Parks, Recreation & Forestry Dept.
1900 Aviation Drive
Waukesha, Wisconsin 53188

Aquatic Facility Group Admission Application

****MUST BE RECEIVED 7 DAYS PRIOR TO ADMISSION TO RECEIVE GROUP RATE**

Return to: WPRF, Attn: Linda, 1900 Aviation Dr., Waukesha, WI 53188 or email prf@waukesha-wi.gov

Name of Group:_____

Contact person:_____**Phone**: (___)_____-_____**Email:**_____

Group supervisor (day of event):_____**Day of Event/Mobile Phone**: (___)___- ____

Address:_____

City:_____**Zip:**_____**Tax Exempt?** Yes (number on file) / Yes (form attached) / No

Facility requesting (check one):_____Buchner Community Pool
223 Oakland Ave.
(262) 524-3726

_____Horeb Springs Aquatic Center
330 Spring Street
(262) 524-3727

Multiple dates can be placed on one (1) form

Date of Admission 2026	Arrival Time (Opens at 12:30 pm)	Departure Time	Youth Attending (Ages 1 – 17)	Adults Attending (Ages 18+)

Special Instructions; Medical Alert:

_____

_____

- Forms available at WPRF Office; website; and at the pools.
- 7 days prior notice is required to receive group discount ~~and non-refundable application fee of $50~~.
- Groups eligible for tax exempt status must complete a Wisconsin Sales and Use Tax Exemption Certificate at least 7 days in advance (submit with Facility Group Admission Application).
- Payment for group is made the day of event minus the application fee. Payable by check, credit card, or cash. Please make checks payable to: WPRF.
- Intended use for groups 20 or more that do not have a WPRF pool pass.
- Registered groups receive one free adult chaperone admission with every 10 paid youth admissions.
- One adult required for every 5 kids who are non-swimmers & unable to pass swim test.
- Please read Group Use Policies - includes expectations for staff supervising youth; swim test information; and storage for pool attire. The Group Use Policies is available on-line www.waukesha-wi.gov
- Please give us a courtesy call (24 hours in advance) or email us with your arrival time; before coming to the pools to ensure quality service. Horeb Pool: 262-524-3727 Buchner Community Pool: 262-524-3726

The undersigned accepts full responsibility for the conduct of the group while on Park property and agrees to exercise due care to the rules, regulations, and policies applicable to the use of the City of Waukesha Parks, Recreation and Forestry two outdoor pools.

_____ Applicant Signature (must be 18 yrs. or older)

_____ Date

OFFICE USE ONLY
Date Received: _____
Date Processed: _____
Permit No.: _____
Application Paid:_____

Phone: 262-524-3737
Email: prf@waukesha-wi.gov
Website: WAUKESHA-WI.GOV