



ADVANCE PASSES RESERVATIONS - 2015

Policies and Procedures



The City of Gaithersburg welcomes the opportunity to serve you as an advance pass patron at the Water Park. Please read these guidelines in their entirety for important information pertaining to reservation use. **Once you have read the following policies, please sign and date at the bottom of this form and return it with your request.** Requests will only be honored when received in writing and with full payment at least five business days prior to the date requested, pending availability. Addendums to the original contract (additional passes only – not reductions) must be made in writing at least five business days prior to the event, pending availability. Refunds are not issued for unused passes. Passes are date specific and are non-transferrable.

Group Definition

The City of Gaithersburg Aquatics Division extends to a limited number of groups the opportunity to enjoy the facility during regular hours of operation at a discounted fee. Requests will be handled on a first come, first served basis, with some consideration given to returning groups with a good history of organization, supervision, and cooperation with this program.

Policies

1. The **supervisor-to-participant ratio** is expected to be a minimum of 1:1 for all non-swimmers, 1:5 for children under six years old, and 1:10 for all other ages. Non-swimmers must be directly supervised in the water and within arm's reach of a responsible person. Note: If pool management determines that the adult supervisors are not interacting with and/or supervising their group on a continuous basis, the special discount opportunity may be terminated.
2. All groups will choose a specific time block. Although there is no time limit with the pool hours of operation, please be as specific as possible so that other groups may have the same opportunity once you leave or before you arrive. Please note this on your reservation request.
3. Coin lockers and locker rooms are provided. However, patrons should come dressed to swim and leave any towels, clothing, etc. with one of their supervisors in their area. **All other supervisors must be with the children throughout the complex, at poolside or in the pool.** All valuables must be left at home. The City is not responsible for lost or stolen items.
4. Individual groups are financially responsible for any damage done to the Water Park or surrounding facilities because of the groups use or misuse of the property. Groups are also responsible for the clean-up of their area.
5. It is the responsibility of each group to provide adequate additional supervision for children with disabilities or special needs. Any requests for reasonable accommodations shall be made at the time of reservation submittal.
6. Each group is responsible for following all rules and regulations, posted or not posted. Review the most current Rules and Regulations posted online at: www.gaithersburgmd.gov.
7. Each group shall identify to the pool manager upon arrival an adult group leader who is responsible for the coordination and supervision of their group. This leader will be present the entire time of the rental.
8. Each group will be issued dated admission tickets. It is the group leader's responsibility to ensure that all participants have an admission ticket. The group leader (ex: birthday party host) shall meet guests at the facility

front entrance to provide them with an admission ticket. Group members without an admission ticket will have to pay the regular daily admission rate. NO EXCEPTIONS.

Summer 2015 Group Fees

The group fee is determined by the number of participants reserved during the initial request, is on a per person basis, and is as follows:

	Weekday (Mon-Fri)	Weekend/ Holiday (Sat/Sun & 5/25, 7/4, 9/7)
Pool Only	\$6.50	\$10.50
Putt-n-Pool	\$10.00	\$15.00
City of Gaithersburg Residents (upon verification) will pay \$5.00 for Pool Only and \$8.50 for Putt-n-Pool Pass Reservations on all 7 days of the week.		

***Putt-N-Pool includes all-day Miniature Golf and Pool Pass**

Procedures

1. No reservation will be accepted before January 2, 2015.
2. On the request form, list the number of passes you wish to purchase, the day and date requested, and the estimated time you plan to attend. **There is a 20 pass minimum purchase.** You will be notified in advance if your request cannot be met. **Your reservation is not confirmed or booked until you receive your confirmation on City Letterhead by mail, fax or email.**
3. To request your reservation, postal mail, **fax (301-258-6449)**, scan to waterpark@gaitersburgmd.gov (1) the completed reservation form, (2) the signed and dated policies and procedures page, (3) and payment in full made payable to the City of Gaithersburg to:

The City of Gaithersburg Water Park
ATTN: Advance Passes Reservations
512 S. Frederick Ave.
Gaithersburg, MD 20877
4. Payment may be made by cash, check (payable to "The City of Gaithersburg"), and credit card (American Express, Discover, MasterCard, Visa). Payments made by check must be for the exact amount due; a \$35 collection fee will be charged for any check returned by the bank.
5. **Please be advised the pool will be open for use during all types of weather conditions, with the exception of a sustained heavy rain storm or temperatures below 70 degrees. You are responsible for the entire fee regardless of the weather or level of participation. No refunds. No exceptions. The passes are date specific and are not transferable.**
6. The group is restricted to the number of advanced passes purchased at the time of the reservation. If additional people join the group, those patrons will be charged the full admission fees at time of entry, if space permits.

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

Signature of Applicant: _____

Date: ____ / ____ / ____



Gaithersburg
A CHARACTER COUNTS! CITY

ADVANCE PASSES REQUEST FORM - 2015

**Return this form
with full payment to
reserve your date!**

Contact Person Name: _____ Group Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

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

Cell: _____ E-Mail: _____

Requested Dates:		Start	End
Day: _____	Date: _____	Time: _____	Time: _____
Day: _____	Date: _____	Time: _____	Time: _____
Day: _____	Date: _____	Time: _____	Time: _____

**Please indicate if you have a priority listing of the above requested dates,
or if you are requesting reservations for all of the dates above:**

NOTE: Supervisors must play an active role in supervising the group participants throughout the complex including locker rooms, grass area, snack bar, pool and deck areas, as well as on the miniature golf course.

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

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

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

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

_____ total # of required group supervisors

*****Remember to add the total # of required group supervisors to the total # of tickets requested*****

WATER PARK PASSES (POOL ONLY):	
Weekday Fee (Monday-Friday)	$\frac{\text{Total \# of tickets}}{\text{fee}} \times \$6.50 = \$ \frac{\text{total due}}{\text{total due}}$ <p align="center">**20 Pass Minimum**</p>
Weekend (Sat./Sun) and Holiday Fee for Nonresidents	$\frac{\text{Total \# of tickets}}{\text{fee}} \times \$10.50 = \$ \frac{\text{total due}}{\text{total due}}$ <p align="center">**20 Pass Minimum**</p>

NOTE: City of Gaithersburg Residents (upon verification) will pay \$5.00 for Water Park Pool Only passes and \$8.50 for Putt-n-Pool Pass Reservations on all 7 days of the week.

MINIATURE GOLF & POOL PASSES (PUTT-N-POOL):	
Weekday Fee (Monday-Friday)	$\frac{\text{Total \# of tickets}}{\text{fee}} \times \$10.00 = \$ \frac{\text{total due}}{\text{total due}}$ <p align="center">**20 Pass Minimum**</p>
Weekend (Sat./Sun) and Holiday Fee for Nonresidents	$\frac{\text{Total \# of tickets}}{\text{fee}} \times \$15.00 = \$ \frac{\text{total due}}{\text{total due}}$ <p align="center">**20 Pass Minimum**</p>

Complete this section if paying by Credit Card:

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

Cardholder Name: (please print) _____

Cardholder Signature _____

For Aquatics Staff Use Only:

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

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

Date of Rental ____/____/____ Time: _____

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