

# SCHEDULING YOUR POOL PARTY

Please follow these steps and guidelines when scheduling a pool party:

## ◆ HOA Guidelines


- All members **must follow HOA rules regarding parties**. Please refer to your HOA guidelines.

## ◆ Scheduling Requirements

- **Advance Notice**
  - Parties must be scheduled **at least 14 days in advance**.
- **Restricted Dates**
  - **No parties: May 23<sup>rd</sup> - May 25<sup>th</sup> July 4<sup>th</sup> & 5<sup>th</sup> September 5<sup>th</sup> – 7<sup>th</sup>**
- **Time Restrictions**
  - **No after-hours parties** permitted.
  - Parties must:
    - **Begin no earlier than 30 minutes after the pool opens.**
    - **End at least 30 minutes before the pool closes.**
  - **Be at least 2 hours in duration (we can not accommodate 1 hour parties)**
- **August Scheduling**
  - August parties are **subject to lifeguard availability** due to:
    - Lifeguards returning to college
    - Conflicts with school-related activities


For a party involving children, teenagers, or college-aged people, party sponsor must have **one adult chaperone for every 10 people**.

## ◆ How to Schedule Your Party

1. **Complete** the Carolina Pool Management Pool Party Request Form found at the end of this document.
2. **Email** a scanned copy to:  
 **denise.carlton@charlotte-pmg.com**
3. You will receive an email to **confirm date/time availability**.  
Your party will then be added to our lifeguard schedule as a **tentative** event.
4. **Mail** a hard copy of the completed Request Form **with a check** to:

 **Carolina Pool Management**  
**PO BOX 7488**  
**Charlotte, NC 28241**

**Payment must be received at least 7 days prior** to the event to confirm your party.

5. You will receive a **confirmation email or phone call** once payment is received.  
 Your pool party is **not confirmed** until you receive this final confirmation.

Please direct all pool party questions to [denise.carlton@charlotte-pmg.com](mailto:denise.carlton@charlotte-pmg.com)

# 2026 POOL PARTY REQUEST FORM

POOL: \_\_\_\_\_

DATE OF PARTY: \_\_\_\_\_

START TIME & FINISH TIME: \_\_\_\_\_ to \_\_\_\_\_

## SPONSOR INFORMATION

- Sponsor Name: \_\_\_\_\_
- Phone #: \_\_\_\_\_
- Email: \_\_\_\_\_
- Address: \_\_\_\_\_

## PARTY DETAILS

- Number of People Attending Party\* \_\_\_\_\_
- Age Group of Attendees: \_\_\_\_\_  
*\*(Total attendees includes non-swimmers)*

WILL ALCOHOL BE ALLOWED?  YES  NO *(Please check one)*

## Cancellation Policy

- **Canceling 24+ hours in advance:**
  - Email: denise.carlton@charlotte-pmg.com
- **Canceling due to bad weather (same day):**
  - Notify **on-duty pool staff** at least **2 hours** before party time.

 **Failure to follow cancellation policy = No refund**

## Children's Parties (Age 12 and under)

- You'll receive a "**Pool Party Orientation**" sheet
  - Please review this before the party. The lifeguard will review at the start of your event.

## Fees & Costs

- **Lifeguard cost:** \$40.00 per hour **per lifeguard**
- **Admin fee:** \$25.00 per party
- **Extra cleanup:** Party host pays if additional cleanup time is needed

## Cleanup

- Party sponsor **must assist with cleanup**
- If extra time is required, HOA will be notified. Party host will be responsible for additional fees

## Lifeguard Staffing Requirements

### Total People Attending Lifeguards Needed

1 – 25	1
26 – 50	2
51 – 100	3
101+	4 or more

- ◆ Count includes **everyone** inside pool gates, not just swimmers.
- ◆ Add 1 extra lifeguard if alcohol, teens, or college-age attendees are involved.

### Example

- 40 guests from 4 PM – 6 PM
  - 2 lifeguards × 2 hours × \$40 = **\$160**
  - Plus **\$25 admin fee**
  - **Total: \$185**

## Steps to Determine Pool Party Cost:

Number of Party Hours \_\_\_\_\_

Number of Lifeguards \_\_\_\_\_

Number of hours multiplied by the number of guards X \$40 \_\_\_\_\_

\$25.00 Administration fee (required for all parties) + 25.00

Total Due = \_\_\_\_\_

Check Number (checks are to be made out to **Carolina Pool Management**): \_\_\_\_\_

### Office Use Only

Date Payment Received : \_\_\_\_\_

Check Number \_\_\_\_\_ Amount \_\_\_\_\_

Received by: \_\_\_\_\_

Date Confirmed with sponsor \_\_\_\_\_