

2024 OPRC Pool Party Guidelines and Procedures

When AM I NOT Allowed To Schedule My Pool Party?

1. NO Pool Parties can be scheduled in the **MONTH OF MAY**.
2. NO Pool Parties can be scheduled when **CMS Public School is in session**.
3. NO Pool Parties can be scheduled on the following **MAJOR HOLIDAYS**:
 - Monday, May 27, 2024
 - Thursday, July 4, 2024
 - Monday, September 2, 2024

When May I Schedule My Pool Party?

1. **June 1 - July 3**
 - a. Saturday or Sunday
 - i. Party Start Time anytime **AFTER** 4:00 PM.
 - b. Monday - Friday
 - i. Party Start Time **between** 1:30 PM and 4:00 PM.
2. **July 5 - September 1**
 - a. Saturday or Sunday
 - i. Between 10:00 AM - 12:00 PM
 - ii. Between 4:00 PM - 8:00 PM.
 - b. Monday - Friday:
 - i. Party Start time **between** 1:30 PM and 4 PM.

Pool Party Request Procedure

STEP 1: *This portion of the procedure is handled directly through [Carolina Pool Mgt](#) - NOT with OPRC's back office.*

1. Complete and sign the [Carolina Pool Mgt Procedure for Scheduling a Pool Party Form](#).
2. Scan/email the form **at least 14 days in advance of your desired date** to denise.carlton@charlotte-pmg.com. You will receive a confirmation email from Carolina Pool Management Group **within two (2) business days** with your finalized party plan and charges.
3. Payment must be received **FIRST** before final approval is given. Please send your check payable to **Carolina Pool Management at P.O. Box 7488, Charlotte, NC 28242**.

STEP 2: *This procedure portion is handled directly with OPRC's Pool Cabana.*

1. Schedule food and drinks with OPRC Pool Cabana
 - a. ALL food and beverages **MUST** be ordered through [Sweetpeas Catering](#) **seven (7) days before the party date**.



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- b. Contact caterer Angela Anagho (*Please do both*)
 - i. First, **email** Angela at ssandcevents@gmail.com with party details and request a cabana menu.
 - ii. Second, **text** Angela at 704-363-0398 to let her know you have emailed her a request.

Charges to your OPRC Member Account

- 1. Catering fees from Sweetpeas Catering
- 2. **A \$7 Guest Fee per person (adult or child) for all NON-members attending the party.**

