

[Your Aquatic Center's Name]  
[Your Aquatic Center's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Aquatic Center Facility Rental Agreement

We are pleased to confirm your rental of [specific area/venue within the aquatic center, e.g., the main pool, party room, etc.] on [date] from [start time] to [end time]. This agreement outlines the terms and conditions of your rental.

**\*\*Rental Details:\*\***

1. **\*\*Event Type:\*\*** [Type of event, e.g., birthday party, swimming lesson, etc.]
2. **\*\*Number of Attendees:\*\*** [Estimated number of participants]
3. **\*\*Setup Requirements:\*\*** [Any specific arrangements needed, e.g., tables, chairs, etc.]
4. **\*\*Staffing Needs:\*\*** [Specify if lifeguards or additional staff are required]

**\*\*Payment Information:\*\***

- Total Rental Fee: \$[amount]
- Deposit: \$[amount due upon signing]
- Balance Due: \$[amount and due date]

**\*\*Cancellation Policy:\*\***

Cancellations must be made [number of days] days in advance for a full refund of the deposit.

**\*\*Additional Notes:\*\***

- All participants must adhere to the aquatic center's rules and regulations.
- [Any special instructions or information relevant to the rental]

We look forward to hosting your event and making it a memorable experience. Please sign and return a copy of this agreement to confirm your reservation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Aquatic Center's Name]

**\*\*Acknowledgment and Acceptance:\*\***

I, [Recipient's Name], have read and agree to the terms outlined in this rental agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_