POOL PARTY REQUEST FORM

HOST INFORMATION

Member Name:	❑ **Owner** ❑ **Tenant** ❑ **Outside**

Member Address:

Member Phone Number(s):

Member Email:

EVENT INFORMATION

WHEN	WHAT	WHERE
Parties NOT PERMITTED on the last day of school, during holidays, or on any holiday weekend. **Date of Event:** _____ **Day of the Week:** _____ **Time of Event** (2-hours max, includes setup/breakdown): **Start:** _____ am or pm **End:** _____ am or pm	❑ **Birthday Party** ❑ **Special Use** **Event Description:** _____ _____	❑ **Southern Walk** ❑ **Summerbrooke** (residents only) ❑ **Community Pool** (Request Rec Pool Reservation Form if you wish to rent the Rec Pool)

ATTENDEE INFORMATION

Number of Attendees: _____ (30 people max)

- Total attendees cannot exceed 30 people including host, swimmers and non-swimmers.
- Please complete list of attendees on page 2 and email to pools@broadlandshoa.com at least 5 days prior to event.

Pool parties can be accommodated during normal operating hours providing the party does not interfere with the use and enjoyment of other pool members. Pool parties are allowed on a first come, first served basis, and must meet the following criteria:

a) The request for a party must be made *at least* 5 days prior to the event to allow for adequate guard coverage. Requests within 5 days may be denied.
b) The pool & deck and not reservable and are available on a first come, first served basis.
c) The host is responsible for the conduct of all party attendees and will ensure that members and guests comply with Broadlands pool rules.
d) The size of the party must not exceed 30 persons, and members and guests shall adhere to the detailed pool rules #5. Safety – Main Pool.
e) Parties cannot exceed 2 hours, to include set up and breakdown.
f) Members can provide their own food and beverage, however; food and drinks must be consumed in designated eating areas only.
g) Hosts are responsible for cleaning tables and chair surfaces in eating areas and leaving areas clean and orderly for others to use after their departure.
h) If the pool is closed for weather or any other reason prior to your event, the event may be rescheduled to another day but must be coordinated with Broadlands HOA. Guest passes are non-refundable per detailed pool rules #10. Guests.
i) Pool parties are NOT PERMITTED on the last day of school, during holidays, or on any holiday weekend.

*Members shall submit pool party request form to pools@broadlandshoa.com. Pool Party requests will be reviewed, and if approved a confirmation email will be provided to the host prior to their event. If you do not receive confirmation before your event, email pools@broadlandshoa.com BEFORE going to the pool. Lifeguards and staff will not allow parties without prior approval. HOA approval of a pool party or special use of any Broadlands pools DOES NOT grant exclusive use to members of their use of the pool and/or deck spaces and approval does not constitute a reservation, per Broadlands pool rules, #11. Birthday Parties or Special Use, and members and guests are required to adhere to the **full and comprehensive Broadlands Pool Rules** at all times during their event. Submitting this form does not guarantee rental – use is subject to availability and staffing.*

Signature of Host: _____ **Date of Submission:** _____

Office Use Only: ❑ HOA Approved ❑ HOA Email to Host ❑ HOA Add to Pool Calendar	❑ Party Received

Notes: _____

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ATTENDEE LIST

This guest list must be emailed to pools@broadlandshoa.com at least 5 days prior to your event.

All persons, aged 5 and older, must have a valid pool pass. Guest passes are required for all non-members. Guest passes must be purchased at least 5 days prior to event to allow time to load to your account. Information regarding guest pass purchases can be found at www.broadlandshoa.org/pool.

TOTALLY ATTENDEES SHOULD NOT EXCEED 30 PEOPLE

	MEMBER (HAS VALID POOL PASS) Provide First and Last Name	NON-MEMBER GUEST Provide First and Last Name
1	Host Name:	
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