



Gaithersburg

A CHARACTER COUNTS! CITY

# GAITHERSBURG AQUATIC CENTER RENTAL REQUEST

## Policies and Procedures

Please read the following Policies & Procedures in its entirety for important information pertaining to the rental use of the indoor Aquatic Center located at 2 Teachers Way in Gaithersburg, Maryland. Please sign & 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 (1) 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

- Rentals for the purpose of revenue production or personal gain or rentals involving programs which compete or conflict with City programs are not permitted.  
NOTE: Rentals beyond our normal scope of service will be evaluated on a case-by-case basis.
- 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. The City reserves the right to schedule other activities in any unreserved space.
- 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. Children must be supervised throughout the complex, including locker rooms, patio and grass area, parking lot area, as well as pool and deck areas. Non-swimmers must be directly supervised in the water and within arm's reach of a responsible person. If pool management determines that the adult supervisors are not interacting with and/or supervising their group on a continuous basis, the rental opportunity may be terminated.
- It is the responsibility of each group to provide adequate supervision for individuals with disabilities or special needs. Any requests for reasonable accommodations should be made at the time of reservation submittal.
- 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.
- Lockers and locker rooms are provided. Patrons must provide their own locks. All valuables must be left at home.
- 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. Evidence of sufficient insurance coverage, as determined by City staff, may be required.
- Each group is responsible for following all rules and regulations, posted or not posted. To review the most recent Rules & Regulations, go to [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

- The City shall provide all necessary staff for the swimming pool rental, including a pool operator & 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	\$95
41-99 participants	\$115
100-140 participants	\$135
141-175 participants	\$155

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

### Procedures

- To request your rental, send this signed and dated form to:  
Water Park at Bohrer Park  
ATTN: GAC Rentals  
512 S. Frederick Ave.  
Gaithersburg, MD 20877  
FAX: 301-258-6449  
[aquatics@gaithersburgmd.gov](mailto:aquatics@gaithersburgmd.gov)
- 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. **The rental is not booked until the signed Policies & Procedures page, with full payment, is received.** Once booked, you will receive a rental confirmation and receipt.
- Any changes** in the rental must be sent in writing to [aquatics@gaithersburgmd.gov](mailto:aquatics@gaithersburgmd.gov) **at least 2 business days** prior to the rental. Cancellations received within this timeframe will be charged a \$10 processing fee. Unless properly cancelled at least 2 business days prior to the rental, 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** will be issued on or after the date of the event.
- Payment may be made by AMEX, Discover, MasterCard, Visa, 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.
- 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 further agrees to indemnify, defend, 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:** \_\_\_\_\_

Dates Requested:		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:**

Describe Participants' Swimming Ability: \_\_\_\_\_

Indicate any Special Requests: \_\_\_\_\_

**Poolside Group Coordinator:** \_\_\_\_\_  
Last Name, First Name Title

**Supervision Formulas:**

\_\_\_\_\_ # of non-swimmers and students requiring a companion: \_\_\_\_\_ divided by 1 = \_\_\_\_\_ group supervisors  
 \_\_\_\_\_ # of children under 6 years old: \_\_\_\_\_ divided by 5 = \_\_\_\_\_ group supervisors  
 \_\_\_\_\_ # of children over 6 years old: \_\_\_\_\_ divided by 10 = \_\_\_\_\_ group supervisors  
 \_\_\_\_\_ total group supervisors required each day

**NOTE: Completing this document does not guarantee the pool is available on the date or time requested. City staff does not check availability until the signed Policies & Procedures page, with full payment, is received. The reservation is not booked until the requestor receives a rental confirmation and receipt. If the City cannot accommodate the request, you will be notified immediately and payment will be returned.**

**For Recreation Staff Use Only:**

Date Received: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Space available?  Y  N Staff available?  Y  N  
 Booked: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Contract Sent out on: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_