

SCHEDULING YOUR POOL PARTY

Please follow these steps and guidelines when scheduling a pool party:

◆ HOA Guidelines

- All members **must follow HOA rules regarding parties**. Please refer to your HOA guidelines.

◆ Scheduling Requirements

- **Advance Notice**
 - Parties must be scheduled **at least 14 days in advance**.
- **Restricted Dates**
 - **No parties: May 23rd - May 25th July 4th & 5th September 5th – 7th**
- **Time Restrictions**
 - **No after-hours parties** permitted.
 - Parties must:
 - **Begin no earlier than 30 minutes after the pool opens.**
 - **End at least 30 minutes before the pool closes.**
 - **Be at least 2 hours in duration (we can not accommodate 1 hour parties)**
- **August Scheduling**
 - August parties are **subject to lifeguard availability** due to:
 - Lifeguards returning to college
 - Conflicts with school-related activities

For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people**.

◆ How to Schedule Your Party

1. **Complete** the Carolina Pool Management Pool Party Request Form. Found at the end of this document
2. **Email** a scanned copy to:
 denise.carlton@charlotte-pmg.com
3. You will receive an email to **confirm date/time availability**.
Your party will then be added to our lifeguard schedule as a **tentative** event.
4. **Mail** a hard copy of the completed Request Form **with a check** to:
 **Carolina Pool Management**
PO BOX 7488
Charlotte, NC 28241
Payment must be received at least 7 days prior to the event to confirm your party.
4. You will receive a **confirmation email or phone call** once payment is received.
 Your pool party is **not confirmed** until you receive this final confirmation.

Please direct all pool party questions to denise.carlton@charlotte-pmg.com

POOL: _____

DATE OF PARTY: _____

START TIME & FINISH TIME: _____ to _____

SPONSOR INFORMATION

- **Sponsor Name:** _____
- **Phone #:** _____
- **Email:** _____
- **Address:** _____

PARTY DETAILS

- **Number of People Attending Party*** _____
- **Age Group of Attendees:** _____
**(Total attendees includes non-swimmers)*

WILL ALCOHOL BE ALLOWED? YES NO *(Please check one)*

Cancellation Policy

- **Canceling 24+ hours in advance:**
 - Email: denise.carlton@charlotte-pmg.com
- **Canceling due to bad weather (same day):**
 - Notify **on-duty pool staff** at least **2 hours** before party time.

 **Failure to follow cancellation policy = No refund**

Children's Parties (Age 12 and under)

- You'll receive a "**Pool Party Orientation**" sheet
 - Please review this before the party. The lifeguard will review at the start of your event.

Fees & Costs

- **Lifeguard cost:** \$40.00 per hour **per lifeguard**
- **Admin fee:** \$25.00 per party
- **Extra cleanup:** Party host pays if additional cleanup time is needed

Cleanup

- Party sponsor **must assist with cleanup**
- If extra time is required, HOA will be notified. Party host will be responsible for additional fees

Lifeguard Staffing Requirements

Total People Attending Lifeguards Needed

1 – 25	1
26 – 50	2
51 – 100	3
101+	4 or more

- ♦ Count includes **everyone** inside pool gates, not just swimmers.
- ♦ Add 1 extra lifeguard if alcohol, teens, or college-age attendees are involved.

 **Example**

- 40 guests from 4 PM – 6 PM
 - o 2 lifeguards × 2 hours × \$40 = **\$160**
 - o Plus **\$25 admin fee**
 - o **Total: \$185**

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) **+ 25.00**

Total Due _____ = _____

Check Number (checks are to be made out to Carolina Pool Management): _____

Office Use Only

Date Payment Received : _____

Check Number _____ Amount _____

Received by: _____

Date Confirmed with sponsor _____