

BIRTHDAY PARTY CONFIRMATION

Thank you for choosing the Marshall Recreation Center as the location for your Birthday Party celebration! You made a great choice and we look forward to providing you an excellent experience at the Rec. Please be sure to carefully read the following information and inform your guests of our policies to help us ensure the success of your party.

Aquatics Center or Basketball Court

This package includes your choice of the pool or basketball court as an activity area! A party room where you can sit down, eat and open up gifts is also included. Whether you decide to splash around in the water or play ball on the courts we are sure that you and your friends will have a great time! Package rates are for 50 total participants and spectators combined.

Available Times

Saturday

1:30pm - 4:00pm

4:30pm - 7:00pm

Sunday

1:30pm - 4:00pm

4:30pm - 7:00pm

Rock Wall

Our rock wall parties allow for 2 hours of climbing on our 37-foot rock wall followed by 30 minutes for presents and food! Due to limited space, rock wall parties can have up to 50 total people, but only 20 climbers.

Saturday

12:00pm - 2:00pm

Pricing

\$175 | Member
\$245 | Non-Member

Birthday party rates are for 50 guests, participants and spectators combined. Additional guests may only be added for Pool and Court parties. Additional guests are \$3 each and can be purchased at the time of booking or on the day of the party.

DEPOSITS / PAYMENT / CANCELLATIONS

- You may contact The Rec, (304) 696-2943, to check availability once you decide on a date and time.
- You may also pay over the phone as well, with a Visa or MasterCard.
- If paying with cash or check, please come in during office hours to make your reservation.
**Please note that payment is due in full upon booking.*
- Cancellation must be done at least 1 week in advance.
- If you cannot do so please call as soon as possible so that we can fill the spot.
- We will try and reschedule to another date but in the event that we cannot accommodate you, a refund will be issued.
- If you do not call to cancel by your reservation time, no refund will be given.

GENERAL GUIDELINES

- Parties can be booked no later than 2 weeks in advance.
- Birthday party guests cannot exceed max attendees listed for each area. Activities must take place during the first 2 hours of the party.
- All parties include 2 hours of activity; You will be allotted 2 1/2 hours in a party area.
- Party room (South Meeting Room) is available during entire party time.
- Activity time is for the specific area reserved, use of additional areas is not permitted by party guests.
- Parties may arrive 15 minutes early to set-up and must vacate the area no more than 15 minutes after the party ends.
- Building waivers are to be filled out by all guests, participants and spectators prior to entering the facility
- Access bands will be given to each guest upon receipt of a signed waiver. All guests, participants and spectators are required to wear these bands regardless of membership status. They allow access to the facility, as well as serve as identification of participants.
- Upon arrival, participants go directly to the party room and are not to enter the activity space until policies are reviewed with attendees.
- Pool party rental does not provide exclusive use of the area. The pool will be shared with the general membership.
- No helium balloons, confetti or glitter are allowed inside the facility.
- Decorations can be taped to the walls but not to the ceiling tiles.
- It is the responsibility of the person hosting the party to provide any food and drinks.
- Food and drinks are permitted in the party room area only.
- Children under 16 years of age must have direct supervision at all times.
- At the conclusion of the party, trash and decorations are expected to be picked up and discarded.
- Facility damages or excessive cleaning fees related to the party will be billed to the renter.
- Download the attached waiver for your group in advance. Filling out waivers in advance will save your group valuable time upon arrival. Waivers can also be downloaded on our website.

POOL & SPA USAGE POLICIES FOR RENTALS

- All pool policies must be adhered to. See website for complete list of policies.
- Upon arrival participants go directly to the party room and are not to enter the pool before they have been given the pool safety talk by the Aquatic Supervisor.
- There should be a ratio of one adult in the water for every eight children under the age of ten years in the water.
- Participants are required to shower with soap and water before entering the pool.
- Appropriate swim attire is required. No street clothing or athletic/workout clothing is allowed. Please ask lifeguards for clarification.
- Children under 4 ft of height are required to wear a lifejacket if they cannot pass the swim test and are not accompanied by an adult in the water.
- Children using floatation devices that are not a coast guard approved lifejacket must stay within arm's reach of an adult who is in the water.

- Water exercise equipment is for adult exercise use only. This includes kickboards, pull buoys and water belts.
- Diving, running on the decks, and horseplay in or around the pool is prohibited.
- Lifeguards have the responsibility and authority to enforce rules and to remove anyone for unsafe or inappropriate behavior.
- Children under the age of 5 are prohibited from using the spa. (per Model Aquatic Health Code; Code 281) See lifeguard for clarification.
- Children must be supervised by an adult at the spa at all times.
- Toys and floatation devices are prohibited in the spa.
- Spa capacity is 20 people.
- The vortex current is only turned on by aquatic personnel.
- There is a limit of 20 persons in the vortex at any one time.
- Only lifejackets or puddle jumpers are allowed in the vortex when the current is on, all other flotation devices are prohibited.
- If the aquatic staff feel there is a safety issue, they have the right to turn the Vortex current off to maintain safety of participants.

APPROPRIATE SWIMWEAR FOR POOL PARTIES

Appropriate swimwear helps keep the water clean, the mechanical operations running, and is important to the health and safety of all users.

ALLOWED

					
One Piece Swimsuit	Two Piece Swimsuit	Tankini Swimsuit	Long Jammer Swimsuit	Briefs/short Swimsuit	Board shorts Swimsuit
					
Religious Swimsuit	Men's Rashguard	Women's Rashguard	Swim Diaper		

NOT ALLOWED (including, but not limited to)

					
Socks	Compression Shorts	Boxers	Compression Shirt	T-Shirt	
					
Jeans or Jean Shorts	Sports Bra	Compression Shorts	Sport Tank Top	Underwear	Thong

WALL USAGE POLICIES FOR PARTY RENTALS

- All non-roped climbers (bouldering) may climb up to, but not past, the 12-foot line.
- No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
- Belaying may only be performed using a climbing harness and a belay device.
- Belaying is done by Campus Recreation staff members only.
- Campus Recreation's climbing ropes, carabineers, harnesses, belay devices, and other climbing equipment are recommended for use on the climbing wall.
- Campus Recreation reserves the right to reject outside equipment deemed unsafe (items not under the direct care of Campus Recreation).
- Avoid climbing routes that interfere with others already on the climbing wall.
- The right-of-way is given to the climber on the wall (if someone is bouldering, they have the right of way in front of someone trying to top rope/lead climb above them).
- When bouldering the use of crash pads is strongly encouraged.
- Climbing over the wall structure (this means above the top anchors) is prohibited.
- Use of chalk is limited to chalk balls. Loose chalk is not permitted as primary chalk.
- Tie hair back when necessary. All rings and jewelry should be removed prior to climbing. Campus Recreation is not responsible for any damage to jewelry or injury to the climber for failing to remove jewelry or securing loose hair/clothing.
- No one may participate without a signed climbing wall waiver. All climbers must read and sign the assumption of risk for the climbing wall in addition to the facility waiver, prior to climbing.
- Campus Recreation reserves the right to suspend the privileges of anyone who refuses to climb in a safe and responsible manner concurrent with the rules and regulations stated above.