

Ponkapoag Civic Parties **(Birthday or otherwise!)**

1. The following guidelines shall be used when hosting a party at the Civic in the summer months. A party is considered any preplanned event where you will have more than 5 non-member guests.
2. To schedule a party date, please fill out the Request for a Party Date found on the next page and turn it in the Pool Director with a \$75 check. Once your request is made you will receive a confirmation phone call or email that your date is available and is being held for you. Due to the demand, no dates can be held until your check is received. Dates are arranged on a first-come, first-serve basis.
3. Please note that parties are only scheduled Monday through Wednesday after 4:00 p.m. and on Saturday and Sunday during normal pool hours. Some dates may not be available due to special events.
4. Each non-member guests must pay a reduced guest fee of \$3.00 if using the pool.
5. As the member sponsoring the party, you are responsible for your guests and their behavior. Please see a lifeguard so that your guests may be signed in and briefed on the Civic pool rules. Please let the lifeguard know of all non-swimmers in the group and those needing to take the deep end test.
6. Please insure that you clean-up properly after your party and that all trash is disposed of in the trash cans provided. We ask that you refrain from using confetti as it is difficult to clean up from our carpet. We do recycle and your pizza boxes can be left on top of the tables.
7. Your gathering must be held inside the clubhouse.
8. Please let your guests know in advance that if it is necessary to park on the street, they must stay on the Civic side of the road and off of our neighbor's grass.

- Request for a Party Date -

Please fill out this form acknowledging the agreement to the Civic party terms and forward it to Julie Young with your check. You may email it to Julie Young @ civicpool2015@gmail.com or hand it in at the Civic. For questions, please contact Julie Young at 781-838-1880. Feel free to hand deliver your request and payment to the pool after opening day. Advanced notice for reserving a party date is required.

Member Name: _____

Requested Date: _____

Start & End Time: _____

Phone Number for Conf. Call: _____

Estimated # of Guests: _____

Any Comments/Concerns
the Staff Needs to Know: _____

Pool Use Only: _____

Date Payment Received: _____ Amount: _____

Date of Party: _____ Confirmed: _____

Guest Fees Collected: _____