



**LAUREL SPRINGS HOA**  
**POOL PARTY REQUEST FORM 2018**

To request a pool party, please do the following:

- Fill out this form and bring to it to the Property Management Office.
- Go to Sweetwater Pools @ [www.sweetwaterpools.net](http://www.sweetwaterpools.net) to put in your party request.

Homeowner: \_\_\_\_\_  
(Please Print)

Homeowner Address: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (this includes swimmers and non-swimmers)

Please contact Krista Kugelman, Property Manager, with any questions at  
(770)889-7347 or [manager@laurelspringshoa.com](mailto:manager@laurelspringshoa.com)



**LAUREL SPRINGS HOA**

**2018 POOL PARTY RULES**

1. A planned gathering of five (5) or more guests will be required to fill out a Pool Party Form.
2. One (1) adult must be present for every three (3) children under the age of 12.
3. Parties of 12 or more will be required to hire an additional lifeguard(s) @ \$25/hour per lifeguard with a 2 hour minimum. Please go to [www.sweetwaterpools.net](http://www.sweetwaterpools.net) to reserve the lifeguard(s) and see all applicable fees.
5. All Laurel Springs Pool Rules must be followed or you will be asked to leave the pool area.  
(see Pool Rules on website)
6. All clean-up will be the responsibility of the signed homeowner. Failure to do so may result in a fine. The lifeguard on duty will confirm that your area was properly cleaned.
7. Any damage to property, pool, slide, restrooms, etc., will be paid for by the signed homeowner.
8. The Clubhouse is not to be used except for proper use of the restrooms.
9. Only two (2) parties will be allowed on the same day.
10. No unregistered parties will be allowed. Any homeowner hosting an unauthorized party will be subject to a \$200 fine and/or suspension from the Laurel Springs Amenity Areas. Additionally, any unauthorized guest will be asked to leave the property.
11. Only homeowners in good standing with the HOA will be allowed to book parties. If there is an outstanding balance on your HOA account, you will not be allowed to host a party.

**I have read and agree to the Party Rules above:**

Signed Homeowner: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_



**LAUREL SPRINGS HOA  
POOL PARTY CLEAN UP APPROVAL FORM**

I, \_\_\_\_\_, lifeguard on duty for Laurel Springs HOA,  
(Lifeguard Name)

confirm that the pool area was properly cleaned up and all rules were followed by

\_\_\_\_\_ and their guests at the pool party which occurred  
(Homeowner Name)

On \_\_\_\_\_ .

Lifeguard on Duty

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## 2018 Pool Season – Pool Party Policies for Laurel Springs HOA

### **Our Payment Policies**

Payment in full is required at the time of booking your event with our staffing department. Sweetwater Pools accepts all major credit cards, including MasterCard, Visa, American Express and Discover. We no longer accept checks as a form of payment for pool parties. Our staffing department will take your credit card payment over the phone when they call you to book and confirm your party. Please note that we have a **\$20 Non Refundable Processing Fee** that is charged to every party that is booked.

**Please do not give your payment to the lifeguard at the party.**

Please feel free to tip your lifeguards if you feel they've done a great job.

### **Our Cancellation Policies**

If you are considering cancelling your pool party due to inclement weather, we ask that you give us at least three hours' notice. Provided that we are given ample notice to contact the lifeguards, you will be refunded for your party. Please note that you will not be refunded the \$20 processing fee as it is **non-refundable**. Please do not assume that your party has been cancelled unless you hear back from someone in the staffing department.

### **Our Lifeguard Staffing Policies**

- Parties of 25 people or less will require a minimum of one lifeguard
- Parties of 26 to 50 people will require a minimum of two lifeguards
- Parties of 51 to 75 people will require a minimum of three lifeguards
- Larger parties will require additional lifeguards.

Ultimately, the staffing director will determine the final number of lifeguards needed. All parties have to include the TOTAL number of attendees for the party (this includes swimmers and non-swimmers). The lifeguards are responsible for anyone on the pool deck/area.

Sweetwater Pools generally supplies additional guards for a party due to unexpected guests. For example, if your party brings 30 extra people to the pool, we want to ensure the safety of all involved. You will still need an additional guard even if most of the attendees are members of the pool.

**\*\*Please note if more guests attend the party than what is stated on pool party request form we will charge you or bill your club if an extra guard or supervisor has to be called in. Safety is our number one priority!!!**

### **Our Lifeguard Availability Policies**

During the months of May, August and September, while school is in session, Sweetwater Pools cannot guarantee being able to staff all pool parties. Pool parties will be scheduled based on lifeguard availability.

***Please note that for insurance reasons, our lifeguards can only guard at the pools we are contracted to manage.***



Sweetwater Pools specializes in providing our commercial clients with highly trained lifeguards for all of their pool party needs. Want to know more about our pool party management services? Take a look at our frequently asked questions:

## How Do I Schedule a Pool Party?

Click the Pool Party Form on the website and fill in all the necessary information. Please submit your Pool Party Form no later than 7 business days from the date of your party, payment must be made in full at the time of booking your event. A request does not confirm a party can take place, someone will contact you from our office.

## Will Someone Contact Me to Confirm?

Yes, your Pool Party Form will be submitted to the Staffing Director by email. A member of our office staff will contact you within 2 business days to confirm the date and time of your party.

## How Do I Handle Payment?

You will need to provide a credit card when our staff contacts you to schedule your party. Payment in full is **required** at the time of booking your event with our staffing department. Sweetwater Pools accepts Visa, Master Card, American Express, Discover. We no longer accept checks as a form of payment for pool parties. A **\$20 Non-Refundable Admin Fee** is also charged per event. Please note that Lifeguards cannot accept payment for your event at the party.

## How Many Lifeguards Will I Need for My Party?

Please see our Pool Party Policies page for more information on how we determine lifeguard staffing. **Please note during the following months of MAY, AUGUST and SEPTEMBER parties are subject to lifeguard availability.**

## What if I Need to Cancel My Party?

Please see our Pool Party Policies page for more information on our cancellation policies.

## **Do I Need a Lifeguard if My Party Consists of Current Members or Residents?**

Yes, all parties of 12 or more people must be registered. Please remember your total number must include all party attendees (swimmers and non-swimmers).