DALEVIEW PARTY REQUEST

Confirmation Pending Availability, Manager’s Signed Approval and Confirmation with Member

**On Duty Guard ONLY - Fill This Section Completely:**
MEMBERS DO NOT FILL OUT TOP PORTION

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date/Time Available:</th>
<th>Yes</th>
<th>No</th>
<th>Additional Guards Needed:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Sent to Alicia: | Yes | No | Date: | Confirmed Request with Member: | Yes | No | Date & Mgr Initial |
|----------------|-----|----|-------|------------------------------|-----|----|-------------------|

Total Guests: | Lifeguard Fee (listed below) | Check/CC for $ | Attached: | Yes | No |
|---------------|-------------------------------|-----------------|-----------|-----|----|

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**Members – Fill This Section Out Completely:**

Member Name: 

Phone Number(s): | Email: 

Day and Date of Party: | Time Party Begins: | Ends: | (Parties must end at least 30 minutes before pool closes)
| Number of Daleview Members - Adults: | Children: | Non-Daleview - Adults: | Children: |

**Required Fees**

A fee of $6 per person for all non-Daleview members aged 3+. A fee of $30 per guard per hour applies to parties of 20 or more. If more than 20 guests arrive at the party, YOU WILL BE RESPONSIBLE FOR A $30 PER HOUR LIFEGUARD FEE, AS A GUARD WILL BE CALLED ON DUTY, so please make sure you have the most accurate non-Daleview guest count when reserving.

Non-Daleview

Guests: | x $6 = | + Guards (1/20 total non-member guests): | x Hours: | x $30 | Total Due: $ |

**Guidelines**

- **Party Requests:** Reservations are on a first come, first serve basis and subject to pool manager approval. For parties for 5-19 guests, you must fill out a form. To request a party for 20 or more people, submit a completed form at least 2 weeks before your party date to the pool manager during normal pool hours. If you are submitting your request before the pool opens for the season, email party details to the Board at daleviewpool@gmail.com.

- **Party Day/Time Availability:** No parties held over holidays or holiday weekends (Fri-Mon) Memorial Day, 4th of July and Labor Day. No parties scheduled during Daleview swim team meets. Check the Daleview event calendar for conflicts at http://www.daleview.org.

- **Party Guest Privileges and Responsibilities:** Host members are responsible for the conduct of their guests. Guests must be met by an active member at the sign-in desk. Guests must follow all Daleview rules. Daleview members must show badges upon check in at front desk.

- **Supervision:** For parties with children under 10 years old, there must be at least one (1) adult chaperone for every five (5) children. The host is responsible for inquiring and determining whether any of the guests are not water safe and any such children must be supervised and accompanied by an adult in the water at all times. Chaperones are required to accompany non-swimmers in the water. To be water safe, a child must be able to swim one length of the pool and be able to tread water for sixty seconds.

- **Facility Use and Restrictions:** Be considerate of other members and only use picnic tables to eat. Large parties of 20+ must use picnic tables near pizza oven during peak periods (Fri/Sat/Sun lunch and dinner time). Use of grills and picnic tables are based on a first come, first serve basis. Glass containers are NOT permitted on pool grounds. The host must ensure that no alcohol is consumed by persons under 21. Host must leave the pool area in the condition in which it was found: litter free, decorations removed, all trash put in container and all tables and chairs returned to their original positions.

- **Fees/Cancellation Policy:** Total guest fee will be calculated the day of the party. Lifeguard fee cannot be recalculated the day of the party if guest count is lower than originally submitted, as guards have already been hired. Credit card and checks accepted – sorry, no cash payments. Members will be responsible for lifeguard fees if any cancellations are made within one week of the rental. In the event of pool closure, (inclement weather, contamination of pool), you will not be responsible for the guard fee.

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Member Signature | Date of This Request

Manager Signature | Approval Date