

**SAN MATEO ELKS LODGE NO. 1112**

Phone: (650) 345-4886 x 24

Fax: (650) 345-4889

**Family Swim Reserve Area Request Form**

Date of Event \_\_\_\_\_ Time from /to \_\_\_\_\_

Member Name \_\_\_\_\_ Member# \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_

Area Requested: Lawn  Terrace  Open

BBQ needed: \_\_\_\_\_

Estimated: Elks: Adults  Children

Non-Elks: Adults  Children

**Summary of Activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You are required to read the rules and sign on the backside of this form.**

**For Office Use Only**

Received: \_\_\_\_\_ Activity Date: \_\_\_\_\_

Time: \_\_\_\_\_ Area: \_\_\_\_\_

Approved confirm: \_\_\_\_\_

Calendared: \_\_\_\_\_ Called to: \_\_\_\_\_

## **San Mateo Elks - Reserved Pool Area**

### **Booking**

- " A Lodge activity request form is required to be fully completed **two weeks** in advance.
- " A \$50.00 deposit is required with request. Once the request is confirmed, the deposit is non-refundable.
- " The confirmation process takes at least a week. Elks Activities take priority.
- " You will receive a phone call to confirm and the confirmation will be documented on Lodge request form.
- " Cashier office has confirmed schedule.
- " Cashiers or lifeguards can not approve parties or guarantee any dates.

### **General**

- " The member is responsible for their guests.
- " Two areas to reserve: lawn area - behind the diving board, terrace area around brick BBQ.
- " **No charge except for standard pool entrance fees (\$50.00 minimum - CASH or CHECK only).**
- " Member sponsor or member spouse needs to be present.
- " Member is responsible for their guests which includes following Elk facility rules.
- " The Elks will simply reserved tables for member. Nothing else is provided.
- " With prior arrangements, the pool hours can be extended for up to 2 hours on Friday, Saturday, and Sunday based upon lifeguard availability.
- " No private parties.

### **Day of the event**

- " Check with cashier (lifeguard if cashier not available) upon arrival.
- " Arrange immediately the payment method for your group. Checks accepted.
- " You can bring your own food.
- " NO BOTTLES of any kind.
- " Your group needs to dispose of your garbage and pick up your area when leaving.

*I HAVE READ AND UNDERSTAND THE RULES THAT MY GUESTS AND I MUST FOLLOW:*

**Please sign**