



Gaithersburg

A CHARACTER COUNTS! CITY

GAITHERSBURG AQUATIC CENTER RENTAL REQUEST

Policies and Procedures

Please read these guidelines in their entirety for important information pertaining to rental use. Once you have read the Policies & Procedures, please sign and date the bottom of this page and complete the information on the reverse side. The request will not be processed without a signature. **Requests must be received one month prior to the first rental request date.**

Group Definition

The City of Gaithersburg Aquatics Department extends the opportunity to rent the Gaithersburg Aquatic Center during a limited number of un-programmed hours. *Requests will be handled on a first come, first served basis, with some consideration given to returning groups with a good history of organization, supervision, and cooperation with this program.*

Policies

1. Pool rental is not available for the following: rental for the purpose of revenue production or personal gain; rental for instructional purposes; rental involving the use of SCUBA equipment; rental involving programs which compete or conflict with City programs. NOTE: Proposed special events which are beyond the scope of our rental service must be evaluated on a case by case basis.
2. A rental is for pool space and time only. A rental does not guarantee exclusive use of the locker rooms or for the entire facility unless otherwise designated in the contract. The City reserves the right to schedule other activities in any unreserved space.
3. The **supervisor-to-child ratio** is expected to be a minimum of 1:5 for children under five and 1:10 for all other ages. Children must be supervised throughout the complex including locker rooms, patio and grass area, parking lot area, as well as pool and deck areas. Note: If City staff determine that the adult supervisors are not interacting with and/or supervising their group on a continuous basis, the rental opportunity may be terminated.
4. All groups will be called to clear the pool at the end of their swim time and will be expected to leave the facility within 10 minutes. Those individuals who need extra time for showering, etc. should exit the pool in enough time to leave the facility 10 minutes after the pool is cleared.
5. Lockers and locker rooms are provided. Patrons must provide their own locks. All valuables must be left at home.
6. Each individual group will be financially responsible for any damage done to the Aquatic Center or surrounding facilities because of the groups' use or misuse of the property.
7. It is the responsibility of each group to provide adequate additional supervision. Groups who have children with disabilities or special needs should notify the Aquatic Center staff at the time of their reservation request so accommodations can be arranged.
8. Each group is responsible for following all rules and regulations, posted or not posted. (Go to www.gaithersburgmd.gov to review most recent Rules & Regulations document)
9. The City shall provide all necessary staff to assist the Organization, including a manager and certified lifeguards.

The staff compliment is determined by the number and ability of the participants and type of the activity of the renting group, as indicated on the front of this form. The cost for the lifeguards is included in the hourly fee charged for the rental.

Group Fees

The hourly rental fee will be as follows:

1-40 participants	\$90
41-99 participants	\$110
100-140 participants	\$130
141-175 participants	\$150

All fees must be paid in advance of the actual rental date.

Procedures

1. To request your rental, send this form to (signed and dated):

Water Park at Bohrer Park
ATTN: GAC Rentals
512 S. Frederick Ave.
Gaithersburg, MD 20877
FAX: 301-258-6449

aquatics@gaithersburgmd.gov

2. On this rental request form, list the maximum (not to exceed) number you wish to bring as well as the dates and times desired. You will be notified promptly if your request cannot be met. You will be sent a contract acknowledging your request and containing the rental fees, method of payment, and pertinent pool policies. **Your rental is not confirmed or booked until we receive the signed contract with payment.** Once the contract is signed and approved, you will receive a copy for your files.
3. **Any changes in the rental must be made in writing at least 2 business days prior to the rental. Failure to cancel the rental within this time frame will result in forfeiture of the rental fee. Unless cancelled, the group is responsible for the entire fee regardless of the level of participation, weather, or changes to the groups' registration or activities. No refunds.**
4. Payment may be made by Master Card, Visa, Discover, cash or check. Any payment made by check must be for the exact amount due and be received three weeks prior to the rental date. A \$35 collection fee will be charged for any check returned by the bank.
5. The group is restricted to the number of children indicated on the request form. If, on occasion, there are additional children, and the manager determines safety is not a concern, then those children will be charged the full daily admission fees at time of entry.

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

Date: ___/___/___ Signature of Applicant: _____



GAITHERSBURG AQUATIC CENTER RENTAL REQUEST

Renting Organization: _____ **Group Name:** _____
Applicant Name: _____ **Title:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Numbers - Work: _____ **Home:** _____ **Fax:** _____
Cell: _____ **E-Mail:** _____

<u>Dates Requesting:</u>		Event Name	Start Time:	End Time:	Total Hours:	In the Appropriate Box Below, Enter the Total Number of People Expected:			
Day:	Date(s):					1-40 \$90/hr	41-99 \$110/hr	100-140 \$130/hr	141-175 \$150/hr

Total Days: _____ **Total Hours:** _____

Additional Information

Age range of participants: _____ **Swimming ability:** _____
Any special equipment requested? : _____
Poolside Group Coordinator: _____
Last Name, First Name Age Title / Qualifications

Supervision Formulas:

_____ # of children under 6 each day: _____ divided by 5 = _____ group supervisors
 _____ # of children 6 and over each day: _____ divided by 10 = _____ group supervisors
 _____ **total group supervisors required each day**

Please Note: This is not a rental contract. It is a request to rent the facility space from the City of Gaithersburg, Department of Parks, Recreation and Culture, Aquatics Division. Please fill out the form completely and submit it at least one (1) month prior to your first requested date. The fee will be based upon the information provided on this form. If the City cannot accommodate the request, you will be notified immediately. Otherwise, a contract will be sent to you for your review and action.

For Recreation Staff Use Only:

Date Received: ___/___/___ **By:** _____ **Space available?** Y N **Staff available?** Y N
Booked: ___/___/___ **By:** _____ **Contract Sent out on:** ___/___/___ **By:** _____