

## Pool Birthday Party - Rental Application

### Contact Information

Contact Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
 Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

### Party Details

Date Requested \_\_\_\_\_ Is the Party a Surprise?  Yes  No

#### Friday Time Requested

6-8 pm

#### Saturday Time Requested

12-2 pm  
 3-5 pm

#### Sunday Time Requested

11 am-1 pm  
 1:30-3:30 pm  4-6 pm\*

Birthday Child's Name \_\_\_\_\_ Age on Birthday: \_\_\_\_\_

Approximate number of swimming guests \_\_\_\_\_ Number of non swimming guests \_\_\_\_\_

\*For parties booked Sundays from 4-6 pm, the pool closes at 5:45 pm. You may remain in the cabana until 6 pm. Building closes promptly at 6 pm.

**All parties must have a ratio of 1 swimming adult who is actively supervising per 5 children.**

#### **Package A - \$274**

Your 2 hour party includes: Invitations, swimming, exclusive use of the cabana party room, cabana set up and clean up, table coverings, themed paper goods, plastic utensils, pizza and drinks for each child, an inflatable beach ball for the birthday child that guests can sign and a t-shirt for the birthday child. Up to 18 swimmers. Must maintain a 5:1 adult to child ratio. Additional swimmers are \$9 each. Food and drinks provided for swimmers only.

#### Choice of Theme

Dinosaur  Superhero  Pop Star  
 Princess  Other \_\_\_\_\_

#### Choice of Pizza

Cheese pizzas  Pepperoni pizzas  
 Mix of both cheese and pepperoni

Pizza delivery time \_\_\_\_\_

#### **Package B - \$169**

Your 2 hour party includes: Invitations, swimming, exclusive use of the cabana party room, cabana set up and clean up, table coverings, "Happy Birthday" paper goods, plastic utensils and a beach ball for the birthday child that guests can sign.

Up to 12 swimmers. Must maintain a 5:1 adult to child ratio. Additional swimmers are \$7 each. Paper products provided for swimmers only.

Optional: If you would like paper products for additional non-swimmers add \$2 each.

#### **Package C - \$139**

Your 2 hour party includes: Invitations, swimming, exclusive use of the cabana party room and cabana set up and clean up.

Up to 12 swimmers. Must maintain a 5:1 adult to child ratio. Additional swimmers are \$5 each.

## Room Set Up

Cabana party room will be set up with enough tables and chairs for your guests. Indicate if you would also like us to include:

- Refrigerator/freezer access
- Food table
- Cake table
- Gift table
- Special set up requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Add On More Fun

- Inflatable bouncer in the racquetball court

\$60 for 1 hour. Before or after cabana time.

Time requested \_\_\_\_\_

## Additional Food

If you would like additional food for package A for non swimming guests or if you booked package B or C and would like to add food to the package indicate here.

Each Pizza Pack includes pizza and drinks for 5 people. Paper goods and table covering available if needed.

- Cheese Pizza Pack x \_\_\_\_\_ at \$18 each
- Pepperoni Pizza Pack x \_\_\_\_\_ at \$18 each

Pizza delivery time \_\_\_\_\_

## Total Due

Package \_\_\_\_\_ \$ \_\_\_\_\_

Additional food \$ \_\_\_\_\_

Inflatable bouncer \$ \_\_\_\_\_

**Total Due at Booking** \$ \_\_\_\_\_

Additional swimmers \$ \_\_\_\_\_

Additional non-swimmers \$ \_\_\_\_\_

(Package B only)

Package and all add ons (except extra guests) must be paid at time of booking. Additional guests can be paid for the day of the party.

I hereby submit this application for the use of the above stated room(s) on the date and hours stated above. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of City of Saline room(s) as adopted by the City of Saline. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

The undersigned, for and in consideration of permission to participate in the herein described events sponsored by the City of Saline, does hereby waive, release and discharge any and all claims against the City of Saline, its representatives, employees, volunteers, sponsors, and all others associated with the conduct of such events, for any and all damages arising out of such participation in such events by the undersigned, and/or the minor child and/or children of the undersigned participating with the consent of the undersigned as evidenced by the execution of this instrument.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Staff Use Only

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Received By \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_  Credit Card

Approved By \_\_\_\_\_ Put on Facility Calendar \_\_\_\_\_ Date \_\_\_\_\_



## Frequently Asked Questions

### **Q. How do I book my party?**

A. Complete an application found online at [www.cityofsaline.org/parks](http://www.cityofsaline.org/parks) or at the Rec Center. Turn it in with payment to the Rec Center front desk. Due at booking is the fee for the package and any extras such as additional food or the bouncer. Additional guests may be paid for the day of the party. You will receive a confirmation email within 48 hours. We cannot reserve your date without payment.

### **Q. What are my time choices?**

A. Friday parties are 6-8 pm. Saturday parties can be scheduled from 12-2 pm or 3-5 pm. Sunday parties have the choice of 11 am-1 pm, 1:30-3:30 pm or 4-6 pm. The pool closes at 5:45 pm. You may remain in the cabana until 6 pm. The building closes promptly at 6 pm.

### **Q. Can I add food to my party?**

A. Yes! Cheese or pepperoni Pizza Packs can be added to any package for \$18 each. The fee includes one pizza and drinks for 5 people. Paper goods and table covering available if needed.

### **Q. Do I need to tip the pizza delivery driver?**

A. No. Tip is included in the package price.

### **Q. Can I bring my own food in?**

A. Yes. You may bring in food, cake, ice cream etc. We have a refrigerator and freezer in the cabana party room for you to use. No candles on the cake. We do not allow open flames.

### **Q. Do the included adults have to be in the pool swimming?**

A. Yes, for safety and supervision reasons we require a ratio of 1 swimming adult per 5 children.

### **Q. Is there a charge for additional non-swimming guests?**

A. No. There is no charge for those attending the party but not swimming. Anyone not swimming (free admission) will not be provided paper products or food/drink with Package A or B. If you book Package B there is an optional charge of \$2 per non-swimmer for additional paper products. If you order a Pizza Pack (food and drinks for five people) then the paper goods are included for all packages.

### **Q. Can we come in early or stay later than our scheduled party time to swim?**

A. No. Your party is scheduled for two hours total. How you divide that time between swimming and time in the cabana is up to you.

### **Q. Can I come in early to decorate or set up?**

A. Yes, there is a 20 minute set up allowance prior to the start of your party. If another party is booked before yours, our staff may still be cleaning and setting up. You may decorate while we get everything ready for you.

**Q. We have a family membership to the Rec Center. Are we counted towards the number of included guests? What if some of my guests are members?**

A. Facility rentals and birthday parties are different than regular Rec Center member admissions. All participating party guests must be included in the final head count.

**Q. What is expected of us as far as clean up is concerned?**

A. Please place all trash in receptacles and remove any decorations that you brought in. Our staff will take care of the rest.

**Q. Is tipping of employees permitted/expected?**

A. No. Saline Parks & Recreation staff members are not permitted to accept cash tips from our customers. The lifeguards wouldn't say no to any leftover cake though. 😊

**Q. Can I rent the inflatable bouncer for my party?**

A. Yes! The fee is \$60 which includes the bouncer in the racquetball court for one hour and staff set up and take down. You can add this before or after your cabana time.

**Q. Do the pools have lifeguards?**

A. Yes. Lifeguards are trained to prevent accidents and perform first responder care in the unlikely event of an emergency. Please follow their directions at all times. Direct and constant supervision of children is the responsibility of the parent or adult chaperones.

**Q. How deep are the pools?**

A. There The leisure pool and lap pool both feature zero-depth entry ramps. The leisure pool ranges from 1½ feet deep at the bottom of the ramp to 4 feet deep. The lap pool is 3-12 feet deep. Non or weak swimmers are not allowed in the lap pool or deeper than shoulder depth in the leisure pool.

**Q. What if there are mechanical or other pool problems on the day of my party?**

A. There is the possibility of unforeseen accidents, such as a child getting sick in the pool, a guest having an injury etc. which are beyond the staff's control. This may require certain activities to be temporarily shut down. In the event that an unfavorable situation does occur, the staff will work with the situation to find the best solution. We appreciate your understanding and cooperation under these circumstances.

**Q. What is the refund policy?**

A. Birthday parties can be rescheduled based on room availability. Notification must be give at least 7 days prior to the rental date to be considered for rescheduling. Refunds will have a \$50 cancellation fee and must be requested at least 7 days in advance.

**Q. Who do I contact if I have more questions?**

A. Stephanie Ferguson at [sferguson@cityofsaline.org](mailto:sferguson@cityofsaline.org) or (734) 429-3502 ext. 2511.

## Pool Rules to Know Before You Go

Please inform your guests of these very important pool rules before your party:

- For safety and supervision, pool parties must maintain a ratio of 1 swimming adult per 5 children.
- Any child who is under 42 inches tall in bare feet must have an adult in the water within arm's reach of them at all times.
- All children 9 years of age and under must have adult supervision on the pool deck. This means all of the adults may not stay in the cabana party room while the children are swimming.
- All swimmers must have proper bathing attire. Street clothes are not allowed in the pools.
- All flotation devices must be U.S. Coast Guard approved. No water wings, baby boats, swim aid vests etc.
- The Saline Rec Center does not supply locks or towels. Your guests must bring their own.

**Please go over these additional pool rules with your party before they swim. This will reduce the amount of unintentional rule breaking and the amount of time lifeguards will need to spend correcting behaviors.**

Everyone must take a shower here at the Rec Center immediately before entering the pools.

No running.

All swimmers must remove Band-Aids, spit out gum and take a shower before entering the pool.

Weak or non swimmers may not use the lap pool or parts of the leisure pool that are deeper than shoulder depth.

As a courtesy to our swimmers in bare feet, street shoes are not permitted on the pool deck.

No pushing, shoving, dunking, horseplay or splashing people who do not want to be splashed or who are wearing street clothes.

Diving is permitted in the deep end of the lap pool only. Forward jumps or dives only. No flips or twists. All other entries must be feet first.

The slide is for children under 50 inches tall only.

Do not hang on the net or the rim of the basketball hoop.

Do not hang on the lane lines or divider ropes.

The hot tub is available for those who are 14 years of age and up only.

Lifeguards will enforce any rules, whether written or unwritten, which are necessary for the safety and control of the aquatic center.



## Rules and Regulation for use of the Recreation Center

Anyone interested in using the Saline Recreation Center facilities must submit an application for use of the center to the Parks and Recreation Department for approval and processing. Use of only the specified facilities, dates and times approved on the permit will be granted.

Solicitation of funds is not permitted in the building and no admission fees may be charged by individuals or groups.

The permit holder is responsible for the proper use of the facilities. Facilities shall be left in the condition in which they were received. Groups shall pick up debris, wipe up spills, return all items to their original location and clean up all materials they brought in. Any cost incurred by the City for additional clean up shall be assessed to the permit holder.

Property of the Saline Recreation Center shall not be removed from the facility at any time.

Upon arrival, the user must check in at the registration desk. Staff will assist with any further questions or set up issues that need to be addressed. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the building.

Groups shall conduct themselves appropriately and be courteous to other people in the building. Permit holders are responsible for the maintenance and order. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit. The Parks and Recreation Department reserves the right to require additional staff at the permit holder's expense. The Parks and Recreation Department also reserves the right to require a security deposit in advance in addition to the rental fee. The deposit will be refunded in full or part, or forfeited depending upon the condition of the facility and expenses incurred as a result of the activity.

The Parks and Recreation Department will provide normal facilities and equipment appropriate to the area being used (i.e., tables and chairs, restrooms, waste containers). Special equipment such as audio visual or athletic equipment must be identified on the permit. Use of specialized equipment may result in additional charges. The Parks and Recreation Director must approve additional equipment.

All rules and regulations governing the Saline Recreation Center must be adhered to at all times. The following are prohibited in the Saline Recreation Center:

- Possession or consumption of alcohol in and around the premises
- Possession or consumption of drugs in and around the premises
- Smoking
- Gambling for profit unless licensed by the Michigan Bureau of State Lottery
- Firearms, knives or other weapons
- Food or drinks except in designated areas
- Use of areas other than the ones designated on the permit
- The use of open flames, such as lighted candles, sterno cans, etc.

All advertising, except that incidental to programs and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained from the Parks and Recreation Director prior to the scheduled function.

Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Building Supervisor prior to hanging any decorations.

The placement of posters and banners within the Recreation Center will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.

Groups shall be restricted to the room(s) assigned, except for use of restrooms, lounge or common areas.

There will not be permanent storage facilities available in the Recreation Center for individuals.

You must be 21 years of age or older to rent the facility.

Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 21 years or older, in attendance for every twenty (20) children during the time of use. Children must be directly supervised at all times. For children's birthday parties an adult to child ratio of 1 adult per every 5 children is required.

A Building Supervisor will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages or loss of equipment must be reported to the Building Supervisor and or department staff.

Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in proper receptacles and cleaning of all counters, walls, tables, and chairs. For children's birthday parties staff will take down the room including decorations and wipe down tables and chairs.

The City of Saline and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the City of Saline for any loss or damage described herein.

The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.

The City of Saline shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors or guests of the permit holder.

Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Recreation Center.