

**Covington Parks and Receptions
Facility Rental Agreement
Covington Aquatic Center**

**750 Bert Johnston Ave.
Covington, TN 38019**

Date of Event: _____ / _____ / _____ Time: _____ pm Total Hours: _____

Expected Attendance: _____ (see below for guest list requirements)

Permission is granted to _____ for the use of the
Covington Aquatic Center on the above date and time.

Read the following facility rental agreement:

- A 25% deposit is required within 7 days of booking/scheduling the event. The remaining balance is due 7 days prior to the event. Cancellations made more than 7 days prior to the event, the deposit will be refunded in full. Cancellations made less than 7 days prior to the event are not eligible for a refund.
- A guest list for the event, non-private and private with more than 50 attendees, is required and must be turned in to the Aquatics Director at least 1 week prior to the event. The guest list **MUST** include all swimming and non-swimming individuals. Any extra persons not on the guest list will be charged the standard admission fee (\$7.00).
- Refunds will be issued in accordance with the Inclement Weather Policy (see attached).
- I understand that I am responsible for any damages incurred to the pool, equipment, or surrounding structure during my party.
- I am responsible for clean-up of the trash in the facility at the conclusion of my event.
- No Alcohol or Smoking permitted in the pool facility or on facility property. Suspicion of alcohol consumption prior to or during the event will result in immediate removal from the Aquatic Center up to immediate cancellation of the event.

I acknowledge that I have read and understand the above facility rental agreement as well as read and understand the facility rental policy and procedure. I also acknowledge that I have been given a copy of the facility rental policy.

Name: _____ Date: _____ / _____ / _____

Signature: _____ Phone: (____) _____

Attach following:
Facility Rental Policy
Inclement Weather Policy