



**CITY OF WENATCHEE
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT
WADING POOL RENTAL APPLICATION**

INTRODUCTION

Thank you for your interest in reserving a park wading pool for your private function or event. The following is general information to help you with your reservation. For additional information or assistance please contact the Parks, Recreation and Cultural Services Department at (509) 888-3284.

WADING POOL RESERVATION AVAILABILITY

- Wading pools are available for reserved use from June through August. Reservations are received on a first come-first served basis.
- Reservations may not be made during regular Wading Pool Program hours.
- Reservations may be made in person at the Parks, Recreation and Cultural Services Department at 1350 McKittrick Street, Wenatchee, WA 98801. Office hours are Monday through Friday from 8:00am to 5:00pm.
- For staffing purposes, reservations must be made a minimum of 14 days prior to the reservation.
- The reservation is for the wading pool only. The rest of the park is open to the public during the reserved time.
- Four hour time slots for reserved use are designed to coincide with picnic shelter rental times. You may reserve one slot or multiple slots to serve your event.
- Events with an estimated attendance of over 200 people are required to complete a Special Event Permit application. The wading pool rental application is not needed in these cases.

RESERVATION FEES

- Reservation fees are reviewed and adopted annually by the Arts, Recreation and Parks Commission. The current fee schedule is contained on the City website.
- The fees are to help cover the costs associated with filling the pool, chemicals and staffing.
- Payment of fees are required at the time of reservation. Payment may be made by check or cash.

GENERAL USE REGULATIONS

- General park rules and regulations apply during wading pool rentals.
- Glass containers, gum are not allowed in the wading pool.
- Running, pushing and shoving is not permitted.
- Dogs are not permitted in the wading pool.
- Swim diapers with plastic pants are required for children under 3 years of age. Bowel movements or vomit in the wading pool will cancel the rental.
- Persons with open wounds, rashes, diarrhea, or vomiting in the last 3 days, do not use the wading pool.

REFUNDS

1.0 General Policies

The following general provisions apply in all instances:

- 1.0.1 Cancellations by the City of Wenatchee due to misuse of a facility or failure to follow facility policies may result in forfeiture of all fees, expulsion from the facility and denial of future use requests.
- 1.0.2 Refunds are subject to a Processing Fee unless waived by the City of Wenatchee or facility reservation is cancelled by the City. The Processing Fee shall be equal to 25 percent of the registration or reservation fee rounded to the nearest \$.25.

- 1.0.3 A completed and signed Request for Refund Form, copy of original receipt and, if applicable, proof of injury or illness must be submitted for refund processing.
- 1.0.4 Refund requests for transactions of less than \$10.00 will not be accepted unless cancelled by the City.
- 1.0.5 Full refunds will be issued for reservations canceled by the City of Wenatchee.

1.1 Wading Pool Rental Refunds

- 1.1.1 Wading Pool Rentals are not eligible for refunds due to weather, natural occurring factors or other events such as fire and air quality unless cancelled by the Parks, Recreation and Cultural Services Department.
- 1.1.2 Thirty (30) calendar days or more prior to reservation: To be eligible for a full refund, a written request must be submitted to the Parks, Recreation and Cultural Services Department a minimum of thirty (30) calendar days prior to the reservation. The Processing Fee is also assessed full refunds.
- 1.1.3 Fifteen (15) to twenty-nine (29) calendar days prior to reservations: Requests submitted during this time period will receive a 50% refund for Reservation Fees. The Processing Fee is also assessed to partial refunds.
- 1.1.4 Less than fourteen (14) calendar days prior to the reservation: Not eligible for refunds.



