

CITY OF LEON VALLEY (CLV)

Property Management: City of Leon Valley

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Procedures:

- Patron contacts San Antonio Pool Management.
- San Antonio Pool Management directs patron to complete pool party form at www.sanantonio-pmg.com.
- Once San Antonio Pool Management receives Pool Party Request form, we inform patron of policies and payments.
- Once party is approved by San Antonio Pool Management, we send PayPal invoice.
- Pool Party is not confirmed until payment is received. PayPal sends confirmation of payment. Payment must be made within 24 hours of receipt of invoice.
- Pool area will be inspected for proper cleanup. The party sponsor is responsible for all cleanup, and all garbage must be removed from the premises. Lifeguards will assist with cleanup. If cleanup time exceeds 30 minutes after the party's end time, lifeguard wages will be deducted from the security deposit in the amount of \$20 per hour per lifeguard for any time over the allotted 30 minutes.
- After the inspection of facility, San Antonio Pool Management refunds the security deposit via PayPal. Refund will be issued within 7 days.

Rules:

- Alcohol is prohibited during lifeguard hours
- No glass bottles or containers
- No parties scheduled on POOL CLOSED (cleaning) days, opening/closing weekends, holidays, or holiday weekends. After hours parties not scheduled on Sunday evenings while school is in session.

During Hours (scheduled on regular lifeguarded days during scheduled lifeguard hours):

2 week notice required

- Up to 16 people, including swimmers and non-swimmers, no additional lifeguard required
 - 17-25 people, one additional lifeguard required (\$20/hour)
 - Maximum of 25 people allowed, including residents and nonswimmers
 - An additional lifeguard is staffed for all parties involving teens or college students
 - One adult chaperone required for every 4 children
 - Maximum of 3 hours in length
 - During Hours Pool Parties must not overlap and there must be 1 hour between parties
- Pool Party request form must be submitted in advance
- FEES (invoiced via PayPal)
 - \$200 refundable security deposit
 - \$25 administrative fee
 - \$20/hr/guard for additional lifeguards

After Hours (scheduled on non-lifeguarded days or during non-lifeguarded hours):

- Allowed until as late as 11:30 pm
- 2 week notice required
- All attendees must attend a party orientation at start of party
- Children under 12 must complete a swim test; nonswimmers must wear a life vest or have adult in arm's reach at all times

- There will be one 15 minute break scheduled during the party
- Party will be closed to other guests
 - FEES (via PayPal)
 - \$225 security deposit and rental fee (\$200 refundable; \$25 rental fee)
 - \$20/hour/guard (minimum of 2 lifeguards required, per Texas health code)
 - 1-60 people = 2 lifeguards
 - 61-100 people = 3 lifeguards
 - 101+ people = 4 lifeguards
 - An additional lifeguard is staffed for all parties involving teens, college students, or alcohol
 - \$25 administrative fee
 - \$10/guard cleanup fee (up to 30 minutes)
- Patron who requests a Pool Party during non-lifeguarded hours i.e. dates in May, late August weekdays, and September dates must request an After Hours Pool Party.