



# BIRTHDAY PARTY REQUEST & WAIVER FORM

## COTTONWOOD CREEK FAMILY CENTER YMCA

Parent/Guardian Name \_\_\_\_\_

☐ Member☐ Nonmember

Mailing Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ email \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Age (they are turning) \_\_\_\_\_

Party Date \_\_\_\_\_ Party Time \_\_\_\_\_ Number expected to attend \_\_\_\_\_

**Party Location** Cottonwood Creek Family Center

Please share how you learned about the YMCA Birthday Parties:

☐ Attended a party at the Y☐ Friend☐ Web☐ Flier, Bulletin Board, etc☐ Other \_\_\_\_\_**BIRTHDAY PARTY POLICY**

- Rental includes the use of party room, pools, and locker rooms for duration of the party only.
- Party participants must adhere to the facility rules, including pool requirements. Children ages six and younger must be within arm's reach of a parent or caregiver. A parent/caregiver may only supervise two red band children at a time. One of the children must remain in a life jacket at all times.
- Parties must be paid-in-full at time of registration to reserve the YMCA, I understand that \$25 is not-refundable, regardless of when the party is cancelled, unless it is cancelled by the YMCA.
- Parties are expected to arrive and depart on time. Parties that go over the allotted time will be charged \$10.00 for every 10 minutes.
- Signing this registration does not guarantee the date/time of the party. Each registration must be approved by the Party Coordinator and paid-in-full. Parties are scheduled on a first come, first serve basis.
- A \$25.00 fee will be assessed for damages to the party room or facility.
- Party requests must be submitted a minimum of two weeks prior to the party date. A party coordinator will contact you to discuss party details and complete the reservation.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**PARTY COORDINATOR'S USE ONLY****Decoration Colors** (please check two)\*

\*Based upon Availability

☐ Red☐ Green☐ Blue☐ Yellow☐ Orange☐ Purple☐ Dark Pink☐ Light Pink☐ Black☐ White☐ Other \_\_\_\_\_**OFFICE USE ONLY:**

Party Date &amp; Time Confirmed \_\_\_\_\_

Total Paid \$ \_\_\_\_\_

Date \_\_\_\_\_ Staff initial \_\_\_\_\_ Receipt # \_\_\_\_\_