



# Claude Moore Recreation and Community Center Birthday Party Reservation

46105 Loudoun Park Lane  
Sterling, VA 20164 571-258-3600



I, (parent's name) \_\_\_\_\_, hereby make application for the special use of the Department of Parks, Recreation and Community Services facility located at Claude Moore Recreation and Community Center for the dates and times listed below.

Child's Name: \_\_\_\_\_ Child's Age (DOB): \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Full Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Household#: \_\_\_\_\_

Party Date Requested: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Time Requested : (time includes room and activity time):  11am – 2pm  3pm - 6pm

### Party Package Includes:

#### \$265 (Up to 15 Children & 3 Adult Chaperones) \*\$4 per additional child

- 3 hours of Party Room access and 90 minutes of unstructured activity time (Swimming, Basketball, Climbing Wall) (Silo Room holds a maximum of 21 people; Larger rooms may be available at an additional cost)
- 6 large pizzas (1-topping) from *Joe's Pizzeria* (additional pizzas may be ordered for \$10.00 each)
- 1 drink for each child (Water or Juice)
- Partyware included for up to 15 people (plates, forks, tablecloths and napkins)

### What Color Plates, Napkins, and Tablecloth do you prefer?

Pink

Blue

Green

Purple

Red

### Choose 6 Pizzas (Please indicate type of pizzas and amount):

\_\_\_\_\_ Cheese  
 \_\_\_\_\_ Pepperoni  
 \_\_\_\_\_ Sausage  
 \_\_\_\_\_ Other (1 Topping only: \_\_\_\_\_)

### Drink Choice (Circle One):

Water or Juice

# of Guests Expected: \_\_\_\_\_

Activity Choice:

(select all that apply)

~~Pool~~   
currently  
unavailable

Climbing Wall

Basketball

### Important Information:

- Children **5** and under must be accompanied by an adult in the pool at all times. The adult must stay within arm's reach. **\*\*The Leisure Pool, slide, features, and Climbing Wall open at 11am\*\***
- Climbers must have a current Waiver/Participation and Release Agreement (required to be signed by the parent/guardian of child before they are allowed to climb).
- Climbers must be at least 30lbs and wearing secure footwear.
- If bringing cake, please provide your own matches, candles, and cake cutter/server.
- Fog or bubble machines, confetti, glitter (or pinatas containing confetti/glitter) are not allowed.
- All party reservations must be made at least 10 days in advance.
- **FACILITY IS NOT RESERVED UNTIL PAYMENT IS RECEIVED.**

Date/Time Submitted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Payment Date: \_\_\_\_\_

CMRCC accepts cash, credit card (MasterCard, Visa, or Discover) or checks made out to "County of Loudoun". Payment must accompany this form at the time of reservation for it to be complete. For more information, call 571-258-3600. See attached for Refund policy

## Facility Usage & Rental Expectations

- 1.) All Facility rules are expected to be complied with by Recreation and Community Center users.
- 2.) Only the space designated in the rental agreement is to be used. Use beyond the designated agreement is prohibited; if participants desire to use other spaces, daily passes should be purchased.
- 3.) Participants will occupy and vacate the rented space at the scheduled time as stated in the contract
- 4.) **Renters are responsible for returning the rental space to the state in which it was found prior to the rental event; it must be left clean and orderly, or you may be subject to a \$30 cleaning surcharge. Cleaning supplies are provided for your use.**
- 5.) Facility users are responsible for the proper supervision of their activity and/or participants. **Minors must be directly supervised at all times.**
- 6.) All users are liable for any damage incurred to the facility, equipment, and grounds during their use. The user will be charged for costs associated with repair of any damages, other than normal wear and tear, to the premises and equipment by the negligence and/or abuse of its participants, supervisors, spectators, and attendees during the assigned times. Damages will be determined by the amount of labor and materials required to repair the premises and equipment.
- 7.) The Silo Classroom (party room adjacent to the pool) has a maximum occupancy of 21. This includes children and adults. Please ask us about our larger rooms for groups with more than 21 total attendees.
- 8.) **Renters of the Silo Classroom: Door between the room and pool area must remain closed at all times.**
- 9.) No items may be hung from the ceilings of the party rooms. Any decorations must be adhered to the walls with painter's tape. Please do not use any other adhesive or thumbtacks.
- 10.) We are not licensed to cook in this facility, please prepare all food at home.
- 11.) If bringing cake, please provide your own matches, candles, and cake cutter/server.
- 12.) **Fog or bubble machines, confetti, glitter (or pinatas containing confetti/glitter) are not allowed.**
- 13.) **Anyone using the Climbing Wall must have a current Waiver/Participation and Release Agreement on file (required to be signed by the parent/guardian of children under 18 before they are allowed to climb).**
- 14.) **Climbers must be at least 30lbs and wearing secure footwear.**
- 15.) Swimming in the pool is allowed only prior to any food being served.
- 16.) **Children 5 and under must be accompanied by an adult in the pool at all times. The adult must stay within arm's reach. Lifeguarding staff is there for life saving purposes ONLY.**
- 17.) Suspension of rental and program rental space privileges for future use may be imposed for lack of payment of fees and surcharges initially incurred, or deviation from aforementioned guidelines.
- 18.) All rental payments are required in advance of usage to secure the day, time and space requested. Payments can be made by cash, credit cards or checks made payable to "County of Loudoun."
- 19.) **CMRCC is not responsible for lost or stolen articles. Please secure your valuables.**
- 20.) **No alcoholic beverages or tobacco products are permitted within any county facility.**
- 21.) **Cancellation Policy: See attached Refund Policy.** There is no charge to reschedule if 2 weeks' notice is provided.

The undersigned certifies that they are familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services and local use of public buildings and grounds, and that such Rules, Regulations and Ordinances will be enforced. The undersigned accepts for the user full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage that does not include normal wear and tear. All fees must be paid in advance. If the County is not notified of a cancellation by the organization, the undersigned will be responsible for payment of all fees even though the building or grounds were not used.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

*-Office use only-*

Staff's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Room Reserved: \_\_\_\_\_

# Customer Copy

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**Loudoun County Refund Policy:**

If you need to cancel a class/program/facility registration, and you make the request 15 or more days before the start date, **a full refund will be offered.**

If you cancel a class/program/facility registration 14 or fewer days before the start date, **a refund of 50% will be offered.** Cancellation requests must be submitted in writing. The request should be dated and sent by email, or faxed directly to the facility manager or program manager offering the class/program.

The Department reserves the right to cancel or change a class or activity due to insufficient enrollment or other reasonable cause. A full refund including any applicable registration fees will be offered.

## Frequently Asked Questions:

**Q: What if we have more than 15 children?**

**A:** You would pay admission for any number above 15, even if you pay for a larger room. The room capacity limits the number of attendees. You must ensure that you have enough adult supervision for the children in the party and the total number of all your guests must be within the fire code for the room you have rented.

**Q: What if I have more guests than the room capacity?**

**A:** For everyone's comfort and safety we encourage you to be mindful of not inviting more guests than the room allows. Unfortunately, any guests over the capacity limit would not be permitted to be in the room. You may purchase time in a larger room if it is available.

**Q: Can I hang up decorations?**

**A:** Yes, decorations may be hung on the walls and with painter's tape (please bring your own). Nothing may be hung from the ceilings per fire code.

**Q: Can we bring our own food? Alcohol?**

**A:** Alcohol is not permitted in any Loudoun County Park or Recreation Center. You may bring food that does not require reheating, or cooking, as long as all containers and utensils are disposable. A room with attached kitchen may be available for a higher price and is required if your food does not meet these criteria.

**Q: Do parents or adults staying have to pay?**

**A:** Payment for adults/parents' admission is only needed if your party is using the pool where adults are required to be in the water with any children 5 and under (in accordance with Pool Rules), or if any adult guests want to use other parts of the facility during their visit. We do include 3 adult admissions in your party package.

**Q: Can we go into the pool after we have pizza or cake?**

**A:** For everyone's safety and enjoyment and to avoid upset tummies, no swimming is allowed after food has been served.

**Q: Do you provide someone to help us with our party?**

**A:** Our staff will set up the room with our tableware or yours, but it is your responsibility to decorate/oversee your party.

**Q: Can the kids climb the wall, go swimming and play basketball?**

**A:** Yes, as long as they have adult supervision wherever they are. All swimming must take place before they go to the party room to eat. All activities take place in shared spaces with the public.

**Q: Can we get into our party room before the time we have reserved?**

**A:** Your room will be ready for you at the time you reserve. Setup time should be included in the 3 hours of room access. If the room is available earlier, you may pay for additional setup time. You will be provided with a birthday cart to help move your items to your room.

**Q: Are kids 2 and under free?**

**A:** Any child using the facility or sitting at the table is included in the party price and counts toward the room capacity.

**Q: Do you have a cake cutting knife?**

**A:** Only small plastic knives. If you would like a larger or nicer cake server, please bring one from home.

**Q: Do you have matches or a lighter?**

**A:** No, you should bring your own matches or lighter to light the candles.

**Q: Can you add extra pizzas or additional toppings to our order?**

**A:** For an additional \$10.00 each, we can add extra one-topping pizzas. Orders must be made at least one week prior to party. If you would like a different type of pizza, you may order extras from anywhere to be delivered to you separately.

**Q: When is the latest I can reserve a party?**

**A:** To ensure you have the best experience possible during your reservation, we require paperwork to be turned in at least 10 days in advance of your requested party reservation date. Please note that the reservation is not guaranteed until payment is made. We cannot hold dates without payment.