

**Policies and Procedures**

The City of Gaithersburg welcomes the opportunity to serve you as a reservation patron at the Water Park. Please read these guidelines in their entirety for important information pertaining to reservation use. **Once you have read the following policies, please sign and date at the bottom of this form and return it with your request.** Requests will only be honored when received in writing and with appropriate payment at least two weeks prior to the date requested, pending availability. **Addendums to the original contract (additional passes only, not reductions) must be made in writing at least five business days prior to the event, pending availability. No Refunds. The admission tickets and wristbands 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 come to the Water Park on a **regular basis (at least four dates) throughout the summer on weekdays at specified times for reduced fees.** Requests will be handled on a first come, first served basis, with some consideration given to returning groups with a good history of organization, supervision, and cooperation with this program.

**Policies**

- All groups will choose either the morning (11 am – 1 pm) or afternoon (1 – 3 pm) swim time.** No exceptions will be made. All groups will be called to clear the pool 10 minutes before the end of their reservation time and will be expected to be leaving the facility by the end of their swim time.
- 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 adult supervisors are not interacting with and/or supervising their group on a continuous basis, the discount opportunity may end.
- 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.
- Locker rooms/ lockers are provided (must supply own lock). Patrons should come dressed to swim and leave any belongings with a supervisor. **All other supervisors must be with the children throughout the complex, at poolside or in the pool.** All valuables should be left at home. The City is not responsible for lost or stolen items.
- Individual groups are financially responsible for any damage done to the outdoor pool 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. Groups are also responsible for the clean-up of their area.
- 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](http://www.gaithersburgmd.gov).
- Each group shall identify to the pool manager upon arrival an adult group leader who is responsible for the coordination and supervision of their group. This leader will be present the entire time of the rental.

**Summer 2019 Group Fees**

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

- Pool Only - \$5.00 per child**
- Putt-n-Pool - \$8.50 per child**

**Procedures**

- No reservation will be accepted before February 1, 2019.
- On the reservation form, list the maximum (not to exceed) number of children, dates and time slot desired, as well as the number of supervisors. This is a special program and no fee exceptions are made for child pass holders.
- Groups will be notified if your request cannot be met. **The reservation is not confirmed or booked until a confirmation on City letterhead.** Once the request is booked, the group will receive an approved confirmation itemizing all of the days booked, an invoice for the first payment due on or by May 1, and an invoice for the second payment due on or by June 15. Late payments may result in a cancellation of the reservation.
- If the request is made prior to May 1, an initial, nonrefundable payment of \$100 will be collected at the time of request. This \$100 is not a security deposit and will be credited toward the reservation. If the request is made after May 1, but before June 15, half of the rental total will be due at the time of request. If a request is received after June 15, then payment in full is due at the time of the request.
- To request your reservation, postal mail, **fax (301-258-6449)**, scan to [waterpark@gaitersburgmd.gov](mailto:waterpark@gaitersburgmd.gov) (1) the completed reservation form, (2) the signed and dated policies and procedures page, (3) and appropriate payment made payable to the City of Gaithersburg to:  
  

The City of Gaithersburg Water Park  
**ATTN: Seasonal Group Reservation**  
512 S. Frederick Ave.  
Gaithersburg, MD 20877
- 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.
- One half (50%) of the total summer admission fee must be received on or before May 1. The remaining balance is due no later than June 15; any changes in the rental must be made prior to June 15.** If the group reservation form is received after June 15, the entire payment in full is due with the request! **No group will be admitted whose fees are not paid in full by this date.**
- The group is restricted to the number of participants indicated on the application. If there are additional participants, those individuals will be charged the full daily admission fee (\$8.00) at time of entry, if space permits.
- 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 admission tickets and wristbands are date specific and are non-transferrable.**

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, 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 Water Park at Bohrer Park, Summit Hall Farm.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Gaithersburg  
A CHARACTER COUNTS! CITY

# SEASONAL GROUP RESERVATION - 2019

Return these forms with the payments listed below to reserve your date: **PRIOR To 5/1 - \$100 Initial Payment**  
**5/2-6/14 - Half of Total Rental Fee**  
**6/15 and later - Full Rental Fee**

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

Organization Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers - Work: \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

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

\_\_\_\_\_ total # of group supervisors required each day (Remember: supervisors are not charged)

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

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

$$(\$ \frac{\text{_____}}{\text{rental total}} - \$100) \div 2 = \$ \frac{\text{_____}}{\text{due 5/1}}$$

$$(\$ \frac{\text{_____}}{\text{rental total}} - \$100) \div 2 = \$ \frac{\text{_____}}{\text{remainder of rental total due 6/15}}$$

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

$$\frac{\text{_____}}{\text{total children}} \times \$8.50 = \$ \frac{\text{_____}}{\text{rental total}}$$

$$(\$ \frac{\text{_____}}{\text{rental total}} - \$100) \div 2 = \$ \frac{\text{_____}}{\text{due 5/1}}$$

$$(\$ \frac{\text{_____}}{\text{rental total}} - \$100) \div 2 = \$ \frac{\text{_____}}{\text{remainder of rental total due 6/15}}$$

**Complete if paying by Credit Card:**

AMEX/ Disc/ MC / Visa (circle) # \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Name: (please print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**For Aquatics Staff Use Only:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ Payment Method \_\_\_\_\_

Space available?  Y  N Booked: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date of Rental \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

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



In an effort to facilitate a safe enjoyable visit, please note:

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