Recreation Effective: 07/11/2018 Revised:

Party Room Policy & Process

Clyde Recreation Center

- All members of the birthday group must have a valid recreation center membership or purchase a day pass to enter. Pre-arranged day pass vouchers can be purchased for the group.
- Pre-arranged party passes are recommended and can be purchased and distributed by the group to members attending. The front desk does not keep a tally or distribute those to party members. Any unused party passes can be used on a future date just like any other day pass voucher.
- Outside food and drink is limited to one birthday treat for the group (Cake, cupcakes, etc.). No ice cream or gummy candies. Party patrons provide their own plates, napkins, & utensils for the cake. (Party food exceptions are only made due to food allergies.)
- No helium balloons & no piñatas permitted in the facility. Decorations should be limited to table decorations; nothing should be taped to the walls.
- Special characters or performers (clowns, princesses, superheroes, etc.) may be allowed if advance notice is given. These must be approved on a case by case basis.
- All guests must enter through the front lobby.
- A party room reservation lasts two hours. If parties are booked back to back, custodial will need access to the room for the first and last 5 minutes of the reservation to prepare for the next event.
- Prior to and after the party room reservation, guests are invited to enjoy the facility–the passes are good for all-day admission. All party items must be vacated at rental conclusion.
- Rental reservations may be made up to 4 months in advance, and should be made at least one month in advance of rental date.
- Rental fee due at time of reservation. Full refund for room cancellations made at least one week in advance. Inside 7 days' notice, a prorated refund may be given at the discretion of the CRC Manager.
- Reserve rooms during open swim/open concessions hours. Generally, full amenities are available after school hours during the school year, and after 12PM on Saturdays and holidays.