

**KINGSTREAM COMMUNITY POOL**  
**SPECIAL REQUEST FORM for BEFORE / AFTER HOURS**  
**EVENT / PARTY APPLICATION**  
(Outside of normal pool hours)

NAME: \* \_\_\_\_\_

Today's Date: \_\_\_ / \_\_\_ / \_\_\_

ADDRESS\*: \_\_\_\_\_

PHONE\*: \_\_\_\_\_ EMAIL\*: \_\_\_\_\_

Event / Party Name\*: \_\_\_\_\_

Event / Party Date\*: \_\_\_ / \_\_\_ / \_\_\_ Number of Guests\*: \_\_\_\_\_ Max 50

Start Time\*: \_\_\_\_\_ End Time\*: \_\_\_\_\_

**Agreed Contract / Guidelines:**

- **Pool Operator reserves the right to shut down the event if these guidelines are not followed. All requests are staffing dependent.**
- **The following guidelines are in addition to the existing pool rules. No glass articles of any kind are allowed in the pool deck area.**
- **Reservations for events must be made at least 7 days prior to the event. No exceptions! Board approval may be necessary depending on the event and size.**
- **Before hours events can begin no earlier than 10:00 AM. After hours events will close no later than 10:00 PM.**
- **All events require a minimum of one manager / operator and one lifeguard.**
- **The member / organizer of the event / party must be a **Kingstream resident owner or renter in good standing (PAID)**, with his / her photo and information up to date in the electronic pool access system. **Member shall be present at all times during the event / party.** Members will discuss event / party date and times with the pool manager / operator to avoid any conflicts with other events or swim team.**
- **Member / organizer will provide a printed guest list of those attending 3 days prior to the event / party to the pool manager / operator on duty for guest check-in.**
- **Before / After-hours cost:**
  1. **Manager / Operator / lifeguard with 1-25 guests = \$100 /hour**
  2. **Manager / Operator + 2 lifeguards with 26-50 guests = \$175 /hour (Max 50 guests)**
- **Member / organizer will have sufficient number of guest-passes for their event / party to include any paid help on the pool deck. Guest passes cost \$20 for 6 (1card) and can be purchased by check payable to KCC (**NO CASH**). Single guest passes can be purchased for \$4. There is no refund for unused guest passes. Guest passes are valid indefinitely.**
- **Member will instruct their guests to give their name and the name of the event / party to the lifeguard at the front entrance to obtain admittance to the event / party. If the name does not appear on the pre-printed guest list, they may not enter. No exceptions to this rule!**

- **If the event is a children's party, 1 or more adult attendees must be present for every 6 children. (7 - 12 children = 2 adults, 13 - 18 children = 3 adults, etc.) No exceptions!**
- **Member is responsible for all set up and clean up associated with the event / party.** This includes all decorations, balloon remnants, streamers, etc. If the pool area has trash or debris left over, member may be responsible for further clean up fees incurred by the staff and will be billed accordingly. Make sure the area is clean before you leave. Tear down and cleanup will commence before the end of the event, so it is finished by scheduled opening or closing times.
- **Member / Organizer is responsible for the behavior of all guests who are attending their event / party.** Disorderly conduct of any kind will not be tolerated and if detected by the operator or lifeguards on duty, the event will be shut down immediately with consequences including but not limited to future loss of pool use for member's entire household for the remainder of the pool season without reimbursement of any kind.

**PAYMENT SUMMARY: \***

Number of Guests:

1-25 X \_\_\_\_\_ Hours @ \$100.00 per hour = \$ \_\_\_\_\_

26-50 X \_\_\_\_\_ Hours @ \$175.00 per hour = \$ \_\_\_\_\_

Guest Passes: \$ 4.00 each or 6 for \$20.00

Number of Passes \_\_\_\_\_ = \$ \_\_\_\_\_

**CHECK #\*:** \_\_\_\_\_

**TOTAL FEE AMOUNT\*:** \$ \_\_\_\_\_

**\*\*The above must be filled out, and payment made at the time of submitting the request form or the event will not be scheduled.**

*By signing below, I have read, and I understand and agree to the terms of this contract along with the guidelines set out above. In addition, I have reviewed the pool rules, which state no glass articles of any kind and no consumption of alcohol in the pool deck area. I take full responsibility for my actions and the behavior of my guests.*

**Payment is due upon signing the event / party contract. Payment shall be made by check only to KCC and shall be given to the pool manager / operator.**

Member / Organizer signature: \_\_\_\_\_

Date: \_\_\_\_\_

For questions, please contact Spectrum Property Management 703-307-2965

**Lifeguards, please provide a copy of pool rules to member organizer.**