

VILLAGE WEST POOL PAVILION RENTAL INFORMATION

Thank you for your interest in renting the pavilion at Village West Pool. We are happy to accommodate you and your guests with your upcoming event. Listed below is information you may need to plan and coordinate your event. Enclosed is an agreement notice, please sign it and return it as soon as possible to Tracey Skahen. You may mail it to Tracey at 8316 Harland Drive, Springfield, VA 22152 or give this to the lifeguards at the pool. There is also a form that you can use to list your guests, at the time of your event please give this to the lifeguard when you come to the pool. Thank you for your cooperation and please call Tracey at (703) 866-7051 if you have any questions.

The cost for use of the pavilion is \$25.00, plus \$4.00 for each guest that is not a Village West member and is going to swim. (There is no fee for those who just wish to come and hang out.)

When planning your event at Village West Pool you and your guests will receive the following areas for use:

- *Use of half of the pavilion
- *Use of our grills
- *Use of at least 3 picnic tables
- *Use of the pool and lifeguards
- *Clean bathhouses
- *Use of the Volleyball net and open recreational area.

When planning your event please note the following:

- *No food and drinks are allowed in the pool area.
- *The pool may close due to inclement weather, we will try to reschedule your event if needed.
- *The pool does not provide any cooking utensils, knives or forks, please bring your own.
- *You will be responsible for cleaning the areas you used, cleaning any grills used, and picking up the trash in the areas used.
- *All guests must follow Village West Rules and Regulations at all times.
- *If you need more sitting space than we provide, you may bring extra tables and chairs.
- *We have outlets located in the pavilion area if needed.
- *You are permitted to bring coolers to the pool, but no alcoholic beverages are allowed.
- *If you are planning to use our grill, please indicate this on the Rental Agreement Form, this will insure that there is gas in the grill.

We hope these guidelines help you plan the perfect event. Let us know if we can help in any way. Thank you for your business.

VILLAGE WEST POOL
7008 ELKTON DR.
SPRINGFIELD, VA 22152
(703) 451-9886

PAVILION RENTAL AGREEMENT

Name: _____

Phone & Email _____

Date Requested: _____

Time: _____

Use of Grill: _____ YES or NO _____

The Village West Pool will reserve one half of the pavilion for your use on the date and time listed above. If the date or time is not correct, please call Social Director Tracey Skahen immediately at (703) 866-7051. Because there may be other events scheduled on the same day or time, you will be notified by phone or email that your reservation has been confirmed. Reservation is not official until it has been confirmed by the Social Director.

Please sign and return this agreement along with the \$25.00 payment.

By signing this you acknowledge that the date and time are correct. This also certifies that you have read the guidelines on the information sheet understand them and will do your best to follow them.

Signature

Date

