



**Lakeway Swim Center**  
 (512) 261-3000  
**Facility Rental Reservation Form**  
[www.lakeway-tx.gov/swimcenter](http://www.lakeway-tx.gov/swimcenter)

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

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**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**Home Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_ **Business Phone #** \_\_\_\_\_

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**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<u>Reservation</u>	<u>Description</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>AMOUNT</u>
<b>Facility Rental</b> (2 Hrs)	Under 100 guests	\$425	\$475	
	Over 100 guests	\$550	\$600	
	Lap or Leisure Pool only; under 100	\$375	\$425	
	Lap or Leisure Pool only; over 100	\$500	\$550	
	Additional Time (per hour)	\$200	\$200	
<b>** Facility Rentals include all Lifeguards**</b>				
<b>GRAND TOTAL</b>				

**PAYMENT:** Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Exp. \_\_\_\_\_ CVV \_\_\_\_\_

**Release Waiver:** In consideration of being allowed to use certain property at the Lakeway Swim Center for the above date as described above, I do hereby release, indemnify and hold harmless the City of Lakeway, its agents, officers and employees from all liability, action claim, and damage arising from or resulting in property damage, personal injuries or death sustained by me or my guests at the Lakeway Swim Center, or my property or my guests' property. I further agree to release, indemnify and hold harmless the City of any intentional acts or act of negligence committed by me or my guests.

**Cancellation Policy:** If a reservation is cancelled with notification of five (5) or more business days before the event, a full refund will be issued. No refund will be issued if participation is cancelled with notification less than five (5) business days before the event. Credit card refunds will be processed within five (5) business days; cash or check refunds will take two (2) weeks to process.

**Inclement Weather Policy:** If a reservation is cancelled due to inclement weather at least two (2) hours prior to the start of the event, a full refund will be issued. There will be no partial refunds if host proceeds with event during questionable weather.

**Instructions:** Facility rentals will only be accepted after-hours Tuesday-Sunday, never on Holidays or Dive In Movie Nights, and may not exceed three hours. Full payment is required in order to make a reservation. Guests may begin setting up no earlier than 30 minutes prior to normal facility closing time, only if it does not disturb current patrons of the facility. Clean up must begin 30 minutes prior to the end of your rental time. Any additional time in the facility will be charged at the hourly rate. All other supplies are your responsibility to bring in. Grills are NOT allowed. All normal facility rules apply during facility rentals.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_