

Virginia Hills Swim Club Party Request

To host a party:

1. Complete the form below to acknowledge that you agree to the following policies.
2. 24-Hour advance notice is required for all parties.
3. Submit the Guest List two (2) days prior to the party to party@vahillspool.org. If there are changes after this time, bring an updated list to the gatehouse on the day of the party. The guest list will facilitate check-in.

REQUESTOR INFORMATION		
Name:		
Pool Member Number:	Phone Number:	Email:
PARTY INFORMATION		
Proposed Date:	Backup Date: <i>(if 1st choice is not available)</i>	Type of Event: <i>(birthday, soccer party, etc.)</i>
Start Time: <i>(include party setup time)</i>	End Time: <i>(clean up must be done by this time)</i>	Estimated # of Attendees:
Special Requests/Comments:		

- All parties must take place during normal pool operating hours. All parties must end NLT scheduled pool closing time.
- Pool functions (swim meets, as well as pool social events) have priority over parties.
- A “first-come-first serve policy” will be observed in the instance of any high demand reservation times. Out of fairness to all members, a party reservation that will not be used should be cancelled as soon as possible.
- In the event of inclement weather Calendar Coordinator will work with the member to find a suitable alternative date.
- Party guests are expected to comply with the rules of the Virginia Hills Swim Club, and the manager on duty may halt a party and/or eject individual participants at his or her discretion if the guests’ behavior is not compatible with the rules of the Club.
- Tables and seating will be reserved exclusively for your party during the designated time in the tented area by the snack bar or in the back grassy field. The upper deck seating will remain open to pool members.
- You will have access to, though not exclusive use of, the grill. If you use the grill, please bring your own cooking utensils and clean the grill thoroughly.
- You may bring coolers for your food and beverage items. If the snack bar is open, and there is room, you may use the refrigerator. However all items must be removed at the end of your party or when the snack bar closes, whichever is first.
- Food/drinks/eating must remain inside the designated eating areas (not on the pool deck).
- No alcohol is permitted.
- Decorations may be used in designated party area only.
- No live music will be permitted during the party
- The basketball court may be used for games and activities. Please highlight this in the Special Requests section.
- The host is responsible for ensuring that the area is thoroughly cleaned and all decorations are removed. The pool grounds are to be left in the same condition after the party as they were before the party. Lifeguards will empty trash cans.
- Members must be present and pay the guest fee of \$4.00 for each guest entering the pool except children three years old and under. Any guest who enters the pool and stays for the party, regardless of whether or not they get in either of the pools, must pay the \$4.00 fee.
- The party guest form must be submitted two (2) days before the party.

I acknowledge that I have read and understand the above rules for hosting a pool party at Virginia Hills Swim Club.	
Signature of Member:	Date: