

# Carolina Pool Management

## POOL PARTY REQUEST FORM

POOL: _____	<b>For Office Use Only</b>
	Confirmed by _____
DATE OF PARTY: _____	Date Confirmed _____
START & FINISH TIME OF PARTY: _____	SPONSOR PHONE #: _____
<small>(Please include AM or PM)</small>	
SPONSOR NAME: _____	
SPONSOR EMAIL: _____	
SPONSOR ADDRESS: _____	
_____	
NUMBER OF PEOPLE	AGE GROUP OF PEOPLE
ATTENDING PARTY: _____	ATTENDING PARTY: _____
WILL ALCOHOL BE ALLOWED? ___ YES ___ NO ( <u>PLEASE CHECK ONE</u> )	

### Party Guidelines

Anyone having a pool party must adhere to the following guidelines:

- Pool Parties must be scheduled a minimum of 7 days in advance.**
- Pool Party Request Forms must be completed. Pool Party Request Forms must be turned in to the Pool Manager, with full payment, in order to be scheduled.**
- A pool party is not confirmed until you receive a phone call or email from the Pool Manager confirming the party.**
- The charge for each lifeguard is \$20.00 per hour.**
- Party sponsor is responsible for helping clean up after the party.**
- Children's Parties (Age 12 and under) : Party host will be provided a "Pool Party Orientation" sheet. Please review this sheet PRIOR to your party.**

See other side



## Staffing guidelines required for a pool party:

<u>Number of People</u>	<u>Number of Lifeguards</u>
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1 to 25 people	1 lifeguard
26 to 60 people	2 lifeguards
61 to 100 people	3 lifeguards
101 + people	4 or more lifeguards

“Number of People” guideline is based on TOTAL PARTY ATTENDEES, NOT estimated “swimmers.”

Carolina Pool Management Use Only	
1.	_____
2.	_____
3.	_____

## Special Circumstances Requiring Additional Staffing/ Costs:

- ❑ **One (1) additional lifeguard is required for any party involving teenagers, college-aged people, or parties involving alcohol.**
- ❑ **Homeowner Associations that require a security guard** for parties having alcohol are not required to have an additional lifeguard, but the party sponsor is required to hire the security guard through the Homeowners Association. Please note: Some homeowners associations do not allow alcohol.
- ❑ For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people.**
- ❑ If additional clean-up time is required (all after hours parties require clean up fee), **party sponsor is responsible for paying for the additional clean-up time** (i.e. 2 lifeguards for 30 min. of clean-up time- Cost \$20.00). Violations of this policy will be reported to the homeowners association.

## Steps to Determine Pool Party Cost:

Number of Party Hours	_____	
Number of Lifeguards	_____	
Number of hours multiplied by the number of guards	_____ X \$20 =	_____
Non-Refundable Administration Fee:		+ 20.00
Clean-up (\$10/guard for after-hours parties)		+ _____
Total Due		= _____
Check Number:	_____	
Date:	_____	
Received by:	_____	

Party Sponsor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

*For insurance and liability reasons there can be NO exceptions to the above policies.*