

Date Submitted: _____ Time Submitted: _____ Staff Initials _____ /MOD _____

Claude Moore Recreation and Community Center Birthday Party Reservation

46105 Loudoun Park Lane
Sterling, VA 20164 571-258-3600

I, (parent's name) _____ hereby make application for the special use of the Department of Parks, Recreation and Community Services facility located at Claude Moore Recreation And Community Center for the dates and times listed below.

Date Requested: _____ Room Requested: _____

Time Requested :	Activity Time	Room Time
(Check one Room Time): 1	<u>-11am -1pm</u>	<u>1pm- 2:30 pm</u> <input type="checkbox"/>
	2- <u>1pm- 3pm</u>	<u>3pm- 4:30pm</u> <input type="checkbox"/>
	3- <u>3p- 5pm</u>	<u>5pm- 6:30pm</u> <input type="checkbox"/>

- Children under **6** must be accompanied by an adult in the pool at all times. The Adult must stay within arm's reach. *** The leisure pool, slide, features and Climbing wall open at 11 am
- **FACILITY IS NOT RESERVED UNTIL PAYMENT IS RECEIVED**
- Climbers must have a current Participation and Release Agreement (required to be signed by the parent/guardian of child before they Climb)
- Climbers must be at least 30lbs
- No fog or bubble machines allowed
- No matches, candles or cake cutter will be provided

Party Package

\$265 (Up to 15 Children)*\$4 per additional child

- 2 hrs your choice of unstructured activity time before the room time (Swimming, Basketball, Climbing Wall)
- 90 minutes in party room (Holds 21 people maximum) (Larger room available for an additional fee, holds 50 people)
- 6 large pizzas from *Joes Pizzeria* (additional pizzas may be ordered for \$10.00 each)
- 1 drink for each child
- Party ware included for up to 15 (Plates, forks, knives and napkins)

Choose 6 Pizzas:

-Type of 6 pizzas requested: _____ Cheese
_____ Pepperoni
_____ Sausage
_____ Other: 1 Topping only: _____

Parental/ Guardian Information

Contact: _____ Child's Name (Age): _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Full Address: _____ City: _____ Zip: _____

Email: _____

CMRCC accepts cash, credit card (MasterCard, Visa, or Discover) or checks made out to "County of Loudoun". Payment must accompany this form at the time of reservation. For more information, call 571-258-3600. See attached for Refund policy



* If bringing Cake, please provide your own matches, candles and cake cutter.

* Children under 6 must be accompanied by an adult in the pool at all times.

The Adult must stay within arms-reach.

* The leisure pool, slide, features and Climbing Wall open at 11 a.m. on weekends

* Climbing Wall waivers are required to be signed by the parent of each child before they can climb

*Climbers must be at least 30 lbs.

Facility Rental Expectations

- 1.) All Facility rules are expected to be complied with by Recreation and Community Center users.
- 2.) All users are liable for any damage incurred to the facility, equipment and grounds during their use. Facility users are responsible for the proper supervision of their activity and/or participants. Minors must be directly supervised at all times. The user will be charged for costs associated with repair of any damages, other than normal wear and tear, to the premises and equipment by the negligence and/or abuse of its participants, supervisors, spectators and attendees during the assigned times. Damages will be determined by the amount of labor and materials required to repair the premises and equipment.
- 3.) Participants are responsible for returning the facility in the state in which it was found prior to the rental event; it must be left clean and orderly, or be subject to a \$30 cleaning surcharge.
- 4.) Only space designated in the rental agreement is to be used. Use beyond designated agreement is prohibited; if participants desire to use other spaces, daily passes should be purchased.
*****No alcoholic beverages or tobacco products are permitted within the facility!**
*****No fog or bubble machines allowed!**
- 5.) All rental payments are accepted in advance of usage to secure the day, time and space requested. Payments can be made by cash, credit cards or checks made payable to "County of Loudoun."
- 6.) Cancellation Policy: **See Refund Policy. There is no charge to reschedule if 2 weeks' notice is provided.**
- 7.) Parties will occupy and vacate the space at the scheduled time as stated in the contract.
- 8.) Suspension of rental and program rental space privileges for future use may be imposed for lack of payment of fees and surcharges initially incurred, or deviation from aforementioned guidelines.
- 9.) We are not licensed to cook in the facility, please prepare all food at home, there is NO COOKING allowed in the facility.
- 10.) **Any and All CHILDREN 5 and younger MUST HAVE a parent in the water with them.**
- 11.) Lifeguarding staff is there ONLY for life saving purposes.
- 12.) *****Swimming is allowed before the party room only (Before the pizza and cake is served.)**
- 13.) The Silo Classroom (Party room attached to the pool) has a maximum occupancy of 21. This includes children and adults. Please ask us about our larger rooms for groups with more than 21 total attendees.
- 14.) **The CMRCC is not responsible for lost or stolen articles. Secure your valuables.**

The undersigned certifies that they are familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services

And local use of public buildings and grounds, and that such Rules, Regulations and Ordinances will be enforced. The undersigned accepts for the user full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage that does not include normal wear and tear. All fees must be paid in advance. If the County is not notified of a cancellation by the organization, the undersigned will be responsible for payment of all fees even though the building or grounds were not used.

Applicant's Signature _____

Date _____

-Office use only-

Staff's Signature: _____

Date _____

Room Reserved: _____



- * **If bringing Cake, please provide your own matches, candles and cake cutter.**
- * **Children under 6 must be accompanied by an adult in the pool at all times.**
The Adult must stay within arms -reach.
- * **The leisure pool, slide, features and Climbing Wall open at 11 a.m. on weekends**
- * **Climbing wall waivers are required to be signed by the parent of each child before they can climb.**
- * **Climbers must be at least 30 lbs.**

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Customer Copy

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- 8.) Suspension of rental and program rental space privileges for future use may be imposed for lack of payment of fees and surcharges initially incurred, or deviation from aforementioned guidelines.
- 9.) We are not licensed to cook in the facility, please prepare all food at home, there is NO COOKING allowed in the facility.
- 10.) **Any and All CHILDREN 5 and younger MUST HAVE a parent in the water with them.**
- 11.) Lifeguarding staff is there ONLY for life saving purposes.
- 12.) **After your allotted time in the party room participants are expected to leave or pay admissions.**
*****Swimming is allowed before the party room only (Before the pizza and cake is served.)**
- 13.) The Silo Classroom (Party room attached to the pool) has a maximum occupancy of 21. This includes children and adults. Please ask us about our larger rooms for groups with more than 21 total attendees.
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Customer Copy

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Loudoun County Refund Policy:

If you need to cancel a class/program/facility registration, and you make the request 15 or more days before the start date, a full refund, **MINUS a 15% administrative fee** will be offered.

If you cancel a class/program/facility registration 14 or fewer days before the start date, **a refund of 50% will be offered.** Cancellation requests must be submitted in writing. The request should be dated and sent by email, or fax directly to the facility manager or program manager offering the class/program.

The Department reserves the right to cancel or change a class or activity due to insufficient enrollment or other reasonable cause. A full refund (including any applicable registration fee) will be offered.

Frequently Asked Questions:

Q: What if we have more than 15 children?

A: You would pay admission for the number above 15, even when you pay for a larger room. The room capacity limits the number of attendees. You must ensure that you have enough adult supervision for the children in the party and the number of all your guests is within the fire code for the room you have rented. Anyone that attends but does not fit in the room would pay general admission and would not be able to go in the room.

Q: Can I hang up decorations?

A: Yes, only on the walls and with painter's tape that you provide. Nothing may be hung from the ceilings.

Q: What if I have more than the room capacity?

A: The extra people cannot go in the room. You may purchase time in a larger room if it is available.

Q: Can we bring our own food? Alcohol?

A: Yes, you may bring food that does not require reheating, or cooking, as long as all containers and utensils are disposable. A room with attached kitchen may be available for a higher price, and is required if your food does not meet these criteria. No Alcohol is permitted in the Park.

Q: Do parents staying have to pay?

A: Only if they want to play on their own or they are above the room capacity limit. If you have more adults than will fit in the party room, they must pay admission. If they stay with the party, and are within the limits of the room you have rented there is no charge.

Q: Can we go into the pool after we have pizza or cake?

A: No swimming is allowed after you have gone to your party room.

Q: Do you provide someone to help us with our party?

A: We will set up the room with our supplies or yours, but no one will help run your party. That is up to you.

Q: Can the kids climb the wall, go swimming and play basketball?

A: Yes, as long as they have adult supervision wherever they are, and all swimming must take place before they go to the party room. All activities take place in shared space. Your room time is your private time.

Q: Can we get into our party room before the time we have reserved?

A: Your room will be ready for you at the time you reserve. You may put any things you have in the glass area in front of the manager's office. We have several carts to help move your items to your room.

*** If you have tableware you want to put out, please bring it to the front desk and we will be happy to put your tableware out instead of ours.

Q: Are kids under 3 free?

A: No. Any child using the facility or sitting at the table is included in the party price and counts toward the room capacity.

Q: Do you have a cake cutting knife?

A: Only small plastic knives. If you would like a larger or nicer cake server, please bring it.

Q: Do you have matches or a lighter?

A: No, you should bring matches to light the candles.

Q: Can you add extra pizzas or toppings on to our order?

A: For an additional \$10.00 each, we can add extra one topping pizzas. Orders must be made at least one week prior to party. If you would like a different type, you may order extras from anywhere to be delivered to you separately.