



*Gaithersburg*  
A CHARACTER COUNTS! CITY

# City of Gaithersburg

31 South Summit Avenue, Gaithersburg, Maryland 20877

## REQUEST FOR PROPOSALS

No. 2016-031

## RECREATION MANAGEMENT SYSTEM

**Solicitation Issued:** May 31, 2016

**Proposal Submissions Due:** July 21, 2016 **Time:** 2:00 PM

**Submissions Received By:** Brian Helms, Business Systems Division Manager  
City of Gaithersburg  
Department of Information Technology  
31 S Summit Ave  
Gaithersburg, MD 20877

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**MAYOR**  
Jud Ashman

**COUNCIL MEMBERS**  
Henry Marraffa, Jr.  
Michael Sesma  
Neil Harris  
Robert Wu  
Ryan Spiegel

**CITY MANAGER**  
Tony Tomasello

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## SECTION 1: Definitions

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**City:** “City” means the City of Gaithersburg, Maryland, a municipal corporation of the State of Maryland.

**City Manager:** “City Manager” means the City Manager of the City, or his or her designee.

**Contract:** “Contract” means the binding agreement awarded pursuant to this Solicitation, if any.

**Contractor:** “Contractor” means the Offeror awarded the Contract.

**Offeror:** “Offeror” means any Person submitting a Proposal in response to this Solicitation.

**Person:** “Person” means any individual, or association or entity recognized by law.

**Price Analysis:** “Price Analysis” means the examination of the Proposal Price to ensure it is fair and reasonable.

**Procurement Webpage:** “Procurement Webpage” means the webpage on the City’s website dedicated to procurement: <http://www.gaithersburgmd.gov/government/procurement/current-bids>.

**Proposal:** “Proposal” means the technical proposal, price proposal and any and all documents submitted to the City by an Offeror in response to this Solicitation.

**Services:** “Services” means the goods and/or services to be provided to the City by the Contractor under the Contract as described in this Solicitation.

**Solicitation:** “Solicitation” means this Request for Proposals.

**Solicitation Schedule:** “Solicitation Schedule” refers to the events and dates and times thereof specified in Section 3.1 of this Solicitation.

**Solicitation Documents:** “Solicitation Documents” mean this Solicitation and any and all documents issued and/or used by the City to solicit Proposals, including but not limited to: addendums, amendments, forms and specifications.

**Submission Deadline:** “Submission Deadline” means the date and time, specified in Section 3.1 of this Solicitation, by which all Proposals shall be submitted to and received by the City.

~ END OF SECTION 1 ~

## **SECTION 2: Introduction and Notices to Offerors**

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### **2.1. INTRODUCTION**

The City wishes to purchase and implement a comprehensive, efficient, modern and robust Recreation Management System. The system will, at a minimum, manage cashiering, programs, memberships and rentals, including online services for customers.

### **2.2. CITY PROFILE**

Gaithersburg is among the largest cities in the State of Maryland, with a population in excess of 67,000, occupying more than 10 square miles within Montgomery County. The City provides many services including police protection, licensing and permitting, building inspections, recreation and cultural activities, street maintenance, recycling collection, stormwater management, housing and community development, and snow removal.

The City operates under the council-manager form of municipal government, with the City Manager being appointed by the City Council. The Mayor and City Council are elected to staggered four-year terms; the Mayor serves as Council President. Gaithersburg became a CHARACTER COUNTS! City in 1996. This national ethics education program is based on six pillars of character that people of all cultures, races and religious affiliations can embrace. The pillars include respect, responsibility, fairness, caring, trustworthiness and citizenship.

### **2.3. DISCLAIMER**

This is a Solicitation only, it is not a contract. The City shall assume no obligation to pay or reimburse any Person for any costs, fees, or expenses incurred in preparation of a response to this Solicitation, or for any meetings or travel costs related to such response. All Proposals submitted to and accepted by the City shall become the exclusive property of the City and shall not be returned. The City reserves the right to reject any or all Proposals in full or in part and/or to waive any technicalities and/or informalities as best may serve the interests of the City. The City is under no obligation to any Offeror until a contract is executed for the Services described herein.

### **2.4. AUTHORITY TO DISTRIBUTE SOLICITATION DOCUMENTS**

The City is the sole entity with the authority to issue and/or distribute any Solicitation Documents and/or information related thereto. Any and all Solicitation Documents obtained from any source other than the City may be incomplete or incorrect. The City assumes no responsibility for any error, omission or misinterpretation resulting from the reliance or use of any Solicitation Documents not both issued and distributed by the City. Any and all Solicitation Documents shall be posted on the Procurement Webpage.

### **2.5. ACCEPTANCE**

The submission of a Proposal shall constitute acknowledgement and acceptance by the Offeror of the requirements, specifications and terms and conditions specified herein.

### **2.6. RESTRICTED DISCUSSIONS**

Offerors are prohibited from discussing this Solicitation or any part thereof with any employee, agent, or representative of the City except as expressly authorized herein. The City may, in its sole discretion, reject the Proposal submitted by any Offeror who is in violation of this provision. Any and all verbal statements and/or answers to questions relative to this Solicitation shall not be considered binding, valid or enforceable.

**2.7. STATE OF MARYLAND BID AND CONTRACT REQUIREMENTS**

- A. Offerors must be qualified to bid in the State of Maryland in accordance with §16-202 and §16-203 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- B. To enter into any contract with the City, Offerors must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations.

**2.8. ADA REQUIREMENTS**

Individuals with a disability, who would like to receive the information in this Solicitation in another form, may contact the City's Procurement Manager by phone at 301-258-6320 or by email at wrhodes@gaitthersburgmd.gov.

**~ END OF SECTION 2 ~**

## **SECTION 3: Solicitation Schedule and Information**

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### **3.1. SOLICITATION SCHEDULE**

Below is the schedule of events for this Solicitation. The City reserves the right to modify the Solicitation Schedule at any time as best may serve the interests of the City; any and all modifications shall be made by addendum or amendment and posted on the City's Procurement Webpage. Unless otherwise specified, all references herein to times of day shall be Eastern Time (daylight or standard, as applicable).

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
<b>A. Solicitation Issued</b>	<b>May 31, 2016</b>	<b>N/A</b>
<b>B. Pre-Submission Conference Call</b> <i>See Subsection 3.2 for additional information</i>	<b>June 22, 2016</b>	<b>at 2:00 PM</b>
<b>C. Offeror Questions Due in Writing</b> <i>See Subsection 3.3 for additional information</i>	<b>June 24, 2016</b>	<b>by 5:00 PM</b>
<b>D. City's Answers to Questions Issued</b> <i>See Subsection 3.4 for additional information</i>	<b>July 1, 2016</b>	<b>by 5:00 PM</b>
<b>E. Submission Deadline</b> <i>See Subsection 4.2 for additional information</i>	<b>July 21, 2016</b>	<b>by 2:00 PM</b>

### **3.2. PRE-SUBMISSION MEETING**

- A. There will be a Pre-Submission Conference Call ("Conference Call") on the date and at the time specified in the Solicitation Schedule. Attendance of the Conference Call is not mandatory but is strongly encouraged.
- B. Offerors must register to attend the Conference Call; registration requests shall be sent by email to Brian Helms, Business Systems Division Manager, at [bhelms@gaitthersburgmd.gov](mailto:bhelms@gaitthersburgmd.gov), no later than 1:00 PM on June 21, 2016. Instructions for attending the Conference Call will be emailed to registrants by 5:00 PM on June 21, 2016.

### **3.3. SUBMISSION OF QUESTIONS**

All questions regarding this Solicitation: (i) shall be submitted by email to Brian Helms, Business Systems Division Manager, at [bhelms@gaitthersburgmd.gov](mailto:bhelms@gaitthersburgmd.gov); and (ii) shall be received by the date and time specified in the Solicitation Schedule. Any and all questions received not in compliance with this paragraph will not be answered unless the City, at its sole discretion, deems that a response to a question is necessary to clarify anything in the Solicitation Documents.

### **3.4. CITY'S ANSWERS TO QUESTIONS**

The City's answers to questions submitted by Offerors will be posted by addendum on the City's Procurement Webpage on the date specified in the Solicitation Schedule.

**~ END OF SECTION 3 ~**

## **SECTION 4: Proposal Format, Content, Preparation and Submission**

### **4.1. PROPOSAL FORMAT AND CONTENT**

In order to provide each Offeror with an equal opportunity for consideration, adherence to a standardized proposal format is required; any Proposal submitted outside of the required format shall be cause for the Proposal to be rejected as non-responsive. All Proposals shall be organized into sections as shown below. Sections 3-8 (C-H) mirrors the Evaluation Criteria described in Section 5.3 herein.

#### **A. Section 1: Cover Letter**

This section of the Proposal shall contain a cover letter that is prepared on official business stationary and is signed by an individual authorized to bind the Offeror to its Proposal. In addition, the cover letter shall include the following information, at a minimum:

- The legal name of the business and, if applicable, any trade names.
- The type of business (i.e. Corporation, Limited Liability Company, etc.).
- The date the business was formed, and the state where the business is domiciled (formed).
- The location of the principle office and all branch offices that will provide any Services under the Contract.
- A brief overview of the business.
- The name, business title, address, email address and telephone number of an individual to whom the City should direct any correspondence.

#### **B. Section 2: Table of Contents**

This section of the Proposal shall contain a table of contents that references each of sections therein.

#### **C. Section 3: Understanding the Requirements and Ability to Meet**

This section of the Proposal shall contain: (i) a statement that confirms the Offerors understanding of the requirements of this Solicitation, and possess the ability to meet such requirements; and (ii) an outline of the proposed scope of work and objectives of the Proposal as they relates to the scope and objectives of the project, product and/or service deliverables.

#### **D. Section 4: Work Plan**

This section of the Proposal shall contain a proposed work plan ("Work Plan") for the project. The Work Plan shall, at a minimum:

- Identify all of the tasks required to complete the project;
- Describe the purpose of each task and the requirements and responsibilities thereunder;
- Identify any anticipated obstacles and propose solutions to such obstacles;

- ↳ Identify any meetings that will be required;
- ↳ Identify any approvals that will be required from the City, if any; and
- ↳ Differentiate between the responsibilities of the Contractor and the responsibilities of the City – failure by the Offeror to make any such distinction shall signify the Offeror assumes full responsibility for the respective task.

**E. Section 5: Management Plan and Timeline**

This section of the Proposal shall contain a timeline (“Timeline”) and management plan (“Management Plan”) for the project. The Timeline should coincide with the Work Plan and shall: (i) set forth a realistic plan for the timing of each task in the Work Plan; (ii) establish beginning and completion dates for the project; and (iii) set forth all milestones for the project. The Management Plan shall: (i) clearly describe how the Offeror will manage and control all proposed tasks under the Work Plan and Timeline; and (ii) explain how the management and administrative processes will ensure appropriate levels of attention are given so work is performed properly and in accordance with the Work Plan and Timeline.

**F. Section 6: Business Experience and Capabilities**

I. This section of the Proposal relates to the experience and capabilities of the Business. The section shall, at a minimum:

- ↳ Summarize the organizational structure and size of the business.
- ↳ Describe the services provided by the business and the approximate percentage of the total business that is devoted to the type of services requested in this Solicitation.
- ↳ Describe the firm’s experience with similar projects.
- ↳ Describe the business’s experience with projects that are similar in size and in scope to the project under this Solicitation. In addition, describe the capabilities of the business to perform the contract.
- ↳ Indicate whether or not the business has an organized practice addressing the requested scope of services, who formally heads such practice and where the person is located.

II. In addition, this section of the Proposal shall include the contact information for a minimum of five (5) customers that the Offeror wishes to provide as references. References shall be for projects completed by the Offeror within the last three (3) years that were similar in size and scope to the Services under this Solicitation. For each reference, provide a company’s name and address, a company representative’s name, telephone number and e-mail address, and a description of the services provided, including scope and size.

**G. Section 7: Staff Qualifications, Experience and Capabilities**

This section of the Proposal relates to the qualifications, experience and capabilities of the staff assigned by the Offeror to the proposed project. The Section shall: (i) include the names of the primary project manager, alternate project manager, and each project team member; (ii) describe the functional discipline and responsibilities for all such persons; and (iii) provide a complete resume or a detailed description of each person's education, professional experience, and length of time employed by the Offeror. In addition, the Offeror shall clearly state if it intends to subcontract any of the proposed work and, if so, provide the names of all such subcontractors. The Offeror shall assume full responsibility and liability for any and all work performed by a subcontractor.

**H. Section 8: Pricing**

This section of the Proposal shall consist of a price proposal that provides a fixed price not to exceed amount for the project. This price shall be inclusive of all costs such as software, hardware, training and, if applicable, the first year of maintenance. In addition, if applicable, the price proposal shall include a price for each year of annual maintenance for years two (2) through five (5).

**I. Section 9: Forms and Documents**

This section of the Proposal shall consist of the below listed forms. See Section 9 herein (Attachments and Exhibits) for additional information.

- I. Addendum and Amendment Acknowledgement Form
- II. Affidavit of Qualification to Propose
- III. Proposal Submission Certification
- IV. Conflict of Interest Certification
- V. Litigation and Lien Information
- VI. System Characteristics Form

**4.2. PROPOSAL PREPARATION AND SUBMISSION**

The Offeror shall submit complete sets of its Proposal in a sealed package ("Proposal Package") in accordance with and subject to the following instructions and conditions:

A. The Proposal Package shall contain the following:

- I. One (1) original paper Proposal. All documents and forms shall be completed in their entirety and, when applicable, shall be notarized and/or signed in ink by an authorized or duly authorized representative of the Offeror.
- II. Eight (8) identical paper copies of the original paper Proposal.
- III. One (1) identical digital copy of the original paper Proposal on a compact disc or flash drive. The digital copy shall be a single combined file in portable document format (PDF).

B. The Proposal Package shall have the following information printed clearly on the outside of the Proposal Package:

- I. Solicitation Number;
  - II. Solicitation Title; and
  - III. Name of the Offeror submitting the Proposal Package
- C. The Proposal Package shall be addressed to the person and submitted to the location shown below. Any and all Proposals not received at the specified location by the Submission Deadline shall be deemed non-responsive.

Brian Helms, Business Systems Division Manager  
City of Gaithersburg  
Department of Information Technology  
31 S Summit Ave  
Gaithersburg, MD 20877

- D. The City shall assume no responsibility for delays or errors in the delivery of any Proposal; postmarking by the Submission Deadline shall not substitute for actual receipt.
- E. The Offeror is strictly prohibited from submitting its Proposal by facsimile or by e-mail. Any and all Proposals submitted as such shall be rejected as non-responsive and be removed from consideration.

**~ END OF SECTION 4 ~**

## **SECTION 5: Evaluation Criteria and Selection Process**

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### **5.1. AWARD**

Award of the Contract, if any, shall be to the Responsible Offeror whose Proposal: (i) fully conforms in all material respects to the requirements of this Solicitation, including all form and substance; and (ii) is, in the sole discretion of the City, the most advantageous to the City, price and other factors considered.

### **5.2. SELECTION COMMITTEE**

The City shall assign a committee comprised of personnel it considers to be stakeholders in the project (hereinafter referred to as "Selection Committee") to: review, evaluate and score all Proposals; conduct interviews, if required; and select and recommend the most qualified Offeror for the Contract award.

### **5.3. EVALUATION CRITERIA**

The Selection Committee will evaluate each Proposal on the following criteria (hereinafter referred to as "Evaluation Criteria"):

- A. Understanding the Requirements and Ability to Meet
- B. Work Plan
- C. Management Plan and Timeline
- D. Firm Experience and Capabilities
- E. Staff Qualifications, Experience and Capabilities
- F. Pricing

### **5.4. SELECTION PROCESS**

Below is the anticipated selection process for this Solicitation; however, the City reserves the right, in its sole discretion, to modify this process as best may serve the interests of the City.

#### **A. Review for Responsiveness**

The Procurement Manager shall perform an initial review of each Proposal to determine its responsiveness to the requirements set forth in this Solicitation. Following the initial review, the Procurement Manager shall distribute all responsive Proposals to the Selection Committee to be evaluated and scored. In the event a Proposal is determined to be nonresponsive, it shall be retained by the Procurement Manager and not be distributed to the Selection Committee.

#### **B. Evaluation and Scoring**

The Selection Committee shall evaluate and score each responsive Proposal to determine the responsibility of the respective Offeror to perform the Services and to establish a list of the highest ranking Offerors.

#### **C. Interviews**

Following the evaluation and scoring of all responsive Proposals, the Selection Committee may require an interview with the highest ranking Offerors, each of which who may be required to make a presentation. Following interviews, if any, the Selection Committee will score each Offeror interviewed on their interview and make a recommendation of tentative award to the City Manager or Designee. Formal award shall be contingent on the approval by the City's Mayor and City

Council. The City reserves the right to require any Offeror to make a presentation in order to substantiate the qualifications and/or abilities of the Offeror to perform under the Contract.

**~ END OF SECTION 5 ~**

## **SECTION 6: General Terms and Conditions**

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The following terms and conditions shall apply to and survive this Solicitation and be incorporated into the Contract:

**6.1. HEADINGS**

Any and all of the headings contained in any of the Solicitation Documents are for reference purposes only and shall not in any way affect the meaning or interpretation of any of the same.

**6.2. ACCEPTANCE AND REJECTION OF PROPOSALS**

The City reserves the right: (i) to accept or reject any or all Proposals in whole or in part; (ii) to waive any technicalities or informalities in Proposals; and (iii) to cancel or postpone this Solicitation at any time if determined to serve the best interests of the City. The City may reject the Proposal of any Offeror in arrears or in default to the City on any contract, debt, or other obligation.

**6.3. ACCURATE INFORMATION**

The Offeror certifies that all information provided or to be provided to the City is true and correct and may be relied upon by the City in awarding the Contract. Any false and/or misleading information is cause for the City to reject the Offeror's Proposal or to terminate the Contract if awarded to the Offeror. Such rejection or termination shall relieve the City of any direct or consequential damages or costs incurred by the Offeror.

**6.4. ADDENDA AND AMENDMENTS**

In the event any addenda or amendments are issued to this Solicitation, all the terms and conditions of this Solicitation shall govern and apply unless specifically stated or modified in any such addenda or amendments. Any and all written communication not posted on the City's Procurement Webpage relative to this Solicitation shall not be considered binding, valid or enforceable. It is the responsibility of the Offeror to inquire about and obtain any and all addenda and/or amendments issued, all of which shall be published on the City's Procurement Webpage.

**6.5. ALTERNATE PROPOSALS**

The Offeror is expected to clearly respond to the requirements set forth in this Solicitation. Any and all alternate Proposals for the Services shall be rejected as non-responsive and shall be removed from consideration.

**6.6. BINDING PROPOSAL**

All Proposals shall remain binding for 180 calendar days following the Submission Deadline; Proposals may not be withdrawn at any time within this period. In the event an award is not made during such period, all Proposals shall be automatically extended and remain binding for an additional 180 calendar day period. Proposals shall automatically be renewed until such time as either an award is made or proper notice is given to the City by an Offeror of its intent to withdraw its Proposal. Proposals may only be withdrawn by written notice to the City at least fifteen (15) calendar days prior to the expiration of the then current 180 calendar day period.

**6.7. CONFIDENTIALITY**

- A. The City agrees, to the extent permitted by law and in accordance with the terms set forth in this Solicitation, to hold all confidential information and material belonging to the Offeror in strictest confidence. The Offeror shall specify in writing to the City the information and/or material the Offeror deems to be a trade secret or other confidential information and/or material. Written notification shall also contain the reason such information and/or material is considered to be a trade secret and/or confidential.
- B. The Offeror agrees that all knowledge and information it may receive from the City or from its officials, employees or other sources, or by virtue of the performance of Services under and pursuant to the Contract, if awarded the Contract, which are included or referenced in Title 4 of the General Provisions Article of the Annotated Code of Maryland, shall not be directly or indirectly disclosed to any person whatsoever unless authorized to do so by the City Manager. This confidentiality provision shall also apply to any information, activity, or record designated by the City as being “confidential” or “privileged”.

**6.8. CONTRACT AWARD**

- A. It is the intent of the City to award the Contract to one (1) Offeror. The City reserves the right to award the Contract to multiple Offerors and/or to award the Contract in whole or in part. If for any reason, through no fault of the City, the Contract is not executed within thirty (30) days’ following formal award, the City may withdraw the award and award to another Offeror, or solicit new Proposals.
- B. In the event the City receives only one (1) Proposal in response to this Solicitation, the City reserves the right, in its sole discretion, to proceed as a negotiated procurement with the Offeror that submitted the Proposal.

**6.9. ERRORS IN PROPOSALS**

Obvious error(s) in calculations in any Proposal may not be corrected without the prior written consent of the City and may be cause for the Proposal to be deemed non-responsive. If an error is made in an extended price, the unit price will govern.

**6.10. INTEREST IN MORE THAN ONE PROPOSAL AND COLLUSION**

Multiple Proposals submitted in response to this Solicitation by any Offeror under the same or different names shall be rejected as non-responsive. Reasonable grounds for believing that any Offeror has interest in more than one (1) Proposal for this Solicitation, both as the Offeror and as a subcontractor for another Offeror, shall result in the rejection of all Proposals in which the Offeror has interest and disqualify the Offeror from responding to any reissuance of this Solicitation. However, a Person acting only as a subcontractor may be included as a subcontractor for multiple Offerors. The City may reject all Proposals if reasonable cause exists for believing that collusion exists among Offerors.

**6.11. LATE PROPOSALS**

It is the responsibility of the Offeror to ensure the delivery of its Proposal by the Submission Deadline and to the location specified in Section 4.2 of this Solicitation. Any and all Proposals delivered or submitted late or to any location other than the designated location shall be rejected as non-responsive. The submission of any Proposal by way of facsimile or e-mail is strictly prohibited; any and all Proposals submitted as such shall be rejected as

non-responsive. The City assumes no responsibility for any delays and/or errors in the delivery of a Proposal; postmarking by the Submission Deadline shall not substitute for actual receipt. Any and all Proposals submitted not in compliance with any of the provisions of this paragraph shall be rejected as non-responsive.

**6.12. MODIFICATIONS TO PROPOSALS**

The Offeror may only modify its Proposal prior to the Submission Deadline and in accordance with and subject to the following:

- A. The City shall consider a modified Proposal as an entirely new Proposal and shall replace the original Proposal, which shall be deemed to be withdrawn and null and void.
- B. The modified Proposal shall be subject to all the requirements, specifications and terms and conditions set forth herein.
- C. Notwithstanding the provisions with respect to the submission of a Proposal herein, the modified Proposal shall clearly be labeled "Modified Proposal".

**6.13. OPTIONAL GOODS AND/OR SERVICES**

The City reserves the right to request and evaluate optional goods and/or services which may be in the best interests of the City, and to negotiate the price of such goods and/or services with the successful Offeror or with another Offeror, whichever is determined to be the most advantageous to the City. While pricing for optional goods and/or services may be requested in this Solicitation, the City is under no obligation to consider such optional goods and/or services when selecting the successful Offeror unless otherwise stated.

**6.14. SOLICITATION DOCUMENTS**

The Offeror is expected to carefully and thoroughly examine all of the Solicitation Documents for accuracy and completeness, and to become familiar with the same. If doubt exists as to the meaning and/or intent in or of any of the Solicitation Documents, the Offeror shall make an inquiry as to such meaning and/or intent. The failure of the Offeror to examine and become familiar with any and all of the Solicitation Documents shall in no way relieve the Offeror of its obligations under the Contract, if awarded to the Offeror. The submission of a Proposal shall be taken as prima facie evidence of compliance with this provision and that the Offeror fully understands everything in the Solicitation Documents.

**6.15. SOLICITATION PROTEST**

- A. Any protest of this Solicitation shall be in writing to the City Attorney. The provisions of COMAR Title 21.01.03.01A(7), State Procurement Regulations, do not apply to municipalities and are not applicable to this Solicitation. Protests of alleged improprieties in this Solicitation shall be filed prior to the Submission Deadline.
- B. Any written protest shall, at a minimum, include: (i) the name, address, telephone number, and if available, email address of the Person making the protest; (ii) the Solicitation number and a detailed statement of the legal and factual grounds for the protest, including a description of resulting harm to the Person making the protest; and (iii) any and all copies of supporting exhibits, evidence and/or documents to substantiate the claim.

**6.16. USE OF BROKER**

The Offeror warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees, or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For violation of this provision, the City shall have the right, in its sole discretion: (i) to terminate or suspend the Contract without liability to the City, its officials or employees; or (ii) to deduct from the Contract price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

**6.17. ACCOUNTING SYSTEM AND AUDIT**

A. The Contractor certifies its accounting system conforms to Generally Accepted Accounting Principles (GAAP) and is sufficient to comply with its budgetary and financial obligations under the Contract. In addition, the Contractor acknowledges and agrees to the following:

- I. The Contractor: (i) shall maintain any and all necessary source documentation, accounting records and supporting documentation in such a manner that will provide for a separation between direct and indirect costs; and (ii) shall enforce sufficient internal controls as dictated by GAAP to properly account for expenses incurred under the Contract.
- II. The Contractor: (i) shall allow the City to examine and/or obtain copies of the Contractor's records to determine and verify compliance with the terms and conditions of the Contract; (ii) shall grant the City access to such records at all reasonable times during the Contract term and for a period of five (5) years thereafter; and (iii) shall make such records available for examination and/or to obtain copies by any and all Federal, State and/or County authorities if the Contract is supported to any extent with any funds of the same.

B. The Contractor shall include a similar provision in any and all subcontracts.

**6.18. ASSIGNMENT OF THE CONTRACT**

The City's rights under the Contract are personal to the Contractor. It is mutually understood and agreed that the Contractor shall not assign, convey, sublet, transfer or otherwise dispose of its Contract or its right, title or interest therein, or its power to execute the Contract, to any other person without the express written consent of the City; however, in no case shall such consent relieve the Contractor from its obligations under the Contract, or change the terms and conditions of the Contract.

**6.19. CHANGES IN GOODS AND/OR SERVICES**

The City, without invalidating the Contract, may order changes in the goods and/or Services within the general scope of the Contract, consisting of additions, deletions and/or other revisions, and the Contract sum and term shall be adjusted accordingly. Any cost or credit to the City from a change in Services shall be determined by mutual written agreement between the City and the Contractor. The Contractor shall provide all of the goods and services that may be required to complete the Contract at the price agreed upon. Any alterations of variables to the terms of the Contract shall not be valid or binding upon the City unless made in writing and signed by the City and the Contractor.

**6.20. CONTRACT DISPUTES**

Any and all disputes arising under the Contract, except under the provisions for termination, which are not disposed of by agreement between the City and the Contractor, shall be decided under procedures A-D listed below. Pending final resolution of a dispute, the Contractor shall proceed diligently with Contract performance. A claim must be in writing for a sum certain and any money requested must be fully supported by all cost and pricing information.

- A. All disputes, claims, questions of fact or interpretations of the documents of the Contract not disposed of by agreement or express provision of the Contract arising between the City and the Contractor after performance of the Contract has commenced but before final payment and termination of the Contract, are decided by the City Manager or designee (“City Manager”).
- B. The City Manager must give the Contractor not less than three (3) working days to submit documentation and written reasons supporting the Contractor's position in the dispute. The City Manager may consider any other information or written submissions from City employees or agents and may conduct an informal, non-record hearing for receipt of testimony, evidence and/or argument. The City Attorney may participate in the hearings to protect the City's interest.
- C. The City Manager must render a decision, in writing, stating reasons for such decision and provide copies to the Contractor and the City Attorney. If the decision is mailed to the Contractor, it must be mailed "certified" and dated the date of mailing; otherwise, it must be dated the date of delivery to the Contractor.
- D. The City Manager's decision may be submitted to Binding Arbitration by either Party under the auspices of an arbitrator appointed by the American Arbitration Association.

**6.21. DISSEMINATION OF DATA**

The Contractor shall not release any information related to the Services under the Contract or publish any reports or documents related to the same without the prior written approval of the City. The Contractor shall include a similar provision in all subcontracts.

**6.22. EMPLOYMENT AS INDEPENDENT CONTRACTOR**

The City and the Contractor recognize and agree: (i) that the Contractor shall act as an independent Contractor to the City; (ii) that the Contract does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties; (iii) that neither party shall be entitled to participate in any of the other party's benefits, including without limitation, any health or retirement plans; (iv) that the Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in the Contract; and (v) that the City shall not be liable for any insurance, taxes, or withholding for or on behalf of the Contractor; all such insurance, taxes or withholding, and costs for same, shall be the sole responsibility of the Contractor.

**6.23. ETHICS LAWS AND REQUIREMENTS**

The Contractor shall comply with the financial disclosure and conflict of interest and lobbying provisions of the City's ethics laws, which may be found on the City's website at: <http://www.gaithersburgmd.gov/government/city-code>.

**6.24. FORCE MAJEURE**

The City and the Contractor acknowledge and agree that either party hereto will be relieved of its obligations hereunder in the event and to the extent that the performance of its obligations under the Contract is delayed or prevented by any cause beyond its control, including, without limitation, acts of God, public enemies, war, insurrection, acts or orders of governmental authorities, fire, flood, explosion, or riots ("Force Majeure"). Failure to receive necessary materials and supplies will not excuse performance hereunder unless such failure is itself due to an event of Force Majeure. A party obtaining relief under this provision shall make every reasonable effort to minimize the effects thereof and will promptly resume performance as soon as possible.

**6.25. GOVERNING LAW**

The Contract shall be construed in accordance with the laws and regulations of the Federal Government, State of Maryland, and the City. For purposes of litigation involving the Contract, exclusive venue and jurisdiction shall be in the Circuit Court of Maryland for Montgomery County, District Court of Maryland for Montgomery County or the United States District Court of Maryland.

**6.26. IMMIGRATION REFORM AND CONTROL ACT**

The Contractor shall warrant that it does not and shall not hire, recruit or refer for a fee for employment under the Contract, an alien, knowing the alien is an unauthorized alien, and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 ("Act"), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

**6.27. INCONSISTENT PROVISIONS**

- A. Notwithstanding any provisions to the contrary in the terms and conditions of any contract supplied by the Contractor, the conditions of this Solicitation and the Contract supersede those terms and conditions in the event of inconsistency.
- B. In the event of any inconsistency between any of the provisions of this Solicitation and any of the provisions of the Contract, the provisions of the Contract shall take precedence over and supersede those provisions in the event of any inconsistency.

**6.28. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the City, its officials, employees and agents from the following:

- A. Any and all direct or indirect damages, costs, claims, actions, suits, judgments or liens resulting from the negligent act or commission or omission of the Contractor, its employees, agents or subcontractors; and
- B. Any and all direct or indirect costs, claims, actions, suits, judgments or liens for damages resulting from the Contract arising from the negligence or omission of the Contractor, its employees, agents or subcontractors. The Contractor shall, upon completion of the Services, provide the City with a Release of Liens from any

subcontractor, supplier, material, or other supplier of goods and services to the project.

**6.29. LAWS AND REGULATIONS**

The Contractor shall comply with any and all applicable federal, state and local laws, codes and regulations with respect to the Services under the Contract.

**6.30. NO LIENS**

The Contractor shall have no title or interest in any of the goods delivered to the City under the Contract. In no event shall the Contractor encumber any such goods delivered to the City with any lien of any kind or offer such goods as collateral in any transaction whatsoever.

**6.31. NO WAIVER**

Except as otherwise specifically provided in the Contract, a waiver by either party to the Contract of any breach of any provision of the Contract, or either party's decision not to invoke or enforce any right under the Contract, shall not be deemed a waiver of any right or subsequent breach, and all provisions of the Contract shall remain in force.

**6.32. NON-DISCRIMINATION REQUIREMENTS**

A. The Contractor acknowledges and agrees that during the term of the Contract it shall:

- I. Not discriminate against any employee or applicant for employment because of gender preference, race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era.
- II. Take affirmative action to ensure that applicants and employees are treated without regard to their race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such action shall include but not be limited to the following: employment, upgrade, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- III. In all solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, sexual orientation, national origin, affection preference, gender preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. The Contractor agrees to use clauses similar to those above in all contracts and subcontracts. In the event the Contractor fails to comply with the nondiscrimination clauses of the Contract, or fails to include such provisions in all contracts and subcontracts, as hereinabove provided, the Contract may at the sole discretion of the City be declared void AB INITIO, canceled, terminated or suspended in whole or in part with waiver of any recourse by the Contractor against the City or its officials or employees, and the Contractor may be

declared ineligible for further contracts with the City.

- B. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor shall permit access to their books, records and accounts. In the event the City Manager concludes, on the basis of such investigation, that the Contractor has failed to comply with these nondiscrimination clauses, the City Manager may invoke the remedies hereinabove set out.

**6.33. NONEXCLUSIVE**

Nothing in the Contract shall be deemed to act as a bar to the City's solicitation or purchasing of equipment, goods or services from any other company or entity.

**6.34. OWNERSHIP OF MATERIALS**

Unless otherwise agreed in writing by the City and the Contractor, any work, specifications, information, data, drawings, software and other items produced under the Contract, other than any Contractor Tool, is to be deemed a work-for-hire to the extent permitted by law, and, to the extent not so permitted, shall be assigned to, and shall become, the exclusive property of the City.

**6.35. PATENTS**

- A. Whenever any article, material, appliance, process composition, means or things called for by the specifications ("Materials") under this Solicitation is covered by Letters of Patent, the Contractor shall secure, prior to using or employing such Materials, the assent in writing of the owner or licensee of such Letters of Patent and file the same with the City.
- B. The Contractor shall defend, at its own expense, and pay the cost and damages awarded in any action brought against the City based on an allegation that the Materials provided by the Contractor infringe on any patent, copyright, license or trade secret. In the event that an injunction shall be obtained against the City's use of the Materials by reason of infringement of any patent, copyright, license or trade secret, the Contractor shall, at its own expense, procure for the City the right to continue using the Materials or replace or modify the same so that it becomes non-infringing.

**6.36. PAYMENT TERMS, TAXES AND INVOICES**

The City shall only pay original proper invoices issued in accordance with the following:

**A. Payment Terms**

The City's standard terms of payment are net thirty (30) days; however, this does not preclude the Contractor from providing a prompt payment discount for the payment of invoices in less than thirty (30) days. Payments considered past-due may be subject to incurred interest not to exceed one percent (1%) per month.

**B. Taxes**

The City is exempt from sales and use taxes. The Contractor shall exclude such taxes from all forms of requests for payments issued to the City; the City shall not be liable for or pay or reimburse the Contractor for any such taxes. A copy of the City's Sales and Use Tax Exemption Certificate is provided below.



**C. Invoices**

Original invoices shall include at a minimum, the Contractor's name, address, telephone and fax numbers, and if applicable, email address and corresponding purchase order number. Invoices shall be submitted to: City of Gaithersburg, Accounts Payable Division, 31 South Summit Avenue, Gaithersburg, Maryland 20877.

**6.37. RECORDS**

- A. The Contractor shall retain any and all records and documents relating to the Services under the Contract for a minimum of five (5) years following payment of the Contractor's final undisputed proper invoice for the complete rendered Services. The Contractor shall make available to the City, State of Maryland and any and all appropriate Federal agencies, all records and documents with respect to any and all matters under the Contract at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make copies, excerpts and/or transcripts of any and all relevant data.
- B. The Contractor shall include similar provisions in all subcontracts.

**6.38. SUBCONTRACTORS**

The Contractor acknowledges and agrees: that if it shall be necessary to hire or subcontract with competent personnel to fulfill its obligations under the Contract, it shall do so at its own expense; and to ensure that any and all work assigned to any subcontractor shall be performed in compliance with all of the terms and conditions of the Contract. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the City.

**6.39. SURVIVAL**

The representations, warranties and indemnities contained herein shall survive the termination of the Contract.

**6.40. TERMINATION**

**A. Termination for Cause**

- I. If through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor violates any of the provisions of the Contract, the City may upon written notice to the Contractor, terminate the right of the Contractor to proceed under the Contract or with such part or parts of

the Contract to which there has been default, and may hold the Contractor liable for any damages caused the City by reason of such default and termination, if the default is not corrected within 15 days' notice to cure. In addition, the Contract may be terminated for the bankruptcy, dissolution, assignment for the benefit of creditors, or other similar action of the Contractor.

- II. In the event of such termination, any completed Services performed by the Contractor under the Contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not thereby be relieved of liability to the City for damages sustained by the City by reason of any breach of the Contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due the City from the Contractor is determined. The Contractor shall not be responsible for damages under this article solely for reasons of delay if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating the Contract for such delay.

**B. Termination for Convenience**

- I. The City may, upon written notice and without cause, terminate the Contract in whole or in part at any time for its convenience. In such instance, payment shall be made to the Contractor for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under-absorbed overhead of the Contractor or its subcontractors or suppliers. Failure of the Contractor to include a termination for convenience clause into its subcontracts and material purchase orders shall not result in any liability to the City for lost profits in conjunction with a termination for convenience.
- II. The Contractor expressly waives any damages, delay damages, or indirect costs which may arise from the City's election to terminate the Contract in whole or in part for its convenience.

**C. Termination for Non-Appropriation of Funds**

The City shall not be obligated to the Contract for any future fiscal year until funds are appropriated for each such future fiscal year. In the event funding appropriation is not approved, the City may, upon written notice, terminate the Contract in whole or in part and without penalty or expense to the City. The effect of such action shall terminate the Contract on the last day of the fiscal year for which appropriations were made.

~ END OF SECTION 6~

## **SECTION 7: Special Terms and Conditions**

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### **7.1. INSURANCE**

- A. The Contractor shall, at all times during the term of the Contract, carry and maintain in full force and effect, at its expense, policies of insurance with minimum limits as follows:
  - I. Comprehensive commercial general liability insurance in an amount no less than one million dollars (\$1,000,000);
  - II. Professional liability insurance (errors and omissions) in an amount no less than one million dollars (\$1,000,000); and
  - III. Workers' compensation insurance for all non-City employees and workers in an amount not less than one million dollars (\$1,000,000).
- B. The City shall be named as an additional insured under the comprehensive commercial general liability policy, and shall receive at least thirty (30) days written notice of any cancellation or adverse material change in that policy, such that any cancellation or adverse material change shall not be effective with respect to the City for thirty (30) days after such written notice is given.
- C. Prior to the execution of the Contract, the Contractor shall provide the City with a certificate of insurance, which shall: (i) evidence the above policies; (ii) name the City as additional insured with respect to the comprehensive commercial general liability insurance policy only; and (iii) contain a provision that requires the Contractor's insurers to provide the City with a written notice of any cancellation or adverse material change in the insurance and that such cancellation or adverse material change shall not be effective with respect to the City for thirty (30) days after such written notice is given.
- D. The Contractor acknowledges and agrees that its failure to provide the City with a certificate of insurance and/or the failure by the City to demand the delivery of said certificate shall not operate or be deemed to operate as a waiver of the insurance and associated endorsements required under this provision, and the Contractor shall hold the City harmless from any liability arising as a result of any such failure(s).

### **7.2. PAYMENTS**

Payments under the Contract shall be based on the Contractor's completion milestones, to be later established and agreed upon between the City and the Contractor, and following the receipt of undisputed proper invoices for the same, which are issued in accordance Section 6.36 of this Solicitation.

### **7.3. CONTRACTOR PERSONNEL**

The Contractor shall utilize personnel listed in their Proposal. Substitution of key personnel shall only be permitted with the prior written permission of the City.

~ END OF SECTION 7 ~

## **SECTION 8: Scope of Work**

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### **8.1. OVERVIEW**

The City wishes to purchase and implement a comprehensive, efficient, modern and robust Recreation Management System. The system will, at a minimum, manage cashiering, programs, memberships and rentals, including online services for customers.

### **8.2. BACKGROUND INFORMATION**

The City utilizes Class (“Current System”) from ACTIVE Network, LLC as its current Recreation Management system. The City implemented the Current System in early 2000 and utilizes it predominantly within the Department of Parks, Recreation and Culture (“Department”). It is also used in a limited fashion for cash management within the Department of Community and Public Relations.

In fiscal year 2016 the Department had 45 full-time personnel and another 76 full-time equivalent part-time staff. The Department offers programming at City facilities, parks, fields and schools. The Department also holds special events throughout the year at various locations. Examples of special events include the Gaithersburg Book Festival, Oktoberfest at the Kentlands and various parades.

The Department’s thirteen regularly manned facilities (“City Facilities”) are as follows:

<b>Facility</b>	<b>Address</b>	<b>Operative</b>
Activity Center at Bohrer Park	506 South Frederick Ave, 20877	Year-Round
Aquatic Center	2 Teachers Way, 20877	Year-Round
Arts Barn	311 Kent Square Rd, 20878	Year-Round
Benjamin Gaither Center	80A Bureau Dr, 20878	Year-Round
Casey Community Center	810 South Frederick Ave, 20877	Year-Round
Gaithersburg Community Museum	9 S Summit Ave, 20877	Year-Round
Kentlands Mansion	310 Kent Square Rd, 20878	Year-Round
Miniature Golf Course	514 South Frederick Ave, 20877	Seasonal
Olde Towne Youth Center	301 Teachers Way, 20877	Year-Round
Robertson Park Youth Center	801 Rabbit Rd, 20878	Year-Round
Skate Park	510 South Frederick Ave, 20877	Seasonal
Water Park at Bohrer Park	512 South Frederick Ave, 20877	Seasonal
Winter Lights	11950 Clopper Rd, 20878	Seasonal

The Current System is primarily utilized in four primary areas: cash management, program registration, facility scheduling and membership management. Descriptions of the areas are shown below.

#### **A. Cash Management**

The Department uses the Current System as its primary means of cash management. Approximately 80,000 cash management transactions were processed by the City in calendar year 2016.

The Department currently accepts cash, checks, traveler’s checks and Visa / Mastercard / American Express / Discover credit cards. The Department does not currently process ACH / debit transactions.

The Department currently refunds payments, as needed, via credit card and check.

The following cash management hardware is used in the by the Current System:

- APG 4000-series cash drawers
- Epson TM-T88V receipt printers
- Magtek IPAD 30050200 credit card swipers

From an accounting perspective the City utilizes Munis from Tyler Technologies, Inc. as its primary financial package. The City operates on accrual basis accounting. The Current System is only configured for accrual basis for facility usage. All other areas are currently configured for cash basis accounting.

GL transactions are summarized by facility and manually transferred into the Munis system. Refund check requests are exported from the Current System and imported into Munis on a weekly basis.

#### **B. Program Registration**

The Department's programs include, but are not limited to, instructional courses, sports, trips, single day events, performances and summer camps. Types of instructional courses vary widely. Examples of instructional courses include, but are not limited to dance, swimming, music, fitness and creative arts.

The Current System has an online program registration website branded RecXpress. The RecXpress website can be found online at the following address:

<https://online.activenetwork.com/gaithersburg>

Approximately 1,500 programs were held by the Department serving over 25,000 participants in calendar year 2015. Approximately 11,000 of those participants registered online via the RecXpress website.

#### **C. Facility Scheduling**

The Department utilizes the Current System to track facility usage. Usage varies from facility to facility but generally consists of rentals, programs, maintenance and/or department use. Rental types vary widely. Examples include social events, sporting activities and practices, business meetings and community gatherings.

There were approximately 1,110 paid rentals and approximately 20,000 total bookings in calendar year 2015.

#### **D. Membership Management**

All memberships and multi-use passes issued by the Department are managed by the Current system. Example memberships include, but are not limited to, swimming pools, fitness centers, senior centers and youth centers. An example of a multi-use pass includes 25-admission pass for fitness center.

The following membership program hardware is used by the Current System:

- Logitech C920 webcams
- Metrologic MS 7120 Orbit Laser Barcode
- (1) DataCard SD260 card printer (Activity Center at Bohrer Park)

- ↳ (1) VIE Technology VIE-USB gate kicker (Benjamin Gaither Center)

Plastic PVC identification cards are issued to customers with their photo and an identifying barcode printed on the surface. These cards are scanned by the City Facilities with membership programs to track attendance and/or decrement a limited-use pass.

In calendar year 2015 there were approximately 2,600 memberships sold. Approximately 40 multi-use passes were also sold.

### **8.3. SCOPE OF WORK**

The Recreation Management System provided must meet all of the requirements specified in the System Characteristics Form, which is included in Attachment A hereto.

The vendor will be responsible for all services required to successfully implement the system. This includes, but is not limited to, project management, installation, configuration, training and go-live support. Proposals should clearly outline the approach to each of these areas and a proposed implementation timeline. Proposals must also include the first year of maintenance and/or service costs.

At this time the City does not anticipate importing any records from its current system. Some current data, however (i.e. customer account balances, registrations for future programs, current membership plans, future rentals, etc.), will need to be imported or hand-entered into the new system.

### **8.4. CURRENT TECHNICAL INFRASTRUCTURE**

- A. The City has approximately 350 standard desktop computers running 64-bit Windows 7 Enterprise SP1 with a minimum of 4 gigabytes of RAM and 1 gigabit LAN connections. Desktops all have 32-bit Microsoft Office Professional Plus 2010 installed. Exchange 2010 and Outlook 2010 are utilized for email and calendaring.
- B. The City has a 100 megabit connection to the internet (synchronous). Most remote offices have a 1 gigabit fiber-based WAN link.
- C. VMware vSphere version 6 is utilized for on-site virtualized servers (where applicable).
- D. SQL Server 2008 R2 or later is the preferred RDBMS (where applicable).
- E. SQL Server Reporting Services is the preferred reporting platform, followed secondarily by Crystal Reports (where applicable)
- F. ESRI's GIS platform is the preferred geographic information system platform (where applicable). The City is currently licensed for ArcGIS Server as well as ArcMap and is running at the 10.3 version level.

**~ END OF SECTION 8 ~**

## **SECTION 9: Attachments and Exhibits**

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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Attachment A**  
**Required Forms**



# City of Gaithersburg

## Addendum and Amendment Acknowledgment

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal.

Name of Entity: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

### **ADDENDUM/AMENDMENT ACKNOWLEDGMENT**

1.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

2.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

3.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

4.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

5.  Addendum /  Amendment No: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

I hereby acknowledge receipt of the addendum(s) and/or amendment(s) listed herein and attests that all requirements stated therein have been incorporated into my Proposal.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Affidavit of Qualification to Propose

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

\*Does not apply to individuals or sole proprietors - indicate with "N/A"

I HEREBY AFFIRM THAT:

1. I am the \_\_\_\_\_ and the duly authorized representative of the entity \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the entity for which I am acting.

\*2. The entity \_\_\_\_\_ is either a Maryland corporation or is a foreign corporation properly registered with the Maryland State Department of Assessments and Taxation, in compliance with the State of Maryland Code of Regulations, Title 21, State Procurement Regulations.

3. Except as described in Paragraph five (5) below, neither I nor the above entity, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of Maryland or any municipality, county, bi-county, or multi-county agency, or subdivision of the State of Maryland have been convicted of, or have pleaded nolo contendere to a charge of, or have, during the course of an official investigation or other proceeding, admitted in writing or under oath, acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe, whether or not in furtherance of obtaining a contract with a public body, under the provisions Md. Code Ann., State Finance and Procurement Article, §16-202 (1995 Repl. Vol.) and Article 27 of the Annotated Code of Maryland or under the laws of any local, state or the federal government (conduct prior to July 2, 1977 is not required to be reported).

4. List any conviction, plea, or admission described in paragraph three (3) above, with the date, court, official, or administrative body; the individuals involved and their position with the entity; and the sentence or disposition, if any. Otherwise, state "none" as appropriate.

5. Neither I nor the above entity, nor to the best of my knowledge an officer, partner, controlling stockholder or principal of the Offeror, or any other person substantially involved in the Offeror's contracting activities has: (1) been convicted under the laws of the State of Maryland, another state or the United States of: (i) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, except as provided in Section 16-202 of the State Finance and Procurement Article of the Annotated Code of Maryland; or (ii) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (2) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state or the United States; (3) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of proposals for public or private contracts; (4) been convicted of a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to private contract; (4) been convicted of a

**Affidavit of Qualification to Propose**

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violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland; (5) been convicted of a conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described herein; (6) been found civilly liable under an antitrust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of proposals for public or private contracts.

6. Offeror hereby declares that this Proposal is made without any connection or collusion with any person, entity or corporation making a Proposal for the same work; that pursuant to this affidavit; that the attached specifications and any drawings referred to herein have been carefully examined and are understood; that careful examination has been made as is necessary to become informed as to the character and extent of the work required; and, that if this Proposal is accepted, this Offeror will contract to do, for the price stated in the Proposal, all of the work described in the specifications, drawings and contract conditions.

7. I acknowledge that this affidavit is to be furnished to the City Manager or designee for the City of Gaithersburg, Maryland. I further acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of Gaithersburg may terminate any contract awarded and take any other appropriate action.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Conflict of Interest Certification

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

\*Does not apply to individuals or sole proprietors - indicate with "N/A"

Name of Entity: \_\_\_\_\_

\* Federal ID No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

(P) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **CONFLICT OF INTEREST CERTIFICATION**

I HEREBY CERTIFY, on behalf of \_\_\_\_\_ that no  
*Name of Entity*  
employee, agent or elected official of the City of Gaithersburg, or member of a commission, board or corporation controlled or appointed by the Mayor and Council of the City of Gaithersburg has received or has been promised directly or indirectly, any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration directly or indirectly related to this contract. Upon request by the City Manager or designee, or other authorized agent, as a prerequisite to payment pursuant to the terms of a contract awarded pursuant to this Proposal submission, will furnish to the City, under oath, answers to any interrogatories and comply with any request to review documents related to a possible conflict of interest as herein embodied.

I HEREBY CERTIFY, on behalf of \_\_\_\_\_ that no  
*Name of Entity*  
employee or agent of \_\_\_\_\_ is a member, employee,  
*Name of Entity*  
or elected official of the City of Gaithersburg of any agency, commission, or board of the City of Gaithersburg or is the spouse or any other relative of any of the foregoing. If unable to so certify, the details of any such relationship with the City of Gaithersburg are as follows:

\_\_\_\_\_

**Conflict of Interest Certification**

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I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Litigation and Lien Information

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

### **LITIGATION INFORMATION**

Is your entity currently involved in any litigation or had a litigation claim(s) within the previous twenty-four (24) month period?

Yes /  No

If yes, please provide a detailed list including case number, jurisdiction, status and brief summary of such litigation.

<b><u>Case Number</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Status</u></b>	<b><u>Summary</u></b>
_____	_____	_____	_____
_____	_____	_____	_____

### **LIENS**

Does your entity have any outstanding mechanics liens?

Yes /  No

If yes, please explain: \_\_\_\_\_

Does your entity have any outstanding tax liens?

Yes /  No:

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name



# City of Gaithersburg

## Proposal Submission Certification

Solicitation No. \_\_\_\_\_

Please complete this form in its entirety and include it with your Proposal. For the purpose of completing this form, "entity" means an individual, sole proprietor, partnership, corporation, limited liability corporation (LLC), company, or association.

Name of Entity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_

Telephone Numbers: (P) \_\_\_\_\_ (F) \_\_\_\_\_

### **PROPOSAL SUBMISSION CERTIFICATION**

The response to Solicitation No. \_\_\_\_\_ as submitted includes this Proposal Submission Certification Form and the Affidavit of Qualification to Propose Form, Conflict of Interest Certification Form, and Litigation and Lien Information Form. I, the undersigned, hereby attest to the truth and completeness of the information and responses provided and certify that my entity has met the minimum selection criteria as outlined in the Solicitation document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### **NOTARY ATTESTATION**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber, a Notary Public in and for the State of \_\_\_\_\_ and County aforesaid, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to this instrument and acknowledged that same was executed for the purposes contained therein.**

**Witness my hand and Notarial seal:** \_\_\_\_\_

**My Commission expires:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_

Printed Name

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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Attachment B**  
**System Characteristics Form**

**This attachment is available for download on the Procurement Webpage at:**  
<http://www.gaithersburgmd.gov/government/procurement/current-bids>

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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Exhibit A**  
**Munis General Ledger Import Specifications**

## Objective

This document provides step-by-step instructions on how to import data using the standard Import JE ASCII File program. This program is used for journal imports from systems or sources other than MUNIS. It is intended for advanced users who will be importing journal entries into MUNIS from an external source or third-party system.

## Overview

When you choose to import journal data into MUNIS there are specific formats the data must be in and specific file layouts that must be understood. The following imports are available within the Import JE ASCII File program:

**Standard import format** – This is a fixed length ASCII file layout for importing standard journal entries. Please see Appendix A for detailed information about the file layout.

**Budget amendment format** - This is a fixed length ASCII file layout for importing standard journal entries. Please see Appendix B for detailed information about the file layout.

**Standard long account format** - This is a fixed length ASCII file layout for importing standard journal entries using the MUNIS long account format. Please see Appendix C for detailed information about the file layout.

**Standard (multiple journals) format** - This is a fixed length ASCII file layout for importing standard journal entries into multiple journals in MUNIS. Please see Appendix D for detailed information about the file layout.

**Cayenta format** - This is a fixed length ASCII file layout for importing journal entries from a Cayenta system into MUNIS. Please see Appendix E for detailed information about the file layout.

**Faster import format** - This is a fixed length ASCII file layout for importing journal entries from a “Faster” Fleet Maintenance system into MUNIS. “Faster” is the name of the software, not an adjective for this import format. Please see Appendix F for detailed information about the file layout.

## Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your MUNIS System Administrator or Department Manager to have them updated or added into the MUNIS system.

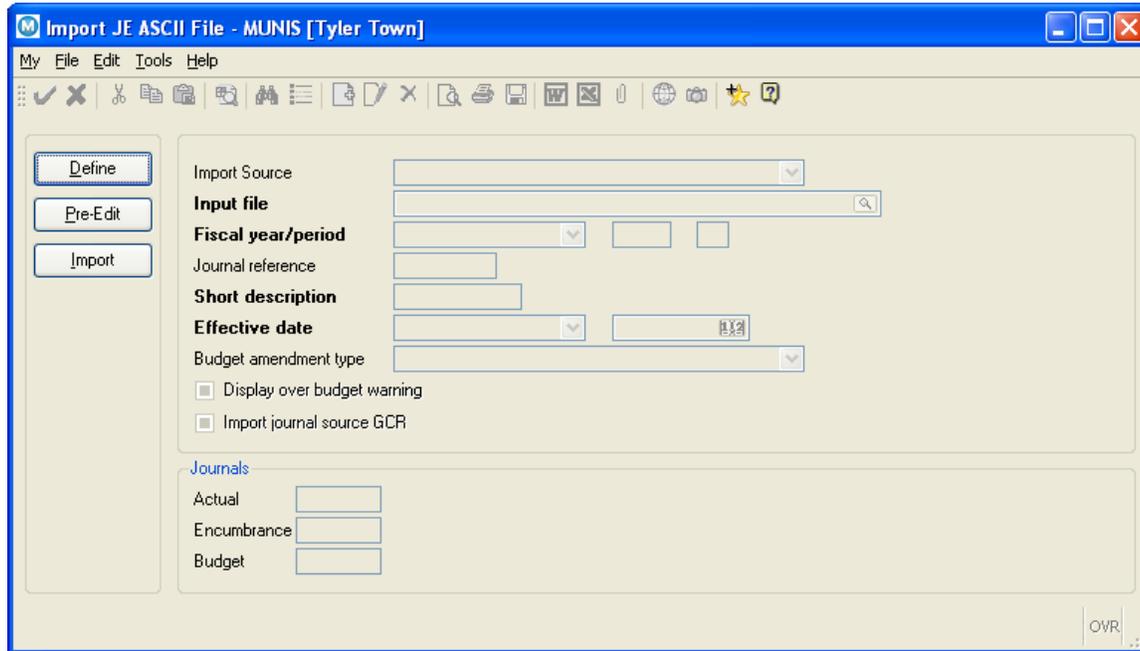
- Chart of Accounts (COA) is in MUNIS
- Account X-Reference table is set up in MUNIS, if applicable
- All GL accounts being imported or referenced in the Account XReference table are in the MUNIS COA

## Procedure – Import JE ASCII File

Use the following steps to import ASCII files from other systems or sources.

1. Open the MUNIS Import JE ASCII File program.

*Financials > General Ledger > Journal Entry/History Menu > Import JE ASCII File*



2. Click the Define button on the left to define the screen.

3. Enter the following for the fields in order to define the import parameters:

Field	Action or Description
Import Source	Choose the format of the import file (see prior section and appendices of this document for more information about the formats).
Import file	Enter the full path and filename of the file being imported. Example: c:\jeimport.txt
Fiscal year/period field 1	Choose “Within year/period” to define the specific year and period to which to post the imported journal. Choose “Current Fiscal Month” or “Prior Fiscal Month” to use the appropriate fiscal period according to the Current Year/Period setting in GL Parameters. The latter options assist in automated processing using the MUNIS Scheduler.
Fiscal year/period field 2	If “Within year/period” is chosen, enter the fiscal year to which the imported journal should post. Otherwise, the current or prior fiscal month will display based on the Current Year/Period setting in GL Parameters.
Fiscal year/period field 3	If “Within year/period” is chosen, enter the fiscal period to which the imported journal should post. Otherwise, the current or prior fiscal month will display based on the Current Year/Period setting in GL Parameters.
Journal reference	Enter up to six characters for a journal reference description. This field is optional.

Short description	This is a required field. Enter a description for this journal. It may be up to 10 characters.
Effective date field 1	Choose “Enter effective date” to enter the date the transactions in the import file should use for an effective date. Choose “End of Prior Month” or “End of Current Month” to have MUNIS set the effective date according to your Current Year/Period settings in GL Parameters. The latter options assist in automated processing using the MUNIS Scheduler.
Effective date field 2	If “Enter effective date” was chosen, enter the effective date for this journal. Otherwise, the effective date will display based on the Current Year/Period setting in GL Parameters.
Budget amendment type	Used for Budget Import format only. Enter the appropriate budget amendment type.  Use 1 or 4 if all entries in this amendment journal will be balanced within the same account type (expense to expense or revenue to revenue). Use 2 or 5 if all entries in this amendment journal will be balanced, but across account types (expense to revenue or revenue to expense). Use 3 or 6 if entries will not be balanced in this amendment journal.  1, 2, or 3 are used when the amount on each line in the import file is the amount that the account’s budget should be increased or decreased.  4, 5 or 6 are used when the amount on each line in the import file is the new budget amount. The amendment will be made for the difference between the amount being imported and the amount currently budgeted on the account.
Display over budget Warning	If checked, a warning will appear for each line in the import journal that is over budget. Otherwise, no budget checking will be done and no warnings will display.
Import journal source GCR	If checked, the journal source for these transactions will be “GCR” for General Cash Receipt. Otherwise, the source code will be “GNI” for General Journal Import.

4. When you have completed the definition of the screen, either tab through the fields, or press enter, or click the OK  button.
5. Click the Pre-Edit button on the left to have the program run and find any errors in the file prior to importing the data.
6. Click the Import button on the left to import the journal entries.

## Results

The JE ASCII Import program results in journal entries or budget amendments in the proof stage.

## What’s Next?

The journals must be Output/Posted in either the Journal Entry/Proof or the Budget Amendments programs prior to hitting the General Ledger. The journals can be found by going to the appropriate program and clicking the Browse  button on the toolbar.

## Appendix A – Import JE ASCII File – Standard Import Format

The input record must be 140 characters in the following format:

Start Position	End Position	Description	Comments
1	8	Org Code or space	If space, either Full Account or Allocation Code must be used.
9	14	Object Code or space	Must have an entry if Org Code is used.
15	19	Project Code or space	Only used if Org and Object are used, and if Project applies to the Journal Entry.
20	54	Full Account or space	This is NOT the MUNIS Long Account Number. This is used to cross reference accounts from other systems or sources to valid MUNIS accounts (Org/Object/Project). Entries in this field require corresponding accounts in the GL Account X-Reference Table. See notes below this table.
55	84	Comment or blank	This field will populate the line item description on the journal line item when imported into MUNIS.
85	94	Journal Ref 2 or blank	This field will populate the Ref2 field on the journal header in MUNIS.
95	106	Journal Ref 3 or blank	This field will populate the Ref3 field on the journal header in MUNIS.
107	107	D or C (mandatory)	Debit or Credit for the Actual Journal Entry amount.
108	120	Actual amount (mandatory)	Amount with no commas, decimals or dollar signs. Example: \$45,999.00 would show in these positions as 0000004599900.
121	121	D or C (mandatory)	Debit or Credit for any Encumbrance Journal Amounts. This must be filled in even if not applicable. Hint: Enter the same as position 107 if not needed.
122	134	Encumbrance amount or zeroes (mandatory)	Encumbrance Amount with no commas, decimals or dollar signs. If not applicable, these positions should contain 0000000000000.
135	139	Allocation Code or blank	If Org/Object/Project and Full Account are not used, an Allocation Code must be used. This must be a valid Allocation Code set up in MUNIS Allocation Code F/M
140	140	Transaction Type (mandatory)	This field should always be "A" for this type of journal import.

### Notes about JE ASCII Import "Standard" File Layout:

Either the org/object/project or the full account must be completed – not both. The full account is used when the "old" account number is being imported. When it is imported into MUNIS and not recognized as a MUNIS account, the x-reference table is accessed to reference the account being imported with the appropriate org/object/project.

If full account is not entered and there is information in the "Allocation" field, this information is used as an allocation code. Using this allocation code, the program retrieves account numbers and percentages from the allocation code table and calculates encumbrance/actual amounts to create journal entries.

The comment fields may be used to store employee number, check date, check number, vendor number, and so on. The reference 2 and reference 3 fields in the first record are used to populate the reference 2 and reference 3 fields in each line created in the journal.

The amount must always be a positive number. The "Debit/Credit" field indicates how it is handled within MUNIS.

The first set of Debit/Credit and Amount fields is for actual transactions. The second is for encumbrances only, so it may be left blank.

Once successfully imported, a Journal Entry Proof is created and must be Output/Posted in MUNIS.

## Appendix B – Import JE ASCII File – Budget Amendment Format

The Budget Amendment format is essentially the same as the Standard JE format with the following exceptions:

Positions 121-139 are not used, so are left blank.

Position 140 should contain “B” for the Transaction Type.

The input record must be 140 characters in the following format:

Start Position	End Position	Description	Comments
1	8	Org Code or space	If space, Full Account must be used.
9	14	Object Code or space	Must have an entry if Org Code is used.
15	19	Project Code or space	Only used if Org and Object are used, and if Project applies to the Journal Entry.
20	54	Full Account or space	This is NOT the MUNIS Long Account Number. This is used to cross reference accounts from other systems or sources to valid MUNIS accounts (Org/Object/Project). Entries in this field require corresponding accounts in the GL Account X-Reference Table. See notes below this table.
55	84	Comment or blank	
85	94	Journal Ref 2 or blank	
95	106	Journal Ref 3 or blank	
107	107	D or C (mandatory)	Debit or Credit for the Actual Journal Entry amount.
108	120	Actual amount (mandatory)	Amount with no commas, decimals or dollar signs. Example: \$45,999.00 would show in these positions as 0000004599900.
121	139	Spaces	
140	140	Transaction Type (mandatory)	This field should always be “B” for this type of journal import.

### Notes about JE ASCII Import “Budget” File Layout:

Either the org/object/project or the full account must be completed – not both. The full account is used when the “old” account number is being imported. When it is imported into MUNIS and not recognized as a MUNIS account, the x-reference table is accessed to reference the account being imported with the appropriate org/object/project.

The amount must always be a positive number. The "Debit/Credit" field indicates how it is handled within MUNIS.

Once imported, a Budget Amendment proof journal is created and must be Output/Posted in MUNIS.

## Appendix C – Import JE ASCII File – Standard Long Account Format

The input record must be 196 characters in the following format:

Org/object/project is not looked at in this format

Start Position	End Position	Description	Comments
1	19	Blank	
20	54	Full account or space	This is NOT the MUNIS Long Account Number. This is used to cross reference accounts from other systems or sources to valid MUNIS accounts (Org/Object/Project). Entries in this field require corresponding accounts in the GL Account X-Reference Table. See notes below this table. If the X-Reference table will not be used, this field should contain spaces and either the Long Account Number or Allocation Codes should be populated (later in this file layout).
55	84	Comment or blank	
85	94	Journal Ref 2 or blank	
95	106	Journal Ref 3 or blank	
107	107	D or C	Debit or Credit for the Actual Journal Entry amount.
108	120	Actual Amount or zeroes	Amount with no commas, decimals or dollar signs. Example: \$45,999.00 would show in these positions as 0000004599900.
121	121	D or C	Debit or Credit for any Encumbrance Journal Amounts. This must be filled in even if not applicable. Hint: Enter the same as position 107 if not needed.
122	134	Encumbrance amount or zeroes	Encumbrance Amount with no commas, decimals or dollar signs. If not applicable, these positions should contain 00000000000000.
135	139	Allocation code or space	If the line item is to be allocated based on valid allocation codes in MUNIS, the allocation code should be provided in this field. If not, this field should contain spaces and the Long Account must be populated (later in this file layout). See additional notes below this table.
140	140	Transaction Type	This field should always be "A" for this type of journal import.
141	141	Account Type	An entry of "E" for expense, "R" for revenue, or "B" for balance sheet is required for each line in the import file.
142	196	Long Account	The long account number includes all segments of the Org, the Object and the Project, if applicable.

### Notes about JE ASCII Import "Standard Long Account" File Layout:

In this format, the MUNIS long account is used. There will be no org/object/project entries.

Only one of the following is used on each record in the file: Full Account (for X-Reference table), Allocation Code, or Long Account. If Long Account is used, the Account Type is also required.

The comment fields may be used to store employee number, check date, check number, vendor number, and so on. The reference 2 and reference 3 fields in the first record are used to populate the reference 2 and reference 3 fields in each line created in the journal.

The amount must always be a positive number. The "Debit/Credit" field indicates how it is handled within MUNIS.

The first set of Debit/Credit and Amount fields is for actual transactions. The second is for encumbrances only, so they may be left blank.

Once successfully imported, a Journal Entry Proof is created and must be Output/Posted in MUNIS.

## Appendix D – Import JE ASCII File – Standard (Multiple Journals) Format

The input record must be 197 characters in the following format:

Header Record:

Start Position	End Position	Description	Comments
1	1	Header Record Indicator	"H"
2	7	Journal Ref 1	
8	19	Journal Ref 4	
20	23	Fiscal Year	
24	25	Fiscal Period	
26	33	Effective Date	mmddyyyy

Detail Records:

Start Position	End Position	Description	Comments
1	1	Detail Record Indicator	"D"
2	9	Org Code	If space, Full Account, Allocation, or Long Account must be used.
10	15	Object Code	Must have an entry if Org Code is used.
16	20	Project Code	Only used if Org and Object are used, and if Project applies to the Journal Entry.
21	55	Full account or space	This is NOT the MUNIS Long Account Number. This is used to cross reference accounts from other systems or sources to valid MUNIS accounts (Org/Object/Project). Entries in this field require corresponding accounts in the GL Account X-Reference Table. See notes below this table. This is only used when Org/Object, Allocation Code or Long Account is not in use in this record.
56	85	Comment or blank	
86	95	Journal Ref 2 or blank	
96	107	Journal Ref 3 or blank	
108	108	D or C	Debit or Credit for the Actual Journal Entry amount.
109	121	Actual Amount or zeroes	Amount with no commas, decimals or dollar signs. Example: \$45,999.00 would show in these positions as 0000004599900.
122	122	D or C	Debit or Credit for any Encumbrance Journal Amounts. This must be filled in even if not applicable. Hint: Enter the same as position 107 if not needed.
123	135	Encumbrance amount or zeroes	Encumbrance Amount with no commas, decimals or dollar signs. If not applicable, these positions should contain 000000000000.
136	140	Allocation code or space	Enter the valid MUNIS Allocation Code, if applicable. This field is only used when Org/Object, Full Account or Long Account are not used on this record.
141	141	Transaction Type	This field should always be "A" for this type of journal import.
142	142	Account Type	An entry of "E" for expense, "R" for revenue, or "B" for balance sheet is required for each line in the import file. This field is necessary when using the Long Account below.
143	197	Long Account	The long account number includes all segments of the Org, the Object and the Project, if applicable. This field is only used when Org/Object, Full Account, or Allocation Code are not used on this record.

Notes:

Only one of the following account number methods should be used for each record in the import file:

- Org/Object/Project
- Full Account Number (Account X-Reference)

- Allocation Code
- Long Account Number (requires account type)

## Appendix E – Import JE ASCII File – Cayenta Format

The input record must be 1,124 characters in the following format:

Start Position	End Position	Description	Comments
1	2	Fiscal Period	
3	4	(spaces)	Ignored during import
5	14	Journal Ref 2	
15	24	Journal Ref 3	
25	34	(spaces)	Ignored during import
35	38	Org Code	(4 chars only per customer ???)
39	43	Object Code	(5 chars only per customer???)
44	48	Project Code	
49	92	(spaces)	Ignored during import
93	103	Actual Amount	No commas, decimal or sign
104	104	Space if Debit, Dash if Credit	
105	108	(spaces)	Ignored during import
109	116	Effective Date	Ddcccymm ?????
117	139	(spaces)	Ignored during import
140	140	"A"	Transaction Type
141	224	(spaces)	Ignored during import
225	254	Comment	
255	1124	Additional Comment	

## Appendix F – Import JE ASCII File – Faster Import Format

The input record must be 1,124 characters in the following format:

Note: This layout is designed to work with the Faster Fleet Maintenance Software System. Additional information regarding the file follows.

Start Position	End Position	Description	Comments
1	1	Record Type Code*	<b>D</b> =Diesel Fuel, <b>G</b> =Gasoline, <b>L</b> =Labor, <b>M</b> =Miscellaneous, <b>P</b> =Parts
2	2	Sublet Indicator	"Y"es, otherwise blank
3	10	Transaction Date	yyyymmdd
11	18	Responsibility Code*	Responsibility code from Equipment Master in Faster system
19	23	Program Code*	Program code from Equipment Master in Faster system
24	34	Debit Dollar Amount	No commas, decimals or signs
35	45	Credit Dollar Amount	No commas, decimals or signs
46	47	Fuel Tank Number	Fuel transactions only, otherwise zero
48	58	Zeroes	Not used
59	69	Zeroes	Not used

For each debit transaction:

Amounts will come from the Debit Dollar Amount field in the file. Debit and credit amounts will be for the same amount making a balanced entry.

The MUNIS debit journal line will be based on the combination of the following fields:

Record Type Code + Responsibility Code + Program Code

A lookup in the MUNIS GL Account X-Reference table will be done to find the corresponding MUNIS account (ORG/OBJ/PROJECT) based off the combined fields. NOTE: The MUNIS GL Account X-Reference table must have a record for every combination of Record Type Code + Responsibility Code + Program Code to map to the appropriate MUNIS GL Account.

1. The Record Type Code description + Fuel Tank Number will be used to populate the journal line description (if the Record Type Code is equal to "D", "Diesel Fuel 32" will populate as the description).
2. The effective date will be the transaction date.

The MUNIS credit journal line will be based on the combination of the following fields:

Record Type + Fuel Tank Number + Sublet Indicator

A lookup in the MUNIS GL Account X-Reference table will be done to find the corresponding MUNIS account (ORG/OBJ/PROJECT) based off the combined fields. NOTE: The MUNIS GL Account X-Reference table must have a record for every combination of Record Type + Fuel Tank Number + Sublet Indicator to map to the appropriate MUNIS GL Account.

1. The Record Type Code description + Fuel Tank Number will be used to populate the journal line description (if the Record Type Code is equal to "D", "Diesel Fuel 32" will populate as the description).
2. The effective date will be the transaction date.

For each credit transaction:

Amounts will come from the Credit Dollar Amount field in the file. Debit and credit amounts will be for the same amount, making a balanced entry.

The MUNIS credit journal line will be based on the combination of the following fields:

Record Type Code + Responsibility Code + Program Code

A lookup in the MUNIS GL Account X-Reference table will be done to find the corresponding MUNIS account (ORG/OBJ/PROJECT) based off the combined fields. NOTE: The MUNIS GL Account X-Reference table must have a record for every combination of Record Type Code + Responsibility Code + Program Code to map to the appropriate MUNIS GL Account.

1. The Record Type Code description + Fuel Tank Number will be used to populate the journal line description (if the Record Type Code is equal to "D", "Diesel Fuel 32" will populate as the description).
2. The effective date will be the transaction date.

The MUNIS debit journal line will be based on the combination of the following fields:

Record Type + Fuel Tank Number + Sublet Indicator

A lookup in the MUNIS GL Account X-Reference table will be done to find the corresponding MUNIS account (ORG/OBJ/PROJECT) based off the combined fields. NOTE: The MUNIS GL Account X-Reference table must have a record for every combination of Record Type + Fuel Tank Number + Sublet Indicator to map to the appropriate MUNIS GL Account.

1. The Record Type Code description + Fuel Tank Number will be used to populate the journal line description (if the Record Type Code is equal to "D", "Diesel Fuel 32" will populate as the description).
2. The effective date will be the transaction date.

For each Parts Markup:

All transactions having a Record Type Code equal to "P" will be marked up by 5%. This amount will be included in the debit/credit amount for the journal line. A note 'Parts Markup 5% - (\$###,###.&&)' i.e. "Parts Markup 5% - \$10.00) will be appended to the line description.

---

**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Exhibit B**  
**Munis Check Import Specifications**

## Objective

This document provides step-by-step instruction on how to import an ASCII invoice into the MUNIS system. It also provides and import file layout formats.

## Overview

The Import ASCII Invoices program creates new invoices using the data from an ASCII file. The data is imported from a defined ASCII file into the Invoice/Entry Proof program. The program skips records already imported. You receive an error message for that record, but you can continue to import the remaining records.

The program accommodates a 20-character invoice number. The header and detail records for the Standard and Standard Long Account formats contain a field that contains the 20-character number. The header record positions are 109-128 and the detail record positions are 55-74. For the Custom format, the base form apinvimp in Forms Definition FM accommodates the 20-character number. See Appendix A, Appendix B, or Appendix C for file import layouts.

## Prerequisites

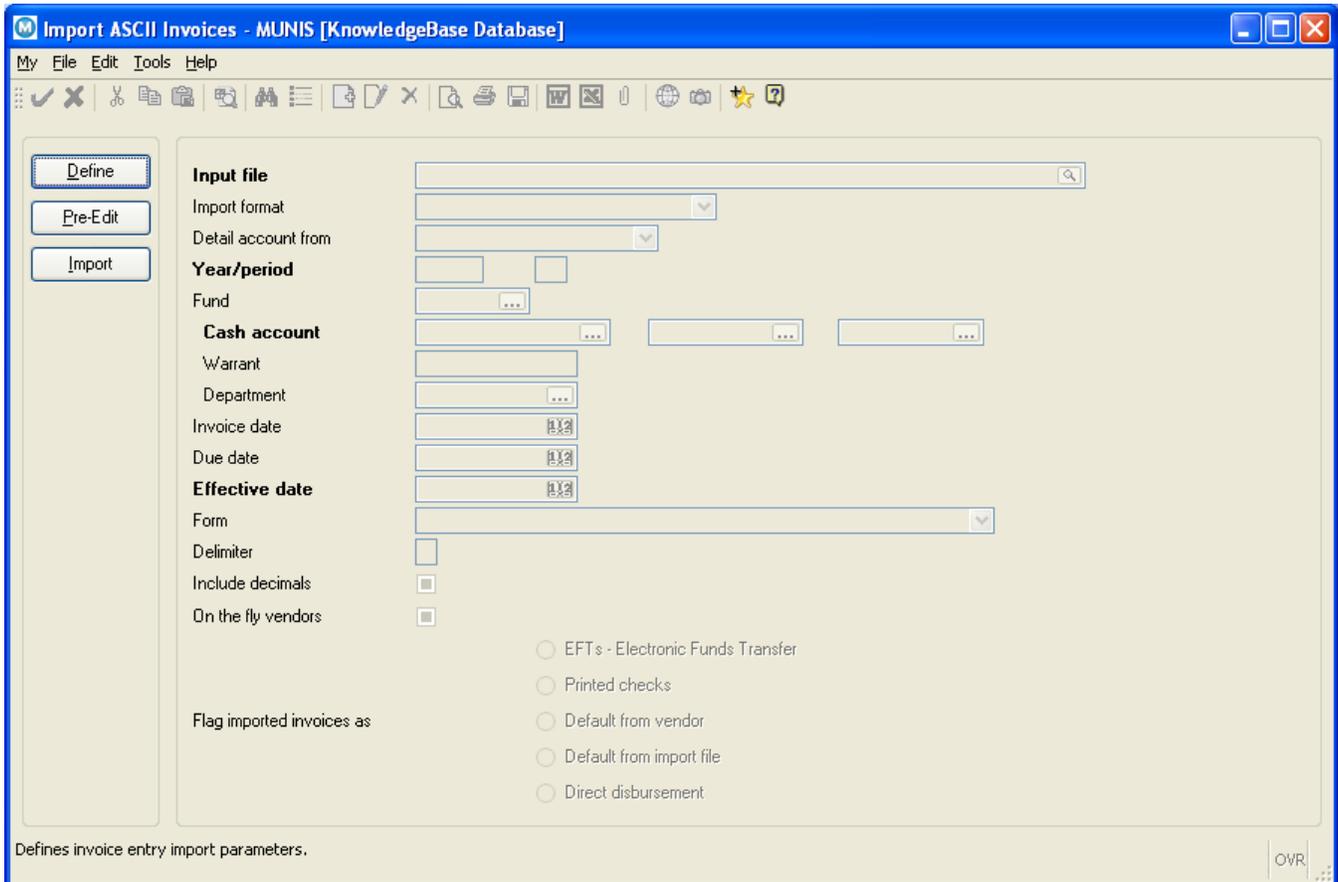
In order to import invoices:

- Vendor records must exist in the Vendor Maintenance program.
- A fund and cash account must exist in the general ledger.
- User-defined forms must exist if you use the Custom Import format.

## Procedure

To import invoices:

1. Open Import ASCII Invoices from the menu.  
*Financials > Account Payable > Import ASCII Invoices*



2. Click Define.
3. Complete the fields, according to the Field Description table, to identify invoices for import. Press **Tab** to move through the fields.

Field	Description
Execute This Report	This list allows you to use MUNIS Scheduler to process the import. MUNIS Scheduler uses the import criteria you establish to process the import a single time if you select In Background (now) or At a Scheduled Time. The program does not use MUNIS Scheduler if you select Now; the program uses the import criteria you establish to process the import a single time.
Input File	This box contains the complete path and file name to define the ASCII file.
Import Format	This list determines the format of the import file. Formats are: <ul style="list-style-type: none"> <li>• Standard Format - Uses a predefined input file in ASCII format to</li> </ul>

Field	Description
	<p>import invoices.</p> <ul style="list-style-type: none"> <li>• Standard Long Account Format – Uses a predefined input file in ASCII format to import invoices, but imports the files using the full general ledger account number.</li> <li>• Treasurer’s Warrant - Establishes a warrant review process for imported invoices. After invoices are rejected (void) or approved, a Warrants Issued file is created in an existing Check Reconciliation format. Due-to/due-from entries must be made manually. <b>Note:</b> This format requires special data setup.</li> <li>• Custom - A user-defined format.</li> </ul> <p>The Standard, Standard Long Account, and Custom import file formats include the documentation flag. In the Standard and Standard Long Account formats, the documentation flag field is positioned in column 108. The Standard, Standard Long Account, and Custom import formats include an account cross-reference field. For the Standard and Standard Long types, the cross-reference field is stored in position 132-166 on the detail record in the import file. In Forms Definition FM, the base form apinimp has been modified to include the cross-reference field.</p> <p>The Custom Import option allows you to create a custom file format for file imports. To use this option, your organization's system administrator must use the Forms Definition FM in the Admin menu to create the format. See Appendix A for more details on the Custom Import option.</p> <p>One-time pay vendor records can be imported using the Custom format. AP invoices can be imported based on multiple or single record input.</p> <p><b>Note:</b> One-time pay vendors are vendors who receive one-time payment through the Accounts Payable program. Vendor numbers for one-time pay vendors are established such that you can use one vendor number to distribute remuneration to multiple payees. One-time vendors are not included in contractor or subcontractor records, and they cannot be used in recurring invoices.</p>
Detail Account From	<p>This list indicates the detail account.</p> <ul style="list-style-type: none"> <li>• If you select the Standard or Custom format from the Import Format list, the detail account is based on the import file and you cannot change this.</li> <li>• If you select Treasurer's Warrant from the Import Format list, the detail account options are Cash Account, Checks Payable, User Defined, or Import File.</li> <li>• If you select User Defined from the Import Format list, the program displays an Invoice Detail Account Entry screen on which you must type the account number you wish to use.</li> </ul>
Year/Period	<p>The Year box stores the fiscal year of the transaction. The default value is the current fiscal year, but you can change this. The year may be either the current or next year.</p> <p>The Period box contains the fiscal period of the transaction. The default value is the current period, but you can change this. The period can be 00 through 13.</p>

Field	Description
Fund	<p>This box contains the fund that is used to obtain the checks payable account for the Invoice Header records when the Update Cash during Cash Disbursements Journal option on the Defaults tab of AP Parameters is No.</p> <p>You must enter a fund number in order for the files to process correctly.</p>
Cash Account Org/Object/Project	<p>This box contains the cash account affected by the transaction. The default value for the account number is the cash account number established in AP Parameters, but you can change this.</p> <p>The Cash Account box is accessible if your organization uses the full general ledger account entry method; the Cash Org/Object/Project boxes are accessible if your organization uses the Org/Object account entry method.</p>
Warrant	<p>This box contains the warrant identifier for the group of invoices. The warrant is required for the Treasurer's Warrant format.</p>
Department	<p>This is the department code associated with the imported invoices.</p>
Invoice Date	<p>This box contains the date used for all invoices in the batch. If you choose to leave the invoice date blank, the program uses the date that was originally on the invoice.</p>
Due Date	<p>This box stores the date payment is due.</p> <p>When you do use this field, type a date greater than or equal to the current date. Once established, the date is used on all invoices in the batch. If you do not use this field, the individual invoice dates are used.</p> <p>The due date is optional.</p>
Effective Date	<p>This box stores the date the transaction affects the general ledger. If the general ledger effective date falls within the current and next year, the year and period changes accordingly.</p> <p>The effective date is required.</p>
Form	<p>This list identifies the user-defined import forms available. This list is only accessible if Import Format is Custom.</p>
Delimiter	<p>This box contains the character used to separate fields in user-defined files.</p> <p>This box is only accessible if Import Format is Custom.</p>
Include Decimals	<p>This check box directs the program to accept decimal values in the imported file.</p> <p>If this check box is not selected, all values must be whole numbers. This check box is only accessible if Import Format is Custom.</p>
On the Fly Vendors	<p>This check box directs the program to allow you to a new vendor as you are importing the invoice.</p> <p>This check box is only accessible if Import Format is Custom.</p>
Flag Imported Invoices As	<p>This list determines the type of invoice payment:</p> <ul style="list-style-type: none"> <li>• EFTs - All invoices in the batch are set as an E.</li> <li>• Printed Checks - All the invoices are set as N.</li> <li>• Default from Vendor - The setting is determined according to the setting in Vendor Maintenance.</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>• Default from Import File - The setting remains as it was when the ASCII file was created.</li><li>• Direct Disbursement - Automatically set to Direct Disbursement if using the Treasurer's Warrant format.</li></ul>

4. Click Pre-Edit to create an import file report prior to actually importing the invoices. The report contains import errors, which you can correct prior to creating invoices, or you can omit records with errors during the import.
5. Click Import to import the specified ASCII records.  
If you attempt to import a duplicate vendor or invoice, the program provides a warning message.

## Results

After the import process is complete, you are notified that invoices have been created in a batch. The invoices are then completed with the default values from the imported file.

## What's Next?

When the import process is complete, run the Invoice Entry/Proof program to update or proof/post these invoices.

## Appendix A – Import Invoices from ASCII File Layout: Standard Format or Standard Long Format

In the Type column:

A = Alpha

N = Numeric

The input record must be 380 characters in the following formats.

### Invoice Header

Columns	Type	Required	Description
1-1	N	Y	1 (means invoice header)
2-7	N	Y	Vendor number
8-19	A/N	Y	Invoice
20-26	A/N	N	Blank
27-56	A/N	N	Invoice description
57-62	N	Y	Invoice date (mmddy)
63-68	N	Y	Invoice due date (mmddy)
69-81	N	Y	Invoice amount (13, 2 no commas, decimal or sign, not zero)
82-82	A/N	Y	Remit number
83-90	A/N	N	Purchase order number
91-91	A/N	N	Invoice import as E (EFT) or V (vendor default)
92-99	N	N	Check number
100-107	D	N	Check date
108-108	A	N	Include documentation
109-128	A	N	Long invoice number
109-380	A/N	Y	Space

Invoice Detail

Columns	Type	Required	Description
1-1	N	Y	2 (means invoice detail)
2-7	N	Y	Vendor number
8-19	A/N	Y	Document number
20-22	N	Y	Sequence or line number starting at 1 for each invoice
23-30	A/N	Y	Org code
31-36	A/N	Y	Object code
37-41	A/N	N	Project code
42-54	N	Y	Detail line amount (13, 2 no commas, decimal or sign, not zero)
55-74	A/N	Y	Invoice number
75-75			Blank
If Standard Long Account format then			
76-76	A	N	Account Type
77-131	A	N	Long Account
Else			
76-131			Blank
End If			
132-166	A	N	Account Cross-Reference

The input should be organized as a type 1 (Col 1) record followed by at least one type 2 (Col 1) record. There can be several type 2 records for each type 1 record. Type 3 records are optional. If they exist, the data will be used when adding vendor and remit records. Vendor created will default apvn\_use\_tax = "N". If no account is defined in the org, obj, proj or long account fields, then the account cross-reference field will be checked. If an invoice number exists in the invoice number field, it will be used, else the document number field will be used.

Vendor

Columns	Type	Description
1-1	N	3 (means vendor)
2-7	N	Vendor number
8-42	A/N	Vendor name
43-72	A/N	Address line 1
73-102	A/N	Address line 2
103-126	A/N	City
127-128	A/N	State
129-138	A/N	Zip code
139-158	A/N	Alpha sort
159-193	A/N	DBA name
194-194	A/N	Remit switch
195-195	A/N	Entity
196-196	A/N	Status code
197-200	A/N	Class
201-201	A/N	1099 default
202-212	A/N	Social security number
213-228	A/N	Federal ID number
229-236	N	Entry date (mmdyyyy)
237-237	A/N	W9 sent
238-238	A/N	W9 received
239-239	N	Remit address sequence number
240-274	A/N	Remit address name
275-304	A/N	Remit address line 1
305-334	A/N	Remit address line 2
335-358	A/N	Remit address city
359-360	A/N	Remit address state
361-370	A/N	Remit address zip code
371-380	A/N	Blank

## Appendix B – Import ASCII Invoices: Treasurer's Warrant

### Data

Columns	Type	Description
18 – 19	A/N	vendor number (adds 2 trailing zeros)
18 – 25	A/N	invoice number
26 – 33	A/N	invoice date (mmddyyyy)
70 – 80	A/N	invoice amount (no decimals)
18 – 25	A/N	check number
26 – 33	A/N	check date (mmddyyyy)
11 – 14	A/N	fund number

### Header Record

Positions	Value
1 - 1	1 (means invoice header)
2 - 7	vendor number
8 - 19	invoice
20 - 56	blank
57 - 62	invoice date (mmddy)
63 - 68	invoice due date (mmddy)
69 - 81	invoice amount (no commas, decimal or sign)
82 - 82	zero
83 - 90	blank
91 - 91	D
92 - 99	check number
100 - 107	check date
108 - 380	blank

### Detail Record

Positions	Value
1 - 1	2 (means invoice detail)
2 - 7	vendor number
8 - 19	invoice
20 - 22	1
23 - 30	org code
31 - 36	object code
37 - 41	project code
42 - 54	detail line amount (same as header amount)
55 - 380	blank

## Appendix C – Import ASCII Invoices: Custom Import Option

The Custom Import Option allows you to create a custom format for file imports. To use this option, you must create the format in Forms Definition FM (spformdf). Within Forms Definition FM, type **apinvimp** in the Process field and **BASEFORM** in the Name field, and then click Accept. Copy the selected form using a unique name.

The Number of Lines should represent the number of lines in the input file that are required for each line of data. For example, if everything is on one line, make the Number of Lines equal to 1. If there are H-Header records, D-Detail records, and V-Vendor records, make the Number of Lines equal to 3.

On the detail lines, you can change the size to a smaller number. The number provided represents the largest number that the MUNIS system can handle. The line represents the line in the file in which to locate a field. If everything is on the same line, use line 1 for each data element that is in the file. If the element is not in the file, use 0.

There are two methods that you can use in defining the incoming custom import file – with and without delimiters.

Defining the custom file without delimiters:

Each record must have a Row Type. If specifying a single record for each invoice, then use a Row Type of 1; otherwise, specify the Row Type as 1,2,3 or H,D,V.

Every record must contain Row Type, Vendor, and Invoice No. and the spformdf definition must specify the exact starting position for each field being used in Col 1. If the field is not being used, then the Col 1 value should be 0.

The length of each incoming data field should match the length incoming data value, which is set by the value entered in the Size column.

When using multiple, 1, 2, 3 records, they should be grouped for the specific vendor and invoice in a 1, 2, 3 order.

Defining the custom file with delimiters:

Each record must have a specified Vendor and Invoice number and a delimiter that has been previously specified on the Import ASCII Invoices (apinvimp) screen. This delimiter is used in the incoming file to separate the data fields.

The spformdf Col 1 definition should be consecutively numbered for each incoming data field on that line. There is no need to specify the starting column position in the file, only whether it is the 1st, 2nd, 3rd, and so on, data element.

When using a delimited file, the size of the field does not matter. The program analyzes the incoming file and processes each data field or “token” as contained within the delimiters.

When using multiple, 1, 2, 3 records, they should be grouped for the specific vendor and invoice in a 1, 2, 3 order.

Use the following table to set up your custom format. The table notes those fields that are required. The Col1 field is the starting column to locate the field. The program calculates the ending position based on the starting position plus the field size. The fields following Size, Line1, and Col1 are not used by this program and should be left as zero.

Spdf_field	Spdf_name	Spdf_format	Spdf_size	Spdf_line1	Spdf_col1	Reqd	Valid Values
1	Row Type	A	1	1	1	N	b, 1,2,3,H,D,V
2	Invoice	A	20	1	2	Y	
3	Vendor	N	6	1	22	Y	Valid Vendor
4	Remit No	N	8	1	0	Y	Valid Remit
5	Invoice Date	D	10	1	0	Y	Valid date
6	Due Date	D	10	1	0	Y	Valid date

Spdf_field	Spdf_name	Spdf_format	Spdf_size	Spdf_line1	Spdf_col1	Reqd	Valid Values
7	Invoice Total	N	13	1	0	Y	Invoice total to match detail line amounts
8	Invoice Description	A	30	1	0	N	
9	Voucher	A	8	1	0	N	
10	Purchase Order	A	8	1	0	N	
11	Department	A	5	1	0	N	
12	Separate Check	A	1	1	0	N	Y/N, if blank N
13	Budget Distribution	A	1	1	0	N	
14	Comments	A	250	1	0	N	
15	Discount Rate	A	10	1	0	N	0 if blank
16	Discountable Amount of Gross	N	13	1	0	N	0 if blank
17	Discount Applied to Gross	N	13	1	0	N	0 if blank
18	Sales Tax	N	5	1	0	N	0 if blank
19	Use Tax	N	5	1	0	N	0 if blank
20	Not Taxable	N	13	1	0	N	0 if blank
21	Invoice Net	N	13	1	0	N	Total+sales+use - disc
22	Wire Transfer	A	8	1	0	N	** (See below)
23	Contract	A	10	1	0	N	
24	Work Order	N	8	1	0	N	
25	Check No	N	10	1	0	N	
26	Check Date	D	10	1	0	N	
27	Include Documentation	A	1	1	0	N	
28	Row Type	A	1	2	1	N	b, 1,2,3,H,D,V
29	Invoice	A	20	2	2	Y	
30	Vendor	N	6	2	22	Y	Must be valid vendor

Spdf_field	Spdf_name	Spdf_format	Spdf_size	Spdf_line1	Spdf_col1	Reqd	Valid Values
31	Sequence	N	8	2	20	Y	Sequential number
32	Amount	N	13	2	28	Y	
33	Org	A	8	2	41	Y	Valid org
34	Object	A	6	2	49	Y	Valid obj
35	Project	A	5	2	55	N	If entered valid proj
36	Description	A	30	2	0	N	
37	Asset	A	15	2	0	N	Fixed asset #
38	1099 Code	A	15	2	0	N	
39	Taxable Amount	N	13	2	0	N	
40	Use Tax	N	13	2	0	N	
41	Account Type	A	1	2	0	N	
42	Long Account	A	55	2	0	N	
43	Cross-Reference	A	35	2			
44	Row Type	A	1	3	1	N	b, 1,2,3,H,D,V
45	Invoice	A	20	3	2	N	
46	Vendor	A	6	3	2	Y*	Must be new vendor number
47	Name	A	40	3	8	Y*	
48	Address1	A	30	3	48	Y*	
49	Address2	A	30	3	0	N	
50	City	A	24	3	0	Y*	
51	State	A	2	3	0	Y*	
52	Zip	A	10	3	0	Y*	
53	Remit No	N	8	3	0	N	
54	Alpha Sort	A	20	3	0	Y*	
55	DBA	A	35	3	0	N	
56	Remit Sw	A	1	3	0	N	
57	Entity	A	1	3	0	N	

Spdf_field	Spdf_name	Spdf_format	Spdf_size	Spdf_line1	Spdf_col1	Reqd	Valid Values
58	Status Code	A	1	3	0	N	
59	Class	A	4	3	0	N	
60	1099 Default	A	1	3	0	N	
61	SSN	A	11	3	0	N	
62	FID	A	16	3	0	N	
63	Enter Date	D	10	3	0	N	
64	W9 Sent	A	1	3	0	N	Y/N, default N
65	W9 Received	A	1	3	0	N	Y/N default N
66	Remit Name	A	40	3	0	N	
67	Remit Address 1	A	30	3	0	N	
68	Remit Address 2	A	30	3	0	N	
69	Remit City	A	24	3	0	N	
70	Remit State	A	2	3	0	N	
71	Remit Zip	A	10	3	0	N	

\* Only required if adding a vendor

\*\* N=Normal, D =Direct disbursement, W = Wire transfer, E = Electronic fund transfer

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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Exhibit C**  
**Go! Gaithersburg Brochure Sample**

# Go!

Gaithersburg

**SPRING GUIDE 2016**

**Registration  
Begins:**

**February 29  
City Residents**

**March 2  
Open Registration**



**move, play, grow**



**From the Director**

Spring is here and it is the best time of the year to get out and go! Whether it is enjoying our new deep water workouts at the Gaithersburg Aquatic Center, a picnic at the Observatory, or a concert at Arts on the Green, there are so many reasons to enjoy the spring. If you're looking to get in a workout we have two great fitness facilities, one at the Activity Center and a newly installed workout room at the Benjamin Gaither Center. For those looking to see how fast they can run a mile, check out our new race, La Milla de Mayo. This one-mile race is family friendly and will have activities for all ages before and after you run. If you need a little motivation, why not try out one of our classes? From yoga, to Zumba, and all sorts of dance, there's truly something for every person at every fitness level. So what are you waiting for? We'll see you there!

Michele Potter, Director  
Department of Parks, Recreation and Culture

**LA MILLA DE MAYO**  
In Olde Towne Gaithersburg

**Saturday, May 7 at 6 p.m.**

**1 mile run/walk  
and 1/4 mile kids fun run (12 and under)**

**Festivities after the race**

For registration information visit  
[gaithersburgmd.gov](http://gaithersburgmd.gov)

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The GO GAITHERSBURG GUIDE is a publication of the City of Gaithersburg Department of Parks, Recreation and Culture. It is produced four times a year, with distribution in February, May, July and November.

For additional City news and information, subscribe to inGaithersburg, our weekly e-mail newsletter. You can also find the City of Gaithersburg on Facebook, Twitter and YouTube.

For emergency communications register for Alert Gaithersburg. This service sends simultaneous emergency messages, including incident advisories, traffic and weather alerts, to your e-mail, and mobile devices. The service is free; however, text messaging fees from your carrier may apply.

Gaithersburg TV (GTV) keeps you informed with scrolling headline news, a calendar of events and informational programming. City residents can find it on Comcast and RCN channel 13, on Verizon FIOS channel 25, and online via streaming video.

- Mayor  
Jud Ashman
- Council Members  
Neil Harris  
Henry F. Marraffa, Jr.  
Michael A. Sesma  
Ryan Spiegel  
Robert T. Wu
- City Manager  
Tony Tomasello



## BIRTHDAY PARTIES

Have a birthday coming up? Gaithersburg can help you celebrate with a variety of party packages. Enjoy indoor fun year 'round at our Youth Centers, or enjoy the great outdoors at the Skate and Miniature Golf Parks. Either way, it's sure to be a birthday worth remembering.

Contact the individual facilities or visit the City's website for information and registration forms.

### Skate Park

510 S. Frederick Ave.

[skatepark@gaitthersburgmd.gov](mailto:skatepark@gaitthersburgmd.gov)

Call Rachel Tailby at 301-258-6350 x144

Available April – September

Choose from one of three options:

#### 1. Park Rental

Rent the entire park for a private party!

Saturday or Sunday, 9:30 - 11:30 a.m. or 10 a.m. - 12 p.m.

- Admission for up to 30 participants
- 2 staff to assist with basic instruction
- In-line skates, skateboards, BMX bikes, scooters, or roller skates permitted

\$150 City Residents/\$225 Nonresidents

#### 2. Party Pack

Bring a group for a great rate during open hours!

2-hour minimum

- Admission for up to 20 participants
- One staff to assist with basic instruction
- In-line skates or skateboards ONLY

\$60 City Residents/\$80 Nonresidents

Additional hours:

\$30/hour City Residents/\$40/hour Nonresidents

#### 3. Combo Platter

Experience the best of both worlds with a split package!

One hour of exclusive and one hour after opening.

Saturday or Sunday, 11 a.m. - 1 p.m.

- Admission for up to 25 participants
- 2 staff to assist with basic instruction for the first hour
- In-line skates, skateboards, BMX bikes, scooters, or roller skates for the first hour; in-line skates and skateboards ONLY during the second hour

\$105 City Residents/\$155 Nonresidents

### Miniature Golf

514 S. Frederick Ave.

[minigolf@gaitthersburgmd.gov](mailto:minigolf@gaitthersburgmd.gov)

Call Demetria Good at 301-258-6350 x133

Available May – October

- One round of golf
- Drinks and ice cream
- Basic decorations
- A special surprise for the guest of honor
- Option to purchase pizza for an additional fee

\$12 per child (minimum of 10 children)

### Youth Center – Robertson Park

801 Rabbitt Rd.

[YC-Robertson@gaitthersburgmd.gov](mailto:YC-Robertson@gaitthersburgmd.gov)

Call Jake Hersom at 301-258-6350 x165

Available Throughout the School Year

- Billiards, Table Tennis, PlayStation 4, Xbox One, WiiU, sports equipment
- Tables, chairs, refrigerator
- Maximum guests – 50

\$65 City Residents/\$80 Nonresidents

### Youth Center – Olde Towne

301 Teachers Way

[YC-oldetowne@gaitthersburgmd.gov](mailto:YC-oldetowne@gaitthersburgmd.gov)

Call Maura Dinwiddie at 301-258-6350 x168

Available Year-Round

- Billiards
- Table Tennis
- PlayStation 3 and 4
- Xbox
- Wii
- Tables and chairs available
- Maximum guests – 50

\$65 City Residents/\$80 Nonresidents

**Host your next meeting, event, party or social gathering at one of these fine facilities:**



**Activity Center at Bohrer Park**

506 S. Frederick Ave.

301-258-6350 x160

Gail Velez

[gvelez@gaitthersburgmd.gov](mailto:gvelez@gaitthersburgmd.gov)

Planning a company meeting, training or luncheon? Graduation, birthday party or reception? Athletic event, team practice or game? The Activity Center at Bohrer Park is the place for you.

- Three meeting and party rooms that can be rented individually or combined
- Two gymnasiums with multi-purpose floors
- WiFi access and audio-visual and presentation equipment
- Hourly rentals

**Hours**

Monday – Friday 6 a.m. – 10 p.m.  
 Saturday 8 a.m. – Midnight  
 Sunday 8 a.m. – 5 p.m.



Call or e-mail for registration form, fees, park policies and brochures, and ask about our special rates for Miniature Golf and Water Park admission on the day of your event.



**Casey Community Center**

810 S. Frederick Ave.

301-258-6366

Katie Gleeson

[kgleeson@gaitthersburgmd.gov](mailto:kgleeson@gaitthersburgmd.gov)

The Center is perfect for birthday and family parties, wedding receptions, Bar and Bat Mitzvahs, and business meetings.

- Meeting and party rooms for 10-135 people
- Kitchen facilities
- WiFi access
- Hourly rentals

Prices for the largest room are:

	<b>Private Function</b>	<b>Business Function</b>
City Residents	\$90/hour	\$110/hour
Nonresidents	\$135/hour	\$165/hour

\$250 deposit required for all rentals

Reservations are taken on a first come, first served basis and may be made up to nine months in advance. All rentals serving alcohol will be charged a \$130 alcohol fee in addition to rental fees.

**Picnic Pavilions**

506 S. Frederick Ave.

301-258-6350 x127

Sondra Unkenholz

[sunkenholz@gaitthersburgmd.gov](mailto:sunkenholz@gaitthersburgmd.gov)

The Picnic Pavilions are located at Bohrer Park at Summit Hall Farm. Other amenities at the Park include an Activity Center, Miniature Golf Course, Water Park and Skate Park.

Reservations for the 2016 season are currently being accepted. A security deposit is required to reserve a pavilion for a specific date and time.



### Arts Barn

311 Kent Square Rd.  
301-258-6394  
Shellie Williams  
swilliams@gaithersburgmd.gov

The Arts Barn is a unique, culturally rich setting for corporate events, trainings and social gatherings.

- Recitals - two hours  
\$150 Residents/\$175 Nonresidents
- Hourly rates for rentals
- Audio-visual and presentation equipment
- WiFi access
- 99 seat theater/auditorium



### Kentlands Mansion

320 Kent Square Rd.  
301-258-6425  
Kristy King  
kking2@gaithersburgmd.gov

Kentlands Mansion, built in early 1900, provides the perfect setting for weddings, receptions and other special events.

- Weddings, receptions, retirement parties, Bar & Bat Mitzvahs, business meetings and conferences
- Indoor and outdoor accommodations for up to 150 people
- Audio-visual and presentation equipment
- WiFi access

	Resident	Nonresident	Block of Time
Friday & Sunday	\$1,400	\$1,875	7 hours
Saturday	\$1,875	\$2,500	8 hours
Business Rates	\$150-450	\$175-525	8:30-4:30 M-F

Additional Fees: \$130 to serve alcohol  
\$200 to hold a ceremony (indoors or outdoors)



### Benjamin Gaither Center

80A Bureau Dr.  
301-258-6380  
Grace Whipple  
gwhipple@gaithersburgmd.gov

When not in use for programming on weekdays, the Benjamin Gaither Center is available for private use.

- Four rooms available for up to 250 people
- Entire Center can be rented
- WiFi access
- Alcoholic beverages allowed with permit (\$130), beer and wine only



### Gaithersburg Community Museum

9 S. Summit Ave.  
301-258-6160  
Nansie Wilde  
nwilde@gaithersburgmd.gov

When not in use for programming, the Museum offers unique spaces for parties and meetings. Rental of the Caboose, Budd Car (RDC passenger car) and the Freight House are available individually and as a whole complex.



## SKATE PARK

510 S. Frederick Ave  
301-258-6359

### Opens Friday, March 26

The Skate Park is again opening its doors this spring with FREE ADMISSION! The park offers more than 12,000 square feet of new and old-school ramps and structures for your skating pleasure. Open to skateboarders, in-line skaters and BMX bikers (bikes permitted every day except Wednesdays & Saturdays). Take advantage of lessons, clinics, party rentals, competitions and other special events.

Participants are required to have a signed waiver on file (parent/guardian signature if under 18) before skating.

#### SPRING HOURS OF OPERATION

Park closes in the event of rain, snow, or excessive heat.

#### March 26 – April 30

Monday – Thursdays	CLOSED
Friday	3 p.m. – Sunset
Saturday & Sunday	Noon – Sunset

#### May 1 - June 17

Weekdays	3 p.m. - Sunset
Saturday & Sunday	Noon – Sunset

#### Special Days of Operation

See website for hours  
March 28 – April 1, April 26, May 30 & June 17

#### PARTY RENTALS

Book the Skate Park for your special day.

Available April – September

#### PRIVATE SKATEBOARDING LESSONS (all ages)

1-lesson package	\$30 (R) / \$35 (N)
3-lesson package	\$80 (R) / \$85 (N)

#### SPRING GROUP SKATEBOARDING LESSONS

Age: 7-14 years Length: 2 hours

Following an assessment by our instructors, participants are assigned to a unit with skaters of the same skill-set. Beginner instruction is designed for skateboarders who can maneuver on open flat surfaces. Intermediate instruction is intended for skaters who have some experience in a skate park. Students are encouraged to progress at their own pace through a combination of group and one-on-one instruction. A waiver must be signed prior to the first lesson. Nonresidents pay an additional \$7 fee.

#### Beginner/Intermediate – Mixed levels 1 & 2

44437	5/7	Sat	10:00am	1	\$20(R)/\$27(N)
44438	5/14	Sat	10:00am	1	\$20(R)/\$27(N)
44439	5/21	Sat	10:00am	1	\$20(R)/\$27(N)

## MINIATURE GOLF

514 S. Fredrick Ave.  
301-258-6350

### Opens Friday, May 6

Spring is the perfect time to visit the Miniature Golf Course at Bohrer Park. Our water features and beautifully landscaped course make for an ideal spot to enjoy the first days of warm weather

#### Come Play a Round!

#### May 6 – June 17

Friday (New this Year)	6 - 10 p.m.
Saturday	11 a.m. - 10 p.m.
Sunday	11 a.m. - 8 p.m.
Monday – Thursday	Closed
Monday, May 30 (Holiday)	11 a.m. - 7 p.m.

#### June 18 – August 26

Sunday – Thursday	11 a.m. - 9 p.m.
Friday and Saturday	11 a.m. - 10 p.m.
Monday, July 4 (Holiday)	11 a.m. - 7 p.m.

#### August 27 – October 2

Saturday	11 a.m. - 10 p.m.
Sunday	11 a.m. - 7 p.m.
Monday – Friday	Closed
Monday, September 5 (Holiday)	11 a.m. - 7 p.m.

We have rates that make it attractive to play more than one round. We also have package rates that make it lots of fun to get a group of friends or the entire family together for evening of putting around.

#### Admission Fees

Per game	\$6 (R) /\$7(N)
Unlimited Play	\$8 (R) /\$9(N)
Seniors (55+)	\$5 (R) /\$6(N)
Group rate (10 or more)	\$5 per person for one round \$7 per person for unlimited play

More Information: Demetria Good at 301-258-6350 x133 or minigolf@gaitthersburgmd.gov



# GAITHERSBURG COMMUNITY MUSEUM & GIFT SHOP



9 South Summit Ave  
301-258-6160  
museum@gaitHERSBURGMd.gov

**Tuesday – Saturday**  
**10 a.m. – 3 p.m.**  
Free. Donations gratefully accepted.

## GAITHERSBURG STORYTIME STATION

Gaithersburg StoryTime Station - Read aloud story time at the Gaithersburg Community Museum for children ages 3 - 6. The 45-minute readings take place the fourth Tuesday of each month at 11 a.m. Admission is \$3 per child; adults and infants in arms are free.

**Age: 3 - 6 years**  
**Length: 45 minutes**

### Chicks

43066 3/22 Tu 11:00am \$3

### Spring

43067 4/26 Tu 11:00am \$3

### Trains

43068 5/24 Tu 11:00am \$3



## DISCOVERY DAY

Discovery Day programs at the Community Museum spotlight a single topic with activities for all ages.

**Age: 5 years and up**  
**Length: 2 hours**

### Bird Watching

44206 3/31 Th 10:30am \$3

### Morse Code and the Telegraph

44207 3/19 Sa 11:00am Free

### Trains

44208 4/17 Su 10:00am Free

## OBSERVATORY PROGRAMS

Historically, the observers at the Latitude Observatory studied the stars to better understand the Earth. Programs scheduled at the Observatory explore the skies above us and the world beneath our feet. Programs are for audiences of all ages and free unless otherwise advertised. Stargazing events are weather permitting (last minute announcements will be posted on the Museum's Facebook page). There are no restrooms available at the Observatory. Handicapped parking is available at the park, with general parking in the field at the corner of DeSellum Ave and Rt 355.

**All Ages**  
**Length: 2 hours**

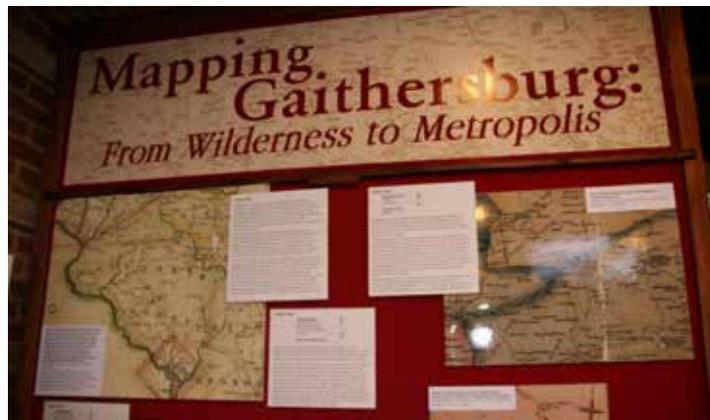
### Mercury in Transit Across the Sun

44209 5/9 M 10:00am Free

#### KEY:

Activity	Start	Day	Time	Classes	Cost
42356	9/10	Th	4:45pm	12	\$119(R)/\$126(N)

(R) Resident / (N) Nonresident



## MUSEUM AFTER HOURS

Grow your mind with Museum After Hours, an enlightening speaker series presented by the Gaithersburg Community Museum.

**Age: 15 to Adult**  
**Length: 1 hour**

### Flashes on the Map: Forgotten/Shorted Lived Places

43111 3/8 Tu 7:00pm \$5

It is said that as soon as a map is published, it's obsolete, and certainly change is a constant in the world of cartography. In the lifetime of some still among us, dozens of republics, enclaves, colonial outposts, puppet states, and dubious islands appearing on reputable maps have come and gone. Join Leo Dillon, a cartographer with the U.S. Department of State, as he takes you across the world over more than a century to have a look at these footnotes in the history of cartography.

### Cartography in Children's Literature

44170 4/19 Tu 7:00pm \$5

Beloved books like "The Phantom Tollbooth," "The Hobbit" and "The Princess Bride" all feature engaging maps that serve as gateways to imaginary lands. "Here," say these maps, "leave your cares behind. You're in this other world now." From the Hundred-Acre Wood to the Land of Oz, maps have enchanted young readers and enhanced their reading experience. In this presentation, Victoria Johnson will cover a selection of maps found in classic and popular children's literature, delve into their origin, design process, and impact on the story, then compare each map to examples of real-world cartography (she will also cover a few unofficial/fan-created maps for books and series like The Hunger Games). Johnson is a cartographer with United States Agency for International Development.

## GAITHERSBURG-WASHINGTON GROVE VOLUNTEER FIRE DEPARTMENT MUSEUM

13 E. Diamond Ave., Gaithersburg, MD 20877

301-646-1222 • www.gwgdfd.org

**Open Saturday, 10 a.m. – 2 p.m.**

Free admission, donations gratefully accepted.

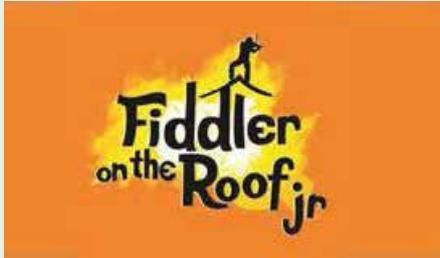
FUN & PLAY

# SPRING SEASON AT A GLANCE



Arts on the Green is the City of Gaithersburg's premier center for the performing and visual arts. Enjoy concerts, magic, dance, and professional and community theater at the Arts Barn, unique chamber performances in the elegant surroundings of Kentlands Mansion, and outdoor events and festivals on the park-like Green. Our historic buildings recall the charm of a bygone era, but our activities are anything but old fashioned!

## JUST FOR FAMILIES



### FIDDLER ON THE ROOF JR.

Music by Jerry Bock  
Presented by KAT-2nd Stage  
March 5 – 20  
Saturday & Sunday at 11 a.m. & 2 p.m.  
Arts Barn  
\$15 (general); \$12 (14 & under)

Teve the milkman tries to protect his daughters and his way of life from a changing world. *Fiddler On The Roof Jr.* is a special one-hour adaptation of the classic Broadway musical, which tackles the universal theme of tradition in ways that reach across barriers of race, class, nationality, and religion. KAT-2nd Stage features youth performers. Recommended for ages 7 & up.

## DAYTIME PERFORMANCES

### In Concert – Jazz a cappella: Redhot & Blue of Yale

Wednesday, March 16

1 p.m., Arts Barn

\$20 (10% discount for groups of 10 or more); \$12 (18 & under)

Redhot & Blue has won national recognition for its innovative arrangements of jazz standards that blend American songbook classics with the fresh, upbeat flair of the collegiate a cappella tradition.

## YOUNG ARTIST AWARDS CONCERT



**Friday  
March 11  
7:30 p.m.**  
Arts Barn  
\$12

Enjoy the 15 talented teenaged winners of the Young Artist Awards as they perform classical music on a variety of instruments and voice. An inspiring treat for all ages.

*Gaithersburg Chorus  
Spring Concert*

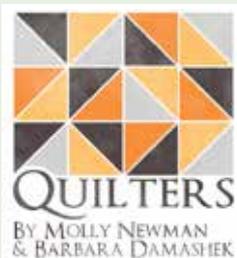
**May 14, 5 p.m.**  
City Hall Concert Pavilion

**May 22, 7:30 p.m.**  
Gaithersburg Presbyterian Church  
601 S. Frederick Ave.

Enjoy a free concert by the Gaithersburg Chorus, now in its 28th year and under the direction of a new conductor! With the theme *For the Beauty of the Earth*, the concert includes songs in a variety of genres, embracing the glory of nature and the beautiful music it has inspired. Learn more at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).

For Tickets & Information call 301-258-6394

## THEATRE & DANCE



### QUILTERS

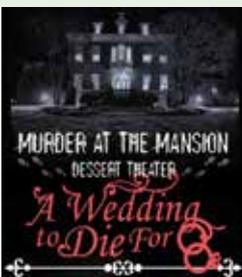
Music & Lyrics by Barbara Damashek  
Presented by Rockville Musical Theatre

April 1 – 17

Friday & Saturday at 8 p.m., Sunday at 2 p.m., Arts Barn  
\$22

Combining music, dance and scenes of vivid dramatic intensity, *QUILTERS* pays eloquent tribute to the courage and spirit of our nation's pioneer woman. The story features Sarah and her six daughters as they face the many challenges and joys of frontier life. The play unfolds in short "patches," creating a rich mosaic of scenes about girlhood, marriage, childbirth, spinsterhood, twisters, fire, illness and death. The patches are ultimately sewn together into one splendid quilt. Recommended for ages 15 & up.

### MURDER AT THE MANSION DESSERT THEATRE: *A Wedding to Die For*



April 8 - 10

Friday & Saturday at 8 p.m., Sunday at 2 p.m.  
Kentlands Mansion

\$35 single/ \$60 couple

Madison planned the perfect wedding. Will someone have to die to keep it from spiraling into chaos? This murder mystery comedy is set during a wedding reception in the beautiful and historic Kentlands Mansion. Guests will enjoy a fun evening with a buffet of sweet treats.



### THE FOREIGNER by Larry Shue

Presented by Sandy Spring Theatre Group

May 13 – 29

Friday & Saturday at 8 p.m., Sunday at 2 p.m., Arts Barn

\$20 (general); \$12 (14 & under)

An inspired comic romp, the *NY Post* called *The Foreigner* "devilishly clever." A fishing lodge in rural Georgia provides a needed holiday for Charlie, a painfully shy British gentleman. However, his plan for solitude turns hilariously awry when his friend introduces him as an exotic foreigner who doesn't understand any English. Recommended for ages 12 & up.

### CIRQUE DU DANCE by VF DanceTheater

May 6 at 7 p.m., May 7 at 3 p.m. & 7 p.m.

\$22 (general); \$12 (12 & under)

*Cirque du Dance* combines the artistry of dance with the zaniness of circus in a rollicking performance featuring clowns, jugglers and contemporary dance. The performers find magic in every moment and bring it to life in imaginative, athletic and beautiful dance pieces for all ages! VF Dance Theater has performed at the Kennedy Center, BlackRock, and Joe's Movement Emporium, among other venues. Recommended for ages 5+.

301-258-6425



## SPRING BRIDAL SHOWCASE AT KENTLANDS MANSION

Sunday, March 20, 2016

Noon – 4 p.m.

Admission: \$5 at the Door

CATERERS • PHOTOGRAPHERS • VIDEOGRAPHER • EVENT COORDINATORS  
HOTEL REPRESENTATIVES • MUSICIANS AND MORE!



### ARTS BARN

March 4 – April 25

Contemporary Quilters:  
A Modern View of Life

April 29 – June 25

Jewels of the Earth:  
Mark Reeder, Donna Baron  
and Arts Entwine



### KENTLANDS MANSION

January 8 – March 18

The Art League of Germantown  
3rd Annual Exhibit

March 25 – June 10

Gaithersburg Fine Arts  
Association 30th Annual Exhibit

### ACTIVITY CENTER

February 26 – March 24

Young Artist Exhibit

April 1 – June 5

In Celebration of:  
Asian/Pacific  
American Heritage:  
Harmonious Art Group



## ARTS ON THE GREEN

KENTLANDS MANSION &amp; ARTS BARN

## MUSIC

## sfz SALON SERIES

The engaging sfz salon series presents a fusion of classical, contemporary and experimental chamber music in an intimate salon setting. Great music. Lively conversation. Featured wines.



**THE VIOLIN** – Shiozaki Duo, featuring Alex Shiozaki, violin and Nana Shi, piano

March 19

7:30 p.m., Kentlands Mansion

\$25 (general); \$12 Youth (18 & under)

Music for the violin including Gabriel Fauré, Aaron Copeland and Somei Satoh. The Shiozaki Duo, a highly acclaimed husband and wife team, has been performing together since they met in 2008. Praised by *The New York Times* as “Spellbinding,” the duo has performed from venues such as Carnegie Hall’s Stern Auditorium to less conventional venues such as Eye-beam and Dillon Gallery in NYC. Both are passionate about chamber music and at home with music new and old.



## JAZZ

**Rochelle Rice**

June 4

8 p.m., Arts Barn

\$25 (general); \$12 Youth (18 & under)

Rochelle Rice is a dynamic and compelling vocalist and songwriter, and has been named Best Jazz Vocalist by *Washington City Paper* Jazz Awards. Rochelle sings with a profound and flawless sound that is a woven tapestry of jazz, influenced by contemporary folk and soul. Rochelle shares music from her incredible new CD, *Wonder*.



## SINGER SONGWRITER SERIES

Presented by O’Hair Salon + Spa

**Rod Picott**

Saturday, March 5

3 p.m. workshop, Kentlands Mansion; 7:30 p.m. concert, Arts Barn

\$45 workshop & concert; \$25 concert only

Master songwriter and soulful singer, Rod Picott carries with him one of the finest suitcases of songs around. Listening to Rod Picott you can smell the gasoline on a mechanic’s hands and the perfume of lovers in dark corners. “Mesmerizing” (*Rolling Stone*)



**Marti Jones and Don Dixon**

Saturday, April 30

3 p.m. workshop, 7:30 p.m. concert, Arts Barn

\$50 workshop & concert; \$30 concert only

Husband and wife duo, Marti Jones and Don Dixon, rock the stage with their unique blend of Americana, including jangle pop, southern style soul, and alternative rock. Jones began her career in music with the Ohio band Color Me Gone, toured with singer Amy Rigby as The Cynical Girls, and has released multiple solo albums produced by Don Dixon. Dixon has devoted his entire life to the popular song as a singer, songwriter, musician and producer. In addition to his own projects,

Dixon produced the landmark R.E.M. album *Murmur*, along with records by James McMurtry, The Smithereens and many others. (Dixon also moonlights as the bassist for Mary Chapin Carpenter.)

## ARTS BARN

311 Kent Square Rd.  
301-258-6394

**Class registration fees are non-refundable.**  
**Registration is ongoing.**



### PRESCHOOL

#### SHAKE, RATTLE & ROLL LITTLE HANDS

Sing, play instruments, dance and have fun! Children and their parents or guardians enjoy music and movement using drums, sticks, bells, shakers and more. Complimentary Little Hands CD of songs is included. No class April 26. No charge for parent/guardian.

**Age: 6 months - 4 years**

**Length: 45 minutes**

44190 4/12 Tu 11:00am 6 \$81(R)/\$90(N) Carvell

#### ARTFUL SATURDAYS

Families can explore art as youngsters, together with their parent or guardian, create projects using an array of media. Discover colors and shapes while developing fine motor skills and expanding creativity. Each session explores a different theme. No charge for parent/guardian. A \$10 supply fee is due at first class.

**Age: 3 - 5 years**

**Length: 45 minutes**

44061 4/16 Sa 3:45pm 7 \$68(R)/\$79(N) Donnelly

#### PARENT AND ME STORY THEATRE

Take your little one out to the Arts Barn for some dramatic play! Each week there will be a different story to explore. Through stories like Harold and the Purple Crayon your child will learn storytelling using voice and body. Enjoy a fun filled class with your child and watch them grow into young artists. No charge for parent/guardian.

**Age: 4 - 6 years**

**Length: 45 minutes**

44174 4/14 Th 10:00am 7 \$68(R)/\$79(N) Phelan

44181 4/11 M 10:00am 7 \$68(R)/\$79(N) Phelan

#### PARENT AND ME ART: PAINT AND CLAY

Welcome spring with an interactive art class with your little one. Everyone will have something to learn about the fundamentals of hand-building, watercolor and artistic self-expression. Create everything from animals to hand crafted bowls. A \$12 supply fee due at first class. No charge for parent/guardian.

**Age: 4 - 6 years**

**Length: 1 hour**

44178 4/13 W 10:30am 7 \$91(R)/\$105(N) Prinsloo

### YOUTH & TEEN

#### HOME AND GARDEN FAMILY ART

Have a chance to do art as a family and on your own. Inspired by the beauty of spring, you'll create works in clay and paint working together and individually. Learn the techniques of sculpting as well as the fundamentals of bringing a painting to life. No charge for parent/guardian. A \$12 supply fee is due at first class.

**Age: 7 years and up**

**Length: 1 hour and 15 minutes**

44176 4/15 F 4:30pm 7 \$114(R)/\$132(N) Prinsloo

#### IMAGINATIVE ART

Create art projects inspired by fine and folk art. A variety of media will be explored, including paints, pencils, pastels, ink and non-traditional art items. Please wear clothes that can get messy or bring a smock. A \$12 supply fee is due at first class.

**Age: 7 - 9 years**

**Length: 1 hour**

44506 4/11 M 4:30pm 7 \$91(R)/\$105(N) Parris

#### GO GREEN: THE ART OF UPCYCLING

Get creative in this fun-filled class. Explore a variety of new and recycled materials to create unique projects based on the four seasons. Students will explore color, line and texture in two and three dimensional art.

##### Go Green: 'Spring' into Fashion

A \$20 supply fee is due at first class.

**Age: 7 - 11 years**

**Length: 1 hour and 15 minutes**

44094 4/13 W 4:30pm 7 \$114(R)/\$132(N) Yuen

##### Go Green: Crazy Beads

A \$10 supply fee is due at first class.

**Age: 4 - 6 years**

**Length: 1 hour and 15 minutes**

44095 4/14 Th 4:30pm 7 \$114(R)/\$132(N) Yuen





## SPRING BREAK CAMPS

MARCH 28 – APRIL 1

Explore the magic of art during Spring Break. Get creative with the visual and performing arts. Camps culminate in a gallery exhibit or performance.

- \* Camps may include some outdoor activity.
- \* Please bring a nut-free bagged lunch, water bottle and snack.
- \* All camps are 9 a.m. - 3 p.m. unless otherwise noted.

### EXPLORING THE WORLD THROUGH ART

Explore art from across the continents! Visit Russia, China, Australia and Africa and create unique pieces of art using a variety of media.

**Age: 7 - 11 years**

**Length: 6 hours**

44200 3/28 MTuWThF 9:00am 5 \$260(R)/\$310(N) Parris

### ON YOUR TOES IMPROV

Develop Improv acting skills and add them to your actor's toolbox. Learn how to turn a word into a hilarious skit and perform it on the Arts Barn Stage. Join us for a week of energy and fun.

**Age: 12 - 15 years**

**Length: 6 hours**

44199 3/28 MTuWThF 9:00am 5 \$260(R)/\$310(N) TBD

### TRASH TO TREASURE

A camp geared for independent, creative young artists! Through a variety of projects, students use recycled materials to bring art to life. From page popping artwork to animal creations, students have fun. Camp 9 a.m. - 1:30 p.m.

**Age: 4 - 6 years**

**Length: 4 hours and 30 minutes**

44201 3/28 MTuWThF 9:00am 5 \$195(R)/\$232(N) Yuen

*See page 18 for additional School's Out! activities.*

### SCHOOL'S OUT! DAY CAMP

Join us for a fabulous day of visual and performing art as we create a mini play-in-a-day! Each School's Out session explores art and theater with hands-on activities, creative writing, stage craft and performance. The day culminates in a performance for families and friends. Bring a nut-free bagged lunch and a water bottle.

**Age: 7 - 14 years**

**Length: 6 hours**

44205 3/25 F 9:00am 1 \$55(R)/\$60(N) Kay & Phelan  
44203 4/26 Tu 9:00am 1 \$55(R)/\$60(N) Kay & Phelan

### SATURDAY IN THE STUDIO

Saturday afternoon is the perfect time to get creative. Each week students explore different art media and themes (historic art periods, types of art, master artists, etc.). Young artists are encouraged to use their imagination and creativity to develop their own artwork, with guidance from our very own resident artist instructor. This class builds on skills throughout the year and is designed for those who truly LOVE art and want to spend time every week making something uniquely their own. Please wear clothes that may get messy. A \$10 supply fee is due at the first class.

**Age: 8 - 11 years**

**Length: 1 hour and 15 minutes**

44105 4/16 Sa 2:00pm 7 \$114(R)/\$132(N) Donnelly

### YOUNG ARTISTS IN THE STUDIO

Young artists explore the basic elements of art and work on fundamental skills while using a variety of media. This class emphasizes creativity and personal expression. Stories, seasons, holidays, and other fun themes are used for inspiration, with each session unique throughout the year. These sessions are in the Arts Entwine studio, led by our own Arts Barn resident artist, Jaree Donnelly. Please wear clothes that may get messy or bring a smock. A \$10 supply fee is due at the first class.

**Age: 5 - 7 years**

**Length: 1 hour**

44119 4/16 Sa 12:30pm 7 \$91(R)/\$105(N) Donnelly

### DISCOVERING ART

Discover the wonders of art by exploring a variety of media while learning and developing basic drawing skills. Over the course of several sessions, work in pencil, colored pencils, oil pastels, watercolor, gouache, acrylics and printmaking. Learn fundamental art concepts, including color theory, perspective, and composition. Each session explores different projects and themes. A \$10 supply fee due at first class. No class April 26.

### Discovering Art for Homeschoolers

**Age: 8 - 14 years**

**Length: 1 hour and 15 minutes**

44080 4/12 Tu 3:00pm 7 \$114(R)/\$132(N) Kay

### Discovering Art

**Age: 8 - 12 years**

**Length: 1 hour**

44078 4/12 Tu 4:30pm 7 \$91(R)/\$105(N) Kay

### FAIRY TALE THEATRE

Good Guys & Bad Guys in Fairy Tale Land: a modern look at fairy tale characters. Spend the day being a good guy or a bad guy fairy tale style. Be part of an ensemble and create an amazing magical show! Final day will culminate in a performance.

**Age: 8 - 12 years**

**Length: 1 hour and 30 minutes**

44172 4/11 M 4:15pm 7 \$137(R)/\$158(N) Phelan



### BEST OF BROADWAY

Students learn beloved Broadway hits and develop vocal techniques, musicality and the art of telling a story through song. Sing Broadway staples such as 'In My Own Little Corner' 'Never Smile at a Crocodile' and more. Final day culminates in a performance on the Arts Barn stage.

**Age: 8 - 12 years**

**Length: 1 hour and 15 minutes**

44173 4/14 Th 4:15pm 7 \$114(R)/\$132(N) Phelan

### PAINTING WITH WATERCOLOR: COMIC STRIPS

Learn the fundamentals of watercolor painting and elements of design. Bring comic strips to life with watercolorrrs. A \$15 supply fee due at first class. No class April 26.

**Age: 11 - 14 years**

**Length: 1 hour and 15 minutes**

44122 4/12 Tu 4:15pm 7 \$114(R)/\$132(N) Mason



### STARS OF TOMORROW: OLIVER!

A 6-week musical theatre intensive designed for the young artist ready to develop as a triple threat performer. Sing, dance and act while learning from industry professionals with regional and national stage experience. No audition required, but prior stage experience recommended. Program culminates in a performance on the Arts Barn stage. Wednesdays 4:30pm-6pm and Saturdays 10am-1pm.

**Age: 11 - 18 years**

**Length: W 1 hour and 30 minutes, Sa 3 hours**

44179 4/6 W Sa 4:30pm 13 \$400(R)/\$460(N) Andruski & Brown-Gorrell

### IPAD PAINTING WITH PIXELS

Students learn about art through the use of digital technology. While emphasis will be placed on traditional drawing and painting techniques, students will also learn how to create art digitally. Using a variety of digital drawing and painting tools, students explore the world of art using software on the iPad. Students must provide iPad and needed materials. Supply list available at the Arts Barn.

**Age: 12 - 16 years**

**Length: 1 hour and 30 minutes**

44123 4/13 W 4:15pm 7 \$137(R)/\$158(N) Mason

### ART MENTORSHIP

For the teen who would like to explore artistic creativity through personal and portfolio building projects. With guidance from a professional artist, students select, plan, and execute projects. With an emphasis on developing skills, exploration, and self-expression, new students should bring a selection of their artwork to date (their 'portfolio') to the first class. A \$10 supply fee due at first class. Special supplies should be brought to class.

**Age: 12 - 18 years**

**Length: 1 hour and 30 minutes**

44056 4/15 F 4:00pm 7 \$137(R)/\$158(N) Donnelly

## WORKSHOPS

### YOUTH

#### KID'S ADVENTURE GLASS FUSING

Explore the art of melting glass together. Each month offers a different project. Experiment with inclusions between glass as well as melting glass over forms. Students will be standing for the majority of the class. Please wear closed toe shoes. A \$20 supply fee due at workshop. Project may be picked up the following Saturday.

Age	Start	Day	Time	Classes	Cost	Instructor
8 - 12 years	4/9	Sa	1:30pm	1	\$36(R)/\$40(N)	Glander
	5/14	Sa	1:30pm	1	\$36(R)/\$40(N)	Glander

#### KEY:

Activity	Start	Day	Time	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	12	\$119(R)/\$126(N)	Jonson

(R) Resident / (N) Nonresident



#### INCLEMENT WEATHER

In the event of inclement weather or emergencies call 301-330-0050 x2430 for the recorded message pertaining to class cancellations.



## TEENS TO ADULTS

### ART ACROSS THE MEDIAS

A perfect class for the beginner to intermediate student. Learn about artists from across the continents and how their journey has influenced art. Create your own contemporary interpretation of these styles using traditional and non-traditional media. Supply list available at the Arts Barn.

**Age: 18 - Adult**

**Length: 2 hours**

44171 4/11 M 7:00pm 7 \$182(R)/\$210(N) Parris

### CREATIVE EXPRESSIONS IN OIL

Intermediate to advanced artists explore oil painting. Students learn fundamentals and theory. Individual attention is provided to improve skill and technique. Supply list available at the Arts Barn. No class April 26.

**Age: 18 to Adult**

**Length: 2 hours and 30 minutes**

44074 4/9 Sa 1:30pm 7 \$228(R)/\$263(N) Cohen

44075 4/12 Tu 10:00am 7 \$228(R)/\$263(N) Cohen

### PAINTING WITH ACRYLICS

Learn to paint with the easy and enjoyable acrylic medium. Students use painting and brush techniques to create still life paintings, landscapes, portraits and more. Supply list available at the Arts Barn. No class April 26.

**Age: 18 to Adult**

**Length: 2 hours**

44101 4/12 Tu 10:00am 7 \$182(R)/\$210(N) Borchert

### WATERCOLOR EXPERIENCE

Learn about the beauty of watercolor painting by understanding techniques such as color washes, composition, texture, and the use of paper and paints. Enjoy step-by-step guided classes that emphasize group collaboration. Supply list available at the Arts Barn.

**Age: 18 to Adult**

**Length: 2 hours**

44110 4/15 F 10:00am 7 \$182(R)/\$210(N) Sadeghi

#### KEY:

Activity	Start	Day	Time	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	12	\$119(R)/\$126(N)	Jonson

(R) Resident / (N) Nonresident

### OILS WITHOUT FEAR: INTRO TO OIL

Students are introduced to oil painting gradually, through short lectures, demonstrations and simple exercises. Topics include composition, value, and color, with a focus on how these are handled with oil paints. Supply list is available at the Arts Barn.

**Age: 18 to Adult**

**Length: 2 hours**

44121 4/14 Th 7:00pm 6 \$156(R)/\$180(N) Lewis

### BASICS OF WATERCOLOR

Learn the basics of watercolor painting. Unlock the mystery of making colors. Discover the power of the color wheel, a painter's most valuable tool. Use the classic method of making all your colors from primary ones. Learn the simple truth about soft edges and hard edges - how to make them and when to use them. Create a three dimensional optical illusion on a flat piece of paper by controlling value changes. Add four basic painting techniques and you will be prepared to paint a wide range of subjects. Supply list available at the Arts Barn.

**Age: 18 to Adult**

**Length: 2 hours**

44124 4/14 Th 7:00pm 7 \$182(R)/\$210(N) Niazi

### COLORED PENCIL: SPRING INSPIRATIONS

Explore the beauty of spring through colored pencils. Through step-by-step instruction, students create drawings using spring flowers, landscapes and more as inspiration. Students will incorporate shading, color blending, and other art and drawing techniques to develop their own style. Supply list available at the Arts Barn.

**Age: 18 to Adult**

**Length: 2 hours**

44125 4/11 M 7:00pm 7 \$182(R)/\$210(N) Niazi

### INTERMEDIATE WATERCOLOR PAINTING

Develop watercolor painting skills. Learn how to render clouds, water, trees, fields and more. Practice methods such as overlapping shapes, diminishing size, color temperature and soft backgrounds to achieve the optical illusion of deep space in your compositions. Apply the basic principles of good design. Supply list available at the Arts Barn. No class April 26.

**Age: 18 to Adult**

**Length: 2 hours**

44126 4/12 Tu 7:00pm 7 \$182(R)/\$210(N) Niazi

### SEEING WITH AN ARTIST'S EYE: DRAWING

This course is designed to help people learn to draw by focusing on five basic perception skills necessary to accurate drawing: seeing edges, spaces, the relationships between objects, angles, and light and shadow. The concepts and exercises are based on the work and book of Betty Edwards, Drawing on the Right Side of the Brain. Students will discover what they are capable of as they learn to observe and trust what their eyes see. Supply list available at Arts Barn. No class April 26.

**Age: 18 to Adult**

**Length: 2 hours**

44120 4/12 Tu 7:00pm 6 \$156(R)/\$180(N) Lewis

### WILDLIFE PAINTING IN ACRYLICS

Perfect for beginner to intermediate artists. Discover how to render accurate proportions and build dimensional form as you create your own unique wildlife images. Integrate textural medium with delicate acrylic washes for captivating contrast, and bring expressive, life like, energy to your creations. Supply list available at the Arts Barn.

**Age: 18 to Adult**

**Length: 2 hours**

44180 4/13 W 7:00pm 7 \$182(R)/\$210(N) Borchert

## WORKSHOPS TEEN TO ADULT

### GIRLS NIGHT OUT

An evening of 'charming' fun where beginners create beautiful pieces of jewelry! Each session learn another technique such as wirework, wire wrapping and beading to create earrings, wine charms and more. Lead by a professional artisan jeweler, you will leave with works of beauty. A \$15 supply fee is due at workshop.

**Age: 14 to Adult**      **Length: 2 hours**

#### Wine Charms

44192 4/29 F 7:00pm 1 \$36(R)/\$40(N) Cohen

#### Glitzy Glam Earrings

44195 5/20 F 7:00pm 1 \$36(R)/\$40(N) Cohen

### GLASS FUSING FOR ADULTS

Learn the basics of melting glass together. Experiment with inclusions between glass as well as melting glass over forms. Project may be picked up the following Saturday. Students will be standing for the majority of the class. Please wear closed toe shoes. A \$40 supply fee is due at workshop.

**Age: 16 to Adult**      **Length: 2 hours**

43416 5/21 Sa 1:30pm 1 \$36(R)/\$40(N) Glander

### STAINED GLASS FOR ADULTS

Learn the basics of stained glass art. Spend a day learning how to cut, foil and solder your own stained glass panel, choosing from three designs. Students will be standing and need to wear closed toed shoes. For ages 16 and older. A \$40 supply fee due at workshop.

**Age: 16 to Adult**      **Length: 6 hours**

43427 4/30 Sa 10:00am 1 \$108(R)/\$120(N) Glander

### PHOTOGRAPHY FOUNDATIONS WORKSHOPS

For photographers who have an understanding of exposure and feel comfortable operating their camera in different modes. Join professional photographer Jaree Donnelly as she explores specific intermediate topics in photography. Prerequisite: Basics of Exposure or instructor permission.

#### Basics of Composition

Age: 16 to Adult

Length: 2 hours

43405 4/17 Su 2:30pm 1 \$36(R)/\$40(N) Donnelly

#### Beginning Portraiture

A \$20 model fee due at workshop.

Age: 16 to Adult

Length: 3 hours

43422 5/22 Su 1:30pm 1 \$54(R)/\$60(N) Donnelly

### WINE AND IMPROV

A night of fun & games! Lead by a theatre professional, dive into the world of improv theatre. No experience needed, so come enjoy a glass or two of wine and an evening of laughs. Must be 21 of age. Workshop includes one drink ticket; additional wine and beer for sale. ID required. New games and excitement each session!

**Age: 21 years and up**

**Length: 2 hours**

44187 5/27 F 7:00pm 1 \$36(R)/\$40(N) Phelan

44188 6/10 F 7:00pm 1 \$36(R)/\$40(N) Phelan

44189 6/24 F 7:00pm 1 \$36(R)/\$40(N) Phelan



### FLORAL MANDALA QUILT

Create a small 14"x14" floral mandala quilt made from fabric shapes of flowers, leaves and stems. Mandalas are beautiful, concentric designs that grow organically from the center out. Instructor-provided kit includes fabric, fusible interfacing and a background base fabric. Quilt and finish the piece at home. A \$10 kit fee due at workshop.

**Age: 14 to Adult**

**Length: 4 hours**

44507 4/9 Sa 10:30am 1 \$72(R)/\$80(N) Smyers

### QUILTING WITH YOUR OWN VOICE

Come join us for a master class in quilting. The instructor will share her own story-telling quilts and will present techniques for combining many fabrics in original designs in the morning. Students are encouraged to bring their own in-progress quilting project or ideas of personal story quilts for conversation and individual guidance during a working afternoon. Projects may be at any stage of completion. Please provide own materials.

**Age: 21 to Adult**

**Length: 6 hours**

43406 4/16 Sa 10:00am 1 \$108(R)/\$120(N) Kingsland

### TEA TIME ART PARTY

Join us for a Tea Time Art Party the 2nd Sunday of each month. Sample many different kinds of tea and goodies while creating beautiful works of art inspired by a different artist. Join Arts Barn professional artists as they explore many art media. Each time is a new inspiration!

**Age: 14 years and up**

**Length: 2 hours and 30 minutes**

#### Cherry Blossoms

43397 4/10 Su 1:30pm 1 \$45(R)/\$50(N) Kay

#### Celebrating Mom

43398 5/8 Su 1:30pm 1 \$45(R)/\$50(N) Sadeghi

### WINE AND ART PARTY

Join us for an art party, where you will learn a bit about an artist, be inspired by a style of art, enjoy a glass of wine and make your own masterpiece. All levels of artists are welcome and no need to bring supplies. We will have everything you need! Participants must be at least 21. Workshop includes one drink ticket. There will be additional wine and beer for sale. An ID is required. Register with a friend and receive a \$5 discount for each person!

**Age: 21 years and up**

**Length: 2 hours and 30 minutes**

#### Warhol in Acrylic

43400 4/15 F 7:00pm 1 \$45(R)/\$50(N) Donnelly

#### Abstracts in Colored Pencils

43401 5/20 F 7:00pm 1 \$45(R)/\$50(N) Donnelly



## GAITHERSBURG YOUTH CLUB

Search "GYC" at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

### To Register for GYC Membership

Registration forms for students in Grades 6 – 8 are available at the Youth Center at Robertson Park, the Youth Center in Olde Towne and the Activity Center at Bohrer Park. Forms may also be downloaded from the GYC website. Students attending GMS, FOMS, GHS, LPMS and RVMS can obtain forms at their school.

### GYC - One Year Membership Fee

\$15 Residents / \$20 Nonresidents

*Membership is valid for one year from date of registration.*

### Membership Cards

GYC members will receive a membership card. The student MUST show his/her card to ride the GYC Shuttle and participate at the Youth Centers. There is an additional \$5 charge to replace a lost card.

### Youth Centers

GYC members who attend GMS and FOMS have City shuttle access to the Olde Towne Youth Center and students at LPMS and RVMS have City shuttle access to the Robertson Park Youth Center. These are Recreational Centers where members are required to sign in, but may leave at anytime during hours of operation.

### Club Friday

Club Fridays are held on select Fridays from 7 – 9 p.m. GYC members pay a \$5 admission fee. Activities may include a DJ, dancing, pizza, or field trips.

### GYC Trips on Half-Days and Holidays

Students have the opportunity to go on some great half-day and holiday trips. Pre-registration with registration fee is required. Space is often limited for these special trips, so register early!

*\*Only GYC members are eligible for trips!*



## HOLIDAY AND EARLY RELEASE DAY SCHEDULE (TENTATIVE)

*Please Note: Trips are subject to change.*

### March 24

No School  
GYC Open Noon – 6 p.m.  
Trip: Zava Zone 9 a.m. – noon  
Cost: \$25

### March 25 & 28

GYC Open  
No Trips  
**Good Friday & Easter Monday**  
12 – 6 p.m.

### March 29 – April 1

GYC Open  
Trips  
March 29 Bowling  
March 30 Washington, D.C.  
March 31 Harper's Ferry  
April 1 Six Flags  
\*Trip times & fees vary

### Spring Break

Noon – 6 p.m.

### April 26

No School  
GYC Open Noon – 6 p.m.  
Trip: Riverboat Tour 9 a.m. – 3 p.m.  
Cost: \$15

### May 30

GYC Closed  
No Trip

### Memorial Day

### June 17

GYC Open  
End of School Party!

### Early Release Day (Last Day of School)

Noon – 6 p.m.

## HIGH SCHOOL STUDENT UNION

Students in grades 9 – 12 can register to join the High School Student Union! Membership includes:

- Student Services Learning (SSL) opportunities
- Participation in fundraising events
- Field trips
- Admission to the Olde Towne and Robertson Park Youth Centers during high school hours
- Access to the Music Studio at Olde Towne Youth Center
- Admission to after school high school recreation programs at the Activity Center at Bohrer Park

Registration forms are available at the Activity Center at Bohrer Park, Robertson Park and Olde Towne Youth Centers.

Student Union 1-Year Membership Fee:

\$5 Residents/\$10 Nonresidents

Questions?

Contact Maura Dinwiddie at [mdinwiddie@gaithersburgmd.gov](mailto:mdinwiddie@gaithersburgmd.gov) or 301-258-6350 x168.

## ROBERTSON PARK

801 Rabbitt Road  
301-258-6166  
YC-Robertson@gaitthersburgmd.gov

### Featuring a 30 Foot Rock Wall

#### Hours of Operation

Monday – Friday	2:45 – 7 p.m.
Half-days	Noon – 6 p.m.
Most Holidays	Noon – 6 p.m.

#### High School

Monday – Friday 4:30 – 7 p.m.  
High School hours are new this year for our Student Union Members from Quince Orchard High School.

### GYC Shuttle

A shuttle to the Youth Centers is provided after school for GYC members at the following locations:

Youth Center at Robertson Park  
Ridgeview MS and Lakelands Park MS

Youth Center in Olde Towne  
Forest Oak MS

Students from Gaithersburg MS are welcome to walk to the GYC at Olde Towne after school.



## “Gaithersburg Green Week!” April 18 – 22

“Green” activities, environmental service projects and fun programs scheduled all week long!

## OLDE TOWNE

301 Teachers Way  
301-258-6440  
YC-OldeTowne@gaitthersburgmd.gov

### Featuring a Professional Recording Studio

#### Hours of Operation

Monday – Friday	2:45 – 7 p.m.
Half-days	Noon – 6 p.m.
Most Holidays	Noon – 6 p.m.

#### High School

Monday – Friday 4:30 – 7 p.m.

#### Studio Hours

Monday – Friday 3:30 – 6:30 p.m.

For information about studio time email  
gycstudios@gaitthersburgmd.gov



## PROGRAM HIGHLIGHTS:

- **Homework Time** – Kids can get homework help every day. GYC staff will be available for anyone who needs help with assignments.
- **Community Service Program** – If any students need service learning hours, send them our way. The Youth Centers organize service projects for middle school students. GYC members have opportunities to earn SSL hours and have fun every month.
- **Environmental Fun** – The GYCs are GREEN BUILDINGS. Great learning activities come hand-in-hand with their environmentally-friendly features.
- **GYC Studios** – Educational programming introducing students to our music recording equipment and band room at the Olde Towne Youth Center.

Check out our website [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)  
Search “GYC”

Questions? Please contact Jake Hersom, Community Facility Manager (Robertson Park) at 301-258-6350 or [jhersom@gaitthersburgmd.gov](mailto:jhersom@gaitthersburgmd.gov) or Maura Dinwiddie, Community Facility Manager (Olde Towne) at 301-258-6350 or [mdinwiddie@gaitthersburgmd.gov](mailto:mdinwiddie@gaitthersburgmd.gov).

## OPPORTUNITIES

Available at our Youth Centers

*Sports/Games*  
*Arts and Crafts*  
*Holiday Events*  
*and Activities*  
*Billiards*  
*Video Game Consoles*  
*Foosball*  
*Table Tennis*  
*Cooking Classes*  
*Fitness Activities*  
*Computer/Study Room*  
*Mentoring Programs*  
*Community Service Projects*

## Elementary Aged Activities for No School Days!

Looking for something for your elementary school child to do when school is out? Look no further than the City of Gaithersburg.

On MCPS professional days and half days, the City of Gaithersburg offers a variety of activities and field trips for children in grades 1-5. Pre-registration and a fee are required.



### SPRING BREAK CAMP 2016

A four-day camp packed with fun activities and field trips for children in grades 1-5. Trips may include Bounce U, Pizza Party and the movies! Camp runs from 8:30 a.m. to 4:30 p.m. daily at the Activity Center beginning Tuesday, March 29 through Friday, April 1. Registration begins last week in February.

\*Trips are subject to change.

### SPRING HALF DAY HOOPLA

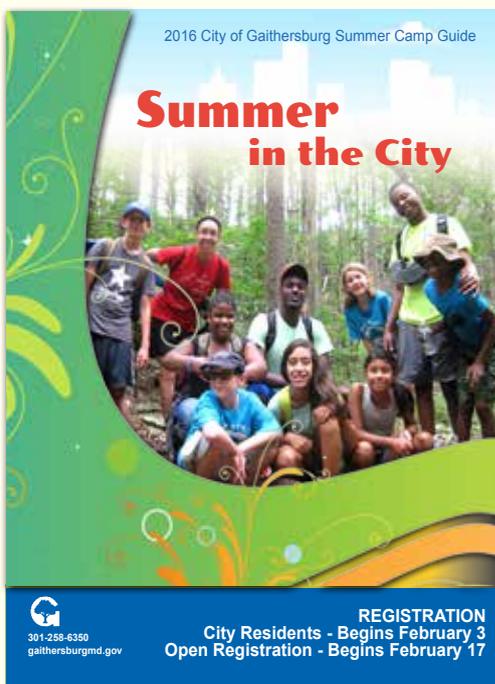
Friday, February 26  
12:30 p.m. – 5:30 p.m.  
Whole Foods Cookin'  
Departs from Summit Hall Elementary School

### SPRING BREAK BLAST

Thursday, March 24  
8:30 a.m. – 4:30 p.m.  
Activity Center at Bohrer Park  
Camden Yards Tour



### SUMMER CAMPS



*Summer camp registration is now open. Hurry to grab your spot.*

For detailed information about our 2016 Summer Camp Program, check out this year's "Summer in the City" brochure, available now.

For questions about summer camps or for a "Summer in the City" guide, please call 301-258-6350 or visit the Activity Center at Bohrer Park at Summit Hall Farm, 506 S. Frederick Ave.

For more information call Sydney Stasch at 301-258-6350 x 126 or email [sstasch@gaitthersburgmd.gov](mailto:sstasch@gaitthersburgmd.gov).

See page 12 for Spring Break Camps at the Arts Barn.

# CREATIVE TOT TIME

## CASEY COMMUNITY CENTER

810 S. Frederick Ave.  
301-258-6366

### SCHOOL YEAR 2016 - 2017

Creative Tot Time provides a warm, loving environment where three and four year old can enjoy music and story time, arts and crafts, show and tell, and fun field trips.

#### Registration Now Open

**25% of class fee is due at time of registration and there is a \$35 cancellation fee.**

#### 3-year old classes

(Children born between Sept. 1, 2012 – Sept. 1, 2013)

Class	Starts	Days	Time	Location
43593	8/30	T/TH	9:00 -11:30 am	CCC

Fees: \$700 Residents \$825 Nonresidents

#### 4-year old classes

(Children born on or before Sept. 1, 2012)

43595	8/29	M/W/F	9:00 -11:30 am	CCC
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Fees: \$975 Residents \$1,150 Nonresidents

### SUMMER 2016

Children three to five years of age are invited to sign up for our summer program. Classes begin the week of June 20 and there are 12 sessions.

#### Registration Now Open

#### 3-year old classes

Class	Starts	Days	Time	Location
43740	6/20	M/W	9:00 -11:30 am	CCC
43741	6/21	T/TH	9:00 -11:30 am	CCC

#### 4-year old classes

43742	6/20	M/W	9:00 -11:30 am	CCC
43743	6/21	T/TH	9:00 -11:30 am	CCC

Fees: \$160 Residents \$195 Nonresidents

**Fees for Summer Creative Tot Time are due in FULL at time of registration.**

More information: Katie Gleeson at 301-258-6366  
or kgleeson@gaitthersburgmd.gov



## MOM'S MORNING OUT

Tuesdays

9:30 a.m. – 1:30 p.m.

Registration begins June, 2016  
\$90/month (4 weeks) for City residents  
\$95/month (4 weeks) for nonresidents.



This program provides a safe, loving environment for children 2-5 years of age who have not yet attended Kindergarten.

Mothers may sign up to drop their child off and know they are free to run errands or relax by having lunch with a friend. Children must be potty-trained. Preregistration is required, so please watch for upcoming registration information on Casey Community Center's Facebook page or call for info at 301-258-6366.





## PHYSICAL ACTIVITIES

### PARENT AND ME GYMNASTICS

Parents and their little ones work together to crawl, climb, roll, balance, and play musical interactive games designed to promote development and body awareness.

**Age: 2 - 3 years**

**Length: 45 minutes**

43914 4/9 Sa 9:15am CCC 7 \$63(R)/\$70(N) Da Costa Lima

### PRE-K GYMNASTICS

This fun filled class introduces your child to basic gymnastics skills. While they tumble, crawl and balance they also develop self-esteem, social skills and listening skills. In this class the children learn how to use a wide range of gymnastics equipment as well as small props such as hoops, bean bags and balls. Parents do not attend, but are invited to observe the last class.

**Age: 3 - 5 years**

**Length: 45 minutes**

43912 4/9 Sa 10:00am CCC 7 \$63(R)/\$70(N) Da Costa Lima

43913 4/7 Th 3:00pm CCC 8 \$72(R)/\$79(N) Da Costa Lima

### GYMNASTICS

Learn skills on the bars and balance beam, in vaulting and tumbling. Skills are taught in a safe, progressive order to build strength, flexibility and confidence. Participants should wear a t-shirt and shorts or a leotard, and have bare legs and feet. Parents do not attend, but are invited to observe the last class.

**Length: 1 hour**

#### 5-7 years

43721 4/9 Sa 9:00am ACBP 8 \$79(R)/\$86(N) Mongelli

43722 4/9 Sa 11:00am ACBP 8 \$79(R)/\$86(N) Mongelli

43723 4/5 Tu 5:30pm ACBP 8 \$79(R)/\$86(N) Mongelli

43727 4/5 Tu 6:30pm ACBP 8 \$79(R)/\$86(N) Mongelli

#### 8-15 years

43724 4/9 Sa 10:00am ACBP 8 \$79(R)/\$86(N) Mongelli

43725 4/5 Tu 5:30pm ACBP 8 \$79(R)/\$86(N) Mongelli

43726 4/5 Tu 6:30pm ACBP 8 \$79(R)/\$86(N) Mongelli



### INCLEMENT WEATHER

In the event of inclement weather or emergencies call 301-330-0050 x2430 for the recorded message pertaining to class cancellations.

## SUMMER GYMNASTICS CLINICS

Children will learn skills on the bars and balance beam, in vaulting and tumbling. Skills are taught in a safe progressive order to build strength, flexibility and confidence. Participants should wear a t-shirt and shorts or a leotard and have bare legs and feet. Clinics are open to new and continuing students.

### Ages 5 – 7 years old by the first day of program

5:30 – 7 p.m.

Activity: 43600

### Ages 8 – 15 years old by the first day of program

7 – 8:30 p.m.

Activity: 43601

June 27 – July 1

Clinic meets M-F for one week

\$79(R)/\$89(N)

Activity Center at Bohrer Park  
506 S. Frederick Ave.

Supervisor: Denise Mornini x119



## KARATE – TANG SOO DO YOUTH

Give your child the gift of confidence! Program can help your child improve self-discipline, develop better concentration and even improve school grades. Fee includes uniform. This is an introductory rate. Continuation after the trial session is only offered by Kicks Karate at an increased fee. Please note: Classes are held at the Flower Hill Shopping Center, 18226 Flower Hill Way and in Quince Orchard at The Shops at Potomac Valley, 12105 Darnestown Rd.

### 4-6 yrs, 30 minutes

43959 4/5 TuTh 4:00pm FH 10 \$85(R)/\$92(N) Kicks

43960 4/4 MW 6:00pm FG 10 \$85(R)/\$92(N) Kicks

43961 4/4 MW 6:00pm QO 10 \$85(R)/\$92(N) Kicks

43962 4/5 TuTh 5:10pm QO 10 \$85(R)/\$92(N) Kicks

43963 4/4 MW 3:45pm QO 10 \$85(R)/\$92(N) Kicks

43968 5/17 TuTh 4:00pm FH 10 \$85(R)/\$92(N) Kicks

43969 5/16 MW 6:00pm FH 10 \$85(R)/\$92(N) Kicks

43970 5/16 MW 6:00pm QO 10 \$85(R)/\$92(N) Kicks

43971 5/17 TuTh 5:10pm QO 10 \$85(R)/\$92(N) Kicks

43972 5/16 MW 3:45pm QO 10 \$85(R)/\$92(N) Kicks

### 7-12 yrs, 50 minutes

43964 4/5 TuTh 6:00pm FH 10 \$95(R)/\$102(N) Kicks

43965 4/4 MW 4:00pm FH 10 \$95(R)/\$102(N) Kicks

43966 4/4 MW 4:20pm QO 10 \$95(R)/\$102(N) Kicks

43967 4/5 TuTh 6:10pm QO 10 \$95(R)/\$102(N) Kicks

43973 5/17 TuTh 6:00pm FH 10 \$95(R)/\$102(N) Kicks

43974 5/16 MW 4:00pm FH 10 \$95(R)/\$102(N) Kicks

43975 5/16 MW 4:20pm QO 10 \$95(R)/\$102(N) Kicks

43976 5/17 TuTh 6:10pm QO 10 \$95(R)/\$102(N) Kicks

### CLASS LOCATION:

ACBP Activity Center at Bohrer Park

CCC Casey Community Center

DF Diamond Farms Park

FH Kicks Karate, Flower Hill Way

LMS Lakelands Park Middle School

MP Morris Park

QO Kicks Karate, Darnestown Road

## FITNESS

### ZUMBA KIDS

Zumba Kids is exercise in disguise! Kids love to crank up the music, shake, wiggle, and have a blast with their friends. This class keeps kids engaged, reduces stress, gets the heart pumping, and makes them smile. In every class we learn a new dance, play dance games, and learn steps from around the world. Please bring a water bottle.

**Age: 6 - 11 years**

**Length: 1 hour**

43711 4/6 W 6:15pm LMS 10 \$50(R)/\$57(N) Batista

## SPORTS

### PEE WEE TENNIS

Basic introduction through the use of eye/hand coordination drills and specially designed games, children learn the basic strokes and rules.

**Age: 5 - 7 years**

**Length: 45 minutes**

44146	4/13	W	4:45pm	MP	6	\$60(R)/\$67(N)	Harwood
44147	4/14	Th	4:45pm	DF	6	\$60(R)/\$67(N)	Raaf
44148	4/16	Sa	11:00am	MP	6	\$60(R)/\$67(N)	Raaf
44149	4/17	Su	12:00pm	MP	6	\$60(R)/\$67(N)	Harwood

### TENNIS - YOUTH

The program teaches basic skills to those who have never had instruction or consistent practice.

**Age: 8 - 12 years**

**Length: 1 hour**

44150	4/13	W	5:30pm	MP	6	\$65(R)/\$72(N)	Harwood
44151	4/14	Th	5:30pm	DF	6	\$65(R)/\$72(N)	Raaf
44152	4/16	Sa	9:00am	MP	6	\$65(R)/\$72(N)	Raaf
44153	4/17	Su	12:45pm	MP	6	\$65(R)/\$72(N)	Harwood



## MUSIC

### **NEW** PIANO FOR LITTLE FINGERS – PARENT AND CHILD

Our youngest musicians will participate in instruction and age appropriate theory as well as musical games, listening excerpts, related projects and more! Each student will be issued a FREE rental instrument and materials to borrow for the duration of the class: materials are intended for in-class and at-home exploration. A rental agreement must be signed by the parent at the first class. Instruments must be returned at the end of the program on the last scheduled class day.

**Class registration fee is non refundable.**

**Age: 2 - 5 years**

**Length: 30 minutes**

44043 4/2 Sa 10:00am BGC 8 \$159(R)/\$166(N) TBA

### **NEW** GUITAR FOR LITTLE FINGERS – PARENT AND CHILD

Our youngest musicians will participate in instruction and age appropriate theory as well as musical games, listening excerpts, related projects and more! Each student will be issued a FREE rental instrument and materials to borrow for the duration of the class: materials are intended for in-class and at-home exploration. A rental agreement must be signed by the parent at the first class. Instruments must be returned at the end of the program on the last scheduled class day.

**Class registration fee is non refundable.**

**Age: 4 - 7 years**

**Length: 30 minutes**

44044 4/2 Sa 10:45am BGC 8 \$159(R)/\$166(N) TBA

## DANCE

### CREATIVE DANCE

Introduces children to the three elements of dance - energy, space and time - in a fun, image-oriented environment. Motor, spatial, cognitive and social skills are taught. Parents do not attend, however are invited to observe the last class.

**Age: 3 - 5 years**

**Length: 45 minutes**

43907	4/9	Sa	9:15am	CCC	7	\$63(R)/\$70(N)	Foster
43908	4/4	M	5:00pm	LMS	8	\$72(R)/\$79(N)	Da Costa Lima
43909	4/6	W	10:40am	CCC	8	\$72(R)/\$79(N)	Meetze
43910	4/9	Sa	11:15am	CCC	7	\$63(R)/\$70(N)	Da Costa Lima
43911	4/7	Th	4:00pm	CCC	8	\$72(R)/\$79(N)	Da Costa Lima

Classes will not be held May 28 – 30  
(Memorial Day weekend)

#### KEY:

Activity	Start	Day	Time	Location	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	CCC	12	\$119(R)/\$126(N)	Jonson

(R) Resident / (N) Nonresident / (S) Senior Resident

## SUMMER DANCE CAMPS



### BALLET INTENSIVE

Students will have a concentrated 90 minute ballet technique class. The program includes exploration of modern, Pilates, stretch and strengthen exercise, as well as pointe variations. Prerequisite is a minimum of four years of ballet training.

**Ages 11 – 18 by the first day of program**

Mon., June 20 – Fri., June 24

5:30 – 8:30 p.m.

\$149 (R)/\$159(N)

Activity: 43628

Casey Community Center  
810 S. Frederick Ave.

Supervisor: Denise Mornini x119

### DANCE CAMP

This innovative camp offers students an opportunity to sample ballet, tap, jazz, modern, and hip-hop. Students will learn some dance history and tales of various ballets. Camp is open to new and continuing students. Register early. There are a limited number of openings.

**Ages 6 – 11 by the first day of program**

Mon., June 20 – Fri., June 24

9 a.m. – Noon

\$139(R)/\$149(N)

Activity: 43599

Casey Community Center  
810 S. Frederick Ave.

Supervisor: Denise Mornini x119



### INCLEMENT WEATHER

In the event of inclement weather or emergencies call 301-330-0050 x2430 for the recorded message pertaining to class cancellations.

## Dance Recital

On June 4, 2016 the City of Gaithersburg will present a dance recital at Gaithersburg High School.

Performing is an important part of dance training and students will have the opportunity to perform on stage before family and friends.

There is no admission fee and the public is welcome to attend.

**Note:**

*Most Youth dance classes are continuing from the winter. A selection of dance classes will be offered in the summer, and a full complement will be offered again in the fall.*

### BALLET, TEEN & ADULT

Class consists of barre work, center floor and combinations. Designed for new students and those refreshing their abilities after a few years away.

**Age: 16 to Adult**

**Length: 1 hour**

43915 4/ 6 W	9:30am	CCC 8	\$79(R)/\$86(N)/\$40(S)	Meetze
43916 4/ 7 Th	6:30pm	CCC 7	\$69(R)/\$76(N)/\$35(S)	Meetze

### BALLROOM ESSENTIALS

Don't just survive the dance floor...become comfortable on it! A seasoned instructor takes you through the basic art of leading, following and music recognition (which steps go with which music). Last class will be a dance party to apply what you've learned. Welcome singles!

**Age: 16 to Adult**

**Length: 1 hour**

43713 4/ 8 F 6:30pm ACBP 10 \$99(R)/\$106(N)/\$50(S) TBA





### BELLY DANCE – BEGINNER

Learn to shimmy in style in this introduction to the beautiful art of belly dance. You'll practice foundation movements for the hips, torso, arms, and head, all while dancing to the latest music from the Middle East, North Africa, and the Mediterranean. Ananke breaks down each movement in easy to follow progressions. No experience required. Two left feet okay!

**Age: 16 to Adult**

**Length: 1 hour**

43950 4/4 M 8:00pm CCC 9 \$81(R)/\$88(N)/\$45(S) Ananke

### BELLY DANCE – ADVANCED BEGINNER

In this second level of belly dance, students will review foundation movements and begin to incorporate more advanced techniques such as layering and traveling. You will also study musicality, transitions, and stylistic interpretation, and be given the opportunity to perform in student recitals. Successful completion of Beginner level required.

**Age: 16 to Adult**

**Length: 1 hour**

43952 4/6 W 8:00pm CCC 10 \$89(R)/\$96(N)/\$50(S) Ananke

### BELLY (MID EASTERN) DANCING – INTERMEDIATE

Develop your own style in the practice and performance of dances from the Middle East, North Africa and the Mediterranean. Each semester focuses on an advanced topic such as the use of a prop, a folkloric style, improvisation techniques or performance skills. This is a class for experienced dancers who have completed Advanced Beginner Belly Dance, or who have otherwise gotten permission from the instructor.

**Age: 16 to Adult**

**Length: 1 hour**

43951 4/6 W 6:30pm CCC 10 \$89(R)/\$96(N)/\$50(S) Ananke

### BELLY DANCE PRACTICE

Take your study of belly dance to the next level in this 'bonus' cardio workout. Instructor-led drills are designed to increase your strength, flexibility, coordination and balance. It is a half hour of non-stop dancing that is guaranteed to improve your technique! Open to students who have completed or are concurrently enrolled in Advanced Beginner or Intermediate Belly Dance.

**Age: 16 to Adult**

**Length: 30 minutes**

43953 4/6 W 7:30pm CCC 10 \$50(R)/\$57(N) Ananke

**Appropriate dance footwear must be worn for dance classes. No rubber soles, flip flops, or slides please.**

### **NEW** BELLY DANCE – PERFORMANCE WORKSHOP

Learn how to 'own the stage' in this advanced topic, bonus workshop series for advanced dancers with performance experience. You'll learn how to have presence in performance even if you are an introvert, and how to look good improvising even when you have no idea what you're doing! Learn how to make conscience choices of emotion and master your transitions. This nine week course culminates in a performance in the spring student recital.

**Age: 16 to Adult**

**Length: 1 hour and 30 minutes**

43954 4/4 M 6:30pm CCC 9 \$122(R)/\$129(N)/\$61(S) Ananke

### COUNTRY WESTERN SAMPLER

Learn the basics of partner dancing to fast and slow country music. No partner required. No experience required. Just come to have fun! Dances covered may include Country 2-Step, Waltz, Polka, Swing, Cha Cha, Nightclub, or other dances by request and as time permits.

**Age: 16 to Adult**

**Length: 1 hour**

Beginner

43984 4/10 Su 2:00pm CCC 4 \$39(R)/\$46(N)/\$35(S) Stearns

### LATIN VARIETY – LEVEL 1

Latin Variety is an introductory dance course that gives a foundation of movement for students who have had little or no dance experience. Students will learn the basics in Salsa, Merengue, Cha Cha and Bachata. Emphasis will be on fun and the overall wellness dancing brings! The development of partnering skills, lead and follow, the basic principles of timing, and variations of simple turn patterns will be covered. Everyone welcome!

**Age: 16 to Adult**

**Length: 1 hour**

43989 4/6 W 6:30pm BGC 10 \$99(R)/\$106(N)/\$50(S) Wherry

### WEST COAST SWING

West Coast Swing is the smoothest form of Swing dance and has grown in popularity in the past decade. The DC area is teeming with places to jump, jive and wail on the dance floor. No partner is required. No experience necessary. Just come out, learn to dance, and be ready to have some fun.

**Age: 16 to Adult**

**Length: 1 hour**

Beginner

43985 4/10 Su 3:00pm CCC 4 \$39(R)/\$46(N)/\$35(S) Stearns

### CLASS LOCATION:

ACBP Activity Center at Bohrer Park

BGC Benjamin Gaither Center

CCC Casey Community Center

**Classes will not be held May 28 – 30  
(Memorial Day weekend)**

### KEY:

Activity	Start	Day	Time	Location	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	CCC	12	\$119(R)/\$126(N)	Jonson

**(R) Resident / (N) Nonresident / (S) Senior Resident**

**BOLLYWOOD WORKOUT**

Move spectacularly and develop stellar abs! We combine Bhangra and Bollywood moves (expressively using your head, eyes, fingers, wrists, arms, and, of course, hips!) in one high-energy hour of stress-relieving fun. Bring your dance scarf!

**Age: Teen and Adult**

**Length: 1 hour**

43955 4/5 Tu 6:30pm LMS 8 \$63(R)/\$70(N)/\$45(S) Pavelle

**BONE BUILDERS**

Bone Builders is a free volunteer-led exercise program offered for ages 55+, in partnership with Montgomery County Department of Health and Human Services, Recreation, and the RSVP volunteer program. Participants lift ankle weights and hand weights to increase bone density in this evidence-based program. Bone Builders has a strict attendance policy: participants must consistently attend twice per week to maintain their places in class. Other similar, affordable, easily transitional offerings are available at the Benjamin Gaither Center and Montgomery County Recreation Centers.

**Age: 55 years and up**

**Length: 1 hour**

43614 4/4 MW 10:00am ACBP 18 Free(R)/Free(N) Snay

**CORE STRENGTH**

You think this is all sit-ups? Think again! This core workout develops, strengthens, and tones muscles attached to the hips, pelvis, lower back, and front and side abdominals. Bring a mat and towel. (The towel will be used as a tool during class.)

**Age: 16 to Adult**

**Length: 30 minutes**

43901 4/4 MW 6:25pm LMS 19 \$95(R)/\$102(N) Brouillette

43902 4/4 M 6:25pm LMS 9 \$45(R)/\$52(N) Brouillette

43903 4/6 W 6:25pm LMS 10 \$50(R)/\$57(N) Brouillette

**DYNAMIC ENERGY BOOST (DEB) WORKOUT**

Get charged by DEB! Safely challenge your body to its limit through interval drills, floorwork and resistance training. Bring your own large exercise ball.

**Age: 16 to Adult**

**Length: 45 minutes**

43620 4/7 Th 7:00pm ACBP 9 \$63(R)/\$70(N)/\$45(S) Moran

**NEW GROUP CIRCUIT**

Group Circuit combines cardiovascular fitness and resistance training and is an efficient and challenging method for working out. It's perfect for those seeking to develop strength, endurance (both aerobic and anaerobic), flexibility and coordination. A well-designed circuit can help correct imbalances and improve overall power while ensuring maximum results in a minimum amount of time. The workouts are challenging but suitable for all fitness levels. Includes machines, light plyometrics and agility enhancing exercise.

**Age: 16 to Adult**

**Length: 1 hour**

44050 4/6 W 4:15pm BGC 10 \$90(R)/\$97(N)/\$50(S) Williams

**CLASS LOCATION:**

- ACBP Activity Center at Bohrer Park
- BGC Benjamin Gaither Center
- CCC Casey Community Center
- FH Kicks Karate, Flower Hill Way
- LMS Lakelands Park Middle School
- QO Kicks Karate, Darnestown Road



**HIGH-INTENSITY INTERVAL TRAINING (H.I.T.)**

Interval endurance training for the athletic adult. Warm up, then go into high-intensity bursts (run or power walk, interspersed with recovery periods using other muscle groups) followed by balance challenges, flexibility with long sticks (provided) or floor work.

**Age: 18 to Adult**

**Length: 1 hour**

43716 4/5 Tu 9:15am ACBP 10 \$50(R)/\$57(N) Momini

43717 4/7 Th 9:15am ACBP 9 \$45(R)/\$52(N) Momini

**NEW KICK-BOXING**

Aerobics class combined with the self defense techniques of blocking, kicking and punching. Wear regular workout clothes. Boxing gloves included in fee. Please note: Quince Orchard classes are held at The Shops at Potomac Valley, 12105 Darnestown Road. Flower Hill classes are held at 18226 Flower Hill Way.

**Age: 16 to Adult**

**Length: 50 minutes**

43878 4/5 TuTh5:00pm QO 10 \$90(R)/\$97(N) Kicks

43879 4/4 MW 6:00pm QO 10 \$90(R)/\$97(N) Kicks

43880 4/5 TuTh8:00pm FH 10 \$90(R)/\$97(N) Kicks

43881 4/4 MW 6:00pm FH 10 \$90(R)/\$97(N) Kicks

43882 4/9 Sa 8:00am FH 10 \$90(R)/\$97(N) Kicks

43883 4/9 Sa 11:00am QO 10 \$90(R)/\$97(N) Kicks



**LOW IMPACT AEROBIC FITNESS & DANCE**

Become healthier and more fit while having fun and improving your cardiovascular fitness. Includes warm-up, stretching, dancing and cool-down. No previous dance experience necessary. Bring a mat and hand weights up to 2 lbs.

**Age: 18 to Adult**

**Length: 1 hour**

43922 4/5 Tu 9:30am CCC 10 \$69(R)/\$76(N)/\$50(S) Ford

**PILATES – BEGINNING**

Ever wanted to try Pilates, but weren't sure what it was all about? Get in on the ground floor with this introductory class.

**Age: 16 to Adult**

**Length: 1 hour**

43618 4/14 Th 7:00pm BGC/ACBP 9 \$81(R)/\$88(N)/\$45(S) Beck

43619 4/14 Th 10:00am CCC 9 \$81(R)/\$88(N)/\$45(S) Beck

**PILATES MAT CLASS**

System of exercises designed to dynamically strengthen and lengthen the body. Balance, flexibility, joint stability, and improved posture are achieved and maintained. Relaxation techniques are incorporated to enhance mind/body awareness.

**Age: 16 to Adult**

**Length: 1 hour**

43615 4/12 Tu 6:30pm ACBP 9 \$81(R)/\$88(N)/\$45(S) Beck

43616 4/12 Tu 11:35am CCC 9 \$81(R)/\$88(N)/\$45(S) Beck

43617 4/8 F 11:15am CCC 10 \$89(R)/\$96(N)/\$50(S) Lu-Weir

**PIYO**

PiYo combines the muscle-sculpting, core-firming benefits of Pilates with the strength and flexibility advantages of Yoga. By introducing you to dynamic, flowing sequences PiYo delivers a true fat-burning, low-impact workout that leaves your body looking long, lean, and incredibly defined. Bring a mat.

**Age: Teen and Adult**

**Length: 1 hour**

43956 4/5 Tu 7:35pm LMS 8 \$63(R)/\$70(N)/\$45(S) Pavelle

**NEW POWER STRETCH**

A stretching program designed to burn calories, elongate muscle fibers for better performance and increase flexibility, agility and dexterity.

**Age: 16 to Adult**

**Length: 1 hour**

44049 4/7 Th 4:00pm BGC 8 \$64(R)/\$71(N)/\$40(S) Williams

**STEP ROCKS!**

Athletic, high-octane combinations set to motivating, current music create a fun and effective full-body workout. Class consists of a warm up, upper body muscle toning using hand weights, cardiovascular work with specific training objectives, abdominals and a cool down/stretch sequence. Students are encouraged to bring their own steps, mats, and hand weights, though a limited number are available for loan by arrangement with Nancy at 301-990-1846.

**Age: 16 to Adult**

**Length: 1 hour**

43904 4/4 MW 7:00pm LMS 19 \$133(R)/\$140(N)/\$95(S) Brouillette

43905 4/4 M 7:00pm LMS 9 \$63(R)/\$70(N)/\$45(S) Brouillette

43906 4/6 W 7:00pm LMS 10 \$70(R)/\$77(N)/\$50(S) Brouillette

**STRETCH**

Increase flexibility and joint mobility in this alignment-oriented class. Work through stretches for the entire body as well as relaxation techniques to reduce stress.

**Age: 16 to Adult**

**Length: 1 hour**

43896 4/12 Tu 10:35am CCC 9 \$81(R)/\$88(N)/\$45(S) Beck

43897 4/8 F 10:15am CCC 10 \$89(R)/\$96(N)/\$50(S) Lu-Weir

**TAI CHI**

An ancient Chinese exercise form practiced by millions for both physical and spiritual development. It exercises the body, calms the mind and uplifts the spirit. Benefits the average person, athletes or those recovering from injuries or back problems. Wear loose clothing.

**Age: Teen and Adult**

**Length: 1 hour**

**Beginning**

43626 4/9 Sa 11:30am ACBP 8 \$72(R)/\$79(N)/\$40(S) Ostrove

43627 4/12 Tu 7:00pm LMS 8 \$72(R)/\$79(N)/\$40(S) Ostrove

**Continuing**

43625 4/9 Sa 10:30am ACBP 8 \$72(R)/\$79(N)/\$40(S) Shi

**TAI CHI PRACTICE CLASS I**

Students who register for this class should have learned Tai Chi 24 Form and wish to further refine their knowledge of that Form. Qi Gong Ba Duan Jin Form, which focuses more on relaxing and stretching, is also practiced. An instructor is available to lead and assist.

**Age: Teen and Adult**

**Length: 1 hour**

43714 4/9 Sa 11:30am ACBP 8 \$72(R)/\$79(N)/\$40(S) Shi

**TAI CHI PRACTICE II**

This class is for students who have learned the Tai Chi 24 Form and wish to learn additional Tai Chi Forms including the 42 Sword Competition Form and the Tai Chi 48 Form. Qi Gong Ba Duan Jin Form, which focuses more on relaxing and stretching, is also practiced.

**Age: 16 to Adult**

**Length: 1 hour**

43715 4/9 Sa 10:30am ACBP 8 \$72(R)/\$79(N)/\$40(S) Xu



**WERQ™**

WERQ™ is the intensely fun dance fitness workout based on pop, rock and Hip-Hop music taught by certified fitness professionals. The signature WERQ warm-up previews the dance steps used in class and the cool down includes balance and Yoga-inspired poses. Are you ready for a WERQout?

**Age: 16 to Adult**

**Length: 1 hour**

43957 4/7 Th 6:30pm LMS 8 \$63(R)/\$70(N)/\$45(S) Pavelle

**WORK SMART STRENGTH TRAINING**

Work smarter not harder with a dynamic, whole-body workout. Engage your core muscles in new ways, attend to flexibility and subtle alignment for safety, and release restrictions in your connective tissue. You'll leave with a workout you can do at home or on the road.

**Age: 16 to Adult**

**Length: 1 hour**

43731 4/5 Tu 10:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

**CLASS LOCATION:**

- ACBP Activity Center at Bohrer Park
- BGC Benjamin Gaither Center
- CCC Casey Community Center
- LMS Lakelands Park Middle School



**INCLEMENT WEATHER**

In the event of inclement weather or emergencies call 301-330-0050 x2430 for the recorded message pertaining to class cancellations.

**YOGA**  
*in the Park*

**Tuesdays, May 3 – July 26 at 7 p.m.**

**Gaithersburg City Hall Concert Pavilion**

**Bring a yoga mat.**

**Free • All Ages**



**YOGA – GENTLE EXPLORATIONS**

Learn how to free muscle tension and stiff joints using movement explorations and Yoga poses that feel easy and relaxed. We'll look at how to apply effective alignment to everyday activities to increase your overall comfort and energy levels. Beginners and students with chronic pain welcome.

**Age: 16 to Adult**

**Length: 1 hour**

43728 4/5 Tu 9:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

43729 4/11 M 6:45pm BGC 6 \$54(R)/\$61(N)/\$35(S) Thompson

43730 4/7 Th 10:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

**YOGA – RESTORATIVE**

Fully relax and surrender layers of deeply held tension in this quieting, supportive and revitalizing Yoga practice. Restorative postures are done lying passively over props. The practice is therapeutic and helps with alignment and symptoms of chronic stress. Relax and find harmony with your body's natural rhythms.

**Age: 16 to Adult**

**Length: 1 hour**

43918 4/9 Sa 10:00am BGC 9 \$81(R)/\$88(N)/\$45(S) Potash

**YOGA – VINYASA**

Follow the flow of breath through sequences of asanas or postures in this Vinyasa Flow class. You will synchronize movement with breath to awaken strength, energy and flexibility. Open to all levels of practice. Options and modifications will be presented for all participants to work at their own levels.

**Age: 16 to Adult**

**Length: 1 hour**

43917 4/9 Sa 9:00am BGC 9 \$81(R)/\$88(N)/\$45(S) Potash

**YOGA CHALLENGE FOR REAL BODIES**

Prepare the body and attend to alignment so that you practice safely and experience the satisfaction of doing challenging poses with perfect balance of strength and relaxation. A nice workout for those who are physically fit and already familiar with Yoga.

**Age: 16 to Adult**

**Length: 1 hour and 15 minutes**

43737 4/11 M 5:30pm BGC 6 \$68(R)/\$75(N)/\$38(S) Thompson

43738 4/7 Th 5:30pm BGC 9 \$102(R)/\$109(N)/\$57(S) Thompson

**Classes will not be held May 28 – 30 (Memorial Day weekend)**

## YOGA CLINICS

### FOR NECK AND SHOULDER TENSION

Do you have pain in your neck? Tension in your shoulders? Learn techniques to relieve stiff muscles that contribute to neck pain and tension headaches. Learn Yoga poses to loosen your shoulders.

**Age: 16 to Adult**

**Length: 3 hours**

44167 4/16 Sa 9:00am BGC 1 \$27(R)/\$34(N) Thompson

### **NEW** SLEEP AND RELAXATION

Relax your body, calm your mind, and lull yourself to sleep. Learn gentle Yoga and movement sequences that you can do at home to ease away tension and prepare for a comfortable night of rest. Simple and effective breathing techniques help you to fall asleep quickly and improve the quality of your sleep.

**Age: 16 to Adult**

**Length: 3 hours**

44154 6/6 M 6:00pm BGC 1 \$27(R)/\$34(N) Thompson

### YOGA – ADAPTIVE

Participants include individuals with herniated discs and back pain, chronic pain, MS and those post-surgery and injury. Warm-ups and movement explorations guide participants to ease into poses. Students will gain a working knowledge of Yoga and also learn how to carry these approaches into everyday activities such as walking, bending and lifting. Chair Poses: All explorations are done sitting in chairs. Floor Poses: Explore postures and movements while sitting or lying on the floor.

**Age: 16 to Adult**

**Length: 1 hour**

#### Chair Poses

43733 4/5 Tu 11:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

#### Floor Poses

43732 4/7 Th 11:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

### YOGA FOR BACK PAIN

Gentle movement sequences release tight back muscles and restricted joints. Learn how to effectively use your core to protect your back. Directions include new ways to adjust alignment and distribute movement more evenly through the body in order to prevent strain and future injuries.

**Age: 16 to Adult**

**Length: 1 hour**

43877 4/7 Th 6:45pm BGC 9 \$81(R)/\$88(N)/\$45(S) Thompson

### YOGA FOR REAL BODIES

A pleasurable approach to Yoga. Alignment and movement adjustments allow you to gain a working knowledge of how to release tension and ease into poses. Beginners welcome. Monday and Thursday evenings are 75 minutes, Thursday mornings are 60 minutes.

**Age: 16 to Adult**

43734 4/11 M 7:45pm BGC 6 \$68(R)/\$75(N)/\$38(S) Thompson

43735 4/7 Th 9:00am ACBP 9 \$81(R)/\$88(N)/\$45(S) Thompson

43736 4/7 Th 7:45pm BGC 9 \$102(R)/\$109(N)/\$57(S) Thompson



## ZUMBA in the Park

**Fridays, May 6 – August 26 at 7 p.m.**

(No session May 20)

**Gaithersburg City Hall Concert Pavilion**

**Free • All Ages**

### ZUMBA

Our goal is simple: Love your workout! Zumba features interval dance sessions that combine fast and slow rhythms to maximize fat burning. Learn the Tango, Salsa, Cumbia and Reggaeton. We'll add some Latin flavor and international zest into the mix while you experience an hour of body-energizing, stress-relieving fun. Join the Zumba Fitness Party!

**Age: Teen and Adult**

**Length: 1 hour**

43621	4/9	Sa	9:00am	ACBP	9	\$45(R)/\$52(N)	Turner
43622	4/8	F	6:30pm	ACBP	4	\$20(R)/\$27(N)	Edghill
43623	4/6	W	6:45pm	ACBP	10	\$50(R)/\$57(N)	Ford
43624	4/6	W	7:15pm	LMS	10	\$50(R)/\$57(N)	Batista

### ZUMBA FUSION 101

Zumba and Toning all in one hour. Zumba Fusion 101 is an excellent introduction to Zumba! It features interval dance and toning choreography that combines slower rhythms and more basic choreography to maximize fat burning while building muscle. Zumba Fusion is for those new to fitness.

**Age: Teen and Adult**

**Length: 1 hour**

43920	4/4	M	11:00am	CCC	9	\$45(R)/\$52(N)	Ford
43921	4/6	W	10:35am	CCC	10	\$50(R)/\$57(N)	Ford

### ZUMBA TONING

Zumba Toning features interval dance and toning sessions that combine fast and slow rhythms to maximize fat burning while building muscle. Zumba Toning makes an excellent addition to your current Zumba dance fitness schedule, or provides a great workout on its own. Bring 1 or 2 pound hand weights.

**Age: Teen and Adult**

**Length: 1 hour**

43720	4/4	M	6:30pm	ACBP	9	\$45(R)/\$52(N)	Ford
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#### KEY:

Activity	Start	Day	Time	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	12	\$119(R)/\$126(N)	Jonson

(R) Resident / (N) Nonresident / (S) Senior Resident



**STEM (Science/Technology/Engineering/Math)**

**ROBOTICS: INTRODUCTION TO LEGO ROBOTICS**

Life is more FUN with robots! Learn by doing with a certified STEM educator from Get Into STEM. This STEM-based class is designed to provide students with an exciting, hands-on introduction to robotics using the LEGO® Mindstorms™ EV3 system. Participants (in groups of 2-3) will build and program an autonomous robot to complete a pre-designed task. Hardware and software needed for the class will be provided; participants can bring in a flash drive to save their programs for future use. **Class registration fee is non-refundable.**

**Age: 9 - 11 years**

**Length: 5 hours**

43991 4/30 Sa 10:00am BGC 1 \$89(R)/\$96(N) Adetoro

**ROBOTICS: INTERMEDIATE LEGO ROBOTICS**

This intermediate robotics class (progression from the Introduction to LEGO Robotics class) is designed to provide students with an exciting, hands-on experience with the LEGO® Mindstorms™ EV3 system. Participants (in groups of 2-3) will expand on the introduction curriculum and learn how to use sensors, loop blocks, switch blocks, and wait blocks. Students should have either taken the Introduction to LEGO Robotics class or have experience with programming using the LEGO Mindstorms EV3 software. **Class registration fee is non-refundable.**

**Age: 9 - 11 years**

**Length: 5 hours**

43992 5/21 Sa 10:00am BGC 1 \$89(R)/\$96(N) Adetoro

**NEW ROCKET SCIENCE**

Launching into space is an amazing feat. How do we know we can get where we want to go? Engineering design is important to helping us reach our goals. In this STEM class, students in small groups of 2-3 will design and build a straw rocket and maximize its flight time. Students will learn how launch angle, force and rocket length affect the flight distance of a straw rocket. **Class registration fee is non-refundable.**

**Age: 9 - 11 years**

**Length: 2 hours**

43993 4/23 Sa 10:00am BGC 1 \$30(R)/\$37(N) Adetoro



**INCLEMENT WEATHER**

In the event of inclement weather or emergencies call 301-330-0050 x2430 for the recorded message pertaining to class cancellations.

**HEARTSAVER FIRST AID, CPR, AED**

This instructor-led, video-based course teaches students critical skills needed to respond to and manage a first aid, choking, or sudden cardiac arrest emergency in the first few minutes until an ambulance arrives. This course is for anyone with limited or no medical training who needs a course completion card in First Aid, CPR and AED use to meet job, regulatory or other requirements.

**Age: Teen and Adult**

**Length: 2 hours and 30 minutes**

44035	4/10	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44036	4/24	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44037	5/ 1	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44038	5/15	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44039	5/29	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44040	6/ 5	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA
44041	6/12	Su	9:15am	BGC	1	\$49(R)/\$56(N)	TBA

**MUSIC**

**NEW GUITAR – GROUP**

Students participate in musical instruction and theory as well as musical games, listening excerpts, related projects and more! Each student will be issued a FREE rental instrument and materials to borrow for the duration of the class: materials are intended for in-class and at-home exploration. A rental agreement must be signed by the parent at the first class. Instruments must be returned at the end of the program on the last scheduled class day. **Class registration fee is non-refundable.**

**Age: Teen and Adult**

**Length: 1 hour**

44045	4/ 3	Su	10:00am	BGC	8	\$192(R)/\$199(N)	TBA
44046	4/ 7	Th	7:00pm	BGC	8	\$192(R)/\$199(N)	TBA

**NEW PIANO – GROUP**

Students will participate in musical instruction and theory as well as musical games, listening excerpts, related projects and more! Each student will be issued a FREE rental instrument and materials to borrow for the duration of the class: materials are intended for in-class and at-home exploration. A rental agreement must be signed by the parent at the first class. Instruments must be returned at the end of the program on the last scheduled class day. **Class registration fee is non-refundable.**

**Age: Teen and Adult**

**Length: 1 hour**

44047	4/ 4	M	7:00pm	BGC	8	\$192(R)/\$199(N)	TBA
44048	4/ 6	W	6:30pm	BGC	8	\$192(R)/\$199(N)	TBA

**CLASS LOCATION:**

BGC Benjamin Gaither Center

**Classes will not be held May 28 – 30 (Memorial Day weekend)**

**KEY:**

Activity	Start	Day	Time	Classes	Cost	Instructor
42356	9/10	Th	4:45pm	12	\$119(R)/\$126(N)	Jonson

**(R) Resident / (N) Nonresident / (S) Senior Resident**

## BENJAMIN GAITHER CENTER

80A Bureau Dr.  
301-258-6380



### For Active Adults Age 55 and Better!

Open 8:30 a.m. – 4 p.m.  
Monday through Friday

**Fitness Center Hours**  
Monday – Friday, 8:30 a.m. – 4 p.m.  
Saturday, 9 – 11:45 a.m.

Discover the energy and vitality found at the Benjamin Gaither Center! If you are an active adult and would like to increase your fitness level, participate in trips, attend informative lectures, choose from a wide variety of classes, enjoy entertainment, and meet new people – we have it! Not sure if this is for you? Come try us out for one day for free.

#### Yearly Membership Rates

Gaithersburg City Residents – \$40 per person/\$70 per couple  
Nonresidents – \$120 per person/\$180 per couple

#### Or Try Us for a Month!

Gaithersburg City Residents – \$10 per person  
Nonresidents – \$25 per person

#### Fitness Center

Annual Membership – \$75 per person  
(Must be Benjamin Gaither Center Member)

Bus transportation available depending on your geographic location.

### NEW!

We are now offering Small Group Personal Training. Find the schedule in the latest copy of our monthly newsletter available under Services at [gaithersburgmd.gov](http://gaithersburgmd.gov)

Check out evening offerings at the Benjamin Gaither Center in the class listings beginning on page 28 of this Go! Gaithersburg Guide.



### SO MUCH TO OFFER

Aerobics/Exercise classes for all Levels, Weight Training, Flexible Strength, Power Stretching, Stability Ball, Computer Help, English Classes, Book Discussions, Watercolor, Cross Stitch, Quilting, Embroidery, Safe Driving Classes, Educational and Informative Lectures, Crochet, Bridge, Mah Jongg, Canasta, Billiards, Scrabble, Carrom, Ping Pong, Poker, Bingo, Private Music Lessons and so much more!

### TRIPS

The Visionary Art Museum, Woodrow Wilson House, Pentagon, Arena Stage, Weinberg Center, Museums in Baltimore and Washington, D.C. and many, many more. We offer at least 6 trips a month!

### ACTIVITIES

Musical Performances, Dances, Celebrations, Discussion Groups, Diversity Programs, Interesting Lectures and Presentations, Breakfasts and much, much more.

### ENHANCE YOUR HEALTH

Exercise classes, daily lunch through the Senior Nutrition Program, support groups for caregivers, case management services, health screenings and enrichment programs through local hospitals. **Come check out our new fitness center.**



## ACTIVE AGING EXPO

**Monday, May 2**  
**Activity Center at Bohrer Park**

Check out the varied speakers, wellness checks, free classes, entertainment, free lunch and local area vendors.  
Free massages, manicures and more!



## YOUTH & TEEN SPORTS

Youth and Teen Sports are offered in the fall, winter and spring of each year. A summary of the programs offered by season is listed below:

### SPRING

Registration: February – March 1

Start Smart Sports	Ages 4 – 6	Coed
T-Ball	Grades K – 1	Boys and Girls
Softball	Grades 2 – 8	Girls
JUGS Baseball	Grades 2 – 5	Coed
Volleyball	Grades 4 – 5	Boys and Girls
Soccer	Grades 1 – 6	Boys and Girls
Track & Field	Ages 7 – 14	Boys and Girls
Teen Volleyball	Grades 6 – 8	Boys and Girls

### SUMMER

Registration: February – May

Strokes & Strides	Ages 7 – 14	Coed
Ready, Set, Run	Ages 7 – 14	Coed
Soccer Camps & Clinics	Ages 3 – 14	Coed
Volleyball Clinics	Grades 4 – 12	Coed
Tennis Clinics	Ages 7 – 11	Coed
SportsFest – July 16, 2016		

### FALL

Registration: Middle of July – first week in September

Start Smart Sports		
Football & Soccer	Ages 4 & 5	Coed
Flag Football, Coed	Grades K – 5	Coed
Soccer, Boys and Girls	Grades 1 – 6	Boys and Girls
Volleyball, Boys and Girls	Grades 4 – 5	Boys and Girls
Cross Country, Coed	Grades 1 – 6	Coed
Flag Football, Coed	Grades 6 – 8	Coed
Volleyball Clinic, Coed	Grades 6 – 8	Coed

### WINTER

Registration: Middle of October – third week in November

Start Smart Sports Basketball	Ages 4 & 5	Coed
Basketball	Grades K – 8	Boys and Girls
Volleyball	Grades 6 – 12	Boys and Girls



## GAITHERSBURG SPORTS!

[www.gaithersburgmd.gov/leisure/sports](http://www.gaithersburgmd.gov/leisure/sports)

## ADULT SPORTS

### SPRING

Softball	Coed, Men's
Volleyball	Women's, Coed
Tennis	Senior, League
Senior Bowling	
Pickleball	
Sports Trips	
Golf Tournament	

### SUMMER

Volleyball	Reverse, Women's, Coed, Outdoor Doubles
Senior Bowling	
Senior Tennis	
Pickleball	
Sports Trips	

### FALL

Softball	Coed, Men's
Volleyball	Coed, Women's
Tennis	Senior, League, Tournament
Senior Bowling	
Pickleball	
Golf Tournament	

### WINTER

Volleyball	Men's, Women's
Senior Bowling	
Pickleball	



[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)  
301-258-6350

*Spring  
Swing*

**Friday  
May 6, 2016**

**8:45 a.m.  
Shotgun Start**

**New Location  
Poolesville Golf Course  
16601 W. Willard Rd.  
Poolesville, MD**

**All proceeds  
benefit the youth coaches  
education program.**

**TENNIS**

Beginners: Starting to play and have never had lessons. Learn fundamental strokes and scoring. Advanced Beginners: Have had some lessons, have more dependable strokes and are learning to judge where the ball is going. Intermediate: Can place shots with moderate success and sustain a slow paced rally. Focus on stroke dependability, depth, ball placement and strategy. Play simulation is emphasized by use of a tennis ball machine. Students are coached in singles and doubles techniques and strategy.

**Age: Teen and Adult**

**Length: 1 hour**

**Beginner**

44155	4/13	W	6:30pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood
44156	4/14	Th	6:30pm	DF	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44157	4/16	Sa	10:00am	MP	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44158	4/17	Su	1:45pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood

**Advanced Beginner**

44159	4/13	W	7:30pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood
44160	4/14	Th	7:30pm	DF	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44161	4/16	Sa	12:00pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44162	4/17	Su	2:45pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood

**Intermediate**

44163	4/13	W	8:30pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood
44164	4/14	Th	8:30pm	DF	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44165	4/16	Sa	1:00pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Raaf
44166	4/17	Su	3:45pm	MP	6	\$72(R)/\$79(N)/\$36(S)	Harwood

**SENIOR TENNIS**

Six-week recreational tennis program for men and women 50 years of age and over.

Starts April 15

Fridays, 4:30 – 6:30 p.m. or 6:30 – 8:30 p.m.

Morris Park

\$25 Residents / \$30 Nonresidents

For more information and a registration form call Pam Truxal at 301-258-6350 x 121 or email at ptruxal@gaitHERSBURGMD.GOV

**ADULT TENNIS LEAGUES**

The Recreation Department is providing an opportunity for men and women (18 and over) to play tennis on a weekly basis. Registrants are placed in divisions based upon USTA ratings (if you don't have a rating call Pam for placement in the appropriate division) and are scheduled for a series of matches.

Starts the week of April 18 and last approximately 7 to 9 weeks.

Matches played on courts and at times that are convenient for and mutually agreed upon by the participants.

CATEGORIES: USTA ratings

Novice - 1.5 - 2.5

Intermediate - 3.0 - 4.0

Open - 4.0 & over

\$18 Residents / \$21 Nonresidents

**SENIOR "PIN BUSTERS" (Year Round)**

A year round social bowling group for men and women 50 years of age and over.

**Mondays, 3 – 5 p.m., Bowl America – 1101 Clopper Rd. Gaithersburg**

\$9 (paid to Bowl America) includes: 3 games, shoe rental, soda, tea, water and light snacks.

**FITNESS ZONE**

Activity Center at Bohrer Park

506 S. Frederick Ave.

301-258-6350

Maintaining a healthy routine couldn't be easier with our strength training and cardiovascular equipment, mats and locker rooms. We offer reasonable rates and a variety of membership plans. The Fitness Zone is open to everyone 16 years of age or older. Teens 13 – 15 are welcome after completing a fitness orientation. Membership and daily admission include use of fitness center and open gyms. All participants must check in at reception counter.

**FEES**

<b>Annual</b>	<b>Resident</b>	<b>Nonresident</b>
Adult	\$180	\$280
*2-Person	\$295	\$440
Family	\$350	\$525
Senior (55+)	\$150	\$225
Youth (under 18)	\$150	\$225

\* Must reside within the same household

<b>25-Admission</b>	<b>Resident</b>	<b>Nonresident</b>
Adult	\$100	\$130
Senior (55+)	\$75	\$110
Youth (under 18)	\$75	\$110

<b>3-Month Membership</b>	<b>Resident</b>	<b>Nonresident</b>
All	\$70	\$105

<b>Daily Admission</b>	<b>Resident</b>	<b>Nonresident</b>
Adult	\$5	\$6
Senior (55+)	\$4	\$5
Youth (under 18)	\$4	\$5

**RECREATION SUPER PASS**

A convenient, money-saving, all-inclusive membership plan that includes admission to:

- Water Park (seasonal)
- Gaithersburg Aquatic Center
- Fitness Center
- Open Gyms
- Miniature Golf Course (seasonal)

	<b>Resident</b>	<b>Nonresident</b>
Adult	\$305	\$500
*2-Person	\$455	\$685
Family	\$540	\$805
Senior	\$245	\$390
Youth (under 18)	\$290	\$450

\* Must reside within the same household



## WATER PARK

512 S. Fredrick Ave.  
301-258-6445



**Opens Saturday, May 28**

### HOURS OF OPERATION

#### May 28 – June 17

Weekends & Memorial Day	Noon* – 6:30 p.m.
Weekdays (May 31 – June 2)	Closed
Water Safety Day, June 3	3:30 – 6:30 p.m.
Weekdays (June 6 – 10, 13 – 17)	3:30 – 6:30 p.m.

#### June 18 – August 26

Monday – Friday	11 a.m. – 7 p.m.
Saturday & Sunday	Noon* – 7:30 p.m.

#### August 27 – September 5

Weekdays	Closed
Weekends (August 28 – September 6)	Noon* – 6:30 p.m.
Labor Day, September 5	Noon* – 5 p.m.

\* Water Park will be open at 11 a.m. on weekends for City residents.

Admission Fees	Weekdays	Weekends/Holidays
	Res**/Nonres	Res**/Nonres
All Ages (3 and above)	\$5.75/10.00	\$5.75/16.00
Putt-n-Pool Pass	\$9.25/13.50	\$9.25/20.00

Twilight Discount of \$1 off (per person) for admissions purchased after 5:30 p.m.

\*\* Proof of residency is required at the front desk for City residents to receive the discount. City Residents – please have ID ready.

## The City of Gaithersburg will be conducting an Aquathon! **STROKES & STRIDES**

**Saturday, June 4**  
**Bohrer Park at Summit Hall Farm**

**A competitive swimming and running event**

The race starts at the Water Park and finishes at the Hillside Pavilion.

Two age groups:

7 – 10 and 11 – 14 (age as of June 4, 2016)

Age group 7 – 10 competes in a 50 meter swim and a 1K Run. Age group 11 – 14 swims 100 meters and runs 2 kilometers.

**Registration is limited to the first 100 participants**

Fee: \$23 City Residents, \$30 Nonresidents

Age: 7– 10 #44193

Age: 11 – 14 #44194

Check-in time will be at 8 a.m.

The meet starts with swim heats at 8:45 a.m.

Snacks and post-race celebration will be held at 10:30 a.m. at the Hillside Pavilion

For information contact Dave Ludington at 301-258-6350



**Gaithersburg Water Park**  
512 S. Frederick Avenue

**Friday, June 3, 2016**  
**3:30 – 6:30 p.m.**

**Stay safe at the pool this summer!**

#### Learn

- How to prevent drowning
- Proper use of life jackets
- Water rescue skills
- Skin cancer prevention
- Swim lessons (evaluations offered)

**Presentations every half hour**

**Free Admission**

For information visit  
[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)



# GAITHERSBURG AQUATIC CENTER (GAC)

2 Teachers Way (next to Gaithersburg Middle School)  
301-258-6345 (evenings and weekends)

## Aquatics Administrative Office

Bohrer Park, Summit Hall Farm  
512 S. Frederick Ave.  
301-258-6445



Serving the Gaithersburg community since 1976.  
The Center is owned by  
Montgomery County Public Schools  
and operated by the City of Gaithersburg.

**Six 25-yard lap lanes • Two diving boards**  
**Shallow water “teach pool”**  
**Outdoor patio • Full-size lockers**

**Open evenings and weekends only**

## PUBLIC SWIM HOURS

### Family Recreational Swim

Entire pool is open for recreational use, including one to three lap lanes, shallow end of main pool, and teach pool. Visit the website for designated open deep water well and diving board times.

Monday & Wednesday	6:30 p.m. – 8:30 p.m.
Tuesday & Thursday	No Family Recreational Swim
Friday	6:30 p.m. – 9 p.m.
Saturday	3 p.m. – 8 p.m.
Sunday	1 p.m. – 6 p.m.

One to three lap lanes available during all recreational swim periods.

### Lap Swim Only

Teach pool and recreation areas unavailable for general use. Be prepared to “circle swim.” Lanes marked according to speed of swimmer – please choose appropriately.

Monday – Friday	5:15 p.m. – 6:30 p.m.
Tuesday (1 to 3 lanes only)	6:30 p.m. – 8:30 p.m.
Thursday (1 to 3 lanes only)	6:30 p.m. – 8:30 p.m.
Sunday	11 a.m. – 1 p.m.

## HOLIDAY SCHEDULE 2016

The Gaithersburg Aquatic Center will be CLOSED:

Easter	Sunday, March 27
Staff Training Days	Saturday & Sunday, May 21 & 22
Independence Day	Monday, July 4

Please check our website at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov) for information on weather related closings.

## MEMBERSHIP AND FEES

**Daily Admission** – Most Economical for Infrequent Use

Youth (3 –17)	\$4
Adult (18+)	\$5

**Pool Pass** – Most Economical for Frequent Use

Save money and time at the admission counter. Family, two person, or individual passes available. Non-transferable and non-refundable.

	Individual Res/Nonres	2-Person Res/Nonres	Family Res/Nonres
Annual (GAC & WP)	\$250/400	\$300/500	\$350/600
Annual (GAC only)	\$200/200	\$250/250	\$300/300
Summer (WP only)	\$150/200	\$200/250	\$250/300
Monthly (GAC only)	\$50/50	\$75/75	\$100/100

WP = Outdoor Water Park

**Benefits of membership include:**

- Unlimited Entrance to Facility (Water Park included in some plans)
- Early registration for programs
- Discounts on youth and adult swim lessons, water exercise, and lifeguard training
- Guest admission fee at the resident rate

*Proof of residency is required at the admission counter for City residents to receive the discount.*

**The Aquatic Center will also be closed  
May 21 & 22 for staff training.**



## INCLEMENT WEATHER POLICY

The Aquatic Center will close and all programs will be cancelled in connection with Montgomery County Public School (MCPS) closings:

MCPS Early Closure  
MCPS Weekday Closure  
MCPS Weekend Closure

If you are unsure of closures, please call 301-258-6445 ext. 205 for a recorded message or check the website at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)



## SWIM CLASSES

GAC FEES:	MEMBERS	\$50
	NONMEMBERS	\$55
WP FEES:	MEMBERS	\$50
	RESIDENTS	\$55
	NONRESIDENTS	\$60

All swim lessons meet six times for a half-hour each.

### WATER ADJUSTMENT – BUBBLERS

This class is for children 6 months to 3 years old and a parent. Objectives: To teach parents how to work with their child in the aquatic environment, to create a positive water experience for young children, and to promote interest in participating in future swim lessons. Participants must have an adult companion and wear swim diapers under waterproof pants if they are not potty trained.

#### Age: 6 months - 3 years

43452	4/ 2	Sa	10:20am	GAC
43453	4/ 2	Sa	11:40am	GAC
43454	4/ 3	Su	10:20am	GAC
44211	6/18	Sa	9:00am	GAC
44212	6/18	Sa	10:20am	GAC
44213	6/18	Sa	11:40am	GAC
44214	6/18	Sa	12:20pm	GAC
44215	6/19	Su	9:00am	GAC
44216	6/19	Su	10:20am	GAC

### PRE-BEGINNER LEVEL I – BOBBERS

This class is for beginning 3 and 4 year olds. Students must function well in a group setting without parents, since parents DO NOT accompany children. Objectives: To orient young children to the aquatic environment by providing them a positive, developmentally appropriate learning experience.

#### Age: 3 - 4 years

43474	4/ 2	Sa	11:00am	GAC
43458	4/ 3	Su	11:00am	GAC
43470	4/ 5	TuTh	5:20pm	GAC
44237	6/14	TuTh	6:00pm	GAC
44223	6/18	Sa	9:00am	GAC
44235	6/18	Sa	11:00am	GAC
44236	6/19	Su	11:00am	GAC
44239	6/13	MW	7:15pm	WP
44240	6/14	TuTh	7:55pm	WP
44218	6/18	Sa	10:00am	WP
44238	6/19	Su	9:15am	WP

### PRE-BEGINNER LEVEL II – STROKERS

This class is for advanced 3 and 4 year olds. Students must function well in a group setting without parents, since parents DO NOT accompany children. On the first day of class, students must be able to: Enter water independently, blow bubbles, fully submerge their head, open their eyes underwater and retrieve submerged objects, kick on their front and back with support, and exit water independently. Objectives: To build upon basic aquatic skills taught in Bobbers course by providing the same positive, developmentally appropriate learning experience at a slightly more advanced degree. In this level students will begin to perform locomotion skills independently.

#### Age: 3 - 4 years

43481	4/ 2	Sa	10:20am	GAC
43478	4/ 2	Sa	12:20pm	GAC
43479	4/ 3	Su	10:20am	GAC
43493	4/ 3	Su	11:40am	GAC
43488	4/ 5	TuTh	4:40pm	GAC
44257	6/13	MW	6:00pm	GAC
44260	6/18	Sa	9:40am	GAC
44261	6/19	Su	9:40am	GAC
44328	6/19	Su	10:20am	GAC
44262	6/19	Su	11:40am	GAC
44529	6/14	TuTh	7:15pm	WP
44513	6/18	Sa	9:15am	WP
44521	6/19	Su	10:00am	WP

### YOUTH LEVEL I – GUPPIES

This is the beginning class for children ages 5 to 13 years old. Students must function well in a group setting without parents, since parents DO NOT accompany children. Objectives: To introduce beginning students to basic personal water safety and help them develop comfort in the aquatic environment by teaching them elementary swimming skills.

#### Age: 5 - 13 years

43526	4/ 2	Sa	9:40am	GAC
43527	4/ 2	Sa	10:20am	GAC
43529	4/ 3	Su	9:40am	GAC
43530	4/ 3	Su	10:20am	GAC
43531	4/ 3	Su	11:00am	GAC
43532	4/ 3	Su	11:40am	GAC
43535	4/ 5	TuTh	4:40pm	GAC
43536	4/ 5	TuTh	5:20pm	GAC
44296	6/13	MW	5:20pm	GAC
44297	6/14	TuTh	5:20pm	GAC
44298	6/14	TuTh	6:00pm	GAC
44290	6/18	Sa	9:00am	GAC
44292	6/18	Sa	10:20am	GAC
44291	6/18	Sa	11:00am	GAC
44293	6/19	Su	9:00am	GAC
44294	6/19	Su	10:20am	GAC
44295	6/19	Su	11:40am	GAC
44486	6/13	MW	7:15pm	WP
44487	6/13	MW	7:55pm	WP
44488	6/14	TuTh	7:15pm	WP
44489	6/14	TuTh	7:55pm	WP
44482	6/18	Sa	9:15am	WP
44483	6/18	Sa	10:00am	WP
44484	6/19	Su	9:15am	WP
44485	6/19	Su	10:00am	WP

#### KEY:

Activity	Start	Days	Time	Location
42356	9/10	Tu/Th	4:45pm	GAC

GAC	Gaithersburg Aquatic Center
WP	Water Park

## YOUTH LEVEL II – MINNOWS

This class is for children ages 5 to 13 years old. On the first day of class, students must be able to: Bob 5 times, float on their front and back and recover independently, and perform a front glide for a distance twice their body length. Objectives: To improve success in completing elementary water skills and develop simultaneous/alternating arm and leg actions, which will create a strong foundation for learning future strokes.

### Age: 5 - 13 years

43550	4/2	Sa	9:40am	GAC
43551	4/2	Sa	11:00am	GAC
43552	4/2	Sa	11:40am	GAC
43553	4/2	Sa	12:20pm	GAC
43554	4/3	Su	9:40am	GAC
43555	4/3	Su	11:00am	GAC
43556	4/3	Su	11:40am	GAC
43549	4/5	TuTh	5:20pm	GAC
44326	6/13	MW	6:00pm	GAC
44327	6/14	TuTh	5:20pm	GAC
44320	6/18	Sa	9:40am	GAC
44321	6/18	Sa	10:20am	GAC
44322	6/18	Sa	11:00am	GAC
44323	6/18	Sa	12:20pm	GAC
44324	6/19	Su	9:40am	GAC
44325	6/19	Su	11:00am	GAC
44480	6/13	MW	7:15pm	WP
44481	6/14	TuTh	7:15pm	WP
44478	6/18	Sa	9:15am	WP
44479	6/18	Sa	10:00am	WP

## YOUTH LEVEL III – SEAHORSES

This class is for children ages 5 to 13 years old who have successfully completed the Minnows class. On the first day of class, students must be able to: Bob 5 times, float on their front and back and recover independently, perform a front glide for a distance twice their body length, swim front crawl for 5 yards and swim on their backs for 5 yards. Objectives: To build on basic swimming skills by increasing knowledge of the technical aspects of swimming and teach students specific aspects of breath control. Students will learn skills necessary to increase their endurance in swimming front crawl and back crawl.

### Age: 5 - 13 years

43565	4/2	Sa	11:00am	GAC
43566	4/2	Sa	11:40am	GAC
43568	4/2	Sa	12:20pm	GAC
43567	4/3	Su	9:40am	GAC
44345	6/13	MW	5:20pm	GAC
44346	6/14	TuTh	4:40pm	GAC
44340	6/18	Sa	9:40am	GAC
44341	6/18	Sa	11:00am	GAC
44342	6/18	Sa	11:40am	GAC
44343	6/19	Su	9:40am	GAC
44344	6/19	Su	12:20pm	GAC
44492	6/13	MW	7:15pm	WP
44493	6/13	MW	7:55pm	WP
44494	6/14	TuTh	7:55pm	WP
44490	6/18	Sa	10:00am	WP
44491	6/19	Su	9:15am	WP

## YOUTH LEVEL IV – DOLPHINS

This class is for children ages 6 to 13 years old who have successfully completed the Seahorses class. On the first day of class, students must be able to: Swim the front crawl with rotary breathing for 15 yards, swim the back crawl for 15 yards and swim elementary backstroke for 15 yards. Objectives: To introduce the basics of breaststroke, continue strengthening endurance in swimming front crawl and back crawl and help students master the technical aspects of swimming.

### Age: 5 - 13 years

43573	4/2	Sa	9:40am	GAC
43574	4/2	Sa	11:40am	GAC
43575	4/3	Su	9:40am	GAC
44357	6/13	MW	4:40pm	GAC
44358	6/14	TuTh	4:40pm	GAC
44354	6/18	Sa	9:40am	GAC
44355	6/18	Sa	12:20pm	GAC
44356	6/19	Su	9:00am	GAC
44496	6/13	MW	7:55pm	WP
44497	6/14	TuTh	7:15pm	WP
44495	6/19	Su	10:00am	WP

## YOUTH LEVEL V – WHALES

This class is for children ages 6 to 13 years old who have successfully completed the Dolphins class. On the first day of class, students must be able to: Swim the front crawl, back crawl and elementary backstroke for 25 yards each, and swim breaststroke for 15 yards. Objectives: To improve breaststroke technique, introduce basic butterfly skills, refine the performance of previously learned strokes, and continue to build endurance to prepare students for the next swim lesson instructional level.

### Age: 6 - 13 years

43580	4/2	Sa	11:00am	GAC
43581	4/3	Su	10:20am	GAC
44365	6/13	MW	4:40pm	GAC
44363	6/18	Sa	10:20am	GAC
44364	6/19	Su	9:40am	GAC
44502	6/19	Su	10:00am	WP

## YOUTH LEVEL VI – SHARKS

This class is for children ages 6 to 13 years old who have successfully completed the Whales class. On the first day of class, students must be able to: Swim the front crawl, back crawl, and elementary backstroke for 50 yards each and swim breaststroke for 25 yards. Objectives: To master each stroke in its entirety, as well as prepare students for a future in various aquatic activities, such as stroke and turn clinics, swim team or lifeguard training courses.

### Age: 6 - 13 years

43584	4/2	Sa	10:20am	GAC
43583	4/5	TuTh	4:40pm	GAC
44367	6/18	Sa	9:00am	GAC
44368	6/18	Sa	11:40am	GAC
44369	6/19	Su	10:20am	GAC



### INCLEMENT WEATHER

In the event of inclement weather or emergencies call 301-258-6445 x205 for the recorded message pertaining to class cancellations or visit [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).

## NOW HIRING

Applications are currently being accepted for aquatics staff, including lifeguards, pool attendants, swim instructors, pool operators, and cashiers. We train and certify. Applications are available online at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

## ADULT BEGINNER SWIM LESSONS

This course is geared toward the non-swimming teen and adult. Prerequisite skills: No prior swimming experience is necessary. Objectives: To develop comfort in the water and learn the basics of swimming. Skills taught include floating, breathing and the fundamentals of swimming strokes.

### Age: Teen and Adult

43496	4/2	Sa	9:40am	GAC
44376	6/14	Tu	7:45pm	GAC
44375	6/16	Th	7:00pm	GAC
44373	6/18	Sa	12:20pm	GAC
44374	6/19	Su	9:00am	GAC
44500	6/13	MW	7:55pm	WP
44501	6/14	TuTh	7:55pm	WP
44498	6/18	Sa	9:15am	WP
44499	6/19	Su	9:15am	WP

## ADULT INTERMEDIATE SWIM LESSONS

This course is geared toward teens and adults who can already swim and are looking to expand or perfect their knowledge of the different strokes. Prerequisite skills: Comfort in deep water. Objectives: To help adults reach their personal swimming goals.

### Age: Teen and Adult

43500	4/2	Sa	12:20pm	GAC
44380	6/14	Tu	7:00pm	GAC
44381	6/16	Th	7:45pm	GAC
44377	6/19	Su	11:00am	GAC

## REFUND POLICY

Students withdrawn by Aquatic staff on the first day of lessons due to the wrong level will be issued a full refund or credit to be used at a later date without a written request. All other refund requests must be submitted in writing to the attention of the Aquatics Superintendent. Withdrawal/refund requests received before the start of the program will be refunded less a \$10 processing fee. Requests received on or after the start date will be prorated based on the date the request is received and a \$10 processing fee will be charged. The refund will be issued in the form of a check or charge, depending on the original payment method. Please allow 10 – 15 business days for processing. No refund or credit requests will be considered after the last scheduled date of the course – no exceptions.



## WATER EXERCISE

FEES:	MEMBERS	\$45
	NONMEMBERS	\$50

### DEEP WATER WORKOUT

A no-impact but challenging workout designed to burn fat, increase cardiovascular fitness, range of motion and muscle tone. This workout is perfect for anyone who prefers a no-impact workout that is physically challenging yet gentle on the joints. Participants use noodles (provided) and water flotation belts (to be purchased by participant). You do not have to be a strong swimmer; however a comfort level in deeper water is a must. Contact the instructor for flotation belt information, 301-990-1846.

#### Age: 16 to Adult

#### Length: 45 minutes

44241	4/5	Tu	7:45pm	GAC	8
44242	4/7	Th	6:45pm	GAC	8

### SHALLOW (CHEST DEEP) WATER WORKOUT

A low impact but high intensity water class where no swimming skills are needed. Exercises are performed in water that is chest deep and are designed to improve your fitness level from head to toe. Let the resistance of the water cushion your feet, knees and back while you improve your flexibility, strength, range of motion and muscle tone. These exercises are appropriate for all ages and are effective and easy to follow.

#### Age: 16 to Adult

#### Length: 45 minutes

44243	4/5	Tu	6:45pm	GAC	8
44244	4/7	Th	7:45pm	GAC	8

The Aquatic Center will also be closed  
May 21 & 22 for staff training.



# Lifeguard Training

## LIFEGUARD TRAINING & CPR/AED RE-CERTIFICATION

This course is a review course for those who need to renew their lifeguard training, CPR/AED and First Aid certification. The class is a very intense review. 100% attendance is mandatory. Participants must come to each class prepared with CURRENT lifeguard card, lifeguard book and CPR masks. (Books and masks are available for purchase at the first class.) Students registering for a re-certification class must present their American Red Cross certification card at the first class. Certifications must be current in order to participate in a re-certification class.

**Age: 15 to Adult**

43446	Monday	4/25	5-9pm	Activity Center Bohrer Park
	Tuesday	4/26	8-4pm	Gaithersburg Aquatic Center

FEES (materials available for purchase)  
\$115 Members/ \$125 Nonmembers



## LIFEGUARD TRAINING

The American Red Cross Lifeguard Training course certifies you in Lifeguard Training, CPR/AED for the Professional Rescuer, and First Aid. Students must be 15 years old by the last day of the course (proof of age required) and pass a pre-screen test (300 yard continuous swim with rhythmic breathing using either front crawl or breast; 10 lbs brick retrieval within one minute, forty seconds) and tread water using legs only for two minutes on the first day in order to take class. Contact The Aquatics Office (301-258-6445 or [aquatics@gaithersburgmd.gov](mailto:aquatics@gaithersburgmd.gov)) for more details. If you do not pass the pre-screen, you will be issued a full refund. Space is very limited. On certain days, class may be split between two locations. Transportation is the responsibility of the student. A detailed Course Schedule/Syllabus is provided on the first day of class. Students MUST attend all scheduled class sessions.

**Age: 15 to Adult**

43445	Wednesday	3/23	6-9pm	GAC
	Friday	3/25	8-4pm	
	Saturday	3/26	8-4pm	
	Monday	3/28	8-4pm	
	Tuesday	3/29	8-4pm	
	Wednesday	3/30	8-12pm	
	Thursday	4/1	8-4pm	

FEES (includes materials)  
\$185 Members/ \$195 Nonmembers



## CLASS REGISTRATION BEGINS

### City Residents: February 29

All resident internet, mail-in, fax and walk-in registrations will be processed in the order in which they are received beginning February 29. All resident registrations received prior to that time will be processed on March 3.

### Nonresidents: March 2

All nonresident (persons residing outside Gaithersburg corporate City limits) internet, mail-in, fax and walk-in registrations will be processed in the order in which they are received beginning March 2. All nonresident registrations received prior to that time will be processed on March 3.

**Who is a resident?** All persons who reside within Gaithersburg's corporate City limits are residents. Montgomery Village is not within the City. Nonresidents are invited to register at a higher fee.

### NOTIFICATION

If the class you registered for is full, you will be notified. Please put your name on the wait list. We may be able to form another class. Otherwise, you may assume you have been accepted and attend the first class. Many classes quickly fill to capacity. In other cases, classes are cancelled several days before the starting date if they appear to be under-enrolled. Therefore, please register during the registration period to allow for efficient organization of the classes.

### ENROLLMENT

All students enrolling in preschool and youth classes should be the age indicated by the start of the class. Department of Parks, Recreation and Culture reserves the right to remove any participant from a class who is not of proper age, maturity, skill level or who inhibits the progress of the class or its members in any way. In this case, refunds will be issued for remaining classes. Signature of parent or guardian is required for participants under 18 years old.

### SENIOR CITIZENS

City of Gaithersburg residents who are 55 or older are invited to take classes at the indicated Senior Resident (S) rate listed under select classes. The senior discount cannot be prorated.

### PAYMENT METHODS

- Cash or check payable to "City of Gaithersburg"
- Visa, Discover, Mastercard or American Express

### REFUNDS

Withdrawal/refund requests received before start of program will be refunded less a \$10 processing fee. For most classes, requests received on or after start date will be prorated based on the date written notice is received and a \$10 processing fee will be applied. Full refunds will be made when classes are cancelled due to insufficient registration.

**Note: There is a no-exchange and no-refund policy for Arts Barn ticket sales and Arts Barn camps and classes.**

### CANCELLATIONS

In the event of inclement weather conditions or emergencies, call 301-330-0050 x2430 for the recorded message pertaining to class cancellations. Classes held in schools will be cancelled on days schools are closed for holidays and emergencies. **For Aquatic class cancellations call the Aquatics Administration Office at 301-258-6445 x205 or check the website at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).**

## CLASS LOCATIONS

### ARTS BARN

311 Kent Square Rd.  
301-258-6394

### AQUATICS

**Gaithersburg Aquatic Center (GAC)**  
2 Teachers Way  
301-258-6345 (evenings and weekends)

**Water Park at Bohrer Park (WP) (seasonal)**  
Administrative Office  
512 S. Frederick Ave.  
301-258-6445

### COMMUNITY CENTERS

**Activity Center at Bohrer Park (ACBP)**  
506 S. Frederick Ave.  
301-258-6350

**Casey Community Center (CCC)**  
810 S. Frederick Ave.  
301-258-6366

**Benjamin Gaither Center (BGC)**  
80A Bureau Dr.  
301-258-6380

### COMMUNITY MUSEUM

9 S. Summit Ave.  
301-258-6350

### KENTLANDS MANSION

320 Kent Square Rd.  
301-258-6160

### PARKS

**Diamond Farms Park (DF)**  
857 Quince Orchard Blvd.

**Morris Park (MP)**  
421 Summit Hall Rd.

**Lakelands Park (LP)**  
1368 Main St.

**Skate Park**  
510 S. Frederick Ave.  
301-258-6359

### SCHOOLS

**Lakelands Park Middle School (LMS)**  
1200 Main St.

### OTHER

**Kicks Karate**  
18226 Flower Hill Way (FH)  
12105 Darnestown Rd. (QO)  
(Quince Orchard in the Shops at Potomac Valley)

**AMERICANS WITH DISABILITIES ACT.** The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made two weeks prior to the start of the program. Please call 301-258-6350.

## MISSION STATEMENT

Provide quality parks, well-planned, sustainable facilities, and diverse cultural, artistic and recreational opportunities for all ages and interests to promote the health and well being of residents and visitors.

# CLASS REGISTRATION FORM

This registration form may be used to register for all classes listed in the Go Gaithersburg Guide. Multiple registrations may be included on one form for members of the same family. Unsigned forms will be returned and not processed.

## MAIN CONTACT

Check here if new address/phone since last time registered.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M  F

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ City Resident  Nonresident

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Do you wish to receive quarterly E-newsletters?  Yes  No

## PARTICIPANTS

Name (Last, First)	Sex M/F	Birthdate M/D/Y	Age	Activity/ Class Name	Activity #	Start Date	Day	Time	Res. Fee	Non Res. Fee	Total
<i>Example: Smith, Mary</i>	<i>F</i>	<i>02/14/00</i>	<i>16</i>	<i>Healthy Living</i>	<i>12345</i>	<i>04/08</i>	<i>Thu.</i>	<i>5 p.m.</i>	<i>\$00.00</i>	<i>\$00.00</i>	<i>\$00.00</i>
<b>TOTAL \$</b>											

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made two weeks prior to the start of the program. Please call 301-258-6350 to indicate what accommodations are needed.

*I hereby grant permission for me/my child to attend the activity sponsored by the City of Gaithersburg. I understand that I am responsible for me/my child's insurance in case of injury. Furthermore, I understand that although safety precautions will be observed, the City of Gaithersburg, employees and agents will not be responsible for any personal property lost by me/my child or for any injury sustained in the program. I also consent to the City's use of any photographs and/or video tapes made of the program.*

Print Participant or Parent/Guardian Name \_\_\_\_\_

Signature of Participant or Parent/Guardian \_\_\_\_\_

<p><b>PAYMENT</b></p> <p>Amount Paid \$ _____ Cash <input type="checkbox"/> Check # _____</p> <p>Visa/MC/DISC/AMEX# _____ Exp.Date ___/___</p> <p>Signature (name on card) _____</p> <p>Print Name _____</p>	<p><b>OFFICE USE ONLY:</b></p> <p>Rec'd: _____ Initials _____</p> <p>W M F Resident: Y N</p> <p>Pr: _____</p> <p>Date _____</p>
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## WAYS TO REGISTER



### 1. INTERNET: [www.gaithersburgmd.gov/recxpress](http://www.gaithersburgmd.gov/recxpress)

Use the **RecXpress System** to register online the first day of registration. RecXpress may not be used to register once classes have started.

#### PREPARE AHEAD FOR ONLINE REGISTRATION

Go to [www.gaithersburgmd.gov/recxpress](http://www.gaithersburgmd.gov/recxpress) to create an account. Click on Create New and complete the information. Your login ID will be sent to your email address within 1-2 business days.

#### ALREADY A MEMBER BUT FORGOT YOUR LOGIN AND PASSWORD?

Go to [www.gaithersburgmd.gov/recxpress](http://www.gaithersburgmd.gov/recxpress) and click on Login tab, click the Forgot My Password/Login ID and enter your email address and the information will be forwarded to you.

**NOTE:** The numbers of participants registered and spaces open that are listed online DO NOT always reflect accurate counts. This is due to some classes being co-sponsored with other agencies.

### 2. FAX: 301-948-8364

Fax completed registration form with Visa, Discover, Mastercard or American Express information. Available 24 hrs. a day!

### 3. MAIL: Mail completed registration form and appropriate fee (include check or credit card information) to:

City of Gaithersburg  
506 S. Frederick Ave.  
Gaithersburg, MD 20877  
ATTN: Class Registration

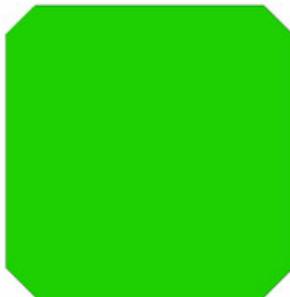
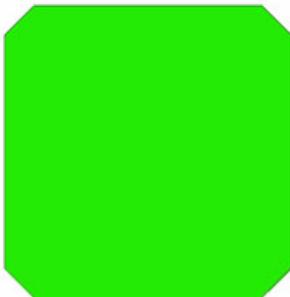
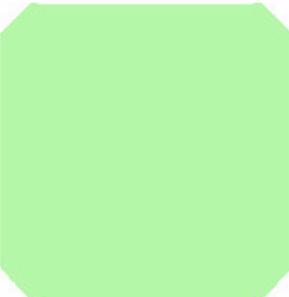
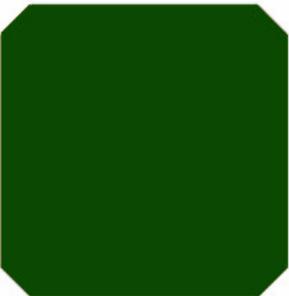
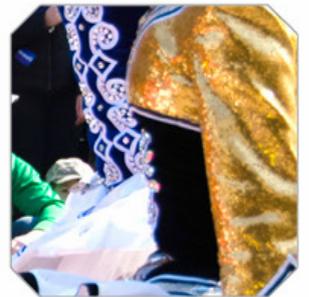
### 4. WALK-IN: Register in person at the Parks, Recreation & Culture office at the Activity Center at Bohrer Park, 506 S. Frederick Ave.

Monday-Friday 6 a.m. – 9 p.m.  
Saturday 8 a.m. – 9 p.m.  
Sunday 8 a.m. – 4 p.m.

Payment by cash, check or credit card is accepted for walk-in registrations.

ECRWSS  
POSTAL CUSTOMER

PRESORTED  
STANDARD  
U.S. POSTAGE PAID  
Suburban, MD  
Permit No. 55



**16th Annual St. Patrick's Day Parade**  
**Saturday, March 12, 2016 • 10 a.m.**  
**Rio Washingtonian Center**

[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov) • 301-258-6350



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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Exhibit D**  
**Adobe Indesign Template File**

**This exhibit is available for download on the Procurement Webpage at:**  
**<http://www.gaithersburgmd.gov/government/procurement/current-bids>**

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**Request for Proposals**  
**No. 2016-031**  
**Recreation Management System**

**Exhibit E**  
**Adobe Indesign Sample Import File**

**This attachment is available for download on the Procurement Webpage at:**  
<http://www.gaithersburgmd.gov/government/procurement/current-bids>