Aquatics Reservation Request

Please return to the Aquatic Program Director

Division of Student Affairs | Department of Campus Recreation
Aquatics University of Houston
e-mail: cagreen6@central.uh.edu

All requests must be submitted electronically a minimum of 30 days prior to your proposed event.

Completion of your request does not guarantee reservation.

Requests will be reviewed and approved or denied based on available resources. An email will be sent with the approval or denial. If approved, you will receive an e-mailed invoice as well as required paperwork with established deadlines. All rentals must be paid in full prior to the event.

Notes:

Anyone seeking pool space for an event is required to submit a reservation request. Pool events involving minors will require a swim test will be administered to children age 8 and younger. Lifejackets will be provided to children who do not successfully complete the test. Food is not permitted in the Natatorium, however is permitted in the grass at the outdoor Leisure Pool. Additional paperwork may be required.

Groups not affiliated with the University of Houston will have to provide a certificate of liability insurance listing the University of Houston as the additionally insured. The policy is required to be no less than $1,000,000 for all.

Groups looking to host competitive events in the aquatic facilities will be required to book an ambulance to be on site for the duration of the event (including warm up time).
## Reservation Request Form

Today's Date: _______________ Name of Group/Organization: ________________________________

Event Title: __________________________

Name of responsible party: ________________________________

Organization/ UH ID #________________________ E-mail Address: ___________________________

Mailing Address: __________________________ Phone#(s): ________________________________

- [ ] Student Groups (UH Registered Student Organizations will require the event to be registered with the Center for Student Involvement through Get Involved)
- [ ] University Department
- [ ] Non-Affiliated

Have you visited the Campus Recreation and Wellness Center prior to submitting this request?  
- [ ] Yes  
- [ ] No

Estimated # of participants: _______ Estimated # of spectators: _______ Estimated # of NON-UH participants/spectators: _______

Will any of the group attendees participating be under the age of 18?  
- [ ] Yes  
- [ ] No

Estimated Number of Minors: ____________

Groups with children 17 years old and under must fill out a Waiver Form with a parent/guardian signature prior to entering the Activity Area

**Campus Program for Minors:** Any program lasting for all or part of two or more days (including, but not limited to, recreational, athletic, or academic programs) conducted by a component university or on the campus of a component university where any individual in attendance is a minor who is not enrolled as a student at a component university – requests that fall into this category will require additional paperwork and training to meet the Campus Programs for Minors statute.

### 1st Choice

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<th>Date:</th>
<th>Setup time:</th>
<th>Event start time:</th>
<th>Event end time:</th>
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### 2nd Choice

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<th>Date:</th>
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<th>Event end time:</th>
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### Event Type (Please Check all that apply)

- [ ] 1. Swim/Dive/Water Polo Meet
- [ ] 2. Practice
- [ ] 3. Meeting/Class
- [ ] 4. Social Event (Mixer, Birthday Party, etc.)
- [ ] 5. Fundraiser
- [ ] 6. Other (Please list)_____________________

### Area(s) Requested:

- [ ] 1. Natatorium (Check here for entire Natatorium) _______
  - Number of Lanes requested: ______
  - Water depth preference: Shallow Water _____ Deep water _____
  - Number of Diving boards requested ______
- [ ] 2. Outdoor Leisure Pool

### Leisure Pool Birthday Party Hours

- Party < 25 individuals: 12:30pm-2:30 pm  3pm-5 pm  5:30-7:30 pm
- Party > 25 individuals must be held after facility hours

### Facility Hours

**Natatorium (Indoor Pool)**
- Monday-Thursday: 6:00 AM-10:00 PM
- Friday: 6:00 AM- 8:00 PM
- Saturday: 10:00 AM- 7:30 PM
- Sunday: Noon-7:30 PM

**Outdoor Leisure Pool (Seasonal)**
- Monday - Sunday: 12:00 - 7:00 PM

Describe activity/program in as much detail as possible (attach documents as necessary):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Describe set-up needs for the space and event in as much detail as possible:

____________________________________________________________________________________

____________________________________________________________________________________
Requests MUST be made a minimum of 30 days in advance of the event.

Your group must be done at the scheduled conclusion of your event. Additional time used beyond the rental will be charged to the renter with an amended invoice to include any additional costs.

Payment must be received by the established deadline prior to the event in order to host your event with Campus Recreation. Failure to make payment by the deadline will result in possible cancellation of the event. There are no partial payments accepted.

Your group must be done at the scheduled conclusion of your event. Additional time used beyond the rental will be charged to the renter with an amended invoice to include any additional costs.

Your group is responsible for equipment necessary to run your event. Any requests for equipment from the Department must be made in advance; requests cannot be made on the day of the event.

No confetti, glitter, adhesive, or helium balloons can be brought into the building. Painters tape is the only permitted tape for hanging items in previously identified and approved locations.

If there is any damage to the facility or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the renter.

Parking next to the pool facility will not be available. Towing will be enforced.

Failure to follow these policies and the Campus Recreation facility policies available on www.uh.edu/recreation may result in the group not being allowed to continue the rental nor book space in the future. Campus Recreation staff have final authority regarding policies.

The Department of Campus Recreation is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participant or anyone hired for the event by the group renting the facility.

In the event your group would like to cancel, please contact the Aquatic Program Director directly via email. My signature on this form indicates that I have read and understand the General Rules.

Signature ___________________________ Date ____________

Campus Recreation use only: Approved: _________ Denied: _________

☐ Aquatic Program Director: __________________________ Date: _________

Revised June 2024