

**Shipley's Choice Swim & Tennis Club, Inc.**  
**Pavilion Reservation Form**

Requesting Bond Holder Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested: 11:00am 2:00pm 5:00pm

The fee for a weekend reservation is \$85. The fee for a weekday reservation is \$55.  
Both fees include up to 10 guests.

**Please coordinate with Pavilion Coordinator before you make a payment.**

To make a payment, log into your Member Splash account and select the 'Make a Payment' tab. Payments can be made by check or credit card.

The amount due is: Weekend or weekday fee: \_\_\_\_\_

Guest fees (\$5 for each guest NOT counting the 10 included): \_\_\_\_\_

Total: \_\_\_\_\_

**Drop off completed form (and check if applicable) to:**

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| SCS&TC                 | - Do not include Guest List                                             |
| 326 Lazywood Court     | - The address on the invoice will be different, please use this address |
| Millersville, MD 21108 |                                                                         |

**On the day of the reservation:**

**Please bring the completed Guest List (attached) and give it to the Gate Guard on duty. This list should NOT include Club members.**

**Pavilion Rental Rules:**

1. Parties are limited to 25 persons and may be scheduled daily subject to availability. Parties held on Friday and Saturdays must conclude by 4:45pm. All guests must be listed on the attached Guest List. Do NOT include guests who are currently members of the pool. Sponsoring Members are responsible for all guests and assuring they comply with Club Rules.
2. Parties are limited to 2 hours in length. Additionally, 30 minutes will be added for set-up and 30 minutes will be added for clean-up bringing **the maximum pavilion rental length to three hours inclusive of set-up and clean-up time.**

3. Requesting Members will be contacted by Pavilion Coordinator if the facility is unavailable for a party and given the choice of 1) scheduling an alternate date or 2) the return of their reservation check.
4. Requests are not final and Pavilion attendees will not be admitted until the requesting Member receives a copy of their original request containing their signature and the Pavilion Coordinator's signature.
5. Lifeguards and pool staff do not provide party supervision. The Pool staff will terminate all parties deemed disruptive to other Pool Members at the forfeiture of all party and guest fees paid.
6. Party groups are responsible for cleaning up all trash, food items, etc., after party and returning areas to original state. Failure to leave areas clean will result in Members incurring cleaning costs.
7. Members may contact the Pavilion Coordinator and cancel parties up to 1 day in advance and receive full refunds. Members cancelling later than 1 full day in advance may receive partial refunds at the Pavilion Coordinator's discretion.
8. **Members must remove all decorations before they leave. All decorations must be easily picked up by hand. Confetti, balloons filled with confetti, and anything with thin mylar or paper streamers are not allowed.**

Any questions, please email [pavilionrental@shipleyspool.com](mailto:pavilionrental@shipleyspool.com)

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Bondholder Signature (Must be signed to validate)

Date

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Pavilion Coordinator (Must be signed to validate)

Date

## SCS&TC Pavilion Reservation Form

Requesting Bond Holder Name \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested: 11:00am 2:00pm 5:00pm

### **GUEST LIST (provide to Gate Guard)**

**Do NOT include current Club Members.**

Attention Gate Guards: Do NOT check off these guests in the Member Splash!

| <i>Guests</i> | <i>Guest Fees</i> |
|---------------|-------------------|
| 1.            | <i>Included</i>   |
| 2.            | <i>Included</i>   |
| 3.            | <i>Included</i>   |
| 4.            | <i>Included</i>   |
| 5.            | <i>Included</i>   |
| 6.            | <i>Included</i>   |
| 7.            | <i>Included</i>   |
| 8.            | <i>Included</i>   |
| 9.            | <i>Included</i>   |
| 10.           | <i>Included</i>   |
| 11.           | \$5               |
| 12.           | \$5               |
| 13.           | \$5               |
| 14.           | \$5               |
| 15.           | \$5               |
| 16.           | \$5               |
| 17.           | \$5               |
| 18.           | \$5               |
| 19.           | \$5               |
| 20.           | \$5               |
| 21.           | \$5               |
| 22.           | \$5               |
| 23.           | \$5               |
| 24.           | \$5               |
| 25.           | \$5               |