

Swimming Pool Guest and Party Guidelines and Rules - 2017

1. WSA Members, with a “current” dues status, are welcome to host parties at the pool, while the pool is open for the season.
2. The pool area **CANNOT** be closed to members for private parties during posted pool hours. The exception is for pre-approved Swim Team events or Woodbine Association functions.
3. WSA functions (i.e. Adult Pool Parties) can only be held after 6:00 pm (including setup) each day and must end by 12:00 am (midnight) including cleanup. Swim Team Meets and the Banquet are exceptions to this rule.
4. Parties may be scheduled by contacting the Pool Coordinator at **vmhetzell@att.net** or reference the Board Contact List for specific name and phone number of the pool coordinator
 - Due to maximum capacity rules, it is recommended that parties are held during “slower” pool attendance times. (i.e. weekdays and weekends within a few hours of pool opening) Please ask the Pool Coordinator for suggested times.
 - There are no parties allowed on holidays.
5. The full shade decks or picnic tables under the clubhouse deck are available for reservations during regular pool hours for up to 4 hours (not to exceed) per party. Only one shade deck may be used exclusively by one member for the purpose of a party. To reserve a deck area, contact the pool coordinator. See also the 2017 WSA Fee Schedule in the Directory.
6. Groups of guests or parties involving more than **FIVE** non-members **must** be arranged with and approved by the pool coordinator. If additional lifeguards are necessary, fees will be the responsibility of the member hosting the group or party, and will be determined by the pool coordinator.
 - a. The number of lifeguards required varies based on party size, the age of participants, and if alcoholic beverages will be present
 - b. At least one additional lifeguard is required for every 15-25 persons (more may be required if the participants are mostly minors).
 - c. **Note:** Lifeguards cannot schedule pool parties. **NEVER** give deposits or other party monies directly to a lifeguard.
7. ALL PARTIES HELD AT THE POOL WHEN THE COVER IS OFF MUST HAVE LIFEGUARDS. ONLY THE POOL COORDINATOR HAS THE AUTHORITY TO HIRE LIFEGUARDS. (Official Woodbine Station Association parties, sponsored by the Board of Directors, may be exempted).
8. Members hosting a group of guests or parties with more than FIVE non-members must adhere to the following rules.
 - a. The minimum fee for life guarding is required and payable when reservation has been approved and confirmed by pool coordinator.
 - b. At least one responsible adult, a member, must be present at all times during the party.
 - c. Insurance requirements prohibit minors from sponsoring parties. Parents must attend and be responsible for schedules, arrangements, and liabilities for parties.
 - d. The party sponsor is personally responsible for **ALL** costs of enforcing these rules

- e. Lifeguards for all parties are \$18.00 hour per lifeguard without alcohol and \$36.00 hour per lifeguard with alcohol with a minimum of \$54.00 per event.
- Adult lifeguards must be hired if alcoholic beverages will be present or served.
 - Any sponsor member who deceives the Pool Coordinator by requesting we hire underage lifeguards and then has alcoholic beverages during the party may be assessed penalties or fines by the Board of Directors.

9. **CANCELLATION POLICY:** An event must be cancelled by calling the pool coordinator not less than 24 hours prior to the scheduled event to avoid forfeiture of any fees.

10. The Woodbine Station Association Board of Directors reserves the right to refuse to allow any member to hold a party at the pool, or on any WSA property and may, with 24 hours notice, cancel any party scheduled.

11. All pool rules apply to private parties and must be obeyed.

In the absence of the Pool Coordinator, the designated WSA Board member will assume responsibility.

Hosting Member Contact Information

Name

Address/Lot #

Daytime Phone

Evening Phone

Cell Phone

Email Address

Party Information

Date of Pool Party	Start Time	End Time
Number of Adult Members Attending		_____
Number of Minors Attending		_____
Total Number attending party		_____

2017 Fee Schedule: please mark all that apply

Damage and Cleanup Deposit <i>(separate check -refundable)</i>	\$50	<input checked="" type="checkbox"/>
Full Shade Deck or Picnic Table Rental (choose one) <i>(non-refundable)</i>		
• One Full Shade Deck	\$45	<input type="checkbox"/>
• Under Clubhouse Deck Tables	\$45	<input type="checkbox"/>
Minimum Lifeguard Fee <i>(if no extra are needed; non-refundable)</i>	\$54	<input type="checkbox"/>
Extra Lifeguard, per hour/per guard <i>(no alcohol)</i>	\$18	<input type="checkbox"/>
Extra Lifeguard, per hour/per guard <i>(alcohol)</i>	\$36	<input type="checkbox"/>

Total Included \$ _____

I agree to abide by these rules and assume responsibility for my party guests:

Signature of Hosting Member _____
Date

Date Received _____ Received by: _____ Deposit Check # _____ Rental Check # _____