

MARLTON SWIM AND RECREATION CLUB

Non-Member Party Request Form

Mailing Address: P.O. BOX 606, UPPER MARLBORO, MARYLAND 20773

Pool Address: 8410 Wexford Road, Upper Marlboro, MD 20772 Pool Phone Number: 301-627-9614

NAME OF GROUP/EVENT:				
Purpose of Event:				
NAME OF PERSON RESPONSIBLE FOR GROUP (REQUIRED):				
ADDRESS: CITY, STATE, ZIP:				
HOME PHONE:				
WORK PHONE:				
CELL PHONE:				
E-MAIL:				
REQUESTED DATE OF USE:				
TIME OF USE: (3 ½ hour time limit) Check One:	<input type="checkbox"/>	Mon-Sat: 10:00 am – 1:30 pm	<input type="checkbox"/>	Sun: 12-4 pm
	<input type="checkbox"/>	Mon-Sat: 1:30 pm – 5 pm	<input type="checkbox"/>	Sun: 4:30 - 8:30 pm
	<input type="checkbox"/>	Mon-Sat: 5:00 pm – 8:30 pm	<input type="checkbox"/>	Mon-Sun: 9:00 pm – 12:30 am
	* At the end of the allotted time it is expected that all party participants will leave the pool and pool area.			
RAIN POLICY:	Parties will not be canceled for rain, but for thunder and lightening only. Rain dates are subject to availability of pool facility as agreed upon between the pool and host.			
	Rain date option 1: (see Cancellation Policy)			
	Rain date option 2: (see Cancellation Policy)			
NUMBER OF PERSONS EXPECTED:	<input type="checkbox"/>		Children	
	<input type="checkbox"/>		Teens	
	<input type="checkbox"/>		Adults	
	<input type="checkbox"/>		Approximate TOTAL expected	
	(* if this number changes (up or down) please inform the Pool so we can adjust our guarding staff if necessary.)			
FACILITIES REQUESTED:	<input type="checkbox"/>		Pool Only	
	<input type="checkbox"/>		Pool & Pavilion	
	<input type="checkbox"/>		Grills	
	<input type="checkbox"/>		Volley Ball Court/Horse Shoe Pits	
CANCELLATION POLICY:	\$100 cancellation fee will be applied for any events canceled less than 2 weeks from party date.			
GUEST LIST REQUIRED:	Please provide a list of all guests expected. Their names can be checked off as they arrive and pay.			
ENTRY FEE:	\$5 per guest (swimming or non-swimming) \$10 per guest after 9:00 pm (swimming or non-swimming)			
			Initials of responsible person	

REQUIRED FEES:

1. All fees, except GUEST FEES, are due 10 days prior to the scheduled event.
2. A reservation fee of one hundred fifty dollars (\$150) is required to reserve the pavilion for parties and functions for 50 people or less. For 51 or more people the reservation fee is \$175. At the conclusion of your function, you are obligated to clean up the facilities used (excluding the bathrooms). All rules and regulations must be followed by all participants. After all obligations are satisfactorily met, you will receive a \$25 refund.
3. If, the party is approved by the Pool Board to go past 9:00 pm, there will be additional charges. For each lifeguard needed, there is a fee of \$15 per hour per guard. The fee for an operator, of which one is needed, is \$18 per hour. Any portion of an hour is to be paid at the same rates.
4. If an after-hours party is approved by the pool board, the fee is \$10 per person, swimmer or non-swimmer (no exception!). Host may arrive at 8:30 pm to set up. Guests may arrive at 9:00 pm. All guests must leave the premises by midnight, to allow 30 minutes for the host to complete required cleanup. The salary fees will be paid for the hours 9 pm – 12:30 am, and must be paid 1 week prior to the event. A list of all guests is required 3 days before the party date. Individual cases can be discussed between the Pool Manager and Host during the event. We suggest that you have someone sitting at the front desk with Marlton Pool staff as your guests arrive.
5. The salary fees total must be paid in full 1 week prior to the event.

RULES AND REGULATIONS:

1. The user's activity and/or conduct will be orderly and lawful;
2. The user's activity and/or conduct will not present a clear and present danger to public policy;
3. The user's activity and/or conduct will not constitute a public nuisance;
4. NO SMOKING on pool property.
5. NO GLASS containers are permitted within the pool area.
6. All swimming guests are subject to a swim test prior to entering water above their heads. This is the host's responsibility, but the swim test will be conducted by the lifeguarding staff.
7. To be considerate to members and pool neighbors (Re: loud music, offensive language/ behavior and proper attire)
8. MUSIC: PG County noise ordinance is 10:00 pm. Therefore, we do not allow live bands or DJs. . iPods with speakers or something similar is usually acceptable.
9. The guests are expected to leave the premises by 12:00 am. The fees will be paid for the hours 9 am - 12:30 am allowing time for cleanup.
- 10. To clean the facilities used after the activity; (hose off pavilion area, pick up and empty trash into dumpster).**
11. The use of alcoholic beverages is prohibited unless prior permission is given;
12. Gambling is prohibited;
13. That there will be a sufficient number of chaperones to monitor the activities of the individuals attending the function (specifically when children are involved);
14. Any group or individual using the facility shall indemnify and hold harmless the Marlton Swim and Recreation Club (MSRC) 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 MSRC 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 MSRC, 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 Rules and Regulations associated with the use of the facility. I will ensure that I and the members of my party abide by them or I may lose my anticipated \$25 refund. I also understand that I will lose my \$25 refund if I do not clean up the pavilion and pool area as outlined in requirement 10 above.

APPLICANT'S SIGNATURE: _____ DATE: _____

ACCEPTED BY MARLTON SWIM
and RECREATION CLUB: _____ DATE: _____

For Marlton Swim and Recreation Club use

Date received: _____ Is requested Date/Time available: Yes No
 Number of guards needed: _____ Operator Scheduled: _____
 Guards Scheduled: _____
 Check for \$ _____ attached: Yes No Cash for \$ _____ attached: Yes No
 Facilities cleaned after the function: Yes No
 Final # of guests in attendance: _____ @ \$5 per person = _____ @ \$10 per person = _____
 Facilities checked by: _____ Reviewed by: _____
 \$25 Refunded: Yes No