

City of Norwalk  
Recreation and Park Services Department  
**Aquatic Pavilion Rental Guidelines**

1. A current driver's license or identification card issued by the Department of Motor Vehicles is required at time of application.
2. The approval process takes approximately seven (7) working days. The Director of Recreation and Park Services will review all applications. Please do not advertise your event or order/print any invitations prior to receiving approval from the Director.
3. The full security deposit is due at time of application. A portion of this deposit is non-refundable if the applicant cancels the reservation. For more details, please refer to the Cancellation Policy.
4. The balance of the facility rental fees is to be paid in full **one month prior to the event**. Failure to pay fees as scheduled will result in cancellation of the event.
5. Applicant agrees to abide by the Rental Guidelines and Rules and Regulations governing use of City facilities adopted by the Norwalk City Council.
6. Refund of security deposit will take approximately four to six weeks from the reservation date, if there were no problems with the reservation. There may be deductions from the deposit for the following items: additional cleaning, repair or replacement, deviations from the rental agreement (including attendance that is higher than anticipated), and extra staff time costs related to facility reservation.
7. No City equipment shall be removed from the Aquatic Pavilion.
8. Applicant is required to have no less than one adult chaperone for each 20 minors present during use of City facilities. The Recreation and Park Services Department may require private security officers, at applicant's cost, for additional supervision.
9. **No solicitation of donations, contributions or sale of anything of value for any purpose shall be made on City facilities without prior and written approval from the Director of Recreation and Park Services Department.**
10. **All facilities are non-smoking (Norwalk Municipal Code Section 11-3).** Violation of this regulation will result in immediate cancellation of reservation with no refund of fees. This includes all patio areas.
11. Alcoholic beverages and smoking are strictly prohibited at the Norwalk Aquatic Pavilion.
12. Gambling of any kind is not allowed on City facilities.
13. Music and other entertainment are permitted during private facility rentals. The Norwalk Aquatic Pavilion is not an enclosed structure; therefore all types of entertainment must be suitable for public display. The Director of Recreation and Park Services will review all entertainment requests.
14. Applicant shall ensure that no profane language or other disorderly or unseemly conduct be allowed in any City facility.
15. The use of candles, open flames, smoke or fog machines is strictly prohibited.

16. **Decorations and other rules**
  - a) All guests will follow the designated safety rules of the Aquatic Pavilion. Copies of these rules are available at the Aquatic Pavilion.
  - b) Only table decorations are permissible.
  - c) Existing City decorations may not be removed.
  - d) Decorations cannot be hung or suspended from City structures.
  - e) All reservation decorations must be removed prior to leaving. The City of Norwalk will not be responsible for decorations or equipment left behind.
  - f) Children/guests should not be allowed to take food into the restrooms.
  - g) No rice, confetti, glitter, or birdseed may be used.
  
17. **Staff responsibilities:** Staff will open the facility at the start of your reservation time. Contact staff assigned to your reservation for assistance or questions. Staff will conduct a “walk through” with applicant prior to and after your reservation time to review the condition of the facility. Staff is additionally responsible for the clean-up of the facility including:
  - a) Putting away chairs, tables, and any City equipment used, after the applicant has cleaned them.
  - b) Sweeping as necessary.
  - c) Removing garbage to dumpsters.
  
18. **The group must appear within 30 minutes of the time specified or permit will be cancelled and all fees forfeited.**
  - a) Doors will open at stated time.
  - b) Only the “time stated” on application will be granted for decorating/activity/and clean up.
  - c) “Ending time” is when facility must be vacated for the purposes of clean up.
  - d) Additional hours cannot be purchased on the day of the reservation.
  
19. **Applicant’s Responsibilities:**
  - a) “Walk through” facility with staff prior to reservation and sign off facility checklist.
  - b) See that all decorations and balloons are removed.
  - c) Put all trash in containers.
  - d) Wipe down tables, chairs, and other equipment used.
  - e) “Walk through” facility with staff following reservation and sign off facility checklist.
  
20. **ALL ACTIVITY SHALL CEASE AT 10:00 P.M. FACILITY MUST BE THOROUGHLY CLEANED AND VACATED NO LATER THAN 11:00 P.M.**
  
21. Applicant shall not practice or tolerate any discrimination based on race, color or creed in the use of the Aquatic Pavilion.
  
22. Applicant shall not allow any individual or group to advocate the overthrow of the United States Government or of any State thereof, by use of force, violence, or other unlawful means.
  
23. Applicant shall not falsify any information on the application for Aquatic Pavilion use. The penalty for false information shall be forfeiture of rental fees and security deposit.

**I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing this facility, as set forth by the City of Norwalk. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the facility Rental Guidelines and Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.**

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**Applicant Signature**

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**Date**

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**Staff Signature**