

**Seven Locks Swim and Tennis Club**  
**Policy on Private Parties at the Pool**  
(revised February 18, 2008)

**Policy on Private Pool Parties:**

Seven Locks Swim and Tennis Club is available for use by members for private parties hosted and arranged by members, which may be held during normal operating hours or outside regular hours, if staffing by pool managers and lifeguards can be arranged.

*All parties of 10 persons or more during regular pool hours, and parties of any size outside regular pool hours, must be arranged in advance and approved in accordance with the procedures described in this policy statement.*

Pool functions (swim and dive meets, as well as pool social events) have priority over private parties.

(1) The pavilion, umbrella tables and picnic tables cannot be exclusively reserved for a private party. These facilities are available to all members on a first-come, first-served basis. If available, they can be used by a private party.

(2) The galley (room with refrigerators and freezers adjacent to the men's locker room) is not available for private parties. Club social events along with swim and dive meets occupy this space.

The gas grills are available for rental for private parties, as indicated on the Party Request Form. Utensils must be provided by the party sponsor.

(3) All party participants must abide by all Seven Locks Swim and Tennis Club rules and regulations at all times.

(4) Pool staff are not available to serve as party coordinators, baby sitters, or for food preparation. These individuals can be hired to help out with a party, but only if they are not scheduled for duty to work at the pool at the time of the function. Such arrangement is made privately between the party host and the staff member in question.

(5) Food may be brought into the facility for a party, but *no glass containers of any kind are permitted*. The party host is responsible for clean up after the party, making sure that the pool grounds are left in the same condition after the party as they were in before the party.

(6) Consumption of alcoholic beverages at private parties requires prior approval by the President of the Pool Board in consultation with the Pool Board. There will be zero tolerance for underage drinking, which will result in immediate termination of the party with no refund.

(7) In case of inclement weather that requires the pool area to be vacated (thunder or lightning), the party will be terminated and the pool area cleared immediately of all pool members and guests at the party, in accordance with the Seven Locks safety policy. This decision will be made by the pool manager on duty and is not subject to any discussion.

### **Procedure for Arranging a Party:**

(1) Review the Policy on Private Pool Parties (above), then print out the Party Reservation Form, available from the specified web link.

(2) Complete the Party Request Form, and return it to the Seven Locks Party Reservation representative, who will clear availability and staffing on the time and date requested with the Pool Management Staff. (The current Party Reservation representative is Liz Wiedemann, who can be reached via email at [lwiedemann@comcast.net](mailto:lwiedemann@comcast.net).)

(3) Pay the appropriate fees in advance of the start of the party:

*Guest fees:* \$4/adult, \$2/child under 12. (Note: Guest fees are applicable to all non-Seven Locks members who attend the private party, regardless of whether they utilize the swimming pool.)

*Grill fee (if applicable):* \$20 per grill to cover depreciation, cleaning, and propane.

*Lifeguard Staff:* \$17.00 /hour/lifeguard. During normal pool operating hours, one lifeguard is added per twenty (20) party guests. Outside of normal operating hours, three lifeguards are needed for the first twenty (20) guests, and a fourth is added for more than 20 guests. Any party anticipating more than 20 guests requires discussion and approval of the Seven Locks Swim & Tennis Club president or his designate.

Checks for the above fees should be made out to *Seven Locks Pool Inc.*

(4) On the day of the party, leave a guest list at the front desk for party attendees to check in with the lifeguard office staff.