

Introduction

The Activity Center is a great place to have an exciting party. Parties can be planned for people of all ages. Our staff will provide a safe, fun and exciting party for you and your friends. Our most popular party options are roller skating parties and sports parties. The Basic Party option and Playgroup Party option are held at the Activity Center. The Teen Center Party is held at the Teen & Community Center.

Party Planning in 3 Easy Steps

1. Check availability and fill out the Reservation Form by stopping by the McKinleyville Parks and Recreation Department Office at 1656 Sutter Road or calling the office at 707-839-9003.
2. Pay the Party Fees no later than 10 business days prior to the date of the party.
3. Send out your invitations!

Invitations

Once your Reservation Form is turned in and the date has been confirmed, it is time for you to get your invitations out! Invitations should include:

- Date and Time of the Party
- Directions to the Activity Center, 1705 Gwin
- Directions to the Teen Center, 1685 Gwin
- If participants want to bring their own roller skates or blades they can, but they have to be inspected by our staff for safety
- Parents and guests are welcome to stay and observe at no charge!



What we provide

- Private room
- Party staff (set-up, hosting, & clean-up)
- Tables & chairs
- Paper plates, napkins, and utensils
- Special games and activities as requested
- Use of roller skates and sporting equipment for Activity Center Parties
- Use of game tables, flat screen TV, video games and speakers for Teen Center Parties
- Use of Playgroup toys for Playgroup Parties
- Access to decorate and set-up 30 minutes ahead of party start time

What you need to provide

- Invitations
- Cake
- Candles
- Beverages
- Snacks/food
- Goody bags
- Camera
- Decorations

Fees, Cancellations and Refunds

Once your party is confirmed payment is due no later than 10 business days prior to the party date. Fees can be paid at the Parks & Recreation office during normal business hours, Monday-Friday from 9am-5pm or by mailing a check in (made out to MCSD).

If you decide to cancel your party and give at least 5 business days notice, you will receive a full refund, less a \$10 Refund Processing Fee. Refunds less than 5 business days prior to the party date will be less one half of the total party fee.

For more information on our Birthday Parties, please call 707-839-9003.

The District advises all potential users to reserve their facility of choice as far in advance as possible so as to increase the likelihood of availability. Please call (707) 839-9003 for more information. The Birthday Party Form is available on our website at www.mckinleyvillecsd.com.

Birthday Party Program



Parks & Recreation Department

1656 Sutter Road

PO Box 2037

McKinleyville, CA 95519

Phone: 707-839-9003

Fax: 707-839-5964

mckinleyvillecsd.com

McKinleyville Activity Center

Basic Birthday Party

The Activity Center is a great place to have an exciting party. Parties can be planned for people of all ages. Our staff will provide a safe, fun and exciting party for you and your friends. Our most popular party options are roller skating parties and sports parties.

The Basic Party includes a two-hour party and admission for 20 individuals at the Activity Center. Fee includes an event host, roller skates/sports equipment use, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

Party Fees

Basic Party Fee	\$175
Additional Participants	\$2/person
Additional Hour	\$28/hour



The Activity Center at 1705 Gwin Road, McKinleyville, CA 95519.

Teen & Community Center

Basic Birthday Party

The Teen & Community Center is a great place to have an awesome party. This new facility is a great place to have a teen party. You can celebrate while playing pool, ping-pong, foosball and video games with your friends and family.

The Basic Party includes a two-hour party and admission for 20 individuals at the Teen Center. Fee includes an event host, game tables and video game use, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

Party Fees

Basic Party Fee	\$175
Additional Participants	\$2/person
Additional Hour	\$28/hour



The Teen & Community Center at 1685 Gwin Road, McKinleyville, CA 95519.

McKinleyville Activity Center

Playgroup Birthday Party

The Activity Center is a great place to have a toddler Playgroup Party. The same fun toys, bikes, games and dress up clothes at our weekly playgroup program are set up and ready for your toddler to have a private party with all of their friends and family.

The Playgroup Party includes a two-hour party and admission for 20 individuals. Fee includes an event host, party theme decorations, Playgroup set up and equipment, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

Party Fees

Basic Party Fee	\$175
Additional Participants	\$2/person
Additional Hour	\$28/hour



The Activity Center at 1705 Gwin Road, McKinleyville, CA 95519.