Group Outing Application

East End Pool	**Norman P. Smalley**
463 Schiller Avenue	**Pool** 665 S. York Road Elmhurst, IL 60126

Reservation Information:

- Group reservations can be booked Monday-Sunday at the following times:
  - o East End Pool: 1:00-5:00pm
  - o Norman P. Smalley Pool: 11am-5:00pm
- Group size require a minimum of 20 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

Number of People in the Group   **Cost/person**
20-75 People $9.50 /person
***For every ten campers, one supervising staff admission will be

Today's Date: _____   PDRMA Member: Yes

Agency Name: _____ Contact Person:_____

Cell Phone: _____ Address:_____

City/State/Zip:_____

Phone Number:_____ Email:_____

Onsite Supervisor(s):_____

Outing Date	East End	Smalley	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 Katy McKinnon, Division Manager of Recreation Facilities, kmckinnon@epd.org.