

## Carolina Pool Management Procedure for Scheduling a Pool Party

- If your HOA/Club requires approval, please contact them before requesting a party.
- All Pool Parties must be scheduled a minimum of **14 days in advance**.
- **NO** pool parties will be scheduled during **holiday weekends and July 4<sup>th</sup>**.
- **NO after hours pool parties** will be permitted.
- Please send the following information to [cmparties@gmail.com](mailto:cmparties@gmail.com)
- You will receive the pool party request form via email indicating we have received your request. This form will have the total amount due. **We must receive payment in our office 14 days prior to the date of the event.**
- Once we receive payment you will receive confirmation that your party is on the schedule

The charge for each lifeguard is **\$40.00 per hour plus a \$25 Administrative fee**

<u>Number of People</u>	<u>Number of Lifeguards</u>
1 to 25 people *	1 lifeguard
26 to 50 people	2 lifeguards
51 to 100 people	3 lifeguards
101 + people	4 or more lifeguards
<b><u>TOTAL PARTY ATTENDEES, NOT estimated swimmers.</u></b>	

<b>CPM Pool Party Request</b>	
Community:	
Member name:	
Email Address:	
Phone:	
Date of Event:	
Start Time of Event:	
End Time of Event:	
Type of Event:	
Number of Attendees:	
Age of Attendees :	Children under 12    Teenage under 21    Adults
Alcohol	Yes    No

# Carolina Pool Management

## POOL PARTY REQUEST FORM

POOL: _____	<b>For Office Use Only</b> Confirmed by _____ Date Confirmed _____
DATE OF PARTY: _____	
START & FINISH TIME OF PARTY: _____ SPONSOR PHONE #: _____ <small>(Please include AM or PM)</small>	
SPONSOR NAME: _____	
SPONSOR EMAIL: _____	
SPONSOR ADDRESS: _____ _____	
NUMBER OF PEOPLE ATTENDING PARTY: _____	AGE GROUP OF PEOPLE ATTENDING PARTY: _____
WILL ALCOHOL BE ALLOWED? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>(PLEASE CHECK ONE)</b>	

### Party Guidelines

Anyone having a pool party must adhere to the following guidelines:

- Pool Parties must be scheduled a minimum of **14 days in advance**.
- NO pool parties will be scheduled during holiday weekends and July 4<sup>th</sup>.**
- NO after hours pool parties will be permitted.**
- Party cancelation or cancelation due to inclement weather: Parties canceled at least 24 hours ahead of time, please email [CPMpoolparties@gmail.com](mailto:CPMpoolparties@gmail.com). **If you are canceling due to inclement weather the day of the party, please alert the on-duty pool staff at least two hours prior to party start time.** Failure to follow the cancellation policy will result in a non-refund.
- To schedule your party, please email a scanned copy of the Pool Party Request to [CPMpoolparties@gmail.com](mailto:CPMpoolparties@gmail.com), as well as mailing a hard copy along with a check to the Carolina Pool Management office at 9333 Forsyth Park Dr, Suite J, Charlotte NC 28273. **The payment must be received at least two weeks prior for the party to be confirmed on the schedule.**
- A pool party is not confirmed until you receive a phone call or email from Denise Carlton.
- The charge for each lifeguard is \$40.00 per hour.
- Party sponsor is responsible for helping clean up after the party. If additional clean-up time is required, party sponsor is responsible for paying for the additional clean-up time.
- Children's Parties (Age 12 and under): Party host will be provided a **"Pool Party Orientation"** sheet. Please review this sheet PRIOR to your party.

## Staffing guidelines required for a pool party:

<u>Number of People</u>	<u>Number of Lifeguards</u>
1 to 25 people *	1 lifeguard
26 to 50 people	2 lifeguards
51 to 100 people	3 lifeguards
101 + people	4 or more lifeguards

**“Number of People” guideline is based on TOTAL PARTY ATTENDEES, NOT estimated swimmers.”**

The total number of attendees **includes anybody who will be inside pool gates** as lifeguards are responsible for safety of every patron, both in the water and on the pool deck.

In addition, parties involving **alcohol, teenagers or college-aged people** will require one additional lifeguard. For all events, the rate is \$40/hr. per guard.

Ex. You have 40 people attending the event from 6pm-8pm. You would need two guards for 2 hours. Each guard is \$40 per hour so your total for the event will be \$160 plus \$25 administration fee.

## Special Circumstances Requiring Additional Staffing/ Costs:

- Homeowners Associations that require a security guard** for parties having alcohol are not required to have an additional lifeguard, but the party sponsor is required to hire the security guard through the Homeowners Association. **Please note: some Homeowners Associations do not allow alcohol.**
- For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people.**

## Steps to Determine Pool Party Cost:

Number of Party Hours	_____	
Number of Lifeguards	_____	
Number of hours multiplied by the number of guards	_____ X \$40 =	_____
\$25.00 Administration fee (required for all parties)		+ <u>25.00</u>
Total Due		= _____
Check Number (checks are to be made out to Carolina Pool Management):	_____	
Date:	_____	
Received by:	_____	

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

*For insurance and liability reasons there can be NO exceptions to the above policies.*

Approved by Club Representative: \_\_\_\_\_ Date: \_\_\_\_\_