

**City of Saline
Department of Parks and Recreation
Recreation Center**

PARTY PACKAGE GUIDELINES

HOURS OF OPERATION

Operating hours for the Saline Rec Center are:

Monday-Friday	6:00 a.m. - 9:00 p.m.
Saturday	8:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 6:00 p.m.

Cabana Rental hours:

Monday – Friday	10:30-11:30am, 12:00-1:00pm, 1:30-2:30pm, 3:00-4:00pm, 4:30-5:30pm, 6:00-7:00pm, 7:30-8:30pm
Saturday	12:00-1:00pm, 1:30-2:30pm, 3:00-4:00pm, 4:30-5:30pm
Sunday	12:30-1:30pm, 2:00-3:00pm, 3:30-4:30pm, 5:00-6:00pm

*The pool closes 15 minutes prior to the building closing.

**After hour birthday party rentals are also available. Please call Carla at 734-429-3502 x 209 for details.

FEES

Party Package: Eight-person deposit due at time of reservation. \$200.00 member/\$225 non-members

\$6.00 per additional child/\$9.00 per additional adult

Balance due on the day of the party

INCLUDED IN THE PARTY PACKAGE:

- Admission for eight kids (including the birthday child)
- Two free adult admissions for party child's parent/guardian
- One hour in Cabana party room
- Ten minute set up allowance
- Unlimited swimming
- Unlimited gym use
- Fridge/Freezer storage (party day only)
- Paper supplies (table cover, white Styrofoam plates & cups, white napkins, utensils)
- Set up/clean up by SRC staff

C. Extra add ons: ONE-MONTH NOTICE FOR EXCLUSIVE RESERVATION IS REQUIRED

Inflatable Moon Walk in Racquetball Court \$60.00/hr. includes staff to monitor activity

Racquetball Court \$25.00/hr.

DDR (Dance Dance Revolution in Racquetball Court) \$75.00/hr. includes staff to give instructions and to monitor activity

Inflatable Dolphin in big pool \$75.00/hr. includes certified lifeguard

Inflatable Aqua Volleyball in big pool \$75.00/hr. includes certified lifeguard

Helium Balloons \$5.00 for two bunches of five latex balloons.

Activity Leader \$20.00/hr. Add a special touch to your party! Let us plan it with fun organized games!

GENERAL

1. For the Cabana pool party room, you must fill out a Facility Rental Application and pay the \$200/\$225 deposit. **No exceptions.**
2. The deposit for a party package is the cost of the first eight children. The balance is paid the day of the event for additional children or adults attending the party.
3. For Extras/Add-Ons, the full cost of the rental is paid for at the time of application.
4. **You must stop at the front desk to pay your balance the day of your party.**
5. Reservations should be made at least 30 days in advance and will be handled on a “first come-first serve” basis. Allow 5 business days to process and receive confirmation.
6. Reservations may be considered up to 1 year in advance. The SRC staff reserves the right to make changes as necessary.
7. All party sizes must range from a minimum of eight people, to a maximum of 50 people.
8. The party child’s parents/guardians are free. (two free adult admissions)
9. The adult to child ratio for all parties is one adult to five children.
10. You may bring a birthday cake and ice cream, or some other special treat(s). Open flames including birthday candles are prohibited.
11. If you have any items that need to be refrigerated/frozen such as cake or ice cream, we do have a refrigerator/freezer for temporary storage of such items.
12. All guests shall check-in at the Front Desk. Guests will be escorted/directed to the Cabana.
13. **There is the possibility of unforeseen accidents, such as a child getting sick in the pool, a child having an injury, etc., which is beyond the staff’s control. This may require certain activities to**

be temporarily shut down. In the event that an unfavorable situation does occur, the staff will work with the situation to find the best solution. We appreciate your understanding and cooperation under these circumstances.

14. All parties are responsible for their guests' behavior. Inappropriate behavior by any guest in any area of the Rec Center will be cause for removal from that activity area or from the facility if deemed necessary by staff. **There will be no refunds in these cases.**
15. The SRC is a smoke-free facility.
16. Cameras are permitted in the Party Room **ONLY!**
17. Guests who are observing only (not participating in activities of the party) do not need to pay. If any guest should choose to participate actively in the party, they will pay \$9.00 for adults, \$6.00 for child under 13 years, \$6.00 for senior over 60 years.

REFUND POLICY

If you want to cancel your party, your deposit is refundable if notice is given, in writing, 14 days in advance. A \$10.00 processing fee will be applied. A refund check will be processed by the Treasurers Department and sent directly to you in 4 – 6 weeks.

If the party is cancelled with less than 14 days notice, the deposit is forfeited unless extenuating circumstances occur.

You can choose to have any transactions related to your rental refunded by putting them on account for a \$1.00 processing fee to be used at our facility in the future.

In the event that you choose not to use the facility on your scheduled date, contact the Rec Center as soon as possible by calling us at 734-429-3502.

The SRC is not responsible for lost, stolen or damaged property within the facility or on the premises.

Helpful Tips To Help Your Party Run Smoothly

- ***CAMERAS MAY ONLY BE USED IN THE PARTY ROOMS!***
- **Make sure that all guests who plan to swim have proper swim attire. This means proper bathing suits, shorts with a liner, and NO t-shirts, as the aquatic staff strictly prohibits “street clothes” in the pool. For a further explanation of this rule, please refer to the FAQ’s on SRC Aquatic Center (2nd to last sheet in this packet).**
- **Make sure that your guests bring towels, as the SRC does not provide them.**
- **Don’t forget to have your guests bring a lock if they wish to store valuable belongings in the locker room. Party rooms are not available for storage.**
- **If any small children will be swimming, make sure that their parents know to equip their children with a swim diaper and tight fitting rubber pants. Remember, children 9 & under need an adult in the pool area. Children under 42” must have an adult in the pool within arm’s reach at all times.**
- **All swimmers must take a soap shower before entering the pool area.**
- **Street shoes are not allowed on the pool deck.**
- **Open flames including birthday candles and sterno are prohibited.**
- **Be sure that you have read and understand the information in this packet. If you have any questions or concerns, please speak to the party staff prior to your event.**

Frequently Asked Questions or Concerns

What exactly does the package price cover?

The cost per individual applies to those children and adults that will be participating fully in the party. The cost covers the individual's admission to the Rec Center, room rental, and supplies that will be provided.

Is the Birthday Child free?

The Birthday Child is not free, but the parents of the Birthday Child (two adults) are free of charge as long as they only participate in the birthday party activities.

Do guests who are not participating need to pay?

No, not if they are observing. If any other guests should choose to participate in an activity, they will pay:

\$9.00 for adults

\$6.00 child under 13 years

\$6.00 senior over 60 years

Can I come in early to decorate or setup?

Yes, There is a 10-minute window for room set up just prior to the rental. On any given day, a party could be reserved in the room before you, in which case the party would need time to clear out of the room. The custodial and party staff would also need time between parties to clean and prepare for yours.

Does the SRC staff decorate the room? What do your paper goods look like?

The SRC staff does not decorate the room, however you are welcome to decorate yourself. Our staff will provide you with guidelines as to what the facility allows. The paper goods we provide include plain white Styrofoam/paper plates & cups, table cover, napkins and utensils. . The party rooms have 8' x 2.5' rectangular tables.

Is there somewhere we can store our belongings and/or gifts?

We only provide storage for items that need to be refrigerated/frozen. Other items such as gifts or belongings must be carried with the owner or stored elsewhere such as in a vehicle or locker. Items cannot be stored in the party room as there may be another party in the room while you are at your activities, (not to mention the possibility of the items being lost or stolen). This is the main reason we suggest parties use the room first and then move on to their activities.

When do I pay the balance on parties?

It is our practice to collect the balance as soon as you arrive. This allows you to enjoy your event without worrying about it and also allows our staff to concentrate on your party.

Can we use the Multi-Purpose Room for parties?

The Multipurpose Room is not for use in conjunction with Party Packages. However, it can be used for adult gatherings, meetings, seminars, etc. Cost is \$40.00/hr. and has a capacity of up to 75 people, depending on seating arrangement.

What exactly does the SRC Staff do for party rentals?

Staff is responsible for making sure that your party room is clean, stocked, and prepared for your party. They are also here to serve you by making sure that you have everything you need. They will periodically check to make sure that you have all that you need, or to answer any questions while you are in the party room. However, they do not remain in the room the entire time.

What is expected of us as far as clean up is concerned?

All we ask is that the plates, cups, napkins, etc. are thrown into the garbage. Any decorations must be removed including tape, balloons, banners, etc. We appreciate that care is taken not to dirty the floor and chairs with food beyond reason. If a room is deemed too messy after your party's use, \$50.00 will be charged to the person on the Rental Application. The custodial staff's responsibility in cleaning the room after your party/event is to wipe down tables, chairs, etc. and sweep the floor.

Is tipping employees permitted?

Staff members of the SRC are NOT permitted to accept tips from our customers. Thank you for your cooperation in this matter.