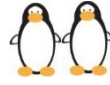


# Party Request Form



Little Falls Swimming Club allows members to use the facilities for birthday parties and other special events. The Board and pool management want members and their guests to feel welcome, and to have a happy and safe time at parties, while respecting the rights of other members to enjoy their regular use of the pool.

The following policies apply to any situation where one or more members, singly or together, would like to bring 10 or more guests to the pool. To ensure that the pool has adequate staffing, [requests must be received at least 7 days in advance](#). If such notice is not given, or if the pool management determines that the request will result in overcrowded conditions based on the time of day, day of the week, or number of other scheduled guests, the request may be denied and/or the group may be turned away. Check the pool calendar for conflicts before submitting your request. In resolving conflicts, the rule of "first come, first served" will be applied, so plan ahead! Date and space availability is not guaranteed until we confirm your request.

**The limit for the number of party guests is 25 people, including chaperones and hosts.** As a general rule, class parties are not allowed at the pool. If the party is for a child under 10, there must be at least 1 adult chaperone for every 5 children. The member having the party is responsible for inquiring and determining whether any of the guests are not water safe and any such children must be supervised and accompanied by an adult at all times. To be water safe, a child must be able to swim one length of the pool and be able to tread water for one minute.

If non-member names are not known when the request is submitted, not less than a week before the party, **send a complete list of invited non-members to [Lighthouse.PoolParties@gmail.com](mailto:Lighthouse.PoolParties@gmail.com)**. You will only be charged for those who attend. Guest passes are required for each non-member attendee so be certain to purchase guest passes in advance. The guards will have the attendee list and can check-in non-members without the member needing to be present if enough Guest Pass credits are in the member account, or they will be charged to your account.

The grills are available for cooking at parties, but only adults may use them. Remember that food can be consumed only in the designated eating areas. It is the responsibility of the party host to inform all guests of this rule. The party host is responsible for thoroughly cleaning up the area after the conclusion of the party.

Member Name \_\_\_\_\_

email \_\_\_\_\_ Mobile # \_\_\_\_\_

Party Name \_\_\_\_\_

Day Requested \_\_\_\_\_ Date Requested \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Start Requested \_\_\_\_\_  AM  PM End Requested \_\_\_\_\_  AM  PM

Number of Children \_\_\_\_\_ Ages of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_ Total Number in Party \_\_\_\_\_  
(include host and all pool members)

Number of Non-members \_\_\_\_\_ Names of Non-members \_\_\_\_\_

*I agree to the pool and party Rules & Regulations. I agree to submit the list of non-member attendees at least 1 week in advance and to purchase Daily Guest Passes in advance of the party. I will be responsible for, and remain with all guests, making sure to adhere to the approved party hours. I will be responsible for thoroughly cleaning up the area after the conclusion of the party.*

Member Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

File this completed and approved form, chronologically by Party Date, in the Party Request notebook and add to master calendar.