

UT TYLER REC SPORTS

UT Tyler Pool Rental Policies and Procedures

1. Pool Event Scheduling and Approval

- a. All Pool Events must be approved by the Aquatics Director. The HPC office may be contacted at 903.566.7466 or hpc@uttyler.edu for any consultation.
- b. Any individual/organization can submit a request online or in-person.
 - i. If the request will be made in-person please schedule an appointment with the Aquatics Director at 903.565.5602.
 - ii. Online instructions can be found on the website:
<http://www.uttyler.edu/recsports/hpc/poolparty.php>

2. Rates for Pool Events

During regular business hours

- a. This event includes the reservation for all your guests and access to tables and chairs provided on the pool deck. Invite your friends to spend time together, swim, and enjoy watching your kids have some fun on a beautiful summer day.
- b. Two 6ft rectangular tables and 8 chairs are be available upon request.
- c. Each additional hour will be charged at \$100 per hour.

After regular business hours

- a. In addition to all the amenities from the pool party during business hours, you will be able to enjoy the pool deck all to yourself with the HPC radio playing after hours. Private parties can only be held before or after regular business hours.
- b. Two 6ft rectangular tables and 8 chairs are be available upon request.
- c. Each additional hour will be charged at \$100 per hour.

3. Discounts

UT Tyler students, faculty and staff who reserve a pool rental will receive 20% off.

UT Tyler student organizations and departments who reserve a pool rental will receive 50% off.

Note: Pool rentals may be request any time of the year, semester hours will differ from summer hours. The hours of operation can be found on the website.

4. Requirements for Reservations

- a. A \$50 non-refundable deposit must be made to confirm scheduling. You may submit an online request (see website) or request the rental in-person.
- b. The remaining balance must be paid six days prior to the rental, or the rental will be cancelled.
- c. All rental participants must agree to the facility policies and release statement upon entering the facility (located at the HPC front desk) even if they are not intending to get in the water.

5. Cancellations

- a. The 50% deposit is non-refundable and must be paid to reserve the rental date and time.
- b. The full amount of the rental must be paid 6 business days prior to the event. If the full amount is not paid by the deadline the rental will be cancelled.
- c. If the pool rental is cancelled after the full amount is paid 50% will be refunded. If the pool rental is cancelled before the full amount is paid the 50% deposit will not be refunded.

6. Rescheduling

- a. If the pool rental date is rescheduled there will be no additional charge. Rescheduling will be considered on a case-by-case basis.

7. Inclement Weather

- a. The host will have the option to reschedule the party at no additional charge
- b. The host will have the option to attend the party and use the rain site (HPC Gym) if it is available
- c. If the gym is unavailable or the host wishes to cancel due to inclement weather (i.e. lightning) a full refunded, including the deposit, will be processed.