



## Private Pool Party Guidelines and Reservation

1. Reservations must be received at least two (2) weeks prior to the requested party date.
  - a. Please begin by contacting the association responsible for your facility. Note that some facilities require a separate reservation and fee for using the pool.
  - b. After speaking with the appropriate person (or if Lifeguards Unlimited is solely responsible), request your reservation by returning the attached form and payment.
  - c. Lifeguards Unlimited will contact you to confirm your reservation when payment and reservation form are received.
2. Reservations are taken and confirmed on a first-come, first-served basis. If a party has already been scheduled for the same date, we will contact you and give you other available dates.
3. Requests for pool parties may be more difficult to schedule after August 1<sup>st</sup>.
4. All pool rules will be enforced. As host or hostess, please assist in educating the members of your group about the facility rules.
5. Rentals cancelled less than seven days prior to the event will be assessed a \$25.00 cancellation fee.
6. In the event of bad weather the day of the event, you must call 314-423-9899 and speak directly with the Vice President. Lifeguards will arrive at the pool rain or shine unless notified by the Vice President.
  - a. No refunds will be granted if we are not notified PRIOR to 9:30 a.m. for any afternoon event or 4:30 p.m. for any event scheduled 6:00 p.m. or after. If the office is contacted as indicated above, you may receive a refund less a \$15 service charge.
7. The renting organization, and specifically the Renter, is responsible for all clean up. If the guard incurs additional clean-up time, you will be charged for one additional hour.
8. The person signing the Rental Contract (Renter) is responsible for the group. Any damages to the pool facility are the responsibility of the Renter.
9. If rental party exceeds contracted time an additional fee of \$18.00 per half-hour will be charged.

**10. The following staffing guidelines must be followed:**

**1-25 people = 1 lifeguard per hour**

**26-50 people = 2 lifeguards per hour**

**More than 50 people = Call to discuss required lifeguards and ratios.**

**Additional guards must be added for parties with alcoholic beverages or for parties for teens and children.** Please call the office for more information. If the party exceeds the 1:25 ratio and the guard(s) on duty must call for additional staff, you will be required to pay for those additional staff at the rate of \$25 per hour.

### Mail Request Form & Payment to Lifeguards Unlimited

4709 LaGuardia Drive Suite 180  
St. Louis, MO 63134

**Call 314-423-9899 for more information!**

Facility Requested \_\_\_\_\_

Date Requested \_\_\_\_\_ See #3 above.

Time Requested \_\_\_\_\_ Estimated # in Group \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_

Payment is enclosed in the form of: Check Money Order Visa MasterCard 3-Digit CSC: \_\_\_\_\_

Credit Card Payments: Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Staffing Work Area

1 guard for every 25 guests = \_\_\_\_\_

Alcohol/youth/teen (+1/50) = \_\_\_\_\_

**Total # of Guards =** \_\_\_\_\_

Number of hours = \_\_\_\_\_ x \_\_\_\_\_

Subtotal = \_\_\_\_\_

Per hour, per guard = \_\_\_\_\_ x **\$18.00**

**Total amount enclosed = \$** \_\_\_\_\_