

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. **Once you have read the following policies, please sign and date at the bottom of this form and return it with your request.** Requests will only be honored when received in writing and with appropriate payment at least two weeks prior to the date requested, pending availability. **Addendums to the original contract (additional passes only, not reductions) must be made in writing at least five business days prior to the event, pending availability.**

Group Definition

The City of Gaithersburg Aquatics Division extends to a limited number of groups the opportunity to come to the Water Park on a **regular basis (at least four dates) throughout the summer on weekdays at specified times for reduced fees.** Requests will be handled on a first come, first served basis, with some consideration given to returning 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. Note: If pool management determines that the adult supervisors are not interacting with and/or supervising their group on a continuous basis, the special discount opportunity may be terminated.
2. All groups will choose either the morning (11 am – 1 pm) or afternoon (1 pm – 3 pm) swim time. No exceptions will be made. All groups will be called to clear the pool 10 minutes before the end of their reservation time and will be expected to be leaving the facility by the end of their swim time.
3. Coin lockers and locker rooms are provided. However, patrons should come dressed to swim and leave any towels, clothing, etc. with one of the 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. The City is not responsible for lost or stolen items.
4. 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.
5. 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 reservation submittal.
6. 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.
7. Each group shall identify to the pool manager upon arrival 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.

Summer 2016 Group Fees

The group fee is determined by the number of spots requested each day for the entire summer season. **All uniformed, active camp supervisors are free of charge.** The cost per time slot (either 11am – 1 pm OR 1 pm – 3 pm) is as follows:

- Pool Only - \$5.00 per child**
- Golf/Pool Pass - \$9.00 per child**

Procedures

1. No reservation will be accepted before January 4, 2016.
2. On the reservation form, list the maximum (not to exceed) number of children, dates and time slot desired, as well as the number of supervisors. This is a special program and no fee exceptions are made for child pass holders.
3. Groups will be notified if your request cannot be met. **The reservation is not confirmed or booked until a confirmation on City letterhead.** Once the request is booked, the group will receive an approved confirmation itemizing all of the days booked, an invoice for the first payment due on or by May 2, and an invoice for the second payment due on or by June 13. Late payments may result in a cancellation of the reservation.
4. If the request is made prior to May 2, an initial, nonrefundable payment of \$100 will be collected at the time of request. This \$100 is not a security deposit and will be credited toward the reservation. If the request is made after May 2, but before June 13, half of the rental total will be due at the time of request. If a request is received after June 13, then payment in full is due at the time of the request.
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 appropriate payment made payable to the City of Gaithersburg to:

The City of Gaithersburg Water Park
ATTN: Seasonal 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. **One half (50%) of the total summer admission fee must be received on or before May 2. The remaining balance is due no later than June 13; any changes in the rental must be made prior to June 13.** If the group reservation form is received after June 13, the entire payment in full is due with the request! **No group will be admitted whose fees are not paid in full by this 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. You are responsible for the entire fee regardless of the weather or level of participation. No refunds. No exceptions. The passes are date specific and are not transferable.**

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:** ____/____/____



Gaithersburg
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SEASONAL GROUP RESERVATION - 2016

Return these forms with the payments listed below to reserve your date: **PRIOR To 5/2 - \$100 Initial Payment**

5/2-6/13 - Half of Total Rental Fee
6/14 and later - Full Rental Fee

NOTE: If you are planning to book more than one group from more than one location this summer, please fill out a separate form for each group.

Organization Name: _____ Group Name: _____
 Contact Person Name: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Numbers - Work: _____ Home: _____ Fax: _____
 Cell: _____ E-Mail: _____

Requested Dates:	# Children under 6	# Children 6 and over	Total per Day
Mondays Dates: _____ Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3	_____	_____	= A. _____
Tuesdays Dates: _____ Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3	_____	_____	= B. _____
Wednesdays Dates: _____ Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3	_____	_____	= C. _____
Thursdays Dates: _____ Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3	_____	_____	= D. _____
Fridays Dates: _____ Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3	_____	_____	= E. _____

***Total Number of Children for Summer (A+B+C+D+E) multiplied times the number of Total Dates:** _____

NOTE: Camp 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.

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 group supervisors required each day (Remember: supervisors are not charged)

Water Park Passes (Pool Only) ***Use the Total Number of children calculated above***

$$\frac{\text{total children}}{\text{person cost}} \times \$5.00 = \$ \text{rental total}$$

$$(\$ \text{rental total} - \$100) \div 2 = \$ \text{due 5/2}$$

$$(\$ \text{rental total} - \$100) \div 2 = \$ \text{total due 6/13}$$

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

$$\frac{\text{total children}}{\text{person cost}} \times \$9.00 = \$ \text{rental total}$$

$$(\$ \text{rental total} - \$100) \div 2 = \$ \text{due 5/2}$$

$$(\$ \text{rental total} - \$100) \div 2 = \$ \text{total due 6/13}$$

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!!!****



City of Gaithersburg Press Release

For Immediate Release

Gaithersburg Water Park Adopts New Policy, Fees for 2016 Season

Gaithersburg, MD (February 2, 2016) The Gaithersburg Water Park, located at Bohrer Park at Summit Hall Farm, is a popular amenity with residents and visitors throughout the summer. Last year it enjoyed its highest patronage since it was renovated in 2012; however that popularity highlighted some concerns related to overcrowding. To help reduce wait times and enhance the overall safety and security of the Water Park, the Mayor and City Council recently adopted several policy and fee changes that will take effect when the facility opens for the season on May 28, 2016.

Among the policy changes are:

- Advance admission for City residents and members one hour before general admission on weekends.
- The opportunity for advance reservation of pavilions, with City residents being given first opportunity. The pavilions have previously been available on a first come, first served basis. There will be a fee to utilize them.
- Designation of the entire Water Park as a smoke free facility.
- The prohibition of liquids being brought in from outside (empty plastic bottles, unopened cans and juice pouches will be allowed). The number of water filling stations will be increased. There are vending machines and a snack bar onsite.
- No re-entry with the exception of members and those with wristbands who are part of the pavilion rentals and Putt & Pool programs.
- Changes to ingress and egress patterns and queues to reduce congestion.

Fee changes were also adopted for the 2016 season. While there were no changes to the weekday or weekend resident daily admission of \$5.75 per person, the weekday admission for nonresidents will increase from \$8 to \$10 and the weekend admission for nonresidents will increase from \$12 to \$16. There are also fee changes for nonresidents to the Putt & Pool passes and advance group reservation fees.

For complete details and admission schedules visit www.gaithersburgmd.gov.

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