



SCHOOL GROUP RESERVATION - 2016



Policies and Procedures

The City of Gaithersburg welcomes the opportunity to serve you as a reservation patron at the Water Park. Please read these guidelines in their entirety for important information pertaining to reservation use. **Requests will only be honored when received in writing and with payment at least two weeks prior to the date requested, pending availability. Once you have read the following Policies and Procedures, please sign and date at the bottom of this form and return it with your request.**

The City of Gaithersburg Aquatics Division extends to a limited number of school groups the opportunity to come to the Water Park for an end-of-the-year pool celebration. **The Splash pool and Miniature Golf Park will not be available unless specifically requested on the reservation form.** Note that these are **not exclusive rentals**: other schools will be present and/or the pool may be open to the public depending on the date/ time of the reservation. *Requests will be handled on a first come, first served basis, with some consideration given to returning school groups with a good history of organization, supervision, and cooperation with this program.*

Policies

1. The **supervisor-to-participant ratio** is expected to be a minimum of 1:1 for all non-swimmers, 1:5 for children under six years old, and 1:10 for all other ages. Non-swimmers must be directly supervised in the water and within arm's reach of a responsible person. If pool management determines the adult supervisors are not properly supervising their group on a continuous basis, the special discount opportunity may be terminated.
2. The facility is available for school group reservations from **9 a.m. to 3 p.m. during 5/31/16 – 6/17/16**. Requests for after-hours reservations will be reviewed on a case-by-case basis.
3. All groups will be called to clear the pool 10 minutes before the end of their swim time and will be expected to be leaving the facility by the end of their reservation time.
4. Coin lockers and locker rooms are provided. However, the children should come dressed to swim and leave any towels, clothing, etc. with one of their supervisors in their area. **All other supervisors must be with the children throughout the complex, at poolside or in the pool.** All valuables must be left at home or at your center. The City is not responsible for lost or stolen items.
5. Individual groups are financially responsible for any damage done to the Water Park or surrounding facilities because of their groups use or misuse of the property. Groups are also responsible for clean-up of their area.
6. It is the responsibility of each group to provide adequate additional supervision for children with disabilities or special needs. Any requests for reasonable accommodations shall be made at the time of the group reservation request submittal.
7. Each group is responsible for following all rules and regulations, posted or not posted. Review the most current Rules and Regulations posted online at: www.gaithersburgmd.gov
8. Upon arrive, each group shall identify to the pool manager, an adult group leader who is responsible for the coordination and supervision of their group. This leader will be present the entire time of the rental.

NOTE: This is a special arrangement to benefit school groups who wish to offer a swim activity as part of their end of year program. Please advise your registrants that no fee exceptions are granted to children who are pool pass holders.

Summer 2016 Group Fees

The group fee is determined by the number of student participants. Active supervisors (teachers and adult chaperones) will be admitted free of charge:

- Pool Only - \$5.75 per student**
- Miniature Golf & Pool Pass - \$9.25 per student**

Procedures

1. No reservation will be accepted before January 4, 2016.
2. An initial, nonrefundable payment of \$100 will be due at the time of the request. This \$100 is not a security deposit and will be credited toward your final payment due. If you send in your group reservation form after May 13, the entire payment is due in full with your request.
3. On the reservation request form, list the maximum (not to exceed) number of students, their grade level, the first and second choice of dates and/or time slots, as well as the number of adults attending. **Changes to the attendance numbers must be received prior to May 17.**
4. The school will be notified if the request cannot be met. **The reservation is not confirmed or booked until the school receives a confirmation on City letterhead.** Once the request is booked, the school will receive an approved reservation confirmation itemizing the date booked and the final amount due on or before May 17.
5. To request your reservation, postal mail, **fax (301-258-6449)**, scan to waterpark@gaitersburgmd.gov (1) the completed reservation form, (2) the signed and dated Policies and Procedures page, (3) and payment to:

The City of Gaithersburg Water Park
ATTN: School Group Reservation
512 S. Frederick Ave.
Gaithersburg, MD 20877

6. Payment may be made by cash, check (payable to "The City of Gaithersburg"), and credit card (American Express, Discover, MasterCard, Visa). Payments made by check must be for the exact amount due; a \$35 collection fee will be charged for any check returned by the bank.
7. **The City of Gaithersburg must receive a payment for the total school group fee on or before May 17. No group will be admitted whose fees are not paid in full by the due date.**
8. The group is restricted to the number of participants indicated on the application. If there are additional participants, those individuals will be charged the full daily admission fee (\$8.00) at time of entry, if space permits.
9. **Please be advised the pool will be open for use during all types of weather conditions, with the exception of a sustained heavy rain storm or temperatures below 70 degrees. The school group is responsible for the entire fee regardless of weather or the level of participation.** If management determines the facility must close for the day, then a full or partial refund will be issued based on the usage of the facility. The school group is responsible for their own contingency plans.

Applicant/organization accepts responsibility to abide by all procedures outlined above in addition to all facility rules and regulations and understands penalties associated with non-compliance. The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Water Park at Bohrer Park, Summit Hall Farm.

Signature of Applicant: _____ **Date:** ____/____/____



SCHOOL GROUP RESERVATION 2016



School Name: _____

Contact Person Name: _____ Title: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Work: _____ Home: _____ Fax: _____

Cell: _____ E-Mail: _____

Requested Dates:

1 st Choice	Start	End	Grade
Day: _____	Time: _____	Time: _____	Level: _____
Date: _____			
2 nd Choice	Start	End	Grade
Day: _____	Time: _____	Time: _____	Level: _____
Date: _____			
3 rd Choice	Start	End	Grade
Day: _____	Time: _____	Time: _____	Level: _____
Date: _____			

Water Park Passes (Pool Only):

_____ total children X \$5.75 = \$ _____ /person cost rental total

\$ _____ rental total - \$100 = \$ _____ initial payment due 5/17

Miniature Golf & Pool Passes (Putt-n-Pool):

_____ total children X \$9.25 = \$ _____ /person cost rental total

\$ _____ rental total - \$100 = \$ _____ initial payment due 5/17

NOTE: Supervisors must play an active role in supervising the group participants throughout the complex including locker rooms, grass area, snack bar, pool and deck areas, as well as on the miniature golf course. Supervisors (i.e. teachers and adult chaperones) who play an active role supervising participants will not be charged admission.

Please use the following formula to determine the number of supervisors required for your group:

of non-swimmers : _____ divided by 1 = _____ group supervisors

of children under 6 years old : _____ divided by 5 = _____ group supervisors

of participants 6 years old and over: _____ divided by 10 = _____ group supervisors

_____ **total # of required group supervisors**

(Remember: Active supervisors are not charged the admission fee)

Yes!

If the majority of your school group plans to use the snack bar concessionaire, Boardwalk Fries, please check the box to the left. The total number of requests for this service will determine if Boardwalk Fries will open for that day.

Complete if paying by Credit Card:

AMEX/ Disc/ MC/ Visa (circle) # _____ Exp. Date: ____/____/____

Cardholder Name: (please print) _____

Cardholder Signature _____

For Aquatics Staff Use Only:

Date Received: ____/____/____ By: _____ Payment Method _____

Space available? Y N Booked: ____/____/____ By: _____

Date of Rental ____/____/____ Time: _____

****PLEASE SIGN THE BOTTOM OF THE POLICIES AND PROCEDURES PAGE!!!****