

Lancaster Center/Pool Rental Information Sheet

4150 Lancaster Circle

Waldorf, MD 20603

**** Renters of Fox Chase and Hunters Run Apartments may also use the clubhouse****

Center rentals should be completed through the Associations interactive website. To request a reservation, go to www.maredithmgmt.com, click **Clients**, then **Lancaster Neighborhood**, then **Resident Login**. Put in your username and password and click **Submit**. On the left hand side of the screen, click **Center Rentals**. Once the calendar pops up, use the drop down buttons to find the date you need. *Please note that there is only 1 booking per day.* Once you find a date that is available, click the "available" link next to one of the time slots. The rental reservation form will come up. Fill out the appropriate information and click **Submit**. ** If you are a renter you should contact your landlord/management company for the login and password.

Rentals are processed within 24 business hours. Reservations are approved if the homeowner is in good standing, if there are no other unpaid reservations on the account, and if there are no other reservations on the day you have chosen.

Once approved, you have 7 business days to pay for the rental. This includes the rental fee, security guard fee and/or security deposit. Any rentals that are not paid within 7 business days will be removed from the calendar.

On the Tuesday before your event, you will receive an email from allison@maredithmgmt.com reminding you to pick up the key. You may also contact Allison by phone at 301-843-8111 ext. 103 or via email.

Center Rental Fee - \$175.00

Security Deposit of \$75.00 is required for all rentals.

Sunday Rental Fee—\$100.00 plus \$75.00 security deposit for all rentals after Church service.

DJ AND ALCOHOL ARE PERMITTED WITH SECURITY. IF GUESTS EXCEED 50 ATTENDEES A SECURITY OFFICER IS REQUIRED (PROVIDED BY THE ASSOCIATION) AT A RATE OF \$35.00/HOUR. TEEN PARTIES REQUIRE 2 SECURITY GUARDS AT \$70.00/HOUR.

Capacity – 80 people

9- 6' rectangular and 2- 10' rectangular tables (11 tables total)

55 chairs

POOL RENTALS ARE FROM 9 PM TO MIDNIGHT ONLY ON FRIDAY & SATURDAY NIGHTS FROM MEMORIAL DAY TO LABOR DAY

Pool Rental Fee: \$25.00/hour

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Lifeguard Staff— 1-50 guests = \$50.00/hour

51-75 guests = \$65.00/hour

76-100 guests = \$80.00/hour