

Pool Party Reservation Rules: During Regular Swim Hours

1. To reserve a party at the pool during regular swim hours, the requestor must be an Owner/Sponsor in good standing, and must submit a completed Pool Party Reservation Form prior to reserving the pool. Signing the Reservation Form indicates that the requestor has read, understands, and agrees to all current pool rules. See the main policy resolution and this appendix. The Owner/Sponsor must be on-site at all times during the event, including during party preparation and cleanup activities.
2. The Owner/Sponsor reserving the pool during regular pool hours understands that regular guests (those not attending the party) have an equal right to enjoy and use the amenities of the pool and its equipment.
3. For purposes of reserving a pool area and/or equipment for parties, the Owner/Sponsor must identify the general locations that would be used at the pool. The following are some examples of the areas that may be used: Grass Area: adjacent to grill or on opposite side away from the grill.

Only one grill may be used exclusively by the party.
4. **Alcoholic beverages are not permitted at any locations on the pool grounds.**
5. Pool parties will not be booked on holidays or holiday weekends.
6. Reservations will be made on a first-come, first-served basis.
7. A completed Pool Party Guest List Form must be provided to the Pool Manager prior to the commencement of the party.
8. The party shall not exceed 25 guests, plus the required number of chaperones. Calculation of the number of attendees includes pool members, non-members, and the Owner/Sponsor.
9. Two parties cannot be scheduled during the same time period.
10. Parties with children under the age of ten (10) require one (1) adult per three (3) children in attendance. Parties with children between ten (10) and eighteen (18) years old, require one (1) adult per five (5) children in attendance. The names of the chaperones must be indicated on the guest list. Adult chaperones are defined as a person who is twenty-one (21) years of age or older.
11. Parties are to be no longer than two (2) hours after which time party guests that are minors and non-members are to immediately exit the pool, with the exception of adults that are involved with cleanup. Party attendees may reenter the pool under **regular rules** of entry without paying an additional fee, if applicable.
12. There will only be two (2) parties scheduled per pool day, with a minimum of one (1) hour between the scheduled parties to allow for setup and cleanup and the orderly ingress and egress of party attendees. Setup may begin twenty (20) minutes prior to the party and cleanup must be completed twenty (20) minutes after the party. The Owner/Sponsor shall leave the areas used by the party attendees free and clean of all clutter and garbage.

13. Party attendees must abide by all pool rules and must obey the directions of the guards at all times; otherwise, they are subject to any consequences that may occur from breaking the rules. The party requestor is ultimately responsible for the conduct of his/her guests and condition of the area used for the party. There shall be no loud music, DJ's, or bands.
14. Special consideration for larger parties must be made in writing to the Association's Board of Directors at least one (1) month prior to the date of the pool party reservation. A completed Pool Party Reservation Form must be available for use at a regularly-scheduled Board meeting and the Owner/Sponsor should consider attending the meeting so that he/she is available to answer any questions the Board may have.
15. In the event the Association incurs additional charges due to a party, the additional charges will be passed on to the requestor of the party.
16. Daily guest passes or a multi-use guest pass must be used to admit all individuals that have not been loaded into the Association's pool reservation system.
17. The Community Manager, Pool Manager, and/or Board members have the authority to refuse the entry of residents and guests into the pool area and to evict residents and guests from the pool area for violations of the pool rules. The Association will not refund fees expended for guest passes in the event a pool party is canceled or suspended because of a failure to comply with the pool rules.
18. The Board of Directors has the right to change or revise these rules at any time. The Board of Directors, its officers, agents, employees or other designees shall assume no responsibility for the personal property of any individual who uses the pool facility and surrounding grounds during and immediately before and after a party.

NFCA Pool Party Reservation Form: During Regular Swim Hours

PLEASE PRINT CLEARLY

Owner/Sponsor Name: _____

Address: _____ Phone No. _____

E-mail address: _____ @ _____ (optional for party confirmation)

.....
Date Requested: _____ Start Time (2 hr. max): _____

Number of Attendees (include self): _____ (25 maximum)

Number of Chaperones: _____ (these are not considered attendees)

Identify pool locations that you would like to use: _____
_____ (some examples are listed in the appendix)

Use of BBQ grill: yes _____ no _____ (Check one. If none checked, the response is "No".)
Large grill _____ Small grill _____ (Only one grill may be reserved.)

To reserve a party with a maximum of 25 guests that is held during normal pool hours, the requestor must complete and submit this form to the Association office at least two (2) weeks before the requested date. Reservations are on a first-come, first-served basis. **See Policy Resolution No. 6 for the Pool Rules and Appendix A for additional rules that apply to this type of party.**

I have read and agree to abide by all of the pool rules, and further agree to indemnify the Newington Forest Community Association, Inc. (NFCA) and hold NFCA harmless for any and all injuries and/or damage caused by each guest, including any legal costs of defending against any and all such injuries and/or damage caused by each such guest. I agree and accept full responsibility for the actions of my guests. I understand that failure to follow the Pool Rules, including those in Appendix A, or falsification of this form may jeopardize my good standing and ability to use the pool for parties.

Owner/sponsor Signature

Date

Printed Name

FOR STAFF USE ONLY:

Received: By: _____ Date: _____ Time: _____ AM/PM

Confirmed: By: _____ Date: _____ Time: _____ AM/PM

