

# MARY SIAH RECREATION CENTER BIRTHDAY RESERVATIONS

All reservations for parties must be arranged in person. The party areas are reserved for \$30.00 per party, for up to 4 hours, and should be reserved at least two weeks in advance. At least 48 hours notice is required for canceling in order to receive a refund **or** change the date. A change made without 48 hours notice will be considered a new reservation with an additional \$30.00 fee.

1. Party guests may not enter the locker rooms before being paid for at the front desk and directed to do so by pool staff. **Payment for pool admission for the party group may be made 15 minutes before the start of open swim.**
2. If you are swimming:
  - a) All swimming party guests must check and pay at the front desk before entering the locker room.
  - b) Go over the pool rules with your entire group.
  - c) Group rates will apply if you have 10 or more paying swimmers.
  - d) For groups smaller than ten, the regular fee applies. You may purchase a 10-swim ticket and use only the amount of punches you need, but you must purchase one entire ticket.
  - e) Children 6 years and younger must be accompanied by a person 16 years or older while in the facility and pool. Pool ratio is one person 16 years or older per four children 6 years and younger.
  - f) We recommend that you do not allow children back into the pool after eating.
3. If decorations are hung, use only Scotch tape. Do not use staples; push pins, tacks, or nails.
4. The "Party Room" must be clean prior to leaving the facility.
  - a) Put all garbage in trashcans.
  - b) Wipe off tables and chairs.
  - c) Vacuum carpet or sweep the floor, if necessary.
  - d) If decorations were used, make sure tape is removed from all surfaces.
5. Please remember Mary Siah closes at **9:00 p.m.** Monday through Friday; **4:00 p.m.** on Saturdays and **12:00p** on Sundays. All patrons must be out of the building by the above mentioned times.

Please sign below that you have read and understand the rules as stated above.

\_\_\_\_\_  
Date & Time of Party

\_\_\_\_\_  
Area

\_\_\_\_\_  
# and Ages of Children

Name: \_\_\_\_\_ Party for: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Receipt #: \_\_\_\_\_

For Office use only: Date reservation taken: \_\_\_\_\_ Staff initials: \_\_\_\_\_