



## **NORTHUMBERLAND SWIM CLUB PARTY INFORMATION (SUMMER)**

**Pool Address and Telephone No:** 2708 Danby Court, Atlanta, GA 30340 (770) 939-4267

**POOL HOURS** The regular pool hours are posted on the pool website: [www.nusc.com](http://www.nusc.com)

### **WHAT IS REQUIRED TO SCHEDULE A PARTY?**

If you are a dues paying member of NUSC, you may reserve the pool and clubhouse for a private party.

All parties are scheduled on a first come, first served basis.

You can check the Event Calendar online at [www.nusc.com](http://www.nusc.com) to determine if your desired date may be available. Contact the Events Coordinator to reserve a party date and time. **(The online Event calendar is subject to change, so you must contact the Events Coordinator to reserve a time.)**

Events Coordinator: email: [events@nusc.com](mailto:events@nusc.com)

- Review this NUSC Party Information packet.
- Complete the NUSC Party Reservation Form (Reservation Form). If you require additional lifeguards, you must obtain a lifeguard request form from a lifeguard (or Event Coordinator will send you one).
- Fees for non-member guests are to be paid immediately after the party.
- Attach a separate check for the \$25.00 security deposit.
- Return the Reservation Form and the checks to the Events Coordinator within 24 hours of making your reservation. (See Reservation Form for address.)

A \$25.00 deposit is required to hold your date. This deposit will be refunded if:

- the party rules are followed,
- no damages are incurred,
- the club facility is properly cleaned up,
- non-member guest fees are paid within one week of party date, and
- the key is returned immediately after the party.

The Events Coordinator will determine if the security deposit is to be refunded.

If your party is held during a time when the pool is not regularly open, you will need to obtain a key to the clubhouse from the Events Coordinator. This key does not provide access to the pool. A lifeguard will open the pool, and is required to be on duty in order for you to be in the pool area.

### **WHEN CAN I HAVE A PARTY?**

Except as otherwise outlined below, a party can be scheduled at any time between 9 a.m. and midnight, provided you are able to arrange for the appropriate lifeguards. Lifeguards are obtained through Sweetwater Pool Management.

During the portion of the year when the pool is open, parties may not be scheduled on weekends or holidays between 1:00 p.m. and 5:00 p.m.

Parties may not be scheduled on the morning of the Saturday of Memorial Weekend.

Parties may not be scheduled during open pool hours on Fridays until the pool is open full-time (e.g. this generally correlates with the first Friday after the public schools in DeKalb County are out for the summer).

Parties may not conflict with pool sponsored functions.

There can only be one party at a time.

During regular pool hours, **the pavilion shall remain available** for general public use.

Although the clubhouse can be reserved for your party, access to the pool bathrooms is through the clubhouse and complete privacy is not possible.

### **HOW MANY GUESTS MAY I HAVE AT A PARTY?**

During hours when the pool is open, party size is limited to 20 people, including swimmers, non-swimmers, supervisors, members and non-members.

There is a guest fee of \$3.00 per non-member guest. Payment for non-member guests is made within one week after the party date.

**\*\* GUEST FEES MUST BE GIVEN TO THE EVENT COORDINATOR. DO NOT GIVE GUEST FEES TO JUNIOR GUARD.**

Please be sure that you have adequate supervision for your party guests. (One adult per 4 to 6 children is recommended.)

The host of a party with more than 40 people must meet with the Events Coordinator.

### **WHAT DOES PROPER CLEAN-UP REQUIRE?**

Proper Cleanup Requires:

- All decorations to be removed.
- Table tops to be brushed or wiped off, as necessary, to return the pool and clubhouse to the condition in which you found them.
- Floor area to be swept, vacuumed, or hosed down, as necessary to return the pool and clubhouse to the condition in which you found them.
- Spills to be cleaned up.
- Tables or other furniture moved for the party to be put back in their original place.
- Bathrooms to be cleaned up—toilets flushed, counters wiped off, floors in stalls swept, toilet paper removed from floors, trash emptied.
- Trash to be picked up and thrown out.
- Trash to be emptied. Trashcans that are full, or close to full, shall be emptied. Remove trash-filled bags, tie tops, and place at curb--if on a Wednesday or Sunday night. At all other times, place tied trash bags in the area behind the clubhouse. Put new trash liners in the garbage cans.

A broom, dustpan, and vacuum cleaner are available at the clubhouse in the kitchen area. A hose is available in the pool storage area. (You will have to ask the lifeguard for access.) Hose spigots are located in the vault at the base of the outdoor shower, and near the lifeguard area. Trash bags are available from the lifeguard. Towels and rags for clean-up are not available at the clubhouse. You must provide these yourself.

## **HOW DO I SCHEDULE LIFEGUARDS?**

You are responsible for scheduling lifeguards for your party. To schedule lifeguards, contact Sweetwater Pools at [http://www.sweetwaterpools.net/Form\\_Pool\\_Party\\_Request.aspx](http://www.sweetwaterpools.net/Form_Pool_Party_Request.aspx). Lifeguards are \$25/hour with a 2 hour minimum (\$50). Additional information can be found on the Sweetwater Pools website.

Your party must conclude before the lifeguards may leave.

If your party is cancelled, or if there is a change in the date, or hours, of your party, you are responsible for notifying the lifeguard(s) and the Events Coordinator. Full payment for the party shall be made when notification of the lifeguards and the Events Coordinator has not been made within 24 hours of the scheduled party time.

The number of lifeguards you must provide is generally as follows:

<b>Number of Guests</b> Swimming, non-swimming, Members, non members	<b>When Party is Held Before or After Pool Hours</b>	<b>When Party is Held During Pool Hours</b>
0 – 12	1	0
13-20	1	1
21-25	1	N/A
26-60	2	N/A
61-100	3	N/A

Note: One additional lifeguard shall be required for any teenage party, college age party, or for any party involving alcoholic beverages.

Lifeguards will have one 15-minute break each hour.

**Lifeguards do not provide babysitting, supervision of party guests, or cleanup. They provide lifeguarding only.**

All parties that are held during pool hours must end, and be cleaned up, by the closing time of the pool. If the party and cleanup is not complete by the time of pool closing, lifeguard(s) in the ratios described above, must remain. Each lifeguard, who is required to remain, must be paid for the time they are required to stay (half-hour minimum).

Lifeguards are required to be on duty, according to the guidelines specified herein, for any party which serves alcoholic beverages, regardless of whether anyone swims, and regardless of whether or not the party is confined to the clubhouse.

You must schedule adequate lifeguards. Do not put your party guests at risk of safety and liability issues. Failure to schedule adequate lifeguards will result in loss of your deposit and loss of party privileges.

## **ADDITIONAL RESPONSIBILITIES**

- The reserving member must attend all private parties.
- The reserving member is responsible for any damages to the club facilities by party guests.
- The reserving member is responsible for insuring that party guests under the legal drinking age consume no alcoholic beverages.
- No glass bottles or containers are allowed in the pool area.

## **AFTER-HOURS PARTIES**

- There shall be a \$100 cap on guest fees for members' parties held after hours.
- There shall be a 100 person cap on parties held after hours.
- The refundable deposit for an after-hours party shall be \$100 rather than the usual \$25.
- After hours parties shall have an 11:00pm curfew on weeknights and 12:00 midnight on weekends (Fri/Sat).

## **PLEASE BE A GOOD NEIGHBOR!**

Be sure that neither you, nor your guests, block the driveways of our pool neighbors.

Keep the noise level reasonable.

Stereos, music, etc. should be turned off by 11:00 p.m.

***WE HOPE YOU HAVE A WONDERFUL PARTY AT NUSC!***