



1866 Woodland Drive ♦ Saline, Michigan 48176-1613
 Phone: (734) 429-3502 ♦ Fax: (734) 429-5208 ♦ www.cityofsaline.org/parks

Birthday Party Rental Application



Contact Information

Adult Name _____ E-Mail _____
 Address _____ City _____ ZIP _____
 Daytime Phone _____ Evening Phone _____



Party Details

Date Requested _____ Day _____

Time: Include 90 minutes (unless adding additional time) for pool parties or 2 hours for Abrakadoodle parties

Birthday Child's Name _____

Age on Birthday _____ Is the Party a Surprise? Yes No



Package A

Includes 1½ hours in the cabana party room and unlimited swimming for 8 children and 2 adults.

- \$89
 # of additional participants _____ x \$8 each = \$_____

Package B

Includes 1½ hours in the cabana party room, table coverings, streamer decorations, paper goods, plastic utensils and unlimited swimming for 8 children and 2 adults.

- \$119
 # of additional participants _____ x \$10 each = \$_____

Package C

Includes 2 hours in the classroom, an Abrakadoodle art lesson and a take home project for 6 children and 2 adults.

- \$119
 # of additional participants _____ x \$12 each = \$_____
 # of Abrakadoodle goody bags _____ x \$5 each = \$_____



Add On More Fun

- \$60/hour inflatable bouncer in racquetball court
 \$5/hour wallyball in racquetball court
 \$12/child Abrakadoodle art lesson
 \$5/child Abrakadoodle goody bag
 Additional time in cabana party room
 \$38 per 30 minutes
 \$75 per 60 minutes
 Additional time in classroom
 \$20 per 30 minutes
 \$40 per 60 minutes



Total Due

Package	\$_____
Additional guests	\$_____
Additional time	\$_____
Bouncer/wallyball	\$_____
Abrakadoodle	\$_____
Goody bags	\$_____
Total	\$_____

Over →



I hereby made this application for the use of the above stated room(s) on the date and hours stated above. I also certify that the information on the application is true and that I have read and agree to abide by the rental policy pertaining to the use of City of Saline room(s) as adopted by the City of Saline. I also agree to the fee charged, and shall be responsible pertaining to the use of the facility in accordance with the rental policy.

I further agree to indemnify, defend and save harmless the City of Saline, its officers, agents and employees from and against all loss or expense (including costs and attorney fees) by reason of liability imposed by law upon the City of Saline, its officers, agents and employees for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons, or on account of damage to property including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, the City of Saline, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Saline, its officers, agents and employees.

A \$50 non-refundable deposit is due at the time of booking. The remaining balance must be paid the day of the party.

Signature _____ Date _____

Room Set Up Request

Please diagram below the way you would like the room set up for your party. Indicate any special requests.

_____ Number of Tables (Tables are 6-8 feet by 2½ feet and comfortably seat 6-8 people)

_____ Number of Chairs

Staff Use Only

Date Received _____ Time Received _____ Received By _____

Total Due \$ _____ Deposit \$ _____ (\$50 minimum) Balance \$ _____

Receipt # _____ Cash \$ _____ Check # _____

Visa MasterCard Discover Last 4 Numbers _____ Exp. _____

Approved By _____ Put on Facility Calendar _____ Date _____



Rules and Regulation for use of the Recreation Center

Anyone interested in using the Saline Recreation Center facilities must submit an application for use of the center to the Parks and Recreation Department for approval and processing. Use of only the specified facilities, dates and times approved on the permit will be granted.

Solicitation of funds is not permitted in the building and no admission fees may be charged by individuals or groups.

The permit holder is responsible for the proper use of the facilities. Facilities shall be left in the condition in which they were received. Groups shall pick up debris, wipe up spills, return all items to their original location and clean up all materials they brought in. Any cost incurred by the City for additional clean up shall be assessed to the permit holder.

Property of the Saline Recreation Center shall not be removed from the facility at any time.

Upon arrival, the user must check in at the registration desk. Staff will assist with any further questions or set up issues that need to be addressed. Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the building.

Groups shall conduct themselves appropriately and be courteous to other people in the building. Permit holders are responsible for the maintenance and order. Evidence that proper precautions are being provided by the permit holder may be requested prior to final approval of a permit. The Parks and Recreation Department reserves the right to require additional staff at the permit holder's expense. The Parks and Recreation Department also reserves the right to require a security deposit in advance in addition to the rental fee. The deposit will be refunded in full or part, or forfeited depending upon the condition of the facility and expenses incurred as a result of the activity.

The Parks and Recreation Department will provide normal facilities and equipment appropriate to the area being used (i.e., tables and chairs, restrooms, waste containers). Special equipment such as audio visual or athletic equipment must be identified on the permit. Use of specialized equipment may result in additional charges. The Parks and Recreation Director must approve additional equipment.

All rules and regulations governing the Saline Recreation Center must be adhered to at all times. The following are prohibited in the Saline Recreation Center:

- Possession or consumption of alcohol in and around the premises
- Possession or consumption of drugs in and around the premises
- Smoking
- Gambling for profit unless licensed by the Michigan Bureau of State Lottery
- Firearms, knives or other weapons
- Food or drinks except in designated areas
- Use of areas other than the ones designated on the permit
- The use of open flames, such as lighted candles, sterno cans, etc.

All advertising, except that incidental to programs and all sale of merchandise or other materials, is forbidden on premises, unless specific approval is obtained from the Parks and Recreation Director prior to the scheduled function.

Hanging of decorations - thumbtacks, nails, certain types of adhesives, etc. are prohibited to hang decorations. Please check with the Building Supervisor prior to hanging any decorations.

The placement of posters and banners within the Recreation Center will require prior approval. Writing on glass, windows, mirrors, walls, etc. will not be allowed.

Groups shall be restricted to the room(s) assigned, except for use of restrooms, lounge or common areas.

There will not be permanent storage facilities available in the Recreation Center for individuals.

You must be 21 years of age or older to rent the facility.

Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 21 years or older, in attendance for every twenty (20) children during the time of use. Children must be directly supervised at all times. For children's birthday parties an adult to child ratio of 1 adult per every 5 children is required.

A Building Supervisor will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of all department staff. Accidents, damages or loss of equipment must be reported to the Building Supervisor and or department staff.

Normal clean up shall be performed by the applicant following use. Normal clean up shall include removal of all materials brought in, removal of all decorations, disposal of all trash in proper receptacles and cleaning of all counters, walls, tables, and chairs. For children's birthday parties staff will take down the room including decorations and wipe down tables and chairs.

The City of Saline and its constituents shall not be liable for any injury or property damage occurring or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of employees of the permit holder, whether negligent or otherwise. Permit holder shall not make any claim against the City of Saline for any loss or damage described herein.

The permit holder shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, the permit holder shall repair the demised premises or replace or repair property thereon at the sole expense of the permit holder.

The City of Saline shall not be liable to the permit holder, or the agents, employees, customers, patrons, visitors or guests of the permit holder.

Failure of the permit holder to abide by the above regulations shall result in their being denied use of the Recreation Center.

Available equipment: projector screen, TV/VCR, basketballs, volleyballs and net, badminton rackets, net and birdie, and racquetball rackets and balls, wallyball.



1866 Woodland Drive ♦ Saline, Michigan 48176-1613
Phone: (734) 429-3502 ♦ Fax: (734) 429-5208 ♦ www.cityofsaline.org/parks

Frequently Asked Questions

Q. What is included in each party package?

Package A includes cabana room rental (located on the pool deck) for 1½ hours, tables and chairs set up to your specifications, refrigerator and freezer space on the day of your party, admission to the facility for 8 children and 2 adults and unlimited swimming.

Package B includes all of the above and also includes table coverings, streamer decorations, food plates, cake plates, cups, napkins and plastic tableware.

Package C includes classroom rental (located upstairs) for 2 hours and an art lesson by Abrakadoodle staff. Each guest will complete and take home their own art project. Package C does not include use of the pool or facility.

Q. How do I book a party?

Fill out a birthday party rental application and return it to the front desk at the Rec Center. A \$50 non-refundable deposit is required at the time of booking. The facility manager will contact you to confirm your booking. Applications are available online at www.cityofsaline.org/parks or at the Rec Center. If you have more questions please contact the facility manager at (734) 429-3502 ext. 2503.

Q. Do you require a certain adult to child ratio?

Yes, for children's birthday parties an adult to child ratio of 1 adult for every 5 children is required.

Q. Do adult guests who are not swimming need to pay?

No. Package A and B includes admission for 2 swimming adults. There is no charge for additional adults who are not swimming.

Q. Can I bring in pizza or a cake and ice cream?

Yes, you are welcome to bring in the food of your choice. A refrigerator, freezer and microwave are located in the cabana for your use on your party day. If you have rented the classroom refrigerator/freezer space is available in the staff lounge. Both the cabana and classroom have sinks for hand washing.

Q. Can I use candles on my cake?

No. Open flames including birthday candles are not permitted.

Q. Can I come in early to decorate or set up?

Yes, there is a 15 minute set up allowance prior to the start of your party. If you need more time we recommend that you add an additional 30 minutes to your rental. See application for rates.

Q. What is expected of us as far as clean up is concerned?

Please place all trash in receptacles and remove any decorations that you would like to keep. Our staff will remove remaining decorations, wipe down the tables and chairs and sweep the floor.

Q. Is tipping of employees permitted/expected?

No. Saline Parks & Recreation staff members are not permitted to accept tips from our customers.

Q. Do the pools have lifeguards?

Yes. Lifeguards are trained to prevent accidents and perform first responder care in the unlikely event of an emergency. Please follow their directions at all times. Direct and constant supervision of children is the responsibility of the parent or adult chaperones.

Q. How deep are your pools?

The leisure pool and lap pool both feature zero-depth entry ramps. The leisure pool ranges from 1½ feet deep at the bottom of the ramp to 4 feet deep. The lap pool is 3-12 feet deep. Non or weak swimmers are not allowed in the lap pool.

Q. What if there are mechanical or other pool problems on the day of my party?

There is the possibility of unforeseen accidents, such as a child getting sick in the pool, a guest having an injury etc. which are beyond the staff's control. This may require certain activities to be temporarily shut down. In the event that an unfavorable situation does occur, the staff will work with the situation to find the best solution. We appreciate your understanding and cooperation under these circumstances.

Q. What is the refund policy?

A \$50 non-refundable deposit is due at the time of booking. Birthday parties can be rescheduled based on room availability. Notification must be give at least 7 days prior to the rental date to be considered for rescheduling.

Q. Who do I contact if I have more questions?

The facility manager at (734) 429-3502 ext. 2503.



1866 Woodland Drive ♦ Saline, Michigan 48176-1613
Phone: (734) 429-3502 ♦ Fax: (734) 429-5208 ♦ www.cityofsaline.org/parks

Pool Rules

A lifeguard will be more than happy to quickly go over the pool rules with your party before they swim. This will greatly reduce the amount of unintentional rule breaking. This will help the lifeguards focus on the swimmers in the pool and not have to constantly correct behaviors.

Know Before You Go

Please inform your guests of these very important rules before your party:

Any child who is under 42 inches tall in bare feet must have an adult in the water within arm's reach of them at all times.

All children 9 years of age and under must have adult supervision on the pool deck. This means all adults may not stay in the cabana party room while the children are swimming.

All swimmers must have proper bathing attire. Street clothes are not allowed in the pools.

All flotation devices must be U.S. Coast Guard approved. No water wings, baby boats, swim aid vests etc.

The Saline Rec Center does not supply locks or towels. Your guests must bring their own.

Other Important Pool Rules:

No running.

All swimmers must remove Band-Aids, spit out gum and take a shower before entering the pool.

Weak or non swimmers may not use the lap pool.

As a courtesy to our swimmers in bare feet, street shoes are not permitted on the pool deck.

No pushing, shoving, dunking, horseplay or splashing people who do not want to be splashed or who are wearing street clothes.

Diving in the deep end of the lap pool only. Forward jumps or dives only. No flips or twists. All other entries must be feet first.

The slide is for children under 48 inches tall only.

Do not hang on the net or the rim of the basketball hoop.

Do not hang on the lane lines or divider ropes.

The spa is available for those who are 14 years of age and up.