is correct to the best of my knowledge. In addition, I/we agree to protect the Town of Warrenton from any claims that may arise from injuries/losses to attendees and repair or replace any Town of Warrenton property that is damaged by the event. I understand that this request may take up to 5 business days to be processed.

Payment is made in full at time of reservation confirmation and is non-refundable. I have also read and agree to the attached Renter Responsibilities and Expectations and the Usage and Reservation Policies.

Signature _____ Date _____

Staff Initials _____ Date/Time Received _____ Reservation # _____

Renter Responsibilities and Expectations

- Users are responsible for the set-up and clean up of their room and/or space. All Chairs and tables must be returned to their original location. Staff will provide additional trash bags and cleaning supplies.
- All programmable/rental space is expected to be left by the users in a clean and orderly condition; meaning trash and debris is picked up and put into a trash receptacle; tables, chairs and other surfaces are wiped down.
- The renter of a programmable/rental space will be assessed a minimum surcharge of \$30.00 if the space is not left in a clean and orderly condition. Additional fees may be assessed based on time and materials for work required to restore the room/space to its original condition.
- All users are liable for any damages incurred to the facility, its equipment, and grounds during their use.
- If the request includes the use of facility equipment, tables, chairs, TV, video player, etc, this information plus the room set –up details must be included on the facility service/reservation request form.
- No alcoholic beverages are permitted in the facility or its grounds. Smoking is allowed only in designated smoking areas.
- Users are expected to comply with posted facility and pool rules.
- Facility users are responsible for the proper supervision of their activity and/or participants. Minors must be directly supervised at all times.
- Users offering fee-based programs are not covered by the Town of Warrenton liability insurance. Renters who offer fee programs must have their own liability insurance if they are operating high risk programs. A copy of the insurance must be submitted to the Director of Parks & Recreation or designee prior to approval of the facility usage.
- Additional fees may be applicable for events that require additional staff, products and/or services during a scheduled event. These fees should be incorporated into the rental contract when identified, however, they may be assessed if required and unscheduled in the reservation.
- Users hosting a political meeting, event or activity may not solicit other facility users. Flyers or other materials may be handed out to people who approach them and request the material.

Usage and Reservation Policies

- Priorities for the usage of WARF public facilities and land will be given to Warrenton Department of Parks & Recreation Programming and Town activities, and/or co-sponsored with Fauquier County.
- Public facility use, other than athletic fields will handled on a first come, first served basis.
- Athletic fields are scheduled through the Warrenton Fields Association at P.O. Box 1247, Warrenton VA 20188.
- In-Line Hockey Rink time is scheduled through the Fauquier Roller Hockey League at www.fcrhl.com.
- All other WARF Reservations can be made up to 4 rolling calendar months in advance of a scheduled event, unless the reservation is for an on-going contract rental.
- Facility rentals will be limited to the posted applicable capacity of the room, space or facility.
- Scheduling should include 10 minutes for organizational set up and clean up time at the beginning and end of a scheduled reservation. Therefore, there should be at least thirty (20) minutes between events in a specific room/area to allow 10 minutes for both parties to clean-up or set up their event without overlap.
- For safety reasons, the multi-purpose room shall not be used during a swimming event or party to avoid wet participants on the stairs between the two floor levels.
- Participants using the multi-purpose room found to be going up or down the stairs with wet feet may be asked to forfeit their remaining rental time to avoid potential safety issues for all facility users.
- All after hours use of the facility is subject to the final review of the facility manager or designee. A manager on duty must be present to supervise the event and secure the facility when the event is over, which will be charged as part of the rental fees. Approval of all after hours requests will, therefore, depend upon the availability of appropriate staff.
- In the event of cancellation by the renter, fees will not be refunded. Efforts may be made to reschedule based on current room/space availability. Repetitious cancellation by the renter may result in nullification of the contract. Refunds may be offered if the WARF cancels due to special circumstances such as inclement weather.

Leisure Pool Rules and Guidelines:

- ALL patrons must shower before entering the pool
- Patrons known or suspected of having a communicable or skin disease, open wounds, inflamed eyes, nasal or ear discharge, are not allowed in the pool
- Appropriate swim attire is required; thongs, athletic shorts, or street clothing are not permitted
- Non-toilet trained children must wear tight fitting plastic pants or swim diapers
- Only U.S. Coast Guard Personal Floatation Devices (PDFs) are permitted with adult supervision
- Children under the age of 6 and all children who are not proficient swimmers must be accompanied by a supervising adult within arms reach in the pool
- Diving, pushing, back dives, flips and spins from the side of the pool are prohibited
- Swim training equipment is authorized for aquatic class instruction only; unless permission is otherwise given by a staff member
- Pool items brought from home may be removed at the discretion of the aquatic staff if deemed unsafe, unusable, or if it otherwise interferes with the safety and comfort of other patrons
- Contact a Lifeguard or Aquatic Supervisor if you need assistance
- Please report any accidents, injuries, incidents or equipment problems immediately to the staff
- The Aquatic Staff may prohibit any behavior deemed unsafe or disruptive

Water Slide Rules and Guidelines:

- Patrons must be 48 inches tall or have passed the swim test to use the slide
- Only one patron is permitted on the slide at a time
- Patrons using the slide must ride feet first, either sitting down or lying on their backs with their arms crossed on the chest
- After sliding, patrons must exit the catch pool area immediately; catching patrons at the bottom of the slide is not permitted
- Each patron must wait for authorization before entering the slide stairs
- Patrons may not take any objects (i.e. goggles or masks) with them on the slide
- Swimsuits with exposed metal parts (rivets, zippers) are not permitted

Competition Pool Rules and Guidelines:

- ALL patrons must shower before entering the pool
- Patrons known or suspected of having a communicable or skin disease, open wounds, inflamed eyes, nasal or ear discharge, are not permitted to use the pool
- Appropriate swim attire is required; thongs, athletic shorts, or street clothing are not permitted
- Children under the age of 6 and all children who are not proficient swimmers must remain within arms reach of a supervising adult
- Non-Swimmers should remain in shallow water
- Patrons under the age of 18 are not permitted in the pool during adult swim
- Swim training equipment is authorized for aquatic class instruction only; unless permission is otherwise given by a staff member
- Only U.S. Coast Guard Personal Floatation Devices (PDFs) are permitted with adult supervision
- No diving in less than 6 feet water depth
- Pushing, back dives, flips and spins from the side of the pool are prohibited
- The Aquatic Staff must approve all items brought from outside the facility