

PROCEDURES FOR REQUESTING PARTIES

According to the Membership Handbook, members may bring up to five guests at any time. However, members may have occasional parties involving more than five guests, subject to approval of the pool manager and following the process below.

1. Check with pool manager for availability of desired date and time.
2. Complete, sign, and submit party request form.
3. Prior to party, provide pool manager with a \$50 security deposit.

POLICY FOR PARTIES INVOLVING MORE THAN 5 GUESTS

Parties involving more than five guests are permitted at the Calverton Swim Club (the Club). Each request for a party must be submitted on a party request form and approved by the pool manager as specified below.

- The combined total number of guests attending all parties is limited to 30 guests at any one time. This may be one party of 30 guests or five parties of 6 guests each, or any combination thereof.
- There are no general restrictions on the day or time of the party but Club-sponsored events will take priority over private parties.
- Reservations may not be made for any facility or area of the Club. Except for Club sponsored activities (e.g., volleyball league play), all facilities or area of the Club (i.e., picnic tables, grills, pavilion, volleyball courts, etc.) are available to all members and their guests on a first-come, first-served basis.
- Guests are expected to know and follow the rules of the Club. The member hosting the party is responsible for the conduct of his/her guests.
- **Party fees apply.** Regular weekday party fees are \$3.50 per guest. Weekend and holiday party fees are \$5.50 per guest. Members may use guest passes – one for weekdays and two for weekends and holidays.
- Members must pay for all guests over the age of one (1). Please note: Names of all guests are required on Party Request Form. Ages are required for all guests under age 18.
- Payment is required at the time of the party based upon the number of guests in attendance.

IMPORTANT NOTE: Members must clean up after their party. The Club will apply the security deposit to the final payment if the host member cleans up after the party. The Club will retain the security deposit and require full payment of party fees if the member does not clean up after the party.

Manager Approval _____
Party Cost _____
How Paid _____

PARTY REQUEST FORM

Member Name: _____ Member Number _____

Date & Time Requested : _____ Alternate Date & Time: _____

Cost: \$3.50 per guest weekday; \$5.50 per guest weekends and holidays

Please print name of each guest. For guests under 18, please include the age of the guest.

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

I have read and agreed to the Calverton Swim Club's Procedures for Requesting Parties. I will explain the rules of the Club to my guests. I agree to accept full responsibility for the actions of and any damage to the facility caused by my guests. I know that I am required to be at the Club at all times when I have guests at the Club.

Signature: X _____ Date: _____