

POOL PARTY SCHEDULING FORM



This form must be completed and turned in to the front desk or the Aquatics Director at least two weeks in advance. Completion of the form does not guarantee the party is approved or confirmed. The party is not confirmed until contact is received from the Aquatics Director. Parties must be paid for at the time of confirmation for the date to be saved. Please review and sign the reverse side with party procedures, policies, and rules.

Name/Organization: _____

Address: _____

Phone: _____ Email: _____

Are you a: Member ☐ Non-Member ☐

Date Requested for Party _____ Approved by Aquatics Director ☐ _____

Please select day and time requested below:

☐ SATURDAY - 10 AM - 12 PM

☐ SATURDAY - 1 PM - 3 PM

☐ SUNDAY - 2 PM - 4 PM

Please select party type & amenities: *

☐ Party Room & Pool (2 hours total)

☐ Pool only (2 Hours)

☐ Kool Splash Slide (Upcharge applies for setup and takedown)

Note: The pool and slide will be available for the public to use during the party time. Parties are considered to be SEMI-PRIVATE.

Alternate Date if preferred date not approved _____

FEES: (Up to 25 Swimmers)

Members: \$150 Non-Members: \$200

Additional Swimmers: \$5 per swimmer

Kool Splash Slide Setup/Take down: \$32



TWIN PIKE FAMILY YMCA



Twin Pike Family YMCA

Louisiana, MO

joe.maclaughlin@twinpikefamilyymca.org

573-470-4497

See Reverse



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Pool Party Policies, Procedures, & Rules:

- The pool party must be scheduled and approved by the aquatics director at least two weeks in advance. Pool parties must be paid for at the time of scheduling and confirmation in order for your date to be saved.
- Any cancellation of parties must be done in writing. Any cancellation of a party, in writing, with fewer than 3 days notice or a “no show” on the date of the party will result in a full loss of the party fees.
- The pool ranges from 3 - 12 feet deep and has a diving board.
- Swimming parties are considered to be semi-private. Patrons of the YMCA will have access to the swimming pool and may access the track through the party room during pool parties.
- Party fees include the use of the pool and the party room (a designated area for refreshments) for a total of two hours.
- The Kool Splash slide may be used for an additional fee which covers the set up and take down of the slide.
- All participants must follow all posted pool and facility rules. Participants must also obey directions of the lifeguard at all times.
- Toys are permitted with the exception of inflatables (flotation aids, rafts, etc.) and mermaid tails.
- All children under 8 must have an adult in the swimming pool with them and be within arm’s reach.
- A swim test will be administered to anyone under the age of 18 or to any person the lifeguard may be concerned about in regards to his or her swimming ability.
- If the commons area was not reserved for the party, food/drinks will NOT be allowed.
- Each person attending the party must sign the liability waiver at the front desk upon entering the building.
- All pool parties are 2 hours. This time may be split between the party room and the pool, if the party room was scheduled. Attendees will have 15 minutes after the party concludes to vacate the facility.
- An additional 30 minutes for set up and 30 minutes for clean up is allowed. Participants are not allowed in the pool during set up and clean up.
- The party should provide their own decorations, refreshments, etc. and are responsible for clean up of these items.
- Cameras are not allowed in the locker rooms.
- The Twin Pike Family YMCA is not responsible for lost, stolen, or broken items.
- All children 12 and under must be supervised by an adult or sibling over 16 years of age.
- **Swimmers under 8 years of age must have an adult supervisor in the water within arm’s reach of the swimmer at all times.**
- Swimwear acceptable for a family friendly atmosphere and following the Acceptable Swimwear Policy is required of all participants. Any swimmer 3 years of age or younger must wear a swim diaper in the pool at all times.
- Smoking and alcoholic beverages are not permitted inside the YMCA or on the grounds or at any facilities managed by the YMCA.
- If there are any unforeseen circumstances that cause the pool to closed on the scheduled party date, an alternate date will be offered.

Agreement:

Applicant hereby agrees to hold the Twin Pike Family YMCA harmless from, and against all loss, or liability, damages or expenses arising out of any claim, demands, penalties or other loss resulting in directly or indirectly for the assertions against the Twin Pike Family YMCA or its agents or employees of any claims by any corporation, partnership, entity or any person arising from or after application. In addition, it is understood that reimbursement for damage outside of normal wear and tear to the YMCA facilities and equipment cause by your use will be made.

Liability Waiver:

I understand that the Twin Pike Family YMCA assumes no responsibility for injuries or illness which I may sustain as a result of my physical condition, or resulting from my observation or participation in any activity or use of facilities or equipment used for YMCA activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses which may result from my participation in these activities. I hereby release and discharge the Twin Pike Family YMCA, its agents, servants, and employees from any and all claims of injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities.

Signature: _____ **Date:** _____

Pool Party Confirmation Form #1



The front desk or other support staff will be in charge of completing this form after the Aquatics Director has approved a pool party. Contact the Aquatics Director as soon as this form is complete and return the form to the Aquatics Director's Desk.

Name/Organization Reserving Party: _____

Phone: _____ **Email:** _____

Date Approved for Party _____ **Times Approved** _____

Follow the steps below to complete the confirmation.

1. Call the person who reserved the party. Leave messages if needed. Continue calling until you speak with the person.

"Hello, I am _____ from the YMCA. I am calling to confirm the date and time of your pool party reservation."

2. Tell the person the party has been approved for the date and times above. Ask them if the date is still good for them to have the party.

"We have your party scheduled for _____ at _____ time. Is this date and time still good for you?"

3. Check to see if they have paid for the party. Look in Daxko. Ask, "Have you paid for the party?" AND "I see you have or have not paid for your party. I need to remind you that your party date is not reserved until the fee is paid. The fees are: \$150 for Members and \$200 for Non-Members. The Kool-Splash Slide is an additional \$32. We need to know now if you would like to schedule the slide. Also, I can take your payment now over the phone."

4. Check the number of swimmers for the party. "How many swimmers will you have for the party? We allow 25 swimmers for the initial fee. Additional swimmers are \$5 per swimmer."

5. "I need to review with you that the party is considered semi-private and that the pool and slide (if scheduled) will be used by other patrons during the time the party is scheduled. If the party room is scheduled, it will only be available to the party group, with the exception of track users passing by to the track."

6. "Do you have any questions I can answer?" The back page of the Pool Party Scheduling Form has a lot of information.

Party Confirmation - To Be Completed by YMCA Staff



Date Approved for Party YES NO **Number of Swimmers Anticipated** _____

Person from the Party Group Who Confirmed Party _____

Date the Confirmation was Made _____

YMCA Staff Person Who Made Contact to Get Confirmation _____

Notes: Include Dates Called, Questions, Etc. _____
