



## 2016 Riverwalk Swim Club Pool Party Policy & Request Form

Riverwalk Residents,

All Riverwalk residents requesting to host any party or organized event at the Riverwalk Pool Complex will be required to submit a **Pool Party Request Form and pay a non-refundable administrative fee of \$35.00**. The party request form must be submitted at least 7 days prior to the scheduled event using the Greater Nashville Pool Management website.

Once received, the request form will be reviewed by the pool manager. The pool manager will contact the requesting resident and notify them if the party request is approved or denied. We will allow only one party at a time due to space limitations and lifeguard staffing. Please apply as soon as possible to reserve your desired date/time. The Pool Committee retains the right to approve or deny any request based on circumstances that may impact overall facility usage for Riverwalk residents.

**Residents who organize and hold unapproved parties will be billed for extra lifeguard hours and all party cleanup costs via the Ghertner Property Management Company.**

### **Definition of a Party and Submission Process**

Parties and organized events include, but are not limited to, birthday parties, graduation parties, school parties, family reunions, team parties, and other organized events with more than 5 attendees.

*To request approval for a party/event:*

1. *Each resident will be responsible for submitting the Pool Party Request Form (7) days prior to the event date and pay a non-refundable administrative fee of \$35.00.*
2. *Each resident will be required to submit the following information*
  - a. *The time and date of the party*
  - b. *The number of people who are anticipated to attend*
  - c. *The general age group of the people anticipated to attend*
  - d. *Number of chaperones who will be attending ( if the party involves residents and guests less than 18 years of age)*
  - e. *Anticipated presence/consumption of alcoholic beverages*

**The party host will be responsible for the cost of any additional guards.** Each additional lifeguard will cost \$25.00 per hour, with a 2 hour minimum. Residents will be billed for this cost directly from Greater Nashville Pool Management Company. Residents are also responsible for all party/event clean-up. Trash bags will be available onsite for your convenience.

Schedule all Pool Parties at

[www.nashville-pmg.com](http://www.nashville-pmg.com)