



## Instructional Pool Party Procedures

### Open Swim + Activity Room Rental

**Rent an Activity Room(s) for a minimum of 1 hour during Instructional Pool open swim time and pay daily admission for each guest (swimmers & non-swimmers). Please note that we will only allow 25 guests maximum (children & adults) per Activity Room rented. If you have 26+ guests, you must rent another Activity Room.**

- **Check-In:** All guests, including the host, must check in at the Front Desk area in the main lobby upon arrival. Activity Rooms will not be available prior to the booking time. 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 \$30 per room/hour.
- **Fees:** Daily admission is required for all guests, including swimmers and non-swimmers. **We do not accept checks for daily admission- cash or credit card only.** If you are not paying for all 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. Admission: (\$7—Youth 2-13 years) (\$8—Adult 14-59 years) (\$7—Senior 60+)
- **Guest List:** If you are paying for your guests, please provide the CAC with a guest list **24 hours** before the party. This list can be emailed to [cac2@cityofcumming.net](mailto:cac2@cityofcumming.net), faxed to 770.781.1786, or dropped off in person. If you do not submit your guest list prior, you will be required to complete one when you arrive at the CAC before entry. Your guests will not be permitted to enter the facility until we have a guest list. Please include the hosts and the birthday child on the guest list. Include payment details on this list - For example, are you paying for just the child who is invited? Are you paying for siblings? Are you paying for the child and parent(s) or are the parents who are staying required to pay for themselves?
- **Settle Up:** Prior to end of your party, you will need to return to the Front Desk in order to “settle up.” If any guests you have paid for did not come to the party, we will provide you with a refund for that guest. 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 kindly request that you exit the Activity Room 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.

**Please see the next page for our  
Pool Rules, Food Policy, Refund Policy and Pool Closures/ Inclement Weather**

## **Instructional Pool Party Procedures – Activity Room 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](http://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.

\* **All swimmers under 7 years of age and any non-swimmers must be accompanied by an adult in the water.** We request that you maintain a ratio of 1 adult to 4 children for the swimming portion of the party. Swimmers 7–13 years must have an adult present in a swim suit. All swimmers must wear a bathing suit. Lifeguard(s) will be present for the party but parents/guardians are still expected to supervise their children.

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### **Food Policy**

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.

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### **Refund Policy**

Due to high demand, 2 week's (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 rental. No refunds will be issued if 2 week's notice (14 days) is not given. No partial refunds will be issued. Administrative fees are always non-refundable.

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### **Pool Closures and Inclement Weather**

If the Instructional Pool is closed due to Inclement Weather, Fecal Accidents, or any other reason deemed necessary by Management, we will make every effort to reschedule in a timely manner or accommodate your party in the Competition Pool.