

TO: PWHA Recreation Members Wishing to Rent the Pool for Parties Rev-2

FROM: PWHA Board Members

**Private Pool Parties**

1. *The pool may be used by members of the facility for private parties during designated times, subject to the rules listed below. The rental fee is \$25.00 plus \$25.00/hour to cover lifeguard costs, as well as, a \$100.00 security deposit. The hourly lifeguard fee may vary over time. The rate will be published at the pool opening each season.*
2. *When booking private and non-private parties, the pool chairman needs to be notified at least two weeks prior to the party.*
3. *A certified lifeguard must be obtained through the Pool Chairman.*
4. *The pool can be closed early on Wednesday nights at 8:00pm for private after- hours parties with a limit of 2 such parties per month.*
5. *The residents immediately surrounding the facility must approve all parties with 20 or more guests.*
6. *The member renting the facility is responsible for the actions of the guests. This includes leaving the facility clean and in good condition. The cost of repairs and lifeguard time spent cleaning up the facility will be deducted from the deposit.*
7. *Parties of children or young adults under 18 must have at least one chaperone present at all times for every 10 individuals under the age of 18.*
8. *Any music used at a party is subject to the approval of the Pool Chairperson.*

**Non-Private Pool Parties**

*Non-private pool parties may also be held during regular hours of operation. These activities will coincide with regular members' use of the pool. Rules for outside guests must be followed as listed in the directory. (Page 9 – Rule #3) There is a non-private party time limit of 2 hours. There will be only ONE non-private party in any one week. All non-private party dates will be assigned on a first come, first served basis. Please call the pool chairman for availability before making final party plans. An additional lifeguard may be needed if party puts the pool at risk of exceeding the lifeguard to swimmer ratio. This will be determined by the pool chairman.*

The top copy of the attached form must be filled out and returned to the pool chairman **at least one week prior to the party.** The second portion of the form must be given to the treasurer with two checks enclosed, both made payable to PWHA:

1. A damage deposit in the amount of \$100, which will be held and returned to you after the party if the area is left clean and undamaged. Any damage or clean-up costs will be deducted from this check if required. Additional lifeguard charges will be deducted for any additional time that the lifeguard(s) must spend cleaning up after the party. If the party runs over its originally reserved time, additional lifeguard charges will also be deducted from this check. If the cost of damage of cleaning exceeds \$100, all additional costs will be the sole responsibility of the party host.
2. A check covering pool rental fee of \$25.00, and lifeguard fees of \$25.00/hour/lifeguard. The number of party guests determines the number of lifeguards required to cover the party. This is spelled out in more detail on the attached form. For example, for a child's party of 25 or fewer guests lasting two hours, this check would total \$61.00.

The \$25.00/hour/lifeguard fee is applicable in most cases. The three most notable exceptions are (1.) if the party is for teenagers; and (2.) if the party is for college-age people. Other exceptions may apply. In these cases, the lifeguard fee is 36.00/hour/lifeguard, and one additional lifeguard is required. The party sponsor must also provide one chaperone for each ten people at a teenage or college-age party.

Upon completion of the party and clean up, the bottom section of the third form should be completed and given to the treasurer.

Note that there is no alcohol allowed at the PWHA pool.

It is the responsibility of the party sponsor(s) to post a conspicuous sign at the pool gate, ***several days ahead of the party***, advising members of the upcoming party date and time. Please do not use tape when posting signs on the gate – use rope or plastic ties to hang your sign on the gate. It is also the responsibility of the party sponsor(s) to remove the sign immediately after the party.

Thanks for your cooperation.