

Member Sponsored Events Usage Agreement

This form is intended for NSJ members who wish to host an event at North St. John's Swim & Tennis Club for their own financial benefit. This is *not* the Party Zone reservation form.

Please send all questions to nsjswimtennisclub@gmail.com

Date of Usage: _____ Start Time: _____ End Time: _____

Host Member Name: _____

Phone: _____ Email: _____

Type of Event: _____

Number of Members: _____ Number of Guests: _____

Fees (Circle One): Per Diem - \$50 OR Weekly - \$200

Guidelines:

- All events must be hosted by a current NSJ member.
- NSJ will supply ice and buckets for your beverages if requested.
- The NSJ snack bar does not supply utensils and supplies unless food is purchased.
- Space can be reserved under the Main Pavilion or Blue Marlin Pavilion depending on the type, size, day, and time of your event.
- The area used for the event should be cleaned up and left in the same or better condition upon completion of the event.
- Tables should not be moved; 6' folding tables are available if needed.
- Any paint or markings on the tables or floors should be completely wiped off.

Staffing:

- Events may be scheduled during or outside normal pool operating hours depending on size, impact on peak membership hours, previously scheduled events, and final decisions made by pool management and the NSJ Board of Directors.
- Minimum staffing levels require one manager/pool operator plus one lifeguard for every 35 attendees in addition to normal facility staffing (manager not inclusive).

Cancellations for Large Events:

- Large events (over 50 people) must submit a \$100 refundable clean-up deposit.

- Pool grounds must be left in the same or better condition or deposit may be forfeited. This deposit may also be used to cover the cost of additional staffing if the number of guests exceeds the originally expected ratio.
- Cancellations on the same day as the event may receive no refund depending on the time of cancellation.
- Cancellations with sufficient notice from event start time will receive a full refund.
- Cancellations for weather or other safety reasons will receive a full refund if the event cannot be conveniently rescheduled.

All Member Sponsored Events must be approved by the NSJ President and VP of Administration.

Member Signature: _____

(To be filled out by NSJ Board of Directors)

Event Approval:

☐ YES

☐ NO

Date Approval: _____

NSJ President Name: _____

NSJ President Signature: _____