

# **Sheffield Center/Pool Rental Information Sheet**

12146 Pawtuckett Lane  
Waldorf, MD 20602

**\*\* Renters of Sheffield Greens and residents of the Glen Eagles community may also use the clubhouse/pool\*\***

Center rentals should be completed through the Associations interactive website. To request a reservation, go to [www.maredithmgmt.com](http://www.maredithmgmt.com), click **Clients**, then **Sheffield 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](mailto: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 - \$100.00**

**Security Deposit of \$200.00 is required for all rentals**

**DJ, LIVE BAND OR ALCOHOL ARE PERMITTED IN THE CENTER WITH A SECURITY OFFICER. TEEN PARTIES ARE NOT PERMITTED. IF GUESTS EXCEED 50 ATTENDEES A SECURITY OFFICER IS REQUIRED (PROVIDED BY THE ASSOCIATION) AT A RATE OF \$35.00/HOUR.**

Capacity – 75 people  
19 Rectangular Tables (6') and 4 Round Tables (60")  
71 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**

**DJ, LIVE BAND OR ALCOHOL ARE PERMITTED AT THE POOL WITH A SECURITY OFFICER. TEEN PARTIES ARE NOT PERMITTED. IF GUESTS EXCEED 50 ATTENDEES A SECURITY OFFICER IS REQUIRED (PROVIDED BY THE ASSOCIATION) AT A RATE OF \$35.00/HOUR. IF BOTH THE CENTER AND POOL ARE RENTED, SECURITY IS NEEDED FOR THE CENTER AND ANOTHER FOR THE POOL.**

**Lifeguard Staff— 1-50 guests = \$50.00/hour  
51-75 guests = \$65.00/hour  
75-100 guests = \$80.00/hour**

\*\*\* We want your experience with renting the center to be as convenient as possible. As always, we are here for you to answer any questions and are always glad to help! \*\*\*