



Bison Ridge Recreation Center SWIMMING POOL PARTY REQUEST FORM

Date RCV'D:
Staff Initials:

APPLICANT & RENTAL INFORMATION:

FIRST & LAST NAME OF RENTER: <i>(must be at least 21 years old)</i>		Birthday Child's Name:	
BIRTHDATE: <i>(MM/DD/YYYY)</i>		CONTACT NUMBER:	
EMAIL ADDRESS:			
STREET ADDRESS:		CITY:	
STATE:		ZIP:	
REQUESTED DATE FOR PARTY ____/____/____			
REQUESTED DAY & TIME: <i>(please check one)</i>			
SATURDAY: <input type="checkbox"/> 12:30-2:30pm <input type="checkbox"/> 3:15-5:15pm		SUNDAY: <input type="checkbox"/> 12:30-2:30pm <input type="checkbox"/> 3:15-5:15pm	
ROOM REQUESTS			
OPTION A: HOST ONLY		OPTION B: HOST & UPGRADED PARTY PACKAGE	
<input type="checkbox"/> SINGLE ROOM* INCLUDES 15 SWIMMERS, 3 TABLES, SEATING FOR 12, AND MAX ROOM CAPACITY OF 20 PEOPLE. RESIDENT FEE: \$115.00 NON-RESIDENT FEE: \$150.00		<input type="checkbox"/> SINGLE ROOM* INCLUDES 15 SWIMMERS, 3 TABLES, PLACE SETTINGS FOR 12, DECORATIONS AND MAX ROOM CAPACITY OF 20 PEOPLE. RESIDENT FEE: \$140.00 NON-RESIDENT FEE: \$175.00	
<input type="checkbox"/> DOUBLE ROOM* INCLUDES 30 SWIMMERS, 6 TABLES, SEATING FOR 30, AND MAX ROOM CAPACITY OF 40 PEOPLE. RESIDENT FEE: \$190.00 NON-RESIDENT FEE: \$260.00		<input type="checkbox"/> DOUBLE ROOM* INCLUDES 30 SWIMMERS, 6 TABLES, PLACE SETTINGS FOR 30, DECORATIONS AND MAX ROOM CAPACITY OF 40 PEOPLE. RESIDENT FEE: \$230.00 NON-RESIDENT FEE: \$300.00	
UPGRADED PACKAGE OPTIONS <i>(for upgraded room selection only)</i>			
Traditional Package (Pink) <input type="checkbox"/>		Traditional Package (Blue) <input type="checkbox"/>	
Traditional Package (Primary Colors) <input type="checkbox"/>			

Party packages include tablecloths, plates, cups, napkins, forks, a balloon bouquet, and a gift bag for each child in attendance.

PLEASE REVIEW AND INITIAL ALL POOL PARTY REQUEST AND CANCELLATION POLICIES

POOL PARTY REQUEST POLICIES:

Initials: _____

1. Requests must be submitted at least two (2) weeks prior to the date requested and will be considered on a first-come, first-serve basis.
2. Completion of this form is a request only. Once your request form is received, you will be contacted by a member of the aquatic staff to discuss availability of your request date and further steps.
3. Requests are reviewed on a weekly basis; please allow 3-5 business days for processing.
4. Room rentals for pool parties are Saturdays and Sundays only, 12:30-2:30pm, or 3:15-5:15pm
5. Pool Party rentals will not be considered final until request is approved, rental agreement is signed and full payment is collected.
6. Rentals fees are due in full at time of booking.
7. Alcohol is not permitted for any pool parties.
8. The Pool Party Host will act as a liaison between the party guests and the facility. Party host is not exclusively dedicated to each rental but is available to assist with snack preparation, timeliness of party, clean up after the conclusion of the party, and will also lead a safety talk to inform guests of necessary rules and pool policies.
9. Use of personal decorations is permitted. Guests may access the room 10-15 minutes prior to the start of the party. Confetti, glitter, and thumb tacks are NOT allowed. Decorations may be hung with blue painters tape or command hooks only.
10. All guests of the party are expected to follow all facility and pool rules. Rental applicant is responsible for conduct of guests and condition of room. Any guest whom refuses to comply will be removed from the facility and any damage costs will be billed to the Renter.
11. **CANCELLATION POLICY:** All cancellations received at least 7 days prior to the scheduled party date will be granted a full refund minus a \$10 administration fee. Cancellations received 6 days or less from the rental date will result in a 0% refund for the renter.

**PLEASE REVIEW POOL RULES ON OPPOSITE SIDE
RENTER MUST INITIAL, SIGN & DATE - - - >>>**

Pool Rules

Initials: _____

- **Instructions from the lifeguard must be obeyed at all times**
 - Please be courteous. Foul language, horseplay, fighting or abusive behavior will not be tolerated.
- **Proper swim attire is required.**
 - Basketball shorts, other sportswear, cotton, or any other clothing that is not specifically made for use in a swimming pool is prohibited.
 - Personal safety devices must be removable and non-inflatable. Water wings, floatation suits, and swim trainers are not allowed.
- **Age requirements**
 - Children age 5 and younger must be accompanied in the water and remain within arm's reach of an adult, age 18 or over, at all times.
 - A person age 16 or older must remain on the pool deck and directly supervise any child between the ages of 6-11 in the pool.
 - Children age 12 and older may swim without adult supervision.
 - Children who are not toilet trained must wear swim diapers.

Additional Guidelines

Initials: _____

- Please do not enter the lobby/hallway areas wet or without shoes. Once the party has begun, all guests should enter/exit the party room via the pool deck and locker room doors only.
- Changing clothes on deck is prohibited.
- Acceptable personal pool equipment includes noodles, kickboards, beach balls, dive sticks, other soft balls, and infant inflatables with a seat in the bottom; however use of all items is up to the discretion of the lifeguard.
- Flotation devices (excluding lifejackets) are not allowed in any area where the user cannot touch the bottom of the pool.
- Use of facility aquatic equipment is not allowed during open swim times.
- No Diving.
- No Running.
- All swimmers must shower before entering the pool area.
- Food, gum, alcohol, and glass containers are not allowed in the pool area. Drinks in sealable, spill proof containers are permitted.

Applicant's Signature: _____

Date: _____

***Request forms may be faxed, emailed, or physically submitted to the location of your party request.
For questions, or further information, please call either number provided below.***

Bison Ridge Recreation Center
13905 E. 112th Ave
Commerce City, Co. 80603
Ph: 303-289-3669
Email: cerwin@c3gov.com

- RECREATION/AQUATIC STAFF USE ONLY -

<input type="checkbox"/> APPROVED	Rental Date:	Time:	Room(s):	Package:
<input type="checkbox"/> DECLINED				