

Potomac Woods Swim Club - Party Reservation Guidelines

✚ Approval Required:

- To ensure the safety of our members and guests, the requested party date, time, number and age of guests must be reviewed and approved by the Pool Manager (Jon Leong) to ensure adequate staffing
 - Note: Non-member guest maximum is limited to 30 people

✚ How to Reserve:

- All Party Reservation requests must have the Party Reservation form completed with deposit before being considered for scheduling
- You will be notified by Pool Manager on reservation status
- Party and party area is reserved/approved on a first come/first serve basis

✚ Payment Required in Advance

- A non-refundable fee of thirty dollars (\$30) is required to reserve the pavilion and/or picnic tables for parties and functions
- A fee of \$5 per person for all Non-member Guests is required prior to start of the scheduled event
- A fee of \$10 per hour or partial hour per Lifeguard if additional staffing is required

✚ Party Hours:

- Parties are should be scheduled during normal pool hours
- There is a 3 hour limit for the party area