

- Party package rentals require all individuals attending the party wear a party band upon entering the facility. This includes adults and children, swimmers and non-swimmers.
- **For Pool Party Packages:** Only coast guard approved lifejackets are allowed in the pool. Bring your own if possible. There are a limited number of lifejackets available for use on a first-come, first-serve basis. Floaties, water wings, noodles or other inflatable items are not permitted.
- Cancellations must be made at least ten (10) business days prior to the date of the reservation in order to receive a refund.
- If a reservation is cancelled by Falling Springs Staff (i.e. equipment failure, etc.) will receive a full refund or the option to reschedule.
- Parties will not be allowed into rental room until their scheduled time and must exit the room by their scheduled time.
- Parties during regular hours must adhere to the scheduled activities in the facility.
- Pre-prepared food is allowed in both the party room and multi-purpose room. Food may not be prepared in the party room. Pizzas or other food may be delivered to the building. If you are having food delivered please inform the front desk receptionist upon your arrival and also inform the delivery company of the location of your party.
- Refreshments must be kept in the Party Room or Multi-Purpose Room.
- The renter is responsible for cleanup of facilities after use. All trash should be placed in the trash cans and any drink or food spills on the tables or floor should be cleaned. Mops, brooms, dustpans and other cleaning items are available upon request. All decorations should be removed prior to leaving.
- All rentals require chaperones (1 adult for every 10 kids.)
- Alcoholic beverages are not allowed in Falling Springs or on County property.

Here in Kentucky we all know that there are some days when the rain sets in and stays all day, while other days may be beautiful in the morning and thunderstorms arrive in late afternoon. With that in mind, below is the Pool Party Inclement Weather Policy.

For the safety of our patrons, in the event of severe weather (i.e. thunder and/or lightening, **BOTH** the indoor and outdoor pools will close). The National Weather Institute states that any sight or sound of thunder or lightening the pools must be cleared for 30 minutes. Any additional sight and/or sound the time resets an additional 30 minutes until the weather has been clear for 30 minutes.

PARTIES DURING REGULAR OPERATING HOURS

Option #1: Cancel party & reschedule for another available date.

1. **You must call the office PRIOR to your scheduled rental to reschedule the party.**
2. Parties scheduled Monday-Friday must call the main office no later than two (2) hours prior to your scheduled time (ask for **Amanda Waits, Sales & Rental Coordinator** at 859.873.5948 ext. 4812 or awaits@vwcparksrec.com). If she is unavailable please leave a voicemail to indicate your intent to cancel. Someone will contact you to reschedule.)
3. For parties scheduled on a Saturday or Sunday please call 873-5948 and ask to speak to the **Manager on Duty** and indicate your intention to reschedule. The MOD will leave a message for the office, but he or she cannot do the rescheduling. To officially reschedule the party, you must call during office hours (M-F 9am-6pm). ***(Note: Falling Springs opens at 10 AM on Sundays, so you may call any time after 10 AM to make notification.)***

Option #2: Proceed with party as scheduled. If the pools close during your scheduled rental times the following will occur:

1. You will have access to the party room during your scheduled times. Regardless of when pools reopen you must exit the party room at your scheduled time.
 - a. If the pools reopen you are free to continue swimming. You must exit the party room at the scheduled time; however you may stay and swim as long as you like or until the pools close.

PARTIES SCHEDULE AFTER REGULAR OPERATING HOURS

- All after-hour parties must call at least two (2) hours prior to scheduled start time in order to reschedule. If the office is closed, please ask to speak to the Manager on Duty.
- If only the outdoor pool is closed due to rain or cold weather, parties will be given the opportunity to move to the indoor pool.
- NO complimentary passes will be issued for after hour parties.

PARTY CHECKLIST

(Some helpful reminders)

- Wrist bands for guests

Decorations

- Candles for cake
- Matches to light candles
- Balloons, tie downs or tape for balloons
- Table clothes
- Cups, plates, spoons/forks

- Food

- ice cream scoop
- knife to cut the cake
- bowls for snack items

- Drinks - (bring ice if needed)

- Gifts

- Camera and/or video camera

CLEAN UP LIST

- Take down all decorations
- Remove food/drinks from refrigerator/freezer
- Place all trash in cans
- Clean up any drink or food spills on tables or floor

***Please notify a lifeguard or the Manager on Duty
if a spill requires clean-up assistance.***