

PROCEDURES FOR REQUESTING PARTIES

According to the Membership Handbook, members may bring up to eight guests at any time. However, members may have occasional parties involving more than eight 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 the party, provide the Pool Manager with a \$50 security deposit. The security deposit will be returned to the member, or applied to the final payment, as long as the member cleans up after the party, **no glass is brought into Club property**, and no damage to Club property is attributed to the member or guests of the member.

POLICY FOR PARTIES INVOLVING MORE THAN 8 GUESTS

Parties involving more than eight guests are permitted at the Calverton Swim Club (the Club). Each request for a party must be submitted on a party request form and must be 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. Expansion of a party beyond the original reserved number of guests **MUST** be approved at least 24 hours in advance by the Manager. Guests that exceed the reserved number may be denied admission to the Club.
- There are no general restrictions on the day or time of the party, but events sponsored by the Club will take priority over private parties. Party setup may not begin before the Club opens for the day.
- 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 areas 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, except that the Snack Bar Pavilion may not be used for parties. Members and guests are expected to be reasonable and mindful of others when setting aside tables and grills. A ratio of one picnic table for every five adults is considered appropriate.
- 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 guest rates in effect for the day of the party apply to all guests. Members may use guest passes – one for weekdays and two for weekends and holidays.
- Members must pay for every guest age one (1) or over. Names of all guests are required on Party Request Form. Ages (or dates of birth) are required for all guests under age 18.
- Final payment is required at the time of the party based upon the number of guests in attendance.

NOTE: Members must clean up after their party or forfeit their security deposit.

Manager Approval _____
Party Cost _____
How Paid _____

PARTY REQUEST FORM

Member Name: _____ Member Number _____

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

Cost: Guest Fees in effect for the day apply to all guests.

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.

I understand that NO GLASS IS ALLOWED ON CLUB PROPERTY, and that all coolers and bags brought into the Club are subject to being searched.

Signature: X _____ Date: _____