

# Rockville Swim and Fitness Center Birthday Party Rentals

**Thank you for requesting a party at the  
Rockville Swim and Fitness Center.**

**Party area available for rent is Room A which contains a kitchenette for up to 50 guests, Room B can be added for an additional fee.**

**Parties can be booked year round and can be scheduled seven days a week, based on facility availability.**

**Hours available for parties to be scheduled are typically from 12:30-7:30 pm.**

**Summer Indoor Room Rentals will be available by April 1st**

**We do not offer reserved Outdoor Space; all Outdoor Space is first come first serve.**



The Party Area is rented for a specified time. Tables and chairs for use of up to 30 guests are available. User is responsible for the set up and cleanup of the rental area. Set up time is 15 minutes prior to the rental. Clean up time shall last 15 minutes after the reserved party time. Pool areas are open to the general public during party times.



User agrees to leave premises in as good or better condition than which existed prior to their usage. All trash must be disposed of properly. All decorations must be removed. No glass, confetti or glitter is allowed.

Pool space will also be accessible 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 or days RSFC has booked special events.**

All rentals are required to book and finalize payment no less 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. Security deposit will be refunded within 3 business days following the rental's completion assuming no damages are found in the room.

**Cost:** Covers 2 hours room or party area use and pool admissions for up to 25 children and 5 adults.

• **Residents pay \$310\***

• **Non-Residents pay \$355**

\*Rental contact must be a resident of Corporate City Limits of Rockville. Note: not all Rockville mailing addresses are within the corporate limits. Check residency status online at [www.rockvillemd.gov/gis](http://www.rockvillemd.gov/gis)

\$200.00 refundable security deposit is required. Payment in full is due when reservation is made. One staff member will be assigned to help facilitate the party, however the host is responsible for set up/clean up and supervision of children.

## Rules and Regulations:

No glass or ceramic containers are allowed.

Rockville Swim and Fitness Center does not permit alcoholic beverages on its premises or in the area surrounding the facility. Smoking is not permitted anywhere on the premises. We cannot permit the use of either a moon bounce or pinata during the rental. Customer may host a 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. Entertainment must be contained in the rental party area and not in the general public space.

***Management reserves the right to stop or cancel a party at any time.***

Facility staff are in charge at all times. Adults in attendance are expected to assist and cooperate with the staff. Repeated warnings from the staff will be grounds for ejection from the premises.

**Party Guidelines: Please read carefully and plan in advance.**

1. Adequate child to adult ratios are required: 3-4 yr. old's 1:5 and 5 years+ 1:8 unless otherwise specified with a written agreement between renter and the Rockville Swim and Fitness Center.
2. The center provides lockers and showers. You must provide your own lock. Do not bring valuables to the pool. All clothing and personal items should be locked in a locker or kept by the adult coordinator at all times.
3. Extra guests intending to enter the facility must pay general admission prices prior to proceeding to pool area.

**Party host is responsible for supplying a list with first and last names of guests attending the event to facility staff on the day of the event.**

**PARTY RESERVATION TIME INCLUDES 15 MIN. SET UP AND 15 MIN. CLEAN UP TIME IN ADDITION TO 2 HOUR PARTY.**

It is the responsibility of the renter to set up and clean up the party area within the allotted rental time. Food and drinks are permitted in the designated party areas only. Party decorations are permitted on the tables only. A Refrigerator and freezer space are available to the renter. The facility will provide tables and chairs for 30, a broom and dustpan and trash bags. Please use the appropriate marked containers to recycle appropriate items.

## Party Requests:

Fill out a Request Form, and submit in person to the Rockville Swim and Fitness Center, scan/email to [drussell@rockvillemd.gov](mailto:drussell@rockvillemd.gov) or mail to Rockville Swim and Fitness Center, 355 Martins Lane, Rockville MD 20850.

***Allow 72 hours for a response to your request. Once a response with availability of your requested date(s)/time(s) is provided, customer has 5 business days to confirm and make full payment. If payment is not received by the deadline, we will consider the customer no longer interested in the reservations and the reservation will be cancelled. All responses will be via email. Please fill out the reservation(s) form clearly.***

**NOTE:** All of the above rules and regulations are subject to change at any time. I have read and understand all the above party procedures, requirements, safety rules and regulations and agree to abide by them while renting the facility. I have read and agree to all terms and conditions detailed in this packet and facility policies on [www.rockvillemd.gov/swimcenter](http://www.rockvillemd.gov/swimcenter). I understand our group must obey the rules and regulations of the Rockville Swim and Fitness Center and to follow the directions of the staff at all times. I grant permission for a member of the Rockville Swim and Fitness Center Staff to administer emergency medical care or treatment in the event of an emergency/accident. I agree to hold harmless and indemnify the Mayor and Council of Rockville and all of its agents, officers, and employees from any claim, loss, or injury as a result from participation in this activity. Rockville Swim and Fitness Center assumes no responsibility for any property placed in or about the Rockville Swim and Fitness Center.

No oral agreement for the use of Rockville Swim and Fitness center shall be valid. All reservations must be confirmed with a written permit, payment completed and approved by Rockville Swim and Fitness Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Rockville Swim and Fitness Center Birthday Party Reservation Request Form

Please carefully/clearly fill in all the following 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: _____
1st Choice   Date: _____ Time: _____
2nd Choice   Date: _____ Time: _____
(The reservation should include time for setup and clean up.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this request form in person at the Rockville Swim and Fitness Center, scan/email to [Drussell@rockvillemd.gov](mailto:Drussell@rockvillemd.gov) or post mail to the address below.

**PLEASE NOTE:** Allow 72 hours for a response to your request. Once a response with availability of your requested date(s)/time(s) is provided, customer has 5 business days to confirm and make full payment. If payment is not received by the deadline, we will consider the customer no longer interested in the reservations and the reservation will be cancelled. All responses will be via email.

**Please fill out the reservation(s) form clearly.**

**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. If the City cannot accommodate the request, you will be notified as soon as possible. Otherwise, a contract will be sent to you for your review and action.

Please contact the Swim Center Administrative Coordinator Derek Russell at 240-314-8751 or email: [Drussell@rockvillemd.gov](mailto:Drussell@rockvillemd.gov) with any questions.



Rockville Swim and Fitness Center  
355 Martins Lane  
Rockville MD 20850  
240-314-8750  
[www.rockvillemd.gov/swimcenter](http://www.rockvillemd.gov/swimcenter)

Office Use Only:

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

Date Contract Sent \_\_\_\_\_ Date Contract & Payment Received \_\_\_\_\_

Staff Assigned: \_\_\_\_\_ Notes: \_\_\_\_\_