



Group Outing Application

East End Pool
 463 Schiller Avenue
 Elmhurst, IL 60126

Norman P. Smalley Pool
 665 S. York Road
 Elmhurst, IL 60126

Reservation Information:

- Group reservations can be booked Monday-Sunday at the following times:
 - East End Pool: 12:30-5:00pm
 - Norman P. Smalley Pool: 11am-5:00pm
- Group size require a minimum of 20 people and a maximum of 200 people
- **Required adult supervisor: child ratios: One adult supervisor for every five children under the age of 6. One adult supervisor for every eight children ages 6 years and older.**
- Deposit will be required for the first 20 people. **Additional guest will be due at the time of arrive.**
- Certificate of Insurance listing the Elmhurst Park District as Additionally Insured required with deposit and signed contract (unless agency is a PDRMA member).

Fees:

Number of People in the Group	Cost/person
20-75 People	\$8.50 /person
76-150 People	\$8.00 /person
151-200 People	\$7.50 /person

Today's Date: _____
 Cell Phone: _____
 City/State/Zip: _____
 Email: _____
 Cell phone: _____

Contact Person: _____
 Address: _____
 Phone Number: _____
 Onsite Supervisor(s): _____

Outing Date	East End Pool 463 Schiller	Smalley Pool 665 S. York	Arrival Time	Departure Time	Number of Participants

This outing form must be returned and approved at least 14 days prior to the requested outing date.

To make a reservation, please complete this form and e-mail to jmercado@epd.org Please include any additional information at the time of submission. Once the form has been received, you will receive a confirmation via phone or by e-mail within two business days. If reservation is approved, an Agreement will be sent to the contact person within five business days. Upon receiving your agreement please sign ALL paperwork & return with the deposit and Certificate of Insurance, listing the Elmhurst Park District as additionally insured. Full refunds will be processed for cancellations 10 days before outing. Deposit will not be refunded if cancelled less than 10 days. **If you have any questions, please contact Jalyssa Mercado, Program Supervisor, jmercado@epd.org, 630-993-4724.**