

**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

**Submit TWO checks, one for each of the following:**

1. \$50 Reservation Fee which includes 10 Guests. This check is required to book the pavilion and is due with contract.
2. \$\_\_\_\_\_ Guest Fees (Additional Number of Guests \_\_\_\_\_ X \$5/guest). This check is due the day of the event once headcount is finalized.

**Drop off completed forms and checks to:**      SCS&TC  
326 Lazywood Court  
Millersville, MD 21108

**Pavilion Rental Rules:**

1. Parties are limited to 25 persons or fewer and may be scheduled daily subject to availability. Pool Parties held on Friday and Saturdays must conclude by 4pm. All guests must be listed on page 2. Sponsoring Members are responsible for signing in all guests and assuring they comply with Club Rules.
2. Parties are limited to two 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.

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

---

Bondholder Signature (Must be signed to validate)

Date

---

Pavilion Coordinator (Must be signed to validate)

Date

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

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

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

**\*\*\* 3 hours maximum rental, including 30 minutes set-up and 30 minutes clean-up. \*\*\***

<i>Guest Names</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

Total Guests \_\_\_\_\_

*(10 guests are included in reservation fee, additional guests are \$5, make check payable to SCS&TC, no cash)*