



Birthday Party Information Sheet

Parent's Name:

Child's Name:

Age:

Home Phone:

Work Phone:

Cell Phone:

Address:

Email:

Number of children:

Number of adults:

Total Amount:

Date of Birthday Party:

Time Decorating:

Time Eating:

Time Swimming:

Concession Room or Hospitality Room/Lower Lobby

Head Lifeguard Duties:

- Time Room was open:
- Inspection of room:
- Time Room was locked:
- Received Check for room: Yes No Check #:
- Paid with check, cash or punch cards:

Aquatic Coordinator:

- Date Group contacted the pool:
- Date registered with School Dude:
- Contacted one week before:
- Follow-up phone call:

S.D. #:

General Comments:



Birthday Party Information

○ Setting a date

1. Notify the aquatic director as soon as possible on the date you wish to have the party. It is best to call one month in advance.
248-814-1715 or akuiper@lakeorion.k12.mi.us
2. Party numbers should stay below 20 children. If you have more than 20 children/adults you will be charged an additional fee for extra tables and chairs.
3. The aquatic director will need the following information:
 - Age and name of BIRTHDAY person
 - # of children & adults attending the party
 - Date/Time of party
4. The pool has specific times parties can start and end. This needs to be discussed with the aquatic director.
5. The aquatic director will call one week prior to your party to confirm date, time and specifics on the party.
6. **Please confirm the birthday party date by phone not email!**

○ Concession Room/Lower Lobby

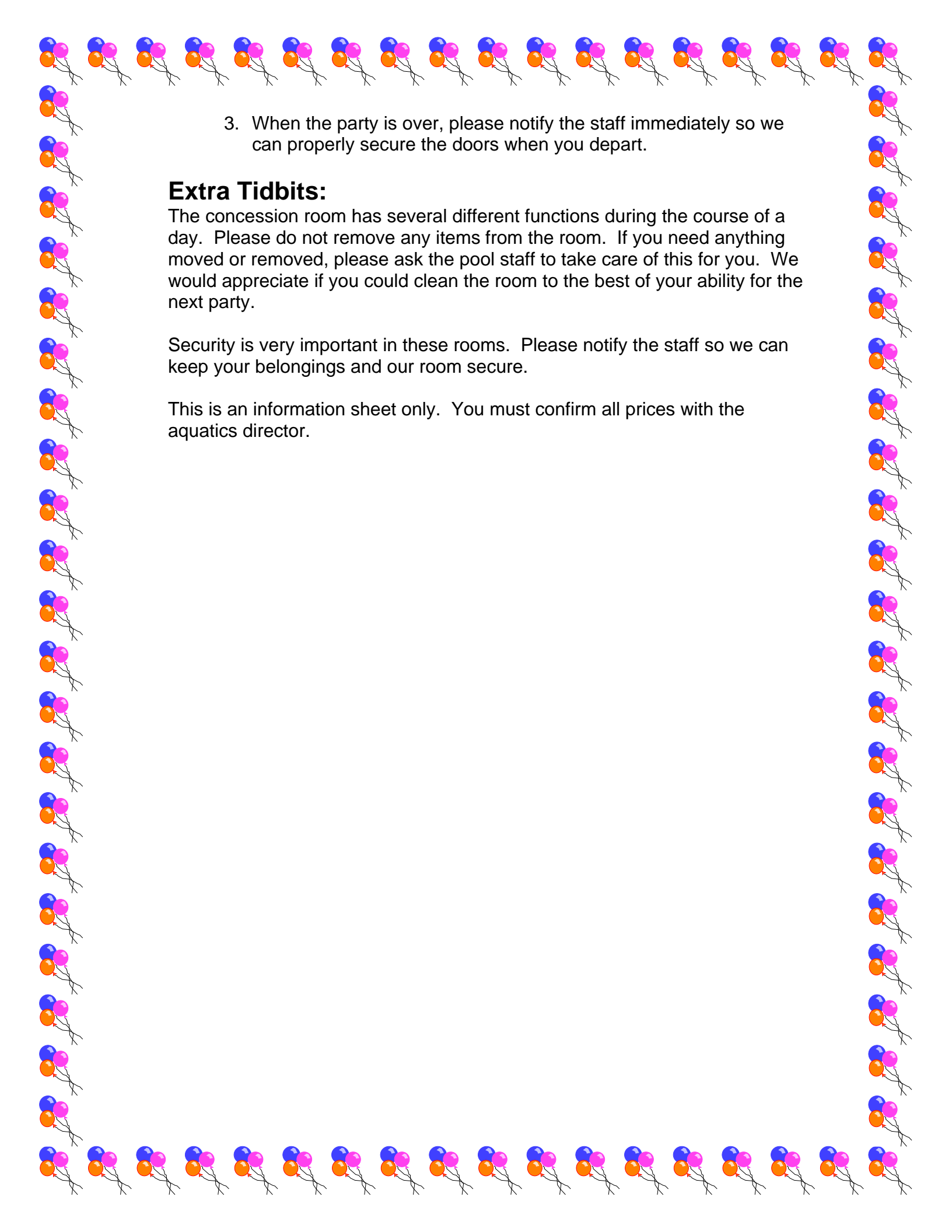
1. The party room has seating for 20 children.
2. The room has a fridge, freezer, counter space, sink w/running water, garbage cans and broom.
3. Chairs and tables are provided for the party seating.
4. You may do cake, ice cream, pizza, decorations for your party. You provide the party atmosphere!
5. You will have 20-30 minutes prior to your party for decorating, 1 hour for your party and 15-20 minutes for clean-up.
6. Cost is \$50 for the concession room or Lobby area.

○ Birthday Party Day

1. **PLEASE SIGN IN WITH HEAD GUARD/LIFEGUARDING STAFF AT THE LIFEGUARDING OFFICE UPON ARRIVAL.**
2. Present punch cards or checks before children enter the water.
3. Cost is \$3.00 for children and \$4.00 for adults going into the pool or you may use punch cards.
4. All Checks should be written out to Lake Orion Community Schools.
5. Custodial or Lifeguard staff will open concession room for you.
6. Tables and chairs will be provided.

○ Party Departure

1. Please clean up the entire room before departing for next party.
2. Sweep the floor if necessary.

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3. When the party is over, please notify the staff immediately so we can properly secure the doors when you depart.

Extra Tidbits:

The concession room has several different functions during the course of a day. Please do not remove any items from the room. If you need anything moved or removed, please ask the pool staff to take care of this for you. We would appreciate if you could clean the room to the best of your ability for the next party.

Security is very important in these rooms. Please notify the staff so we can keep your belongings and our room secure.

This is an information sheet only. You must confirm all prices with the aquatics director.