

SOME THINGS TO REMEMBER

GET PREPARED FOR YOUR PARTY

- When you get to the center, you will be greeted by one of our birthday party attendants. They will go over the party check list with you, and you will be asked to sign off on it.
- Your contract and checklist must be signed and returned **within 7 days** of booking the party or your party will be subject to cancellation.
- Our Party Rooms do have fire code capacities. Parties may not exceed the fire code capacity total occupancy of 60 people. The Forest-Senior Lounge has a fire code capacity of 60 guests, which includes children and adults.
- **All private pool parties are held after open public swim. Private Pool swim times are as follows: Saturday at 6:05pm; and Sunday at 5:05pm.** The lounge will not be available until your designated time.
- All guests, including infants, children and adults visiting the facility are included in your party package whether spectating, supervising, or directly participating in an activity.
- **Private pool parties include 1 hour of pool time.**
- The Federal Way Community Center has a refrigerator and freezer reserved for cake and ice cream only.
- You will have access to cold water and a sink.
- There are no utensils or stove available. Please remember to bring everything you need for your celebration! (Including candles and matches)
- Please limit your food to pizza, cake, cupcakes, chips or other non messy finger foods.
- It is important to adhere to your party's scheduled time in the room. Although your party is still in progress, please begin clean up 10 to 15 minutes prior to the conclusion of your party
- **Remember, your rental end time marks the close of your party and not the start of cleaning or packing. Parties can not be continued in our lobby.**
- Parties that run outside scheduled time will be assessed a \$20 fee for every five minutes the party runs over the scheduled time in the room.
- There must be one adult in the pool for every three children age 6 and under directly supervising at all times. All children 2 years old and younger are required to wear a swim diaper. Swimmers must dry off completely prior to entering the party room or classroom.



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**MORE INFO
ON THE BACK**

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DECORATIONS AND CLEAN UP

- The room must be left in the same condition as when you arrived. All garbage must be in the garbage cans, and all decorations must be removed. We will provide cleaning materials to wipe down the tables and chairs.
- Any decorating or additional set up for an event is the responsibility of the renter and must be done within the rental time period. This includes items used to decorate (scissors, string, etc.) paper plates, table cloths, and utensils.
- Hanging decorations from the painted walls is prohibited —no tacks, tape, staples, wire or putty allowed. Glitter, confetti, pinatas and confetti balloons are not allowed.

CANCELLATIONS

- **Cancellations:** Must be made two weeks prior to party date for a refund. Cancellations must be in writing- either turned in to the front desk or emailed to Breanna Bigelow at Breanna.Bigelow@cityoffederalway.com. The letter must be received two weeks prior to the party. A \$25.00 booking fee will be charged.
- **Transfers/Rescheduling or Downgraded:** A \$25 fee will be charged for birthday parties rescheduled or the party size downgraded. Parties being rescheduled or downgraded must do so at least two weeks prior to the party.

QUESTIONS?

Please Contact Breanna Bigelow at Breanna.Bigelow@CityofFederalWay.com or by phone at 253-835-6949

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