



Birthday Party Procedures

Guest Lists & Fees

- All parties will be required to provide the CAC with a guest list **24 hours** before the party. This list can be emailed to cac2@cityofcumming.net, faxed to 770.781.1786, or dropped off in person. If you do not provide us with a guest list before the party, you will be **required** to complete one when you arrive at the CAC BEFORE your party. Your guests will not be permitted to enter the facility until we have a guest list.
- **PLEASE NOTE THAT WE WILL ONLY ALLOW 39 GUESTS MAXIMUM PER CABANA RENTED. If you have 40+ guests, you must rent another cabana. If another cabana is not available, there will still be a \$75 surcharge. This policy will be strictly enforced to ensure that we do not exceed bather loads and to ensure that we have room in the park for non-party guests.**
- Please include the hosts and the birthday child on the guest list.
- Please include payment details on this list. For example, are you paying for just the child who is invited? Are you paying for the child and parent(s) or are the parents who are staying required to pay for themselves? Are you paying for siblings?
- You may provide us with a “definite” and a “maybe” list if needed. You will be asked to pay before the party for the “definites” and the “maybes.” If any guests you have paid for do not come to the party, we will provide you with a refund for that guest (see refund procedures below). If someone arrives who is not on your list, they will be charged a daily admission unless you specify that you will pay for any extra guests.
- Daily admission is required for all guests, including swimmers and non-swimmers. If you are not paying for all or some of your guests, they are required to pay their own admission so we ask that you kindly notify them in advance in order to avoid any issues when they arrive for the party.
- You will be asked to return to the Front Desk or Ticket Booth (for seasonal cabana rentals) during the latter part of your party in order to “settle up.” If there is a discrepancy in payment, the customer will be charged as per the Cumming Aquatic Center’s list. Refunds will be provided as per the original method of payment, via cash or credit card. Note that we DO NOT keep guest lists on file and will not provide a refund once the host has left the Cumming Aquatic Center. **YOU MUST SETTLE UP BEFORE EXITING THE CAC!**
- **We do not accept checks for daily admission- cash or credit card only please.**

Guest Check-In

- Activity Room rentals: All guests including the host must check in at the Front Desk area in the main lobby upon arrival.
- Cabana rentals: All guests including the host must check in at the Outdoor Leisure Pool Ticket Booth upon arrival.

Food Policy

Seasonal (Summer)

When the Outdoor Leisure Pool is open (weekends in May through Labor Day), no outside food or drink is permitted unless a cabana or activity room is rented.

- Parties with cabana rentals will be permitted to bring in their own food in to the Outdoor Leisure Pool.
- Parties with Activity Rooms rentals will be permitted to bring their own food in to the Activity Room for the duration of the rental, but not out to the Outdoor Pool before, during, or after the room rental.
- Parties may bring in their own coolers to store cakes or any food items since the Cumming Aquatic Center does not provide a place to store these items.

Off-Season

When the Outdoor Leisure Pool is NOT open, guests are permitted to bring in their own food or drinks or have food delivered.

Rental Times

- Cabanas may be rented from 10am-2pm and 2:30-6:30pm Monday through Saturday and 1-6pm on Sundays. Activity Rooms are \$27 per hour.
- Cabanas will not be available prior to the booking time and the party hosts will not be permitted to enter the pool area before we open to the public. Once we open, we will have a separate window open at the Ticket Booth to check in our parties.
- Activity Rooms will not be available until the time that the actual booking begins. If you would like to decorate, please plan to book the room earlier than when your guests are set to arrive. If you would like to store items in the party room past the time it is booked for, please book the room later or you will be charged the rental fee of \$27/room/hour.

- We kindly request that you exit the Activity Room / Cabana at the end of the booking time along with all belongings and supplies so that the CAC staff have enough time to clean the space and prepare it for the next rental.

Pool Rules

- All regular Pool Rules will apply for parties and private rentals. Please visit our website for a complete list of our rules, www.cummingaquaticcenter.com.
- Toys are not allowed in the pools during Open Swim times with the exception of floatation devices that attach to the body or water wings. The CAC will provide life jackets if needed. Some water toys may be permitted for **Private Bookings** only AT THE DISCRETION OF THE MANAGER ON DUTY.
- You must be 48" tall to ride the slide. No exceptions.
- All swimmers 7 years & under must be accompanied by an adult in the water. Swimmers 8 – 13 years must have an adult present in a swim suit. **All swimmers must wear a bathing suit.** We request that you maintain a ratio of 1 adult to 4 children for the swimming portion of the party.

Refund Policy

- Due to high demand, 2 weeks' (14 days) notice is required to cancel any cabana rental, activity room rental, or pool rental in order to receive a full refund MINUS THE ADMINISTRATIVE FEE or to change the date of your cabana rental. No refunds will be issued if 2 weeks' notice (14 days) is not given. No partial refunds will be issued.
- Administrative fees are always non-refundable.

Pool Closures and Inclement Weather

- If the Outdoor Leisure Pool is closed due to Inclement Weather, Fecal Accidents, or any other reason deemed necessary by Management, the birthday party/cabana rental will be moved to an inside room with no full or partial refund provided.
- If the Instructional Pool is available for Open Swim, the party may swim in it and no full or partial refund will be provided. If the closure is temporary, your party will be permitted to enter the Outdoor Leisure Pool again as soon as possible.
- If the Instructional Pool is NOT available for the swimming portion of the party, the following procedures will be implemented:
 1. Any guests of the party who paid a daily admission will be issued a Rain Check if the closure took place **less than 2 hours** from the time stamp on their receipt.
 2. Any guests of the party who paid daily admission will be issued Half Price tickets if the closure took place **less than 3 hours** from the time stamp on their receipt.
 3. If the host of the party paid for multiple guests, they will be provided a full or half refund for those guests in lieu of Rain Checks or Half Price tickets.
- If inclement weather is anticipated for an Outdoor Leisure Pool private booking and appropriate notice is given (at least 2 hours), you may switch the Outdoor Leisure Pool rental to an Instructional Pool rental and a refund for the difference will be provided. Once this decision is made, you will not be able to switch back to an Outdoor Leisure Pool rental.
- For Outdoor Leisure Pool private rentals where appropriate notice is not provided, no full or partial refunds will be provided for inclement weather once the party has begun. Parties may be moved temporarily to the Instructional Pool and will have use of Activity Room(s) should inclement weather be a factor and a full or partial refund will not be provided.