

OM-10: Private Party Request Form

Rules:

1. Party forms should be turned in at least one week before the party is scheduled.
2. Party times can be scheduled for 3 hour blocks.
3. Parties may be scheduled to begin one hour after opening and must be cleaned up one hour before closing.
4. Parties will be welcome based on availability and approval of pool management. Party size should not exceed 30 persons.
5. Guests are subject to the appropriate guest fee. Guest fees are normally \$4 per guest. After 6 pm guest fees are \$2 per guest.
6. All pool rules and regulations apply to both CSC members and their guests. CSC members are responsible for their guest's actions.
7. For every 10 children under the age of 15 one chaperone will be required (including younger siblings of attendees). The adult chaperones will help to monitor good behavior and safety rules in the pool area, playground, and locker room facilities.
8. Food and drink (except water) should be kept in the picnic areas.
9. All posted rules on the diving board, snack bar, and playground equipment will be enforced. Failure to do so may result in expulsion from the premises.
10. Any exceptions must be approved by the Colony Personnel Director.

Sponsor Responsibilities:

1. Request permission from the pool management.
2. Complete and sign Private Party Request Form.
3. Pay upon arrival at the club or have guests pay as they arrive.
4. Review and familiarize your guests with the Club rules and regulations.
5. Party area should be cleaned and all trash placed in a trash can or trash bag.
6. Sponsor will be charged if additional cleaning is required by Club staff.

Date of Party: _____

Time of Party: _____

Sponsor Name and Member #: _____

Sponsor Address: _____

Sponsor Phone #: _____

Number of People Attending: Total: _____ Members: _____ Guests: _____

Age Group of Party Attendees: _____

Will Alcohol Be Allowed: (Circle One) Yes / No

Number of Chaperones: _____
(based on above rules)

Special Instructions or Information: _____

Guest Fee (based on # of non-members) \$ _____

I have reviewed and agree to the above guidelines: _____
(Sponsor Signature)