

SHELTER RESERVATION FORM and POLICY -- 2017 Season

Mailing Addr: P.O. Box 9614, Henrico, VA 23228 // Location: 2434 Swartwout Ave, Henrico, VA // Phone: 804-264-1605

Member/Applicant Information (please print):

First & Last Name:	Date this Form Submitted by Applicant:
Contact Phone#:	Email:

Check the type of rental desired:

Picnic Pavilion, During Open Hours Small Canopy, During Open Hours Full Facility, During After Hours

Enter the Date Shelter is Requested, including day of week:	Enter the Start Time, w/am or pm: _____
	Enter the Number of Hours of Rental: _____ Hours

Do you need the BBQ gas grill (available for use only in large Picnic Pavilion)? YES NO

SHELTER RENTAL RATES			GUEST FEES			
RENTAL TYPE	Member Rate	Non-Member Rate	# of Guests 1 - 9	# of Guests 10 or >	Guests Not Using Pools	Member Fees
Picnic Pavilion, During "Open" Hours	\$20 hrly	\$30 hrly	\$7 each	\$5 each	Free	Free w/ID
Small Canopy, During "Open" Hours	\$10 hrly	\$15 hrly	\$7 each	\$5 each	Free	Free w/ID
Full Facility, During "After" Hours	\$100 hrly	\$125 hrly	\$7 each	\$5 each	Free	Free w/ID

THIS IS A 2-PART FORM:

Part 1 is for reservation of picnic pavilion, canopy or full facility, with payment to secure the reservation.

Part 2 is for payment of the guest fees at the time of party or after the party or event concludes.

Part 1: Payment for Reservation of Picnic Pavilion, Canopy or Full Facility (for employee use)

Check Type of Rental: <input type="radio"/> Picnic Pavilion <input type="radio"/> Small Canopy <input type="radio"/> Full Facility // Recorded on Calendar: _____	Amount Due
Enter the Hourly Rental Rate: \$ _____ per hour // Enter the Number of Rental Hours: _____ Hours	
Calculate Amount Due: Multiply the hourly rate X the number of rental hours; enter amount due to the right>	\$
Employee: Check method of payment and enter amount paid to the right >>>>>>>>>	\$
<input type="radio"/> Check # _____ <input type="radio"/> Cash <input type="radio"/> Credit Card (entered in PayPal Here)	

Part 2: Payment of Guest Fees, for the Party/Event (for employee use)

Enter the # of Member guests (free): _____ // Enter the # of non-swimming guests (free): _____	Amount Due
Enter the # of guests @ \$7.00 each: _____ // Enter the # of Guests @ \$5.00 each: _____	
Calculate Amount Due: Multiply the # of guests by the respective guest rate; enter amount due to the right>>	\$
Employee: Check method of payment and enter amount paid to the right >>>>>>>>>	\$
<input type="radio"/> Check # _____ <input type="radio"/> Cash <input type="radio"/> Credit Card (entered in PayPal Here)	
<input type="radio"/> Guest Passes; Enter the # of Guest Passes used: _____	

Member or Applicant Signature: _____	MEMBER or APPLICANT PAID AMOUNT: \$ _____
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For Treasurer Use: Board Approval Date, for "After-Hours" Events: _____

Amt Pd, Part 1: \$ _____ Pay Method: Check # _____ Cash Credit Card (entered in PayPal Here)

Amt Pd, Part 2: \$ _____ Pay Method: Check # _____ Cash Credit Card (entered in PayPal Here)

E/M notify _____ Copy to: _____ Notebook Filing Date (for retrieval): _____

SHELTER RESERVATION FORM and POLICY -- 2017 Season**LSRC SHELTER RESERVATION POLICY for the APPLICANT**

1. The shelter rental fee for the large picnic pavilion is based on an hourly rate relevant to the member or non-member who is renting the shelter. See current rate chart in effect at the time of the rental for hourly rental costs. A BBQ grill is available for the rental event at the picnic pavilion. This rental space accommodates from 60 - 80 people.
2. The area under the canopy across from the snack bar can be reserved based on an hourly rate relevant to the member or non-member who is renting the canopy. This area is supplied with three picnic tables and generally accommodates from 20 - 25 people. See current rate chart in effect at the time of the rental for hourly rental costs. The rental of this shelter area does not include use of any BBQ grill.
3. All guests entering the facility must have the responsible member or non-member host provide a guest pass or pay the appropriate guest fee. Individual guest fees are \$7 each, but for groups of 10 or more guests, the per guest fee is \$5 each. Guests who do not use the pools are free for the event. Members attending the rental event do not pay a guest fee.
4. The member or non-member host is responsible for registering their guests at the Check-In station and paying the guests' fees. The host is responsible for their guests and must oversee their guests, and the member or non-member host must ensure guests obey all facility rules while on LSRC property.
5. The rental reservation cannot conflict with any other major pool or facility function.
6. The member must clean up the rented shelter area by the end of the event and not later than closing time. If a BBQ grill is used for the rental event, the grill must be cleaned, also.
7. Swimming guests are subject to a swimming test conducted by pool lifeguards or management before being allowed in the pools. The purpose of such a test is to ensure that all guests are able to play and socialize in a reasonably safe environment and to make sure all safety requirements are adhered to by guests who are not LSRC members.
8. After-hours events are handled by pool management and require lifeguards and facility management to be present during the after-hours function. Additional fees can be imposed to cover the cost of personnel and use of facilities. All other facility rules and policies, as well as shelter reservation requirements apply. See facility management for details on published rules.
9. For parties of 25 or more, an extra lifeguard might be required depending upon the time of the season and the expected use of the pool and expected number of guests in total. When additional lifeguards are required to comply with safety regulations, additional fees can be imposed on the member or non-member host to cover these costs.
10. The member or non-member host must completely fill out the reservation request form including expected number of guests, including those who swim (at fee) and those who do not use the pools (free). It is not the responsibility of the Snack Bar or Check-In station employee to determine the number of guests, the number who will swim, nor the number of guests who will not use the pools.