



Get Into It

Rockville Swim and Fitness Center

Birthday Party Rentals

Party Locations	Price Per Hour (up to 12 swimmers) Resident / Non-Resident One staff member included with room rental. Minimum rental time of two hours up to eight hours.	Additional Staff An additional lifeguard is required for each additional 12 youth swimmers or fraction thereof.	Admission Fees Paid on day of event Resident / Non-Resident
Community Room (single) (max. capacity 56)	\$70 / \$80	\$30 per hour	\$5/\$6 per Child (Ages 1-17) \$6/\$7 per Adult (Age 18+) Admission fees are required for all people who enter the facility.
Combined Rooms (two) (max. capacity 113)	\$110 / \$130		
Outdoor Tent Area (summer season only)	\$70 / \$80		
Paid at Time of Rental Confirmation			Paid Day of Rental

These rates do not include the \$200 refundable security deposit. Paid at the time of rental confirmation.

Your party fees include: Room rental for specified time, a party guard for twelve youth swimmers (an additional lifeguard is required for each additional 12 youth swimmers or fraction thereof.), and tables and chairs for up to 60 guests. The Swim Center Management reserves the right to require additional party attendants in certain circumstances.

Parties can be booked year round (only June through August for outdoor rentals) and can be scheduled seven days a week, but typically work best on weekends. Hours available for parties to be scheduled are from 12pm to 8pm. Pool space will be available to the public during your rental time. Parties **cannot** be scheduled on: Memorial Day weekend, the first weekend in June, Fourth of July weekend and Labor Day weekend.

It is recommended that you book more than **two weeks** before the rental date. All cancellations must be made a full two weeks prior to the rental in order to receive a full refund. If space allows and staff can be secured, a rental may be booked with less than two weeks advance notice, however, the rental will not be eligible for cancellation or refund.



PLEASE NOTE: Alcohol is not permitted at RSFC and we cannot permit the use of either a moon bounce or piñata during rentals. Generally speaking, customers may host a DJ, clown, magician, puppet show, etc. however, there are many activities taking place at the facility and management reserves the right to adjust the volume if party activities are adversely affecting other programs. Food and decorations are permitted, but please keep in mind that customers are responsible for returning the rental space to its original condition by the end of the reservation (or the security deposit will be forfeited).

	City of Rockville Get Into It	Rockville Swim and Fitness Center 355 Martins Lane Rockville MD 20850 240-314-8750 www.rockvillemd.gov/swimcenter	



Rockville Swim and Fitness Center

BIRTHDAY PARTY CHECK-IN AND OUT PROCEDURE

Thank you for hosting your party at the Rockville Swim and Fitness Center. Here are some instructions to keep things running smoothly during your rental.

1. When the main contact for the event arrives at the outdoor booth, let the booth staff member know you are here for a birthday party rental. Note that every guest will be expected to pay an entry fee to the facility. The admission payment is in addition to the fee we collected for the rental area and is due regardless of whether or not they are swimming. Payment is due upon entering the facility. Daily admission rates are as follows:
[We'd be happy to charge you the resident rate. Presentation of a Recreation ID would be necessary for resident rates to apply for EACH person]
\$7.00 –Adult (age: 18-60)
\$6.00 – Child (age: 1-17)
\$5.60 – Senior Rate (age: 60+)
(Infants under the age of one are free but, they need to wear vinyl pants over a swim diaper to enter the pool.)
2. The main contact for the event has the option to pay for guests using two methods:
-Provide a guest list with names of all attending the party to the booth or (in rare instances) the front desk staff. As the guests arrive staff checks names off of the list and guide the guests in the right direction to the party. The payment in full for that number of guests is done by the host on the day of the party. The renter will be charged for the number of adults and the number of children that enter the facility. Unfortunately we cannot issue refunds for guests that do not arrive.
-The other option is the main contact for the event (or a designee) remain at the booth entrance and pay for each guest as they enter the facility.
3. After payment is collected for all guests entering the facility the renter will be able to report to the designated rented area (Tent or Room A/B).
4. The rental space will be clean prior to the start of the rental. The main contact for the event is responsible for returning the rental space to its original condition by the conclusion of the rental (up to 15 minutes after the rental is scheduled to end). Damage to the space, additional cleaning fees, additional rental time or additional admission fees will be deducted from the security deposit.

I understand and will adhere to these procedures:

Signature of Renter

Date

Rockville Swim and Fitness Center Birthday Party Reservation Form

Please fill in the following important information below:

Contact Name:		
Child's Name:		
Two Contact Phone Numbers: #		#
Email:		
Address:		
City:	State:	Zip Code:
Age of Child:		
Number of Children Attending:		Number of Adults Attending:
1 st Choice Date: _____ <input type="checkbox"/> 12:30-2:30PM <input type="checkbox"/> 3:00-5:00PM <input type="checkbox"/> 5:30-7:30PM		
2 nd Choice Date: _____ <input type="checkbox"/> 12:30-2:30PM <input type="checkbox"/> 3:00-5:00PM <input type="checkbox"/> 5:30-7:30PM		
(The reservation should include time for setup and clean up.)		
<input type="checkbox"/> Outdoor Party Tent <input type="checkbox"/> Room A <input type="checkbox"/> Room B <input type="checkbox"/> Combined Room A & B		

Signature: _____ Date: _____

Submit this request form in person at the Rockville Swim and Fitness Center, fax to (240) 314-8759, scan/email to us at swimcenter@rockvillemd.gov or post mail to the address below.

PLEASE NOTE: Customers will be contacted within 72 hours regarding the status of their request. Reservations are not confirmed until a reservation contract is issued and returned with payment. **This is not a rental contract.** It is a request to rent the facility space from the City of Rockville. Please fill out the form completely and submit it at least two (2) weeks prior to your first requested date. The fee will be based upon the information provided on this form. If the City cannot accommodate the request, you will be notified immediately. Otherwise, a contract will be sent to you for your review and action.

Call us at (240) 314-8750 with any questions.

	<p style="font-size: small;">City of Rockville Get Into It</p>	<p>Rockville Swim and Fitness Center 355 Martins Lane Rockville MD 20850 240-314-8750 www.rockvillemd.gov/swimcenter</p>	
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Office Use Only:

Date Received _____ Account Set-Up Done _____ (City Resident Y / N)

Date Contract Sent _____ Date Contract & Payment Received _____

Staff Assigned: _____ Notes: _____