

Medfield Area Recreation Club (MARC), Inc. Party Application

Please initial once completed and turn hardcopy into the pool office.

1. Check date availability (calendar at: <http://marcpool.org/calendar/>) and with the MARC Party Coordinator MedfieldAreaRecreationClub+PartyCoordinator@gmail.com, and ask them to pencil in your party on the online pool calendar. **Note:** Board approval is required if the requested party meets one or both of the following criteria:

- a) Expecting more than 20 guests.
- b) Outside of normal operating hours.

MARC Party coordinator will initiate the process for board approval (usually a 2 day turnaround)

2. Confirmation from MARC Party Coordinator that the party has been approved.

3. Fill out this Party Application and submit with check, payable to Medfield Area Recreation Club (MARC), to the staff at the hut.

Payment to MARC is for rental of the shelter and for facility use by your guests.

4. Fill out Pool Professionals Pool Party Request form and submit with payment to Pool Pros. Their form can be found online at <http://poolprofessionals.com/safety-training/pool-parties/>.

Their fee covers additional lifeguards (if needed) and processing costs.

5. Once payments & forms are received, the party date will be reserved and put on the [pool calendar](#).

NOTE: If you need to change the date or time you must communicate with MARC and Pool Pros, as we may not have enough guards or desired space to accommodate the new request.

Host (Member) Name: _____

Date of Party: _____

Time of party (Parties must end by 8:30 PM*): _____ to _____

Number Attending: _____ How many are pool members? _____

Host's phone number(s): _____

Host's email: _____

MARC Rental (\$25/hour with a 2 hour minimum) \$ _____

IF Party size > 25 guests (Max 50 guests), \$50/hour with 2 hour minimum \$ _____

You will receive an email to confirm payment and party reservation.

In the case of multiple requests for same date/time, the first *paid* reservation will have access to the shelter.

* Parties must end by normal closing times due to lighting conditions (early and late in the season it is 8:00 PM) We hope to add additional lighting in the future to allow later pool hours.