



Pool Party Policies and Procedures

Scheduling and Approval

- 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.
- Any individual/organization can submit a request online or in-person.
 - If the request will be made in-person please schedule an appointment with the Aquatics Director at 903.565.5602.
 - Online instructions can be found on the website:
<http://www.uttyler.edu/recsports/hpc/poolparty.php>

Rates for Pool Events

- During regular business hours
 - This event includes the reservation for all your guests and access to tables and chairs provided on the pool deck. Two 6 foot rectangular tables and 8 chairs are available upon request.
 - A during hours pool party is \$200 for two hours.
 - Each additional hour will be charged at \$100 per hour.
 - The party may not exceed 20 people for a during hours event.
- After regular business hours
 - In addition to all the amenities from the pool party during business hours, you will be able to enjoy the pool and deck all to yourself. Private parties can only be held before or after regular business hours. Two 6 foot rectangular tables and 8 chairs are available upon request.
 - An after-hours pool party is \$300 for two hours.
 - Each additional hour will be charged at \$100 per hour.
- If your party stays in the pool past the allotted paid for time, there will be a \$150 charge for each additional hour. Every person in your group must be out of the water at the end of the paid for time. Your party may continue to clean and pack up without being charged, however, everyone must be out of the water.

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

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.



Requirements for Reservations

- The full payment must be paid to confirm scheduling. You may submit an online request (see website) or request the rental in-person.
- All rental participants must agree to the facility policies and sign the release statement upon entering the facility (located at the HPC front desk) even if they are not intending to get in the water.

Cancellations and Refunds

- The pool rental must be cancelled 5 business days before the scheduled event in order to receive a full refund. There will be a \$10 service fee assessed.
- Cancellations made within 3-5 business days will lose 50% of the total rental fee and cancellations made within 2 business days will result in the total loss of the rental fee.
- There will be no refunds given within 1 business day of the scheduled event.
 - This means if the event is on Monday, no refunds will be given the Friday before.

Rescheduling

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

Inclement Weather or Other Closures

- The host will have the option to reschedule the party at no additional charge.
- If the host wishes to cancel due to inclement weather (i.e. lightning) a full refund will be processed. There will be a \$10 service fee assessed.
- If the party lasts longer than 50% of the allotted time, then you will receive 50% refund. If the party does not last longer than 50% of the allotted time, then you will receive a full refund minus the \$10 service fee or will have the ability to reschedule.
- If there is an incident prior to the host's party that causes a closure of the pool, the host will have the option to reschedule the party at no additional charge. The host may also cancel the event and receive a full refund minus a \$10 service fee or the host may also choose to move into the gymnasium if it is available. Other options will be considered on a case-by-case basis