



**Town of Ogden Parks and Recreation
Pineway Ponds Park Splash Pad Group Visit Form**

269 Ogden Center Road
Spencerport, NY 14559
(585) 617-6174



Forms w/payment must be received at least 2 weeks in advance of visit.

Name of Organization (if applicable):	
Contact Person:	Contact Person's Title:
Contact Person Email:	Contact Person Telephone:
Organization Address:	Organization City & Zip:
Organization Telephone:	Organization Email:

Date of Visit:	Number of children:
Time of Arrival:	Age range of children:
Time of Departure:	Number of Chaperones:
Mode of Transportation:	

Size of Group	Please check corresponding box	Non-Resident Fee	Resident Fee
8-10	<input type="checkbox"/>	\$25	\$10
11-20	<input type="checkbox"/>	\$50	\$20
21-30	<input type="checkbox"/>	\$75	\$30

Payment is due prior to issue of permit. Payment can be made in the form of cash or check.
Please make checks payable to the Town of Ogden.

Group Waiver & Information

I understand the rates and terms that are written above and:

- I have read and understand the attached Splash Pad Rules (see back)
- Our group contact and all chaperones will obey and enforce all facility rules with our group members.
- I am responsible for all actions and behaviors of my group during our visit to the Town of Ogden Pineway Ponds Park.

Contact Person's Signature

Date

OFFICE USE ONLY			
Date received: _____	Date Processed: _____	Approved: Yes	No
		Reason, if no: _____	

Pineway Ponds Park Splash Pad Group Visit Policies & Rules

Group Policies

1. Groups of 8 or more persons must obtain a permit prior to visiting the splash pad. A group is considered a number of people visiting from the same organization for the same general purpose.
2. Groups larger than 30 people cannot be accommodated.
3. Chaperone ratio must be 1 adult to every 6 children.
4. Group visits are only allowed on Monday-Thursday, between 10am-2pm.
5. Group visits are limited to a length of 2 hours per visit.
6. Reservations must be received in our office at least 2 weeks ahead of planned visit.
7. Form and payment (non-residential groups only) must be received prior to visit.
8. Separate form is needed for each visit.
9. Date of visit may not be approved. A limited number of groups/children are allowed each day.
10. Residential groups- those groups who function within the Town of Ogden; Non-residential groups- those groups who function outside the Town of Ogden.
11. Reservation permit must be carried with group at all times.
12. Splash pad rules must be obeyed at all times (see below)
13. Permit is for usage of the splash pad, only. To reserve a field or lodge, a separate form must be completed.
14. Permit does not give group exclusive use of splash pad. The splash pad is open to all members of our community.
15. Groups not adhering to policies and/or rules will be asked to leave. Refunds or credits will not be given for visit.
16. We advise that groups larger than 8 people split into smaller groups when using the splash pad. This is a small area, and will not accommodate an entire group at one time.
17. Splash pad may be closed at any time due to weather, maintenance or other operational concerns. Credits will be provided for visits during the same season only.

Splash Pad Rules

1. In the event of an emergency, call 911.
2. The Splash Pad is unsupervised; use at your own risk.
3. Swim diapers are required for children under 4 years old. Do not change diapers on or near the splash pad.
4. Swimsuits and/or appropriate attire must be worn at all times; swim shoes are recommended.
5. All children must have adult supervision at all times. Children under 10 must be accompanied by an adult.
6. Climbing, hanging, swinging, and pulling on spray equipment is prohibited.
7. Running and/or horseplay is prohibited.
8. Skateboards, scooters, roller blades, bikes, and other riding toys are not allowed.
9. Glass containers, food, and drink are not permitted on the pad surface.
10. Athletic equipment, chairs, water toys, balloons, or other foreign objects are prohibited.
11. Alcohol is not permitted on or near the splash pad. *Tobacco use is prohibited in the park.*
12. Keep our park clean-- please throw litter in garbage cans.
13. No pets, with the exception of service animals, are allowed on the splash pad.
14. Vacate the premises when there are any signs of thunder, lightning, or severe weather.
15. Be considerate of others. All participants must conduct themselves in a courteous, safe, and family-oriented manner.