



## Montclair Swim Club Pavilion Only Rental Policies & Procedures

### Reservation Procedures:

- Reservations must be made through your Montclair Swim Club eSoft account or by contacting [rentals@montclaireswimclub.com](mailto:rentals@montclaireswimclub.com).
  - To make a reservation through your account, log into your account and go to Scheduling->Appointments. Fill out all the info to search for current availability. When you find the date and start time you want to reserve, click the start time. Then go to your cart to complete check-out.

### Rental Hours

Rentals can be scheduled in 90 minute or 2-hour increments on the following days and hours:

- Monday-Sunday: 12:30-3:30pm; 4:00-7:00pm

Note: Some dates and times may not be available due to other scheduled events.

### Policies

- All reservations are subject to availability and are accepted on a first come, first served basis.
- **Only Members may make pavilion reservations. Host member must be present.**
- All members and guests must follow the club rules. The host member is liable for guests' behavior while on pool property.
- Hosts are welcome to bring their own food and drinks or utilize concessions.
- You must be cleaned up and ready to leave by the end time of your reservation time.
- Rentals that will have more than 25 guests must be approved by MSC management in advance by contacting ([rentals@montclaireswimclub.com](mailto:rentals@montclaireswimclub.com)).
- All guest fees must be paid before the end of the reservation period.

### Fees

\$30 per hour plus \$5 for each non-member guest

The screenshot shows the eSoft dashboard with navigation tabs: My Account, Fund Account, Packages, Memberships, Scheduling, Reports, and My Cart. A red arrow points to the 'Scheduling' tab, which has a dropdown menu with options: My Schedule, Appointments, and Camps/Classes. A help popup titled 'How are credits used for sneaquinn?' is displayed, containing the following text:

<b>Package Credits</b>	<p>Package Credits are received when you purchase a package of services (local appointments, camps/classes and leagues). If you have one package credit, it is good for one service regardless of the price sure to use package credits before they expire - there will be no refunds for unused package credits.</p> <p><b>Example:</b> If you buy a package of 5 classes, you will receive 5 package credits. When you sign up for the class, you will only credit for each class regardless of the price of the class.</p>
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At the bottom of the dashboard, there is a button labeled 'Schedule from Dashboard'.