

Party Room Rental Policies and Guidelines

Welcome to the Veterans Memorial Pool Party Room!

Party Room Reservations

- ALL rental requests are confirmed on a first come, first served basis.
- ALL renters must be at least **18 years or older** and are required to remain for the entirety of the event
- Rentals of our **Party Room** can be made online by visiting the City of Walla Walla Parks and Recreation website @ wwpr.us OR in person at the VMP Front Desk or the Parks and Recreation Service Center (55 E Moore Street)
- **Party Room** rental applications must be submitted, and full payment must be received in order to secure your reservation.
- No reservation holds or partial payments will be accepted.
- **Party Room** rentals will need to be reserved no less than forty-eight (48) hours before the event.
- There is a two (2) **hour minimum time** rental on all reservations.
- The cost for the **Party Room** is **\$100.00 per 2-hour block**.
 - this fee does NOT include the cost for guests to access the facility
 - guests are limited to the **Party Room** and adjacent restrooms
 - if your guests would like to utilize the aquatic facility, they will need to purchase a day pass at the front desk or swipe their membership pass upon entering the facility.
 - Day Passes are also available to purchase at the front desk for your guests if desired
- **ADD ON Wave Party Package** is available for an **additional \$100**, which includes:
 - Admission for 10 kids & 2 adults
 - **Party Room for 2-hour block**
 - 2 Medium Pizzas, 12 Small Sodas and 12 Ice Cream Sandwiches
 - \$15 per additional child
 - Pool Passes not applicable

Hours of Use

- The **Party Room** is available Monday-Sunday with three 2-hour block options
 - 12:00 pm – 2:00 pm
 - 2:00 pm – 4:00 pm
 - 4:00 pm – 6:00 pm
- The 2-Hour Block **MUST include set-up, decorating, and clean up time**.
 - you can **start setting up** for your event once the rental time starts @ 12, 2, or 4 respectively
 - you **MUST be completed** with the event and the **Party Room** back to its original state by the end of the block time @ 2, 4, or 6 respectively
 - events that exceed the scheduled rental time will be subjected to additional fees
- The **Party Room MAXIMUM CAPACITY** is **38**
 - with tables and seating to accommodate **30 guests**

Decorations and Favors

- Decorations are the responsibility of the applicant and must be removed at the end of the event
- **Only masking tape** and **scotch tape** (provided by you) are acceptable.
- **No staples, nails or tacks are allowed on any wall or equipment. The use of gorilla or Duck-tape is NOT permitted on any wall or equipment.**
- All decorations must be fireproof or made of fire-retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Piñatas, decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility.
- Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up these items from carpets and floors.

Check In

- Renters **MUST** check in with the Front Desk upon arrival then make their way to the **Party Room** area
- **Wave Party** guests **MUST** check in with the Front Desk staff as well
 - Front Desk staff will keep a tally of your guests
 - Any additional guests (10 children, 2 adults are included) can be paid for during Check Out

Check Out

- Renters **MUST** check out with the Front Desk **AND** complete a **Cleaning Checklist**
- A **Cleaning Checklist** is provided on a clip board on the back counter with cleaning supplies located in the cupboard above the sink
- **ALL** items on the **Cleaning Checklist** must be completed:
 - Remove all decorations

- Remove all method of hanging decorating from walls, tables & chairs
- Sweep & Wet Swifter the floor
- Wipe down all used tables and chairs, counters, and sink
- Take out of all trash and recycling bags and place outside **Party Room** entrance doors
 - pool staff will take bags to dumpsters
- Replace trash bags in trash and recycling reciprocals
 - trash bags are kept in the cupboard above the sink
- Remove all food and supplies
- All renters are required to return the **Party Room** to its functional state after the event
- Renters who fail to complete required cleaning tasks will incur a **\$100 cleaning** fee to cover the additional cleaning needed on their behalf

Party Room Rules and Policies

SUBSTANCES & WEAPONS

- Veterans Memorial Pool is an ALCOHOL FREE, SUBSTANCE FREE and DRUG FREE facility
 - Smoking or use vapor devices on the premises is also prohibited
 - Persons engaging in such activities OR persons appearing under the influence of alcohol, drugs, and/or exhibiting erratic behavior shall be asked to leave the facility and not permitted to return
- NO WEAPONS of any kind are permitted within the facility and will result in immediate removal from the facility

GUEST RESPONSIBILITIES

- Renters MUST ensure that all their guests are familiar with, understand, and adhere to all posted Veterans Memorial Pool rules, policies, and procedures
 - it is the responsibility of the renter to monitor guest activity and behavior
 - Veterans Memorial Pool management and staff reserve the right to enact additional rules and regulations that may not be posted to ensure the safety of our guests and staff.
- ALL underaged children must be supervised by the renter, and/or parents or chaperones, at all times

FOOD AND DRINK

- Outside food and non-alcoholic beverages may be brought but must stay within the **Party Room** and/or grass and concession areas
 - NO food or drink is allowed on the Pool Deck
- **NO glass or breakable containers** are allowed within the facility
- Fridge and freezer space is available within the Concession area
 - Upon arrival speak with Front Desk staff about storage and specify the time you would like the items delivered to the **Party Room**

ELECTRONIC DEVICES

- Mounted Flat Screen TV with USB compatibility is available with remote control located in drawer underneath TV
 - ALL material shown must be age appropriate
 - Any damage incurred will be the responsibility of the renter
- The use of cell phones, cameras, or other recording devices are not permitted in the changing areas.
- Distribution or solicitation of third-party material or information is prohibited.

FACILITY RESPONSIBILITIES

- The renter accepts full responsibility for all damage to the building or the contents thereof that incur during their event
- The renter agrees to promptly pay for any such damage
- The renter accepts full responsibility if there is any unauthorized removal of **Party Room** items during the event

SCENARIOS RESULTING IN IMMEDIATE FACILITY CONTRACT TERMINATION

- It is found that any person attending or hosting the event/rental has consumed or actively consumes alcoholic beverages within the facility or within the facility's parking lot, including, but not excluded to evidence of alcoholic beverages in the room, parking lot, or facility during or after the reservation.
- A fight/physical altercation occurs that involves the renter and/or guests
- Threatening of staff, patrons within the building, or security personnel by renter and/or guests
- Falsification of the information provided on the Facility Use Application or any other required documents.
- Theft or vandalism occurs anywhere within the Veterans Memorial Pool property
- The Maximum Capacity (38 people) is exceeded and/or does not align with the specified attendance listed on the Facility Use Application
- Renter and/or guests are found to be smoking in undesignated smoking areas.
- Renter and/or guests are found to be using the pool facilities without previously reserving and/or without paying for a daily admission
- Renter and/or guests have allowed animals into the building, except ADA approved service animals.
- Renter is holding a youth activity without an adult sponsor (18 years of age or older) as ALL groups of minors must be chaperoned

