



— SCHEDULING YOUR POOL PARTY

- Please refer to your HOA Guidelines regarding parties. All members **MUST** adhere to these guidelines.
- Pool Parties must be scheduled a minimum of **14 days in advance**.
- NO pool parties will be scheduled during holiday weekends and July 4th.
- NO after-hour pool parties will be permitted.
- Complete the Carolina Pool Management Pool Party Request Form and **email a scanned copy to denise.carlton@charlotte-pmg.com**
- You will receive an email to confirm the date and time is available. Your party will be added to our lifeguard schedule as a “tentative” event.
- Mail a copy of the Request Form with a check to the Carolina Pool Management office.
Carolina Pool Management PO BOX 7488 , Charlotte NC 28241.
- Payment must be received at least **7 days** prior for the party to be confirmed on the schedule.
- You will receive a confirmation email when payment is received in the office.
A pool party is not confirmed until you receive a phone call or email from the Carolina Pool Management Office

2025 POOL PARTY REQUEST FORM

POOL : _____

DATE OF PARTY: _____

START TIME & FINISH TIME: _____ to _____

SPONSOR PHONE #: _____

SPONSOR NAME: _____

SPONSOR EMAIL: _____

SPONSOR ADDRESS: _____

NUMBER OF PEOPLE ATTENDING PARTY*: _____ AGE GROUP OF PEOPLE ATTENDING PARTY: _____

***total attendees includes non-swimmers**

WILL ALCOHOL BE ALLOWED? ____ YES ____ NO (PLEASE CHECK ONE)

Party Guidelines

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

- ☐ **NO pool parties will be scheduled during holiday weekends and July 4th.**
- ☐ **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 denise.carlton@charlotte-pmg.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.
- ☐ 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.

See next page



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: _____