



City of Livonia  
Department of Parks and Recreation  
Jack E. Kirksey Recreation Center  
15100 Hubbard  
Livonia, MI. 48154  
Phone (734) 466-2900



## **PARTIES AT THE REC - GUIDELINES**

### **GENERAL INFORMATION**

1. Party rentals will be assigned a designated party room. Party rentals do not receive exclusive use of the facility. Members/guests of the facility will have use of all common areas at the same time. Parties at the Rec include the use of the leisure pool, tree fort, and gymnasiums when not reserved for an event or other rental. No use of upstairs, Rockwall, or fitness equipment within the facility.
2. There is the possibility of unforeseen events beyond the staff's control such as an injury, power outage, inclement weather, pool closures etc., that may cause an area to be temporarily shut down. In the event an unfavorable situation does occur, staff will explain the immediate options. The situation will be reported to the party coordinator, who will contact you after your rental. We appreciate your understanding and cooperation in such cases.
3. All party participants (adults/children) must have a waiver filled out prior to the party. The party assistant will check all guests in to ensure it was received. Party participants will be given their party wristbands at check-in which allows them entry into the party room.
4. Party assistants are responsible for room set up / tear down, checking guests in, and answering any questions you have. Party assistants will periodically check in with you during your party, but they do not remain in the room or with your group.
5. When you arrive, the party room will be set up with tables and chairs. Table covers of your choice will be on all tables and the selected birthday banner will be hung in the room.
6. All food that is brought into the facility must be prepared prior to arrival. We are not licensed for cooking within this facility. You will have use of a small refrigerator/freezer within your assigned party room.
7. Alcohol is not permitted within the facility or on the premises.
8. The Livonia Parks and Recreation Department is not responsible for lost, stolen, or damaged personal property. All personal items may remain in the party rooms or placed in lockers.
9. The party host (person who booked party) must remain with the party participants throughout the entirety of the reservation. The party host is responsible for any damage to the room as well as party participants' behavior. Party participants must follow the established House Rules of the Recreation Center. Violating these rules may cause immediate cancellation without a refund, and future rentals may not be allowed.
10. The party host (person who booked party) will receive a courtesy call to confirm the booking and review rental information.
11. We reserve the right to deny/cancel any rental that conflicts with our mission, values, program offerings or any other reason we deem necessary.
12. Security and/or insurance may be required at the discretion of the City. All costs are the responsibility of the renter.

### **DAY OF THE EVENT**

1. The party host must check in at the Party Desk 10 minutes prior to the assigned party start time. The party assistant will review the details of your rental and escort you to your assigned location. Please do not arrive earlier than 10 minutes prior as the party room will be unavailable until your designated time.
2. All party participants must check in at the Party Desk upon arrival. Participants will be banded and directed to the assigned party room. All participants must arrive within 15 minutes of your party's start time.
3. A lifeguard will report to your party room 20 minutes after the start time of your party to review pool rules with all participants. Following this review guests may proceed to use the Leisure Pool.
4. Ten minutes prior to your party's end time, we ask that you place all table coverings, paper products, leftover food, and any other items to be discarded into the garbage. The party assistant will return to the room and put away the tables, chairs, and birthday banner. We appreciate your assistance in returning the room to its normal condition.

5. All participants will need to be back in the assigned party room ten minutes prior to the party's end time. Party participants will be escorted to the exit of the facility once the party rental has ended. All party participants must exit the facility at this time. Those who wish to re-enter may purchase a day pass. Any members of the facility will need to scan in at the member desk.
6. Set-up / clean-up time is a part of your three-hour time block. Please plan accordingly. As a reminder, there are no outside decorations allowed.

**REFUND POLICY** - Please be aware that any payment is immediately subject to our refund policy.

The following options are available should your plans change:

A refund will be issued under the following terms:

- a. 180 days or more notification will be charged 25% of the rental fee/deposit.
- b. 30-179 days notification will be charged 50% of the rental fee/deposit.
- c. 0-29 days notification will have no refund of required deposit.

*Payments made by credit/debit card will be credited back to that card. A refund check may take 4-6 weeks to process.*

## **GENERAL RULES**

### FACILITY

1. All participants using the Tree Fort must wear socks.
2. The maximum age allowed in the Tree Fort is 10 years.
3. All children must have an adult present.
4. Party participants must remain downstairs.
5. No use of Rockwall or fitness equipment.
6. Gymnasiums are available for use based on availability.

### AQUATICS

1. Leisure pool use only. The lap pool is unavailable to party participants. Use of the slide and features based on the pool schedule.
2. A lined swimsuit is required; no street clothes or t-shirts. Street shoes are prohibited on the pool deck. Guests must bring their own towels.
3. Children, who are not toilet trained, must wear a swim diaper under an appropriate bathing suit.
4. *Non-swimmers* must have a parent/guardian within arms' reach at all times, this includes the beach area. An in-water chaperone is required for *non-swimmers*; ratio 1:3 maximum.
5. Only Coast Guard approved lifejackets or floatation devices allowed (check label). These items must not be inflatable. The use of these items requires a parent/guardian to be within arms' reach of the youth at all times.
6. Individuals must be at least 4' tall to ride the waterslide and enter the lazy river. Those under 4' must ride a double tube with someone age 16 years or older. A child must be able to ride in the double tube and reach the handles without support.
7. Food, gum, and drinks are prohibited in the pool area. Plastic water bottles only.
8. Everyone must take a cleansing shower before entering the pool.
9. Youth aged 14 and younger must be supervised by an adult. Non-swimmers must have a parent/guardian within arms' reach at all times.
10. No running, rough play, climbing on or hanging from the features, foul language, hypoxic training, holding of breath, spitting, pollution of water, hanging on pool dividers/ ropes, and jumping or diving from deck into inner tubes.
11. Personal belongings are not permitted in the aquatic area. No toys allowed. Keep all items in your assigned party room or lockers.
12. Lifeguards are responsible for enforcing these and any additional rules deemed necessary for the safety and control of the aquatic area.