

NCCSPA Party Reservation Request Form

Confirmation pending manager's signed approval

Member name: _____

Member number: _____

Phone number(s): _____

Email: _____

Day and date of party: _____

Time party begins: _____ ends: _____ (3 hour limit)

Number of attendees: adults: _____ children: _____

Requested # of tables in pavilion: _____ (max 1 table per 8 people)

Requested # grills: _____ (max 3 reserved)

Party Guidelines

Effective March 1, 2011

- ◆ **Party guest privileges and responsibilities:** Members are responsible for the conduct of their guests. Guests (party attendees who are not NCCSPA members) aged 2 and up will be charged the normal NCCSPA guest fee of \$5, which allows them to use all public NCCSPA facilities, including the pools, tennis courts, basketball courts, and bathhouse. Guests must be met by an active member at the sign-in desk and must follow all NCCSPA rules.
- ◆ **Party requests:** To request a party, submit this completed form **at least 1 week before your party date to the pool manager** (or guard if the manager is not available) during normal pool hours. If you are submitting your request before the pool opens for the season, email party details to the secretary of the NCCSPA board at secretary@nccspa.com.
- ◆ **Approvals:** Parties are subject to the approval of the pool manager based on staffing and other considerations and to the approval of the NCCSPA board for parties of 80 or more or where potential conflicts are involved. This form must be signed by member/host and the staff manager in order to be valid.
- ◆ **Cancellations:** It is always the right of the NCCSPA management to decline the request for a reservation if staffing or other issues are a concern. NCCSPA reserves the right to cancel a party for staffing, weather, or other concerns.
- ◆ **Fees:** Pay party fees by check to NCCSPA before party begins (guest fees can be paid individually at the gate if preferred). Write a separate check for the deposit (applies for parties with 80+ people). Give checks to pool manager or other staff during normal pool hours, or mail to NCCSPA at 8817 Brierly Road, Chevy Chase MD 20815.
 - ◆ **All parties:**
 - ◆ \$5 per person guest fee for all party attendees aged 2 and up who are not NCCSPA members
 - ◆ **Parties under 40 people:**
 - ◆ No additional fees apply
 - ◆ **Parties of 40-79 people:**
 - ◆ \$5 grill fee, plus \$5 for each additional grill requested

- ◆ \$80 facility rental and staffing fee
- ◆ **Parties of 80+ people:**
 - ◆ \$5 grill fee, plus \$5 for each additional grill requested
 - ◆ \$160 facility rental and staffing fee
 - ◆ \$100 deposit, returned at the end of the party after inspection by on-duty manager confirms that clean-up meets party guidelines
- ◆ **When parties can be held - times and dates:** Parties may not be held on Memorial Day, 4th of July, Labor Day, or on dates scheduled for other NCCSPA events, including swim team and dive team meets and clinics. Check the NCCSPA event calendar for conflicts at <http://nccspa.com>. More than one small party can be held at one time if the pool manager approves, based on staffing and other considerations. NCCSPA staff posts online all events for the general membership including meets, clinics and private parties. The event calendar is typically updated every week.
 - ◆ **During July**, large parties (40 or more attendees) may only be held on Monday, Tuesday, Wednesday or Thursday. Smaller parties may be held at any time during the week if there are no conflicting events.
 - ◆ Parties must be held during **normal pool hours**.
 - ◆ All parties must be confined to **3 hours** including set up and clean up.
- ◆ **Facility use and clean-up:**
 - ◆ **Clean-up:** Member/host must leave the pool area in the condition in which it was found: litter free, decorations removed, all trash put in containers, and all tables and chairs returned to their original positions.
 - ◆ **Refrigerator use:** Members may use the refrigerator and freezer if there is space, but it is not guaranteed. All items must be cleared from refrigerator and freezer prior to departure. Items left may be disposed of at management's discretion.
 - ◆ **Pavilion tables:** As a courtesy to the general membership, it is requested that members hosting large parties use table space in and outside the pavilion area so as not to displace or inconvenience other members. At all times, no less than 1/4 of pavilion and tables must be available for all members.
 - ◆ **Grill use:** All grills remain open to use by all pool members during smaller parties (fewer than 40 attendees). Larger parties can reserve grills for fees outlined above, but at all times at least one grill must remain available for general use.

Signatures

I have read the NCCSPA bylaws and agree to the above party guidelines and rules.

Signature

Today's date

Manager approval

Approval date