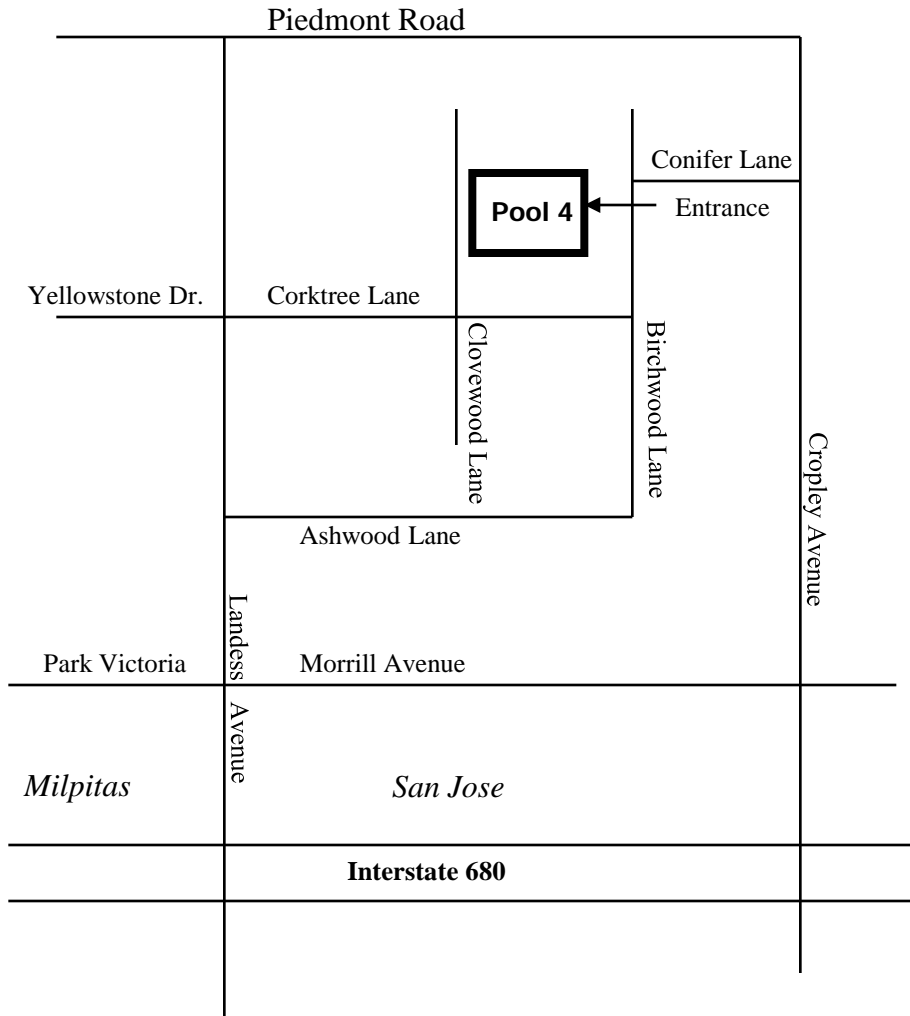
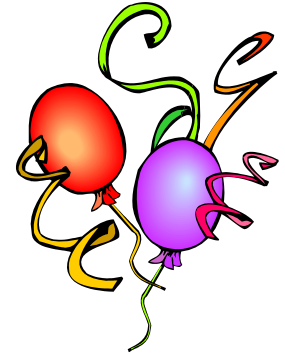


Northwood Park Pool No. 4
3325 Birchwood Lane
263-6155

2012



Party Planning
Guide
for
Northwood Park
Pool #4

NPIA #4 263-6155
www.pool4.com

NPIA #4 welcomes **members'** use of the facilities for parties. Association policy is that parties should not negatively affect the experience of other members in attendance during the scheduled party time. Therefore, large groups (i.e., birthday parties with over 9 guests, school groups, church gatherings, family reunions, etc.) require prior board approval before they can be scheduled. The maximum party size is 50 attendees, unless otherwise approved by the board. If party size is not an issue, following these guidelines should make it a pleasant experience for all concerned.

Please note: as the host(ess) you are responsible for your guests and their actions. An ADULT Pool #4 member must be with the party guests for the duration of the party.

In advance of the party

Choose a date and time date for your party.

Determine the total number of guests that will be attending. Additional lifeguard staff may be required if you will be having more than 9 swimming guests. The average table seats 8, however, tables are not reserved by the pool for your function.

Submit a **PARTY REQUEST** at the gatehouse OR online at www.pool4.com/parties.shtml. Party requests for events with more than 40 guests must be done in person and require a \$100 deposit. When submitting your request, please specify two acceptable party times/dates. We will try our best to give you your first choice.

You can check "availability" by seeing our online party calendar at www.pool4.com/parties.

Cancellations:

Many times we schedule additional staff to accommodate increased swimmer load during parties. If for some reason, your group will not be attending, please let us know as soon as possible.

Jump houses – members must receive prior approval from the board to arrange for a jump house for a private party. If a member orders a jump house, the member:

- 1) must be present when the jump house is delivered / set-up
- 2) is responsible for behavior of party guests while using the jump house
- 3) must be present for the take-down/removal of jump house

NPIA lifeguard staff **WILL NOT** be stationed as such to monitor jump house activity. Member assumes all responsibility.

The day of the party

1. **Provide the gatehouse staff member with a list of your attendees.** Their names will be checked off as they enter the facility. Please put an asterisk (*) by Pool #4 members, so that no guest fee will be incurred.
2. Fees are **\$2** each for swimming **and** non-swimming guests. All guest fees will be paid by the host(ess) upon conclusion of the party.
3. Lifeguard fees are **\$20** per hour per lifeguard. These fees are incurred if your group exceeds 9 swimming guests or if your party is held during non-lifeguard hours.

Lifeguard Hours

May 19 – May 30	12:00 - 5:15 p.m. Weekends
May 31 – June 10	12:30 - 5:15 p.m. Weekends 4:00 - 6:00 p.m. Weekdays
June 11- Aug 17	12:30 - 5:15 p.m. Daily
Aug. 18–Sep. 30	12:30 - 5:15 p.m. Weekends 4:00 - 6:00 p.m. Weekdays

No parties may be scheduled for use of the pool during swim lessons.
10:00 – 12:00 noon. Monday – Friday from June 18 - August 17.

Decorations/clean-up

Members are welcome to bring party decorations such as tablecloths, streamers, and balloons. Any staples or tape used to affix these items to pool property must be cleanly removed at the conclusion of the party. Please also check the surrounding area for any "escaped" partyware/napkins/giftwrap that may have been carried or blown out of the picnic area.

Insurance Waivers

Large organizations, such as church groups, schools, etc. must show proof of insurance before using the pool facility. Such waivers can be obtained from your group's insurance company.

Maps

A map to Pool #4 is found on the back of this guide. Feel free to photocopy and use it with your party invitations. There is also a Google map on www.pool4.com if you choose to email your invites.