



City and County of Broomfield Paul Derda Recreation Center Group Reservation Request

| Name: | | | Today's Date: | |
|---------------------|-----------------|--------------|------------------------|--------------|
| Group/Organization: | | | % of Broomfield Res: | |
| Address: _ | | | | |
| City, State, | , Zip: | | | |
| Phone: (Day): | | | ve): | |
| Email Addr | ress: | | | |
| Special Ne | eds (Party Roor | n for Food): | | |
| Credit Card #: | | | Exp. Date: | |
| Additional | Information: | | | |
| | | | | |
| Date | Time | Event | Number of Attendees | Age Group |
| | | | | |
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GROUP RESERVATION CONFIRMATION

Paul Derda Recreation Center 13201 Lowell Blvd.; Broomfield, CO 80020

Reservation Date: _____ Time: _____

Group Name: ______

Expected Attendance: _____

| SCAN & EMAIL: PDRCrental@broomfield.org FAX: 303-410-3819 | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| Check In - One supervisor will come into Paul Derda Recreation Center to check in, provide payment. If attendance drops by more than 15 and reservation is not changed at least two weeks in advance, total reservation pricing will be charged. | | | | |
| Supervision –1 adult supervisor is required for every ten children - 7 years old and older. 1 adult supervisor for every five children - 6 years old and under. Adult supervisors are expected to <u>ACTIVELY SUPERVISE</u> the group <i>throughout</i> the building. If children are swimming, adult supervisors are expected to be IN the water and stay within reach of all children. We will not allow children 6 & under AND all non-swimmers in the pool unless adults are in the water, directly supervising them. Adult supervisors will be free of charge up to the required ratio amount. PARENTS/SIBLINGS ATTENDING WILL BE CHARGED AND MUST BE INCLUDED IN ATTENDANCE NUMBER AT TIME OF RESERVATION | | | | |
| Group discount only applies to a group of 10 or more paying individuals. Otherwise, normal charges will apply. | | | | |
| Food and Drink - No food or drink is allowed in the facility unless a party room reserved. Party Rooms can be reserved for an additional fee and must be set up in advance. | | | | |
| Lockers require padlocks to secure belongings. You may bring your own or you may purchase a padlock at our front desk for \$5. Game room equipment and basketballs can be checked out by supervisor. | | | | |
| The Climbing Wall is unavailable to groups unless previous arrangements have been made and additional fees paid. | | | | |
| The Gymnasium is not available Mon-Wed-Fri 11:30-1:00pm | | | | |
| Payment - Only one payment for the group will be accepted in a lump sum for your group charges at the time of visit, unless previous arrangements are made. Recreation Passes are | | | | |

not eligible as payment with group reservations. Payment can be made with cash, check,

Signature: _____ Date: _____

Visa, MasterCard, Discover, or American Express.