

**MONTGOMERY COUNTY PARKS AND RECREATION**  
**755 Roanoke St. Ste 1E**  
**Christiansburg, VA 24073**

**Pool Reservation Form**

Name of Responsible Person/Party: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Number of people attending: \_\_\_\_\_

Fee: \_\_\_\_\_ Reservation Number: \_\_\_\_\_

**Pool Rental policies for Use by Outside Groups**

- Minimum length of time pool can be reserved – 2 hours
- Rental times: 8-11 p.m. – Mon. – Thurs, weeknights, Call for Availability  
7-11 p.m. – Fridays, Saturdays and Sundays
- Please note: The gate will be opened at your scheduled rental time and will close at the end of your rental time. No exceptions.
- Rental fee is \$175 for minimum 2 hour rental. Additional hours will be \$75 each. This fee includes lifeguards, 1/25 guests.
- Total rental fee is due at the time of the reservation. Make check payable to Montgomery Co. Parks & Rec.
- There will only be one rental per evening.
- MAXIMUM PARTY SIZE – 100 PEOPLE

**Cancellation Policy**

- Cancellation Policy: Full refunds will be given if the cancellations are prior 5:00 p.m. the evening of the rental.
- Rain Cancellation Policy: Full refunds will be given to cancellations made prior to 5:00 p.m. the evening of the rental.
- All cancellations must be made with the main office. Office hours are :Monday – Friday 8:30 a.m. -5:00 p.m.. Saturday and Sunday cancellations must be made at the pool .  
Office Phone 382-6975 Pool Phone: 381-6812
- All cancellations made after 5 p.m. will be prorated according to expenses incurred by the pool facility.

Signature of Responsible Person/Party: \_\_\_\_\_

Reserved By: \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVATIONS WILL NEED TO BE MADE 2 WEEKS IN ADVANCE OF  
REQUESTED DATE.**