



# Dulles South Recreation and Community Center Party Package Reservation



24950 Riding Center Dr.  
South Riding, VA 20152  
(571) 258-3456

I, (parent's name) \_\_\_\_\_ hereby make application for the special use of the Department of Parks, Recreation and Community Services facility located at Dulles South Recreation and Community Center for the dates and times listed below. The party reservation includes the use of one of our recreation rooms and one activity of your choose (Climbing Wall or Leisure Pool). Reservations are not booked until payment is received. **Birthday party packages are only scheduled Saturday or Sunday.**

Child's Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_

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

Parents Phone: \_\_\_\_\_ Please circle one: Home / Work / Cell

Email: \_\_\_\_\_

Date of Party: Saturday, \_\_\_\_\_ or Sunday, \_\_\_\_\_

**Time Requested (Please check one):**

- 1. 11am- 1:30 pm
- 2. 2pm- 4:30pm
- 3. 5pm- 7:30pm

- Children Under 6 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 Participation and Release Agreement (required to be signed by the parent/guardian of child before they climb.)
- Climbers must be at least 30lbs, no more than 300lbs.
- No matches, candles or cake cutter will be provided.

**Party Package Includes:**

\$265 (Up to 15 Participants/and 3 Adults)

- 6 large pizzas (one topping)
- 2.5hrs of party room and activity
- 1 bottle of water for each child.
- Party ware included for up to 15 (Plates, forks, spoons, and napkins)

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

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

**Activity (Please check one):**

\_\_\_\_\_ Climbing Wall  
 \_\_\_\_\_ Leisure Pool

**What color plates, napkins and utensils would you prefer?:**

**Yellow / Red / Blue / White / Green / Purple / Orange / Pink**

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

## Rental Rules

1. Facility Use Applications will be considered on a first come, first served basis. Reservations are officially confirmed upon receipt of payment. All rentals are approved at the discretion of the assigned manager.
2. *Damages, Accidentals and Emergencies.* The Facility Supervisor on duty is certified in Red Cross CPR/First Aid. S/he will document all accidents and damages on a PRCS Incident report.
3. *Alcohol and drugs.* No illegal drugs or alcoholic beverages are allowed in the building or on the grounds. This includes, but is not limited to: beer, wine, champagne, liquor, etc.
4. All users are liable for any damage incurred to the facility, equipment and grounds during their use. Facility users are responsible for the proper supervision of their activity and/or participants. Minors must be directly supervised at all times. 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.
5. Participants are responsible for returning the facility in the state in which it was found prior to the rental event; it must be left clean and orderly, or be subject to a \$30 cleaning surcharge.
6. The rental space designated on the rental agreement is to be used. Use beyond designated agreement is prohibited: if participants desire to use other spaces, daily passes should be purchased.
7. No fog or bubble machines allowed!
8. All rental payments are accepted 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." Cancellation 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, **MINUS a 15% administrative fee** 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 fax directly to the facility manager or program manager. **There is no charge to reschedule if 2 weeks' notice is provided.**
9. *Weather Cancellation.* Our goal is to ensure a safe rental space for our customers. If the County of Loudoun closes our facility we will do our best to reschedule your event at our facility. If we are unable to accommodate your rescheduled rental, a full refund will be issued.
10. Parties will occupy and vacate the space at the scheduled time as stated in the contract.
11. Activity is to be done before food is served.
12. The DSRCC is not responsible for lost or stolen articles. Please secure your valuables.

## Center Rules and Guidelines

1. Only members and patrons are allowed by front desk, unless spectators for event in the competition pool
2. Guests under the age of 12 must be accompanied and supervised by a chaperone while at the center who is at least 16 years of age, except for the fitness area which is deemed by parent or guardian.
3. Follow specific usage policies and age requirements for each activity area
4. Use re-sealable non-breakable containers
5. Wear appropriate shoes and attire as specified in activity area
6. Observe facility etiquette and demonstrate courtesy towards others
7. Please secure belonging in a locker or watch them closely as PRCS is not responsible for lost or stolen articles
8. Post announcements, fliers, poster, etc., in accordance with Center policy in approved locations only

9. Report any injury/incidents or equipment problems immediately to staff
10. No smoking, vaping, or smokeless tobacco will be permitted inside the facility and only allowed outside in designated areas
11. No inappropriate behavior and offensive language
12. No glass shall be brought into the center of any kind
13. Food can only be consumed in designated areas

### **General Pool Rules and Guidelines**

1. ALL guests must shower before entering the pool.
2. Do not drink the pool water.
3. No food is allowed on the pool deck. Only water in non-glass containers are allowed on the pool deck.
4. Guests known or suspected of having in the past two weeks: diarrhea, a communicable or skin disease, open wounds, inflamed eyes, nasal or ear discharge, are not allowed in the pool.
5. Appropriate swim attire is required; athletic shorts, or street clothing are not permitted
6. Children 3 and under as well as Non-toilet trained children, or incontinent individuals must wear tight fitting plastic/rubber pants and swim diaper.
7. Children 5 and under, a non-swimmer, or child in a lifejacket who are not proficient swimmers must be accompanied by a supervising adult within arm's reach in the pool.
8. Only US coast guard approved flotation devices.
9. Prohibited items: pool noodles, inflatables, mermaid tail and full face snorkel masks.
10. No spitting, spouting, or blowing nose
11. Non-swimmers should stay in shallow area
12. Open swim is allowed in designated areas
13. Pushing, back dives, flips and spins from the side of pool are prohibited
14. Swim training equipment is authorized for aquatic exercise and training only. Swim lesson equipment is for the use of programs only.
15. The Lifeguard staff must approve pool items brought from home for use in the indoor facilities
16. Indoor facility will not close for thunder or lightning unless Manager on Duty deems necessary
17. Please report any injuries, incidents or equipment problems immediately to staff
18. The Lifeguard staff may enforce any safety rule or policy approved by management

### **Water Slide Rules and Guidelines**

1. Guests under 48 inches tall and over 300 lbs. are not permitted on the water slide
2. Only one patron is permitted on the slide at a time
3. Guests using slide must ride feet first, either sitting down, or lying down on their backs.
4. After sliding, guests must exit the water immediately by the stairs in the catch pool; catching guests at the bottom of the slide is not permitted
5. Each patron must wait for authorization before entering the slide
6. Stopping or stalling on the water slide and other conduct that may endanger another patron is not permitted
7. Guests may not take any objects with them while on the slide
8. Swimsuits with rivets or metal fasteners are not permitted
9. No lifejackets allowed on slide

### **Gymnasium Rules and Guidelines**

1. Guest under the age of 12 must be accompanied and supervised by an responsible person ages 16 or older
2. Drinks are allowed, but only in a re-sealable unbreakable container
3. Keep floors clear by using lockers or benches
4. Patrons must wear appropriate closed toe athletic shoes and fitness attire including a shirt

**Climbing Wall Rules and Guidelines:**

The following rules and guidelines are for climbing wall use:

1. All climbers must check in with the staff prior to entering the climbing area.
2. Trained Staff must be present when participants use the Climbing Wall.
3. All climbers must sign in and out in order to use the wall along with filling out the Participation and Release Agreement, without exception. Anyone under the age of 18 must have a completed release form with parent’s signature (signed and witnessed “on site”) in order to participate. Notes written by patrons, or notes from home will NOT be accepted.
4. After completing the Participation and Release Agreement, staff will verbally state Climbing Wall Rules and Guidelines to each climber and go through an Orientation Session with the climber.
5. All children 11 and under must be accompanied by an adult.
6. The adult must be in the climbing wall area with the child.
7. Climbers must follow instruction of staff, or forfeit their right to climb.
8. Shirts, along with climbing or athletic shoes must be worn at all times; jewelry and watches should be removed, long hair should be tied back, and loose clothing should be avoided.
9. Helmets are available and recommended. For patrons utilizing a full body harness, helmets are required.
10. All climbers must be belayed by trained staff or patrons that have passed the belay test. PRCS reserves the right to only allow our trained staff to provide belaying.
11. Do not swing on the rope while belaying or climbing.
12. Rope belaying is one-to-one and auto belays can be two-to-one.
13. Do not mark your own routes with tape or chalk.

**Please Read:** The undersigned certifies that s/he is familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services and local use of public buildings and grounds, and s/he will abide by the Rules, Regulations and Ordinances. The undersigned accepts full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage. All fees must be paid in advance. No alcohol beverages or tobacco products allowed in the building or on its grounds. I have received a copy of the PRCS General Rules for Renters and will abide by them.

For more information, call **571-258-3456**.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*-Office use only-*

**Staff's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**County of Loudoun**  
**Department of Parks, Recreation and Community Services**  
**FACILITY AND GROUNDS USE APPLICATION**

Applicant's Name \_\_\_\_\_ House Hold #: \_\_\_\_\_  
 Organization/Title \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 PRCS Facility : \_\_\_\_\_

For the dates and times listed below. Note: Long term rentals must renew this application every six months.

RENTAL SPACE	DAY OF WEEK	DATE(S)	TIMES: Set up / Event Start/Stop / Clean up

What type of event are you planning? Meeting \_\_\_; Birthday Party \_\_\_; Family Reunion \_\_\_; Fund Raiser \_\_\_; Community wide event \_\_\_  
 Other, Explain: \_\_\_\_\_  
 For what age group is this event? All ages \_\_\_; Preschool \_\_\_; Elem; \_\_\_; MS; \_\_\_; HS \_\_\_; Adult \_\_\_;  
 Will this event be: Private \_\_\_; Open to the public \_\_\_.  
 Estimated Attendance: 1-10 \_\_\_; 11-24 \_\_\_; 25-49 \_\_\_; 50-100 \_\_\_; 101-150 \_\_\_; Estimated number over 150 \_\_\_\_\_  
 Will food served be brought in \_\_\_; Prepared on site \_\_\_; Catered: \_\_\_; Health Department Food Permit #: \_\_\_\_\_  
 Do you plan to have any amusement rides, inflatable games, moon bounces, etc. at this event? \_\_\_ No, \_\_\_ Yes, Permit # \_\_\_\_\_  
 Will the participants be charged a fee to attend? No \_\_\_; Yes \_\_\_; Advanced ticket sales \_\_\_; Admission fee \_\_\_; Donations Accepted \_\_\_  
 Items sold \_\_\_; Other, Explain: \_\_\_\_\_  
 Rental Equipment/ No of: Tables \_\_\_; Chairs \_\_\_; Sound System \_\_\_; Tent \_\_\_; Movie Screen \_\_\_; Pavilion \_\_\_; Grill \_\_\_; Other \_\_\_\_\_

**PLEASE READ:** The undersigned certifies that s/he is of the legal age of 21 years and is familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services and local use of public buildings and grounds, and s/he will abide by the Rules, Regulations and Ordinances. The undersigned accepts full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage. All fees must be paid in advance. No alcoholic beverages or tobacco products allowed in the building or on its grounds unless otherwise permitted. I have received a copy of the PRCS General Rules for Renters and will abide by them.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*\*\*\*\*

**FOR OFFICE STAFF ONLY:** \_\_\_\_\_ **DATE OF RENEWAL:** \_\_\_\_\_  
 HOUSEHOLD ACCOUNT # \_\_\_\_\_ **METHOD OF PAYMENT:** CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_  
 VISA \_\_\_; MC; \_\_\_ DISC \_\_\_\_\_

**FEE:** Rental Fee Room Rental Rate \$ \_\_\_\_\_ x \_\_\_\_\_ # hours x \_\_\_\_\_ 50% Out of County Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Staff Fee \$ \_\_\_\_\_ x \_\_\_\_\_ hours x \_\_\_\_\_ # of Fac Sups = \_\_\_\_\_ \$ \_\_\_\_\_  
 Equipment : Table \$ \_\_\_\_\_ + Chairs \$ \_\_\_\_\_ + Screen \$ \_\_\_\_\_ + Stage \$ \_\_\_\_\_ + Sound \$ \_\_\_\_\_ + Other \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Kitchen Fee:.....\$ \_\_\_\_\_ x \_\_\_\_\_ hours..... \$ \_\_\_\_\_  
 Cleaning Fee \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Total Fee \$ \_\_\_\_\_

**PAYMENT RECEIVED:** Upon Application \$ \_\_\_\_\_; Monthly \$ \_\_\_\_\_; Other \$ \_\_\_\_\_

**SPECIAL APPROVALS OR CONDITIONS:** \_\_\_\_\_ explain on back.

Staff Signature \_\_\_\_\_ Date Payment Received \_\_\_\_\_  
 \*\*\*\*\*

The above application has been reviewed and is: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
 Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*\*\*\*\*

**STAFF ASSIGNMENTS:** Staff #1. \_\_\_\_\_ Staff #2. \_\_\_\_\_  
 Staff #3. \_\_\_\_\_ Staff #4. \_\_\_\_\_  
 \*\*\*\*\*

**TRANSACTION** \_\_\_\_\_



# **Customer Copy**

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