



Fitness. Family. Community.

2024-2025 Fall-Spring Party Request Form

Please note: Completion of this form is not a reservation. Please do not attempt to make payment when submitting this form. Once submitted, please allow up to 72 hours for reply. We strongly encourage submitting request form at least 14 days prior to preferred date of party.

Today's Date

Time Submitted AM PM

Contact Information *(Please print clearly and complete all information)*

First Name Last Name

Name Of Group/Organization/Individual Interested In Party/Rental

Street Address City State Zip

Email

Primary Phone Member Guest

Original Pool/Multi-Purpose Room, 25 Participants - \$211 Member/ \$267 Guest	Preferred Choice 1, 2, 3	Preferred Date Of Party
Saturday <input type="radio"/> Pool Time - 1:00pm-2:15pm Room Time - 2:30pm-3:30pm <input type="radio"/> Pool Time - 2:30pm-3:45pm Room Time - 4:00pm-5:00pm	_____ _____ _____	_____ _____ _____
Sunday <input type="radio"/> Pool Time - 1:00pm-2:15pm Room Time - 2:30pm-3:30pm <input type="radio"/> Pool Time - 2:30pm-3:45pm Room Time - 4:00pm-5:00pm	_____ _____ _____	_____ _____ _____

Competition Pool/Conference Room, 35 Participants - \$261 Member/\$331 Guest	Preferred Choice 1, 2, 3	Preferred Date Of Party
Saturday <input type="radio"/> Pool Time - 12:30pm-1:45pm Room Time - 2:00pm-3:00pm <input type="radio"/> Pool Time - 2:00pm-3:15pm Room Time - 3:30pm-4:30pm <input type="radio"/> Pool Time - 3:30pm-4:45pm Room Time - 5:00pm-6:00pm	_____ _____ _____	_____ _____ _____

Gymnasium/Members Lounge, 30 Participants - \$138 Member/ \$182 Guest	Preferred Choice 1, 2, 3	Preferred Date Of Party
Saturday <input type="radio"/> Gym Time - 1:15pm-2:15pm Room Time - 2:15pm-3:15pm <input type="radio"/> Gym Time - 2:30pm-3:30pm Room Time - 3:30pm-4:40pm	_____ _____ _____	_____ _____ _____
Sunday <input type="radio"/> Gym Time - 12:00pm-1:00pm Room Time - 1:00pm-2:00pm <input type="radio"/> Gym Time - 1:15pm-2:15pm Room Time - 2:15pm-3:15pm <input type="radio"/> Gym Time - 2:30pm-3:30pm Room Time - 3:30pm-4:30pm	_____ _____ _____	_____ _____ _____

Anticipated Number Of Participants Party Type/Description/Special Request

Member Services Representative Initial

Date

Frequently Asked Questions

- A non-refundable deposit of \$50 is required to hold reservation of facility/grounds. Remaining balance is due 1 week prior to the party.
- You may arrive **15 minutes** prior to your party start time. In your rental agreement, you will be given the time you can begin decorating.
- Staff will meet & greet you and your guests upon arrival, and will assist with bringing items in to WCC and will help set up.
- At conclusion of your party, Staff will assist you with bringing items to your vehicle, and will cleanup.
- Your party room has a fridge with freezer, and your tables and chairs will be set up prior to your arrival. WCC does not provide plates, utensils, food, beverages, tablecloths, decorations etc., however, you may bring in other food or party items you wish, big or small.
No alcohol please
- Please **do not hang or tape any party decorations on the walls**. However, you may hang or tape decorations onto our windows.
Blue painters tape can be provided for use upon request. Please be advised there may be another party after yours, or the building may be closing shortly after. Therefore, keep to your allotted party time, and plan accordingly.
- If you need to change the date of your party for any reason, WCC will do our best to accommodate your requested date, but cannot guarantee you an immediate date.
- If the building is closed for a weather related event, we will do our best to quickly accommodate your party. WCC will contact you as soon as a decision has been made to close the building.

For pool parties:

- The Lifeguard will conduct a brief swim test when swimmers arrive to verify they can swim safely without assistance. If the participant cannot swim safely without assistance, they will be asked to wear a life jacket which is provided by WCC.
- Life jackets and noodles are available, but participants can bring in any flotation, toys, etc., to personalize the party.

For gymnasium parties:

- We offer a variety of options such as roller-skating, open rec, specific games (dodgeball, mat ball, soccer, basketball etc.)
 - We can provide skates, or you can bring your own; please notify the WCC at the time of the party that you are requesting rollerskates. Additionally, please let us know if there are other requests or concerns to confirm availability.
- Music can be played throughout the gymnasium via an iPhone.
 - If you have your own music player, we can try to connect to our system and speakers in advance of your party date. If you have other questions related to music, please inquire at the time of the rental reservation.