

## Walden Swim & Tennis

### Party Procedures and Rules



The following procedures and rules govern all pool parties at Walden Pool.

#### Application Process

- A completed application is required to have a reserved party space at the pool. This is to accommodate those who want to ensure that they will have the space before sending invitations.
- Members may apply to reserve the covered pavilion area of the pool for a private party during pool hours. 2 tables will be reserved. Additional tables may be utilized if available at party time.
- The reservation for the pavilion is 3 hours per party. This time includes the set up and the cleanup time.
- Weekend parties are limited to Pool Opening (11am) or evening (6pm) as available. Pool closes at 9pm on Friday and Saturday, 8pm on Sunday.
- Two checks must accompany the application. The first is a \$50 non-refundable fee for use of the facility. The second is a \$25 security deposit. The security deposit will be returned if the area is satisfactorily cleaned up after the party. If your party is not approved, both checks will be returned. Checks should be made payable to **Walden Pool**.
- Completed applications and checks should be dropped off or mailed to: Walden Country Club, 1500 Riedel Road, Crofton, MD 21114

#### Approval Process

- Approval of application is at the discretion of WCA and will be based on: availability of the pool, pool staffing, and Holidays or other event conflicts.
- You will be notified if the pool is available within 7 days of receipt of application.
- After party is approved, a guest list must be provided for the front gate. This list enables Pool Management to check in all guests efficiently and allow for proper staffing of the pool. ***All non-members (swimmers or non-swimmers) who are attending the party will be charged a guest fee of \$7.*** This payment can be made in the form of cash or check made payable to Walden Pool. Also, the member's guest pass may be used, if applicable.
- A maximum number of 20 non-pool members will be allowed per party.
- Members are allowed no more than 2 reserved pool parties per season.

#### Party Host Responsibilities

- A guest list must be emailed to [waldenpool@gmail.com](mailto:waldenpool@gmail.com) 48 hours before the party. Please list all members and non-members attending for easy check-in at the front gate.
- All children must be supervised by an adult member at all times.

- The party host is responsible for the behavior of his / her guests while they are present at the pool. Other swimmers, who are not party guests, will likely be present at the pool sharing the facilities. Party guests are expected to follow established pool rules and are subject to the same disciplines as other swimmers.
- The host is responsible for setting up and cleaning up after the party. Pool staff will not be available to assist with set up and/or clean up. Set up and clean up must be done within allotted pool operating hours.
- Decorations are allowed but may not be put in areas that interfere with the operation of the pool. Nails, staples or other items that can damage the fixed areas of the pool are prohibited. Additionally, tape residue must be completely removed before leaving the pool at the completion of the party.
- Food and beverages (no glass / no alcohol) may be served at the party. It is the responsibility of the host to arrange. There is **no electricity or refrigeration** available. However, you may contact the Walden Country Club for help in planning refreshments.
- Clean up after the party includes: wiping down tables and chairs, wiping up spills, sweeping, emptying trash cans, taking trash to the dumpster, replacing trash bags, and any other cleaning deemed necessary. In other words, please restore the area to the condition in which you found it so other members may enjoy the pool.

#### After Hours Parties

- Pool Parties and similar events may be approved for after hours, but must be scheduled through WCA. Email at [waldenpool@gmail.com](mailto:waldenpool@gmail.com)
- Additional charges for lifeguards will be assessed.
- Additional fees for after hour use of facility will be charged.

#### Unreserved Parties

- **All** pool parties require WCA being notified. If a member does not pre-reserve the space in advance, they **MUST** email [waldenpool@gmail.com](mailto:waldenpool@gmail.com) to notify WCA of the date and time of the party, the number and list of the guests who will be in attendance.
- A guest list must be provided before guests arrive. This will enable Pool Management to check in all guests efficiently. **All non-members (swimmers or non-swimmers) who are attending the party will be charged a guest fee of \$7.** This payment can be made in the form of cash or check made payable to Walden Pool. Also, the member's guest pass may be used if applicable.
- **It is recommended to file an application to ensure space availability. Without an application, availability is first come / first served.**

**WCA is not responsible for weather related or unforeseen events that may cause a delay or cancellation of a pool party. However, WCA will work with you to reschedule your party if necessary.**