



## Muirfield Pool Shelter Reservation Request

Please read attached information and facility rules before beginning. Print legibly.

Today's Date: \_\_\_\_\_

Lot # \_\_\_\_\_

Name: \_\_\_\_\_

Muirfield Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Where would you like your event to be held? \_\_\_\_\_ Holbrook \_\_\_\_\_ Glick

Which shelter or area would you like to reserve? Go to [www.muirfieldassociation.com/shelters.php](http://www.muirfieldassociation.com/shelters.php) for a map and photos. Areas are rented in two-hour time blocks including set up and clean up time. The new "sun sails" areas cannot be reserved.

\_\_\_ Holbrook pool, small shelter by spray ground, \$25 for 2 hours

\_\_\_ Holbrook pool, small shelter near diving bay, \$25 for 2 hours

\_\_\_ Holbrook pool, small shelter at the back corner of the pool, \$25 for 2 hours

\_\_\_ Glick pool, large shelter near entrance - \$50 for 2 hours

What date would you like your event to be? \_\_\_\_\_

To check if a particular date/time is open, please call the pool directly: 889-0837 (Holbrook) or 889-1504 (Glick).

What time would you like your event to be? From \_\_\_\_\_ to \_\_\_\_\_.

What is the purpose or theme of your event? (Birthday party, family get-together, scout troop outing, etc.?)

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**Muirfield Pool Shelter Reservation Request (continued)**

Approximate number of persons attending: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Please provide the age range of the majority of the children, if attending: \_\_\_\_\_

Is there anything else you'd like us to know?

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**Your signature below signifies that you agree to the following terms:** I have read the *Pool Shelter Reservation Request Information* and the *Recreation Facility Rules* and agree to abide by them. I understand I am responsible for the conduct of my event's guests. I agree to pay the rental fee and provide either a guest fee of \$5 per guest or a guest pass for each non-Muirfield resident before leaving the event. I understand that alcoholic beverages are not permitted at any time and are grounds for immediate cancelation of the event.

\_\_\_\_\_  
Printed name (*please print legibly*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Turn completed form in to the pool where you'd like your event to be held (*do not turn in to the Association office*). A pool employee will contact you to confirm your event. Event is not considered approved until pool staff contacts you with verification. Direct all questions regarding reservations and event to the pool manager. Thank you!

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**Pool Staff Use Only**

Date request was received: \_\_\_\_\_ Date request was approved: \_\_\_\_\_

Employee approving request: \_\_\_\_\_

Date resident was informed of approval: \_\_\_\_\_ By whom: \_\_\_\_\_

## POOL SHELTER RESERVATION REQUEST INFORMATION

### Reservation of Facilities

- Only Muirfield residents may reserve a shelter.
- Only residents in good standing may reserve or use the pool facilities.
- Reservations are accepted on a first come, first served basis.
- Reservations must be made at least one week (7 days) in advance.
- The resident organizing the event (the “organizer”) must give an anticipated headcount at the time of reservation. The purpose is to ensure adequate staff is present.
- Reservations will not be accepted for the following times:
  - Memorial Day weekend
  - Labor Day weekend
  - 4<sup>th</sup> of July holiday (*plus the adjacent weekend if July 4 falls on a Monday or Friday*)
  - During any pre-planned pool event.

### Food and Beverages

- Outside food and beverages are welcome with the exception of alcoholic beverages.
- Glass containers are prohibited.
- Bring a cooler if food or drinks must be kept cold. Staff may inspect cooler for items not permitted (alcoholic beverages and/or glass.) Pool staff cannot store or refrigerate food or beverages for events.
- Organizer must bring all plates, napkins, utensils, cups, etc. as needed. Staff is not able to provide these items. Don't forget your serving utensils!
- **No alcoholic beverages are permitted at the pool facilities or on Muirfield common ground at any time. If alcoholic beverages are brought to the facility, the event will be cancelled immediately and attendees will be asked to leave.**

### Admittance

- All residents must present their current Muirfield photo ID card to gain entry, whether swimming or not.
- The organizer must present a list of names of all non-resident guests beforehand to the pool staff. (This will enable guests to enter without the need for the organizer to check each one in as they arrive.) As guests arrive, the guest must tell the pool staff their name along with the event they are attending. Pool staff will check them off the list.
- At the conclusion of the event, pool staff will present the organizer the list of all non-resident guests who attended. The organizer must either present one guest pass per guest or pay \$5 per guest who attended, whether those attendees swam or not. There is no fee for Muirfield residents.
- There is no admission charge, ID card or pass needed for children under 3 years of age.
- Organizer must pay the rental fee and guest fees plus present guest passes at the conclusion of the event **before leaving the facility. Passes and money cannot be turned in at another time.** Cash or checks are accepted.

### Set up, Clean up and Decorations

- Organizer is responsible for all set up and clean up of the event. Staff will provide tables at shelters.
- Organizer must bring all decorations and remove them at the end of the event.
- If using tape, only non-marring tape is permitted. No duct tape, staples, nails or tacks may be used.
- Crepe paper may not be used if it is raining because it will stain the shelter.
- Decorations may only be used at the site reserved; they can't be used at the front desk/concession stands.

### Other Regulations and Information

- Smoking, vaping and pets are prohibited inside pool facilities.
- There is no charge for the event if it must be cancelled.
- All attendees must abide by the Recreation Facility Rules.

