

LINCOLNIA PARK RECREATION CLUB FACILITY RESERVATION FORMS & FEE SCHEDULE

TO RESERVE LPRC FACILITIES, MEMBERS MUST CONTACT THE LPRC SOCIAL DIRECTOR:

REBECCA GRANT JENKINS
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- RENTERS MUST BE LPRC MEMBERS AND MUST BE PRESENT AT ALL TIMES DURING THEIR EVENT.
- RESERVATIONS SHOULD BE MADE AT LEAST 7 DAYS PRIOR TO THE REQUESTED EVENT DATE. A \$35 NON-REFUNDABLE DEPOSIT IS REQUIRED TO RESERVE THE PAVILION. THE BALANCE OF THE PAVILION FEE IS DUE AT LEAST ONE DAY BEFORE THE EVENT.
- ONLY ONE PARTY PER DAY WILL BE SCHEDULED
 - MEMBER MAY OCCUPY PAVILION SPACE 15 MINUTES PRIOR TO START TIME FOR SET-UP
 - 3 HOURS MAX
 - THE LATEST A PARTY MAY BE SCHEDULED IS 2:30PM, TO BE COMPLETED BY 5:30PM
 - PARTIES MUST END, *INCLUDING CLEAN-UP*, AT SCHEDULED TIME.
- A LIST OF NON-MEMBER GUESTS MUST BE PROVIDED AT LEAST ONE DAY PRIOR TO EVENT.
 - \$5.00 FOR EACH PERSON , 20 NON-MEMBER PERSONS MAXIMUM (REGARDLESS OF AGE OR WHETHER SWIMMING OR NOT)
 - GUEST MUST CHECK-IN AT THE GUARD HOUSE PRIOR TO ENTRY INTO THE PAVILION AREA. WRISTBANDS WILL BE PROVIDED UPON CHECK-IN.
- RENTERS ARE RESPONSIBLE FOR CLEANING UP TRASH, FOOD, AND SPILLS FROM ALL FACILITIES AREAS USED. (E.G. PAVILION, PLAYGROUND, FIELD, VOLLEYBALL PIT, AND TENNIS COURTS)
- RENTERS MAY USE LPRC'S GRILLS, BUT THEY MUST PROVIDE THEIR OWN GRILL UTENSILS, CHARCOAL, LIGHTER FLUID, OR PROPANE GAS FOR THESE GRILLS.
- ALCOHOLIC BEVERAGES MAY BE BROUGHT TO AND CONSUMED AT THE LPRC PAVILION IN ACCORDANCE WITH VIRGINIA STATE LAWS.
 - IT IS LPRC POLICY THAT ALCOHOLIC BEVERAGES, INCLUDING BEER AND WINE, MUST BE CONSUMED IN PLASTIC OR PAPER CUP, NOT FROM THE ORIGINAL BOTTLES OR CANS.
 - THERE IS NO GLASS ALLOWED AT LPRC (MOST PEOPLE ARE BAREFOOT AT POOL AND PAVILION AREA).

LINCOLNIA PARK RECREATION CLUB FACILITY RESERVATION FORM & FEE SCHEDULE, CONTD.

• THE MEMBER MUST COMPLETE THE RESERVATION FORM AND PROVIDE IT WITH THE CORRECT FEES TO THE SOCIAL DIRECTOR OR ONE OF THE LIFEGUARDS TO CONFIRM THE REQUESTED EVENT DATE.

• CHECKS SHOULD BE MADE PAYABLE TO LPRC. FEES ARE PROVIDED BELOW:

PAVILION RENTAL FEE: \$75.00. PRIVATE MEMBER (E.G. BIRTHDAY, FAMILY REUNION)

SECURITY DEPOSIT: \$100.00. THE SECURITY DEPOSIT WILL BE RETURNED AFTER THE EVENT HAS TAKEN PLACE, PROVIDED ALL LPRC RENTAL POLICY REQUIREMENTS HAVE BEEN MET.

NON-MEMBER GUEST FEE: \$5.00 PER PERSON (20 NON-MEMBERS MAX)

SWIMMING POOL RENTAL (30 PEOPLE MAX)

TWO LIFEGUARDS MANNING THE HIGH CHAIRS ARE REQUIRED WHEN 20 OR MORE PEOPLE ARE USING THE POOL. IF THE POOL RENTAL ACTION INCREASES THE NUMBER OF PEOPLE USING THE POOL TO 20 OR HIGHER, AN ADDITIONAL FEE OF \$10 PER HOUR WILL BE CHARGED TO COVER THE ADDITIONAL LIFEGUARD EXPENSE.

NAME: _____

PHONE: _____ CELL PHONE: _____

E-MAIL: _____

DATE REQUESTED: _____ TIME REQUESTED: _____

NUMBER OF NON-MEMBERS (MAXIMUM IS 20): _____

NUMBER OF PEOPLE TOTAL: _____ NUMBER OF SWIMMERS: _____

PAVILION DEPOSIT: \$ _____ SECURITY DEPOSIT: \$ _____

I HAVE READ AND AGREED TO COMPLY WITH THE TERMS DESCRIBED AND DETAILED ON THIS FORM.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

SECURITY DEPOSIT RECV'D: \$ _____ CASH _____ CHK #: _____ DATE: _____

BY: _____

PAVILION DEPOSIT RECV'D: \$ _____ CASH _____ CHK #: _____ DATE: _____

BY: _____

PAVILION BALANCE RECV'D: \$ _____ CASH _____ CHK #: _____ DATE: _____

BY: _____

DATE AND TIME CONFIRMED: _____ DATE: _____ BY: _____

ENTERED ON MASTER CALENDAR: _____ DATE: _____ BY: _____

Lincolnia Park Recreation Club
Event Non-Member Guest List

Please Note:

- \$5.00 non-member guest fee per guest must be paid prior to entry into the pavilion area, regardless of age or whether the guest is swimming or not.
- Guest List must be submitted at least one day prior to event date.

	GUEST NAME	Check-in/ Wristband received
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		