General Information

While the Prince George's Sports & Learning Complex (PGS&LC) desires to make available the facilities under its control for proper public functions, it is felt that the applicant should be familiar with the Rules and Regulations and share with the Maryland-National Capitol Park and Planning Commission a responsibility for correct and proper use of the facilities.

Applicant must have a Parks Direct Account. If not, a new account can be created at www.pgparksdirect.com.

Birthday Party Application:

1. **Pool or Gymnastics Party** applications are only accepted for children ages 2 to 12 years.

2. **Splex Fun-Time Party Room** applications are accepted for children ages 3 to 9 years.

3. All applications are accepted three months in advance, starting on the 1st of that month and can be emailed to SPLEXBirthdayParty@pgparks.com.

Example: We accept applications in January for parties in April.

### Birthday Party Room application schedule

<table>
<thead>
<tr>
<th>Application Accepted</th>
<th>Party Month</th>
<th>Application Accepted</th>
<th>Party Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>January</td>
<td>April</td>
<td>July</td>
</tr>
<tr>
<td>November</td>
<td>February</td>
<td>May</td>
<td>August</td>
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<tr>
<td>December</td>
<td>March</td>
<td>June</td>
<td>September</td>
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<tr>
<td>January</td>
<td>April</td>
<td>July</td>
<td>October</td>
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<td>February</td>
<td>May</td>
<td>August</td>
<td>November</td>
</tr>
<tr>
<td>March</td>
<td>June</td>
<td>September</td>
<td>December</td>
</tr>
</tbody>
</table>

**Confirmation/Payment:**

Upon receipt of the birthday party application, you will be contacted regarding event specifics. Your party will be reserved once the party details are confirmed. Full payment is due seven (7) days from date of confirmation. If full payment has not been received within the specified time, your party will be cancelled without prior notice. If party is cancelled, 50% is retained (Patron would be able to reschedule if date and time are available).

**Guest List:**

The PGS&LC requires that a guest list be submitted. Bring the guest list with you and give it to the host/hostess. All attending guests (includes children and adults) must be listed. Children under 13 years of age must also have their age listed.

### Birthday Cake/Food:

Cakes are not supplied by PGS&LC. Applicants are welcome to provide cake and any food items prepared by a licensed business establishment (i.e., pizza, subs, cupcakes).

### Beverages:

All alcoholic beverages are prohibited. All other beverages brought into the PGS&LC must be within sealed containers. Glass containers of any type are prohibited.

**ALL PARTIES START AT THE DESIGNATED TIME.**

**Room Set up:**

All standard party packages include tablecloths. All rooms are set up with tables and chairs for the number of guests listed on the application. No exceptions to the maximum room capacity. All party guests and the host/hostess must depart from the party room promptly at the end of the scheduled time, so that staff may prepare the room for the next party. Any late departures will be billed at a rate of $250 per 15 minute increments.

**Holidays:**

Parties are not conducted nor scheduled on the following holidays and/or holiday weekends: New Year’s, Easter, Mother’s Day, Memorial Day, Father’s Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Check with the Birthday Party Office to confirm the actual dates of closing.

**Cancellations:**

The PGS&LC reserves the right to cancel or reschedule parties on short notice for any reason. (i.e., special events, pool issues, weather, etc.).

### Disclaimer:

The PGS&LC reserves the right to change/modify birthday party packages, pricing and/or policies without notice.

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### Splex Fun-Time Party Room - Policies and Pricing

Parents and guests must remain in the Children's Center during their scheduled party time and are also encouraged to participate with group activities and individual projects with their children. The party includes a facilitated arts & crafts activity. All materials, supplies, and equipment that are the property of the PGS&LC must remain in the designated rental area. Fees will apply to lost and/or damaged items used during the scheduled party hours. The PGS&LC is not responsible for any personal items damaged or left behind.

<table>
<thead>
<tr>
<th>Pricing</th>
<th>IA</th>
<th>R</th>
<th>NR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to maximum of 30 Children/20 Adults</td>
<td>$280</td>
<td>$300</td>
<td>$390</td>
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### Aquatics Center Pool Party - Policies and Pricing

All open swimming will take place within the first hour. All refreshments and other activities will take place within the second hour.

All babies/toddlers MUST wear a swim diaper. The Aquatics Department’s Shift Manager has final approval/disapproval of appropriate swim attire. All swimmers are required to take a shower before entering the pool. No photography or videotaping is allowed within the Aquatics Venue. Flotation devices are prohibited unless they are used to assist individuals with special needs. Snorkels and face goggles are prohibited. Children, 5 years of age and older, must use gender-appropriate locker rooms. Family changing/locker rooms are available for use. Only individuals 46 inches and taller are permitted to use the pool water slide.

<table>
<thead>
<tr>
<th>Pricing</th>
<th>IA</th>
<th>R</th>
<th>NR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15 Children/up to 15 Adults</td>
<td>$205</td>
<td>$225</td>
<td>$295</td>
</tr>
<tr>
<td>16-30 Children/up to 20 Adults</td>
<td>$270</td>
<td>$290</td>
<td>$375</td>
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### Gymnastics Center Party - Policies and Pricing

The package includes one hour of supervised gymnastics activities. All children must wear comfortable clothing that they can move in (no buckles, zippers, belts, blue jeans, etc.). Children with long hair must keep their hair tied back. Children need to remove their shoes and socks to participate. Only adults assisting with small children will be allowed on the gymnastics floor and will be required to remove shoes and socks to participate. No flipping is allowed. No flash photography, however, videotaping is allowed and preferred.

Gymnastics Parties will start and end promptly at their scheduled time. Due to time constraints, we strongly encourage light refreshments (i.e., cake & ice cream only).

**No food or drink allowed on the gymnastics floor.**

<table>
<thead>
<tr>
<th>Pricing</th>
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<th>NR</th>
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</thead>
<tbody>
<tr>
<td>1-15 Children/up to 15 Adults</td>
<td>$215</td>
<td>$235</td>
<td>$305</td>
</tr>
<tr>
<td>16-25 Children/up to 25 Adults</td>
<td>$300</td>
<td>$320</td>
<td>$415</td>
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</table>

**A parent or legal guardian is required to sign a waiver prior to party participation. The waiver is due the day of the party. A parent or legal guardian is required to sign a waiver prior to party participation. The waiver is due the day of the party.**

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Revised April 3, 2019
Let us host your child’s next Birthday Party.

For more information, contact the Birthday Party Office
Email: SPLEXBirthdayParty@pgparks.com
Office Hours: 10 am-3 pm
Monday–Friday
301-583-2654
8001 Sheriff Road
Landover, Maryland 20785
301-583-2400 / tty 301-699-2544
www.pgspostsandlearn.com

Select Birthday Party Type
- Gymnastics
- Splex Fun-Time Party Room
- Pool

**Gymnastics**
A parent or legal guardian is required to sign a waiver prior to party participation. The waiver is due the day of the party.

I have read, understand and will comply with all rules and regulations of the Prince George’s Sports & Learning Complex (PGS&LC). I take full responsibility for all damages and injuries.

Signature: ____________________________
Date: ________________________________

Gymnastics Birthday Party Application

Number of Guests (Maximum)
- 1-15 Children, ages 5-12: Number ______ and
  Up to 15 Adults, ages 13 & over: Number ______
  OR
- 16-25 Children, ages 5-12: Number ______ and
  Up to 25 Adults, ages 13 & over: Number ______

Gymnastics Birthday Party Days and Times:
- Saturday, 3:30 pm-5:30 pm
- Sunday, 11:30 am-1:30 pm
- Saturday, 4:45 pm-6:45 pm
- Sunday, 12:45 pm-2:45 pm
- Sunday, 2:00 pm-4:00 pm
- Sunday, 3:15 pm-5:15 pm

Splex Fun-Time Party Room Application

Number of Guests (Maximum)
- 1-30 Children, ages 3-9: Number ______ and
  Up to 20 Adults, ages 13 & over: Number ______

Splex Fun-Time Party Room Days and Times:
- Saturday, 1:30 pm-3:30 pm
- Sunday, 12 pm-2 pm
- Saturday, 4 pm-6 pm
- Sunday, 2:30 pm-4:30 pm

Pool Birthday Party Application

Number of Guests (Maximum)
- 1-15 Children, ages 5-12: Number ______ and
  Up to 15 Adults, ages 13 & over: Number ______
  OR
- 16-30 Children, ages 5-12: Number ______ and
  Up to 20 Adults, ages 13 & over: Number ______

Pool Birthday Party Days and Times:
- Saturday, 12 pm-2 pm
- Sunday, 12 pm-2 pm
- Saturday, 2:30 pm-4:30 pm
- Sunday, 2:30 pm-4:30 pm
- Saturday, 5 pm-7 pm