



BIRTHDAY PARTIES

THE PARTY STARTS HERE

From set up to clean up, let the YMCA make the most out of your next birthday party.



RESERVATION PACKET

NORMAN YMCA
1350 Lexington Ave, Norman, OK 73069
405 364 9622
ymcaokc.org/birthday-parties-rentals/

BIRTHDAY PARTIES



RESERVATION INFORMATION

Each reservation includes 2 hour time-slots. The first hour will be in the pool and the second hour will be in the party room. You may arrive up to 15 min prior to your reservation time. Full payment is expected at time of your reservation.

PARTY COORDINATOR

Your assigned Party Coordinator will set up & clean up the room for you. They will be available to answer your questions and provide assistance during your party.

PARTY SET UP

We will set up the party prior to your arrival with a table cloth, balloons, plates, forks, napkins and cups for the amount of people indicated on your reservation form.

DECORATIONS

Please let us know prior to the party if you plan to bring your own decorations (pricing will remain the same).

PARTY FAVORS

A birthday t-shirt is included in your party package. Please indicate which size you need on the reservation form. You may bring additional favors.

ENTERTAINMENT

Although games, entertainment and music are not provided, you may make your own arrangements. Please notify the Party Coordinator prior to your reservation.

FOOD & DRINK

Food and beverages are not included but you are allowed to bring them. Please keep food and beverages inside the party room. We can provide ice at no charge! Please notify the Party Coordinator prior to your reservation.

SWIM TIME

Swim time begins at scheduled start time of party. Please inform guests to come to the party prepared to swim. You will need to read, understand and sign the pool rule form prior to the party.

AVAILABILITY

Saturday Afternoons
11:15 AM - 1:15 PM or
2:00 PM - 4:00 PM

WHAT'S INCLUDED

- A Party Coordinator
- Up to 25 guests (Includes children & adults)
- A Private Party Room
- Set up & Clean up
- Table cloth & *balloons
- Plates, forks, napkins & cups
- 1 hr of pool time
- A birthday t-shirt
- Ice

*Due to a helium shortage, we are unable to provide helium balloons at this time.

COST

Norman Y Members: \$125
All Others: \$175

CONTACT

Megann Perez
Director of Membership Services
mperez@ymcaokc.org

BIRTHDAY PARTY RESERVATION FORM

Today's Date _____

Party's Date _____

Party Time (Please check one)

- Saturday 11:15AM - 1:15PM Saturday 2:00PM - 4:00PM

Birthday Shirt size (Please check one)

- YS YM YL AS AM AL

Party Pricing (Please check one)

- Norman Y Member: \$125 All Others: \$175

Parent/Guardian Information

Parent/Guardian Name _____

Home Address _____

State _____ City _____ Zip _____

Primary Email _____

Primary Phone _____

Birthday Person Information

Name _____ Age on Birthday _____

Favorite colors: _____

Anything else we should know about the birthday person? _____

Other Party Information

Will you be using your own party supplies? Yes No

If so, please list a quick description of what you will bring (please list colors) _____

If you aren't bringing your own decorations, which colors do you prefer?

- Red Yellow Blue Pink

Please indicate how many people you expect (reservation includes up to 25 people)

_____ Kids _____ Adults

Please initial the following:

_____ I've read and understand all of the information in this packet

_____ I've read, understand and signed the Pool Rule Form

_____ Photo/Video of my party may be used for marketing purposes

Print Parent/Guardian Name _____

Parent/Guardian Signature _____

Date Signed _____



OFFICE USE ONLY

Date Received _____

Staff Name _____

Payment Information

Amount Paid \$ _____

Date Paid _____

Staff Initials _____

Party Checklist (please initial)

- Sent this packet to P/G
- Sent 15 consent forms
- Sent receipt of payment
- Received signed pool rules
- Sent housekeeping form
(attach it to this form)
- Sent F/U email to P/G
- Date sent

Coordinator Information

Coordinator Name _____

Coordinator Contact _____

Confirmation Date _____

Confirmed By _____

POOL RULE FORM

SWIM TIME

The first hour of your party will be designated for swim time at our indoor pool. You will have a designated swim area and children must stay within this area at all times while swimming. (Children 6 months and under are not allowed in the pool.) Children under 48" must be within arms reach of a parent/guardian while in the water, whether wearing a lifejacket or not.

STATE LAW

State law requires showering before entering the pool. We have a shower on the pool deck that you can use. People with communicable diseases may not enter the pool area.

WHAT TO BRING

Everyone must wear a swimsuit. Lifejackets are not provided but you are welcome to bring your own Coast Guard approved jacket. Proper swim wear is required in the Aquatic Center at all times. Acceptable floatation devices are puddle jumpers and lifejackets. Noodles may be used as a toy but not as a floatation device.

WHAT TO LEAVE AT HOME

Cutoffs, see-through clothes and diapers without waterproof pants are not permitted. Do not wear street shoes into the Aquatic Center.

LIFEGUARDS

There will be 2 Certified Lifeguards on deck, at all times, during your party. Please defer to Lifeguards for any further pool instructions.

GENERAL POOL RULES

- No running, pushing, or shoving
- No diving into shallow water
- No back dives or flips from the side of the pool
- No sitting on, hanging on, or crossing over the float lines
- Food, gum and drinks are prohibited in the pool area
- No glass in the Aquatic Center

DEEP WATER POLICIES

To be eligible to swim in the deep end of the pool, swimmers must swim one length of the pool without stopping.

I've read and understand the pool rules as they relate to Birthday Party reservations. Please print your name, sign your name and date the form below.

Print Parent/Guardian Name _____

Parent/Guardian Signature _____

Date Signed _____



DIVING BOARD RULES

- Do not use diving blocks
- 1 diver on board/steps at a time
- Swim directly to the ladder
- Wait until preceding diver swims to ladder before jumping
- No double bouncing
- No swimming under the board
- No gainers
- Do not put head towards board when diving
- No goggles allowed

NON SWIMMER POLICY

Unless there is prior approval from Y Management, the only people allowed to remain in the pool area for extended periods of time are individuals wearing swimsuits and appropriate aquatic footwear.

OTHER INFORMATION

The pool will close if there is thunder or lightning. If this occurs during your party, other arrangements will be made. (Example: we will move you to the outdoor playground and/or basketball courts.)

CONTACT

We appreciate your cooperation in making our facility and programs the very best. Feel free to contact our Aquatics Director with additional questions.

Stephanie Settle
Aquatics Director
405 364 9622 ext. 135
ssettle@ymcaokc.org