

# Come Party with Us!



## Gymnastics Party Form

Today's Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Party Date (1<sup>st</sup> Choice): \_\_\_\_\_ Requested Party Date (2<sup>nd</sup> Choice): \_\_\_\_\_

Name of Birthday Child: \_\_\_\_\_

Age (minimum of 5 years old): \_\_\_\_\_ Number of Guests: \_\_\_\_\_

<b>Birthday Party \$225.00</b> - Birthday Child + 19 Guests	
<b>Non-Resident Fee \$25.00</b> (Must show ID)	
<b>Total Due</b>	

**\*\*Cancellation Policy: If a party reservation must be cancelled, there is a fee of \$50.\*\***

**Have you read all the information regarding your gymnastics party?** YES  NO   
**Does your child currently participate in an Arlington Gymnastics Class?** YES  NO

The undersigned is aware that there are certain inherent risks involved in participating in Arlington County athletic facilities including but not limited to the risk of theft or of damage to my property, and the risk of personal injury from participating in athletic activities. In consideration of my being granted permission to participate in these activities and to use the facilities of Arlington County, and/or other activities and services provided by the Arlington County Department of Parks and Recreation, its agents and employees, including food service, I, on behalf of myself, my executors, administrators, heirs, next of kin, and successors, hereby covenant to hold harmless and indemnify the County and all of its officers, departments, agencies, agents and employees from any and all claims, losses, damages, injuries, fines, penalties, and costs (including court costs and attorney's fees), charges liabilities, or exposures, however caused, resulting from or arising out of or in any way connected to my or my family's participation in the above described activity. **I have read and understand this HOLD HARMLESS AGREEMENT and by my signature agree to its terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Gymnastics Birthday Party Guidelines

We are excited that you have chosen to have a birthday party at Arlington Gymnastics! We want your party to be as enjoyable, and as safe, as possible. Here are some guidelines to help make that happen. Please take the time to review ALL guidelines. FAQs are answered below. Thank you and have a great party!

## PARTY & RESERVATION INFORMATION

- Children **ages 5 to 12** will have lots of fun having a gymnastics birthday party.
- For **\$225 (resident) / \$250 (non-resident)**, the birthday child and up to nineteen guests will enjoy the sport of gymnastics with qualified instructors.
- Parties are offered on various Saturdays or Sundays from 2:30 – 4:00 or 5 – 6:30 p.m. with a 20 participant maximum. **Each month will have limited parties available due to the high demand of classes.** Parties are for 2 hours = 60 minutes of gymnastics & 60 minutes of birthday party celebration in our mezzanine area.
- Reservation forms should be e-mailed to [facilitiescheduling@arlingtonva.us](mailto:facilitiescheduling@arlingtonva.us) or mailed to the Facilities Scheduling Office, 3700 South Four Mile Run Drive, Arlington, VA 22206. **DO NOT send payment with your reservation form.**
- **To reserve a specific party date, please follow the guidelines below:**

For dates requested during the following months:	Please send requests AFTER:
January, February, March	1 <sup>st</sup> business day in November
April, May, June	1 <sup>st</sup> business day in February
July, August, September	1 <sup>st</sup> business day in May
October, November, December	1 <sup>st</sup> business day in August

**NOTE:** When a request is received, it will be numbered and processed in the order it was received by the Facilities Scheduling Office.

**Any requests submitted prior to the 1<sup>st</sup> business day of the month on November, February, May and August for the specific time periods above will be returned and will need to be resubmitted as noted above.**

- **Your party has been officially reserved once the FULL payment is made and you have received a confirmation receipt from the Facilities Scheduling Office.** Payments can be made by phone at 703-228-4747, through your online account at [registration.arlingtonva.us](http://registration.arlingtonva.us) or by mail to Facilities Scheduling Office, 3700 South Four Mile Run Drive, Arlington, VA 22206. Please make checks payable to *Treasurer, Arlington County*. Credit cards accepted: Visa, Master Card & Discover. **A 2.5% fee is charged by our credit card processor.** Customers paying by credit card pay the fee directly to the credit card processor. Arlington County does not receive any portion of the fee. Pay online by E-CHECK to avoid the surcharge.
- If you have a previous balance on your account, you will not be permitted to reserve a party until the balance is resolved. Please contact the Facilities Scheduling Office at **703-228-4747** regarding questions.

## PARTY GUIDELINES

- The gymnastics staff member will contact you the Wednesday before the party. They will review final participant numbers and answer any questions you may have about the party.
- Parties can arrive 30 minutes before the scheduled party time to get the guests organized and ready for gymnastics. Once the gymnastics portion has started, parents will have 60 minutes to set-up for the party portion while still observing the gymnastics from the mezzanine area.
- Parents are responsible for bringing table cloths, decorations, cake and any other snacks desired during the party portion.
- A refrigerator freezer and microwave are available for use in the pantry next to the gymnastics room.
- You may have pizza delivered to your party. Send it to Barcroft Sports & Fitness Center, 4200 South Four Mile Run Drive, Arlington, VA 22206. Here are some local numbers: **Papa Johns:** 703-271-8000; **Pizza Hut:** 703-892-2288; **Domino's:** 703-521-3030
- Tables for your party will be one of the following: for 10 – 12 guests (2 tables), for 12 – 16 guests (3 tables) and for 16 – 20 guests (4 tables)
- Piñatas are not allowed during gymnastics birthday parties.
- Balloons are allowed but please make sure they are tightly attached to tables or chairs.
- All parents are asked to watch upstairs in the mezzanine area while the children participate in the gymnastics portion. Positive nonverbal feedback is encouraged. Parents can also set-up and decorate the mezzanine area during the gymnastics portion.
- Please **NO FLASH PHOTOGRAPHY!** This distracts the participants' eyes and can lead to serious injury!
- A parent or parents will be asked to come down at the end of the gymnastics portion to lead children upstairs. Hand sanitizer and stamps will be given out to all children at this time. A special award will be given to the birthday child at the end of the gymnastics portion. Pictures may be taken at this time.
- Gratuity is not allowed based on Arlington County policies.

## PARTICIPANT REQUIREMENTS

- Please request that birthday party guests **arrive 15 minutes prior to start time** to be prepared for the start time. Participants and guests must wait in the mezzanine area or in the hallway outside the gymnastics room doors until the instructor invites your party into the gymnastics room.
- **Age Requirement for participation is 5 years old.**
- Nametags and pens will be available on the table outside the gym. If this is not the case, please inform the instructor.
- The instructor will give parents a "Hold Harmless Form" to sign prior to the party. **ALL participants must have a parent signature to participate.**
- Appropriate clothing attire is necessary in order to have a safe gymnastics party. Please inform **ALL** the parents of the following clothing requirements:
  1. Participants must be **BAREFOOT**. Shoes, socks, and other outerwear can be stored in the cubbies beneath the stairs at the end of the hall or in the locker rooms.
  2. Participants need to wear comfortable clothing such as t-shirt and shorts (no jeans) with no buttons, zippers, or belts and pockets emptied. A leotard is great to wear.
  3. **NO SKIRTS, DRESSES or SKORTS** allowed. If a skirt is attached to a leotard, the child will be asked to turn the leotard inside out in order to participate.
  4. Hair longer than chin length needs to be pulled back from the face neatly and securely with a soft elastic band (no balls or clips).
  5. No jewelry other than stud earrings may be worn.
- **Participants should come ready to have fun!**