



MONTGOMERY VILLAGE FOUNDATION 2019 POOL PARTY RESERVATION AND AGREEMENT



Name: _____ Activity Card Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone/Cell: _____

Communication regarding the pool party reservation will be handled via email. Please make sure to provide us with an email which is checked frequently. Please print in legible handwriting.

Facility Request

Check One:	Fee Category	Facility Information	Set Up	Party Time	Clean Up	CLOSED
<input type="checkbox"/>	A	Peggy Mark Pool (Apple Ridge) 10101 Apple Ridge Road 4 picnic tables with market umbrellas in the grass area	1:45 – 2pm 4:45 – 5pm	2 – 4:15pm 5 – 7:15pm	4:15 – 4:30pm 7:15 – 7:30pm	Mondays Weekdays 5/26 – 6/15 No rentals on Holidays*
<input type="checkbox"/>	B	Stedwick Pool 10401 Stedwick Road Giant Coolbrella in the grass area with 4 picnic tables	1:45 – 2pm 4:45 – 5pm	2 – 4:15pm 5 – 7:15pm	4:15 – 4:30pm 7:15 – 7:30pm	Thursdays No Rentals 6/29 No rentals on Holidays*
<input type="checkbox"/>	B	Whetstone Pool 19140 Brooke Grove Court Giant Coolbrella in the grass area with 4 picnic tables	10:45 – 11pm 1:45 – 2pm 4:45 – 5pm	11 – 1:15pm 2 – 4:15pm 5 – 7:15pm	1:15 – 1:30pm 4:15 – 4:30pm 7:15 – 7:30pm	Wednesdays Season ends on 8/26 No rentals on Holidays*

*Memorial Day May 27, July 4th; Labor Day September 2nd

Request:

1st Choice/Date: _____ 11am – 1:15pm (Whetstone Only) 2pm – 4:15pm 5pm – 7:15 pm
 2nd Choice/Date: _____ 11am – 1:15pm (Whetstone Only) 2pm – 4:15pm 5pm – 7:15 pm
 3rd Choice/Date: _____ 11am – 1:15pm (Whetstone Only) 2pm – 4:15pm 5pm – 7:15 pm

Request must be made at least 10 business days prior to desired pool party reservation request date.

Type of Event: _____ For: Children Teens Adults Family

Total Number of Attendees: _____ (Maximum number of attendees 25 including party hosts)

Fee Schedule for Space Reservation

	Weekday	Saturday/Sunday		Weekday	Saturday/Sunday
A	\$75	\$100	B	\$75	\$75

For MVF office only:

Date Received: ___/___/___ Entered as customer in Active: _____

Designated User # _____ Current on Assessments _____ Free of Violations _____
 Yes/No Yes/No

Request forwarded to: Aquatics Division Finance Architectural Staff Intl: _____

Violation corrected on: ___/___/___ ___/___/___ Staff Intl: _____

For Aquatics Division Use:

Available: Y N Date Booked: ___/___/___ Intl: _____ Customer contacted on: ___/___/___ Staff Intl: _____

\$ _____ Payment Due By: ___/___/___ Payment Received on: ___/___/___ Staff Intl: _____

space rental

For MVF Pool Use:

Concluded as Scheduled Party Canceled in progress at: _____ due to: _____ Staff Intl: _____
 Time

No Show

Resident Signature: _____

Party Canceled by MVF due to: Resident Print Name: _____

Weather



MONTGOMERY VILLAGE FOUNDATION

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Policies and Procedures



Once you have read the policies, sign and date at the bottom of this form and it in with the reservation request to the MVF office or email to poolparty@mvf.org.

The Montgomery Village Foundation (MVF) Aquatics Division extends the opportunity to rent shaded picnic areas to Designated User residents and MVF pool members who are current on assessments and free from architectural violations. Requests will be handled on a first come, first served basis.

Policies:

- 1) Applicant must be a Montgomery Village Designated User Resident (Member of Stedwick, Whetstone, Maryland Place, Patton Ridge, North Village, Northgate, East Village, Eastgate, Poplar Spring and those parts of South Village and Middle Village homes corporations whose annual assessment includes the designated user fee) or an MVF Annual Pool Member.
- 2) Applicant must be at least 18 years of age
- 3) Applicant **must have current activity card to enter the pool.**
- 4) The Pool Party Application and Agreement will not be forwarded to the Aquatics Division unless the applicant is up to date on assessments and free from architectural violations.
- 5) The number of attendees shall **not exceed 25 persons** including the applicant/party host.
- 6) Children must be properly supervised while using the facility. **The adult-to-child ratio is expected to be a minimum of 1:5 for children under the age of 10 and 1:10 for children 10 years and older.**
- 7) **Persons who are not water safe or under 6 years of age must be directly supervised in the water and within arm's reach of a responsible adult at all times.**
- 8) It is the responsibility of each applicant to provide adequate additional supervision if needed or if requested by pool staff.
- 9) Patrons should be dressed in **appropriate swimming attire.**
- 10) MVF is not responsible for lost or stolen items. Lockers are provided (must supply own lock) at Peggy Mark (Apple Ridge) Pool.
- 11) **Alcohol/drugs are not allowed on MVF property** (pool, deck, bathhouse, parking lot, etc.) Pool party rental will be canceled without notice if group does not follow Pool Operating Policy.
- 12) **Applicant is financially responsible for any damage** done to the pool or surrounding facilities resulting from use or misuse of the property by applicant or their guests.
- 13) **Applicant is responsible for the cleanup** of their designated area.
- 14) Applicant is responsible for their guests and group must **follow all rules and regulations, posted or not posted.** Review the most current Pool Operating Policy posted online at www.montgomeryvillage.com (click Recreation, Pools & Swimming).

Reservation Procedures:

- 1) No reservation will be accepted before April 1, 2019. Assessment account must be a zero balance at the time of request. If requesting to rent on multiple occasions, submit a reservation form for each request separately.
- 2) On the reservation form, list the maximum (not to exceed 25) number of attendees including the party host, date options, time, facility desired and a type of event.

- 3) **To request your reservation**, scan the completed reservation form, and the signed and dated policies and procedures page, to poolparty@mvf.org or mail or hand deliver to:
 Montgomery Village Foundation
 ATTN: Rec and Parks
 10120 Apple Ridge Road
 Montgomery Village, MD 20886
- 4) **Communication** regarding the pool party rental **will be handled by email.**
- 5) Prices listed on the price schedule are per shaded picnic area rental/time frame. Price listed includes admission of all-party attendees (Residents/Pool Members and Non-residents) not to exceed 25 people.
- 6) Applicant is responsible for the guests and minimum supervisory ratios outlined #5 in Pool Party Reservation and Agreement policies.
- 7) Applicant will be notified if your request cannot be met. The reservation is not booked until a confirmation is sent via email from the MVF representative.
- 8) Payment may be made by cash, check (payable to "MVF"), or credit card; A \$35 collection fee will be charged for any check returned by the bank.
- 9) Payment for rental will be due 5 business days after the booking confirmation.
- 10) **Reservation will be canceled** if the **payment is not received within 5 business days** without notice.
- 11) Cancellation of rental by MVF will result in full refund of rental fee.
- 12) Cancellation by applicant will result in a \$25 administrative fee. There will be no refund for cancelation of rental with less than 10 days notice. All requests for changes should be emailed to poolparty@mvf.org.

Procedures:

- 1) Applicant shall speak to the pool manager or designee upon arrival. **Applicant must remain at pool the entire time** of the rental.
- 2) Applicant shall **bring list of attendees** with him/her at the time of rental.
- 3) Applicant must **sign** the pool party reservation and agreement **form when party concludes.**
- 4) If MVF pool management determines that terms of this agreement or pool operating policy is not being followed, attendee(s) or the entire party will be asked to leave the premises without compensation and may lose the opportunity to visit the pool in the future.

Weather-related Procedures:

- 1) Pools will be open for use during all types of weather conditions, with the exception of a sustained heavy rain and/or thunderstorm, temperatures below 70 degrees or other circumstances outside of MVF management control.
- 2) Group is responsible for the entire fee regardless of the weather or level of participation unless MVF closes the pool.
- 3) If the pool is closed due to weather or other unforeseen circumstances within the first 60 minutes of rental, or throughout entire rental date, MVF will work with you to reschedule or issue a refund.
- 4) If the pool is closed due to weather or other unforeseen circumstances within first 60 to 90 minutes of rental MVF will issue 50% refund.
- 5) Applicant must sign the pool reservation and agreement form in order to receive the applicable refund.

Applicant/organization accepts responsibility to abide by all procedures outlined above in addition to all facility rules and regulations, and understands penalties associated with non-compliance. The applicant furthermore agrees to indemnify, defend, and hold harmless MVF and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of any MVF pools.

Signature of Applicant: _____ Print Name: _____ Date: ___/___/___