

# POTOMAC WOODS SWIM CLUB -PARTY RESERVATION REQUEST FORM

## Approval is Required for All Parties. See Party Reservation Guidelines.

NAME OF GROUP/EVENT: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

MEMBER RESPONSIBLE FOR GROUP (REQUIRED): \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ TIME OF USE: (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

### **NUMBER OF PERSONS EXPECTED:**

Total Expected \_\_\_\_\_ Of the total, \_\_\_\_\_ are **Members** of PWSC and \_\_\_\_\_ will be **\*\*Non-Member Guests.**  
**(LIMIT 30 GUEST PER PARTY)**

*\*\* There is a \$5 per person fee for each **Non-Member guest.** Payment is required at time of reservation.*

Please provide details of the people attending. The Pool Manager will determine if additional lifeguard staffing is required.

Preschool - number \_\_\_\_\_  Elementary - number \_\_\_\_\_  Teens - number \_\_\_\_\_  Adults - number \_\_\_\_\_

### **FACILITIES REQUESTED:**

Pool Only  Pool & Picnic Tables  Picnic Tables Only  We request  1  2  3  4 picnic tables

### **REQUIRED FEES:**

- A non-refundable fee of thirty dollars (\$30) is required to reserve the pavilion and/or picnic tables for parties and functions.
- A fee of \$5 per person for all Non-member Guests. Payment required at time of reservation.
- A fee of \$10 per hour or partial hour per Lifeguard if additional staffing is required. Notification will be provided prior to party. Payment will be due on day of the party.

### **RULES AND REGULATIONS:**

The user's (and their guest's) activity and/or conduct...

1. Will be orderly and lawful;
2. Will not present a clear and present danger to public policy;
3. Will not constitute a public nuisance;
4. Will clean the facilities used after the activity;
5. The use of alcoholic beverages is prohibited;
6. Gambling is prohibited;
7. Will have a sufficient number of chaperons to monitor the activities of these individuals attending the function (specifically when children are involved);
8. Any group or individual using the facility shall indemnify and hold harmless the Potomac Woods Swim Club, Inc. (PWSC) and its members freed and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use of the facility. In the event PWSC property loss is incurred as a result of the use of the facility, the amount of damage shall be decided by the Board of Directors of PWSC, and the user group shall be charged said amount, and said user group shall pay said amount.

I certify that I have read and fully understand all Party Reservation Guidelines and the Rules and Regulations associated with the use of the facility.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY POTOMAC WOODS SWIM CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_

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*For Potomac Woods Swim Club use*

Date received: \_\_\_\_\_ Date/Time available:  Yes  No Additional guards needed:  Yes  No

Facilities cleaned after the function:  Yes  No Check for \$ \_\_\_\_\_ attached:  Yes  No

Facilities checked by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Revised 3/09