



# Calvert County Parks & Recreation Aquatic Facilities Group Request Application



Phone: 410-414-8350 Fax: 410-414-8361 Email: Aquatics@CalvertCountyMD.Gov

**Applications must be received 7 days prior and no more than 90 days in advance of rental request date.**

- To secure this reservation this entire form must be completed.
- Reservations will not be confirmed prior to receiving this completed summer group reservation form.
- Completion of this form does not guarantee availability.
- You will receive phone, email, or fax confirmation within one week. At that time you can negotiate alternative dates and times if your requested time is not available.
- Pricing is based on general admission rates. Payment and an accurate headcount is due upon arrival.
- Groups without the proper number of chaperones will not be allowed to enter the facility.
- CPPP & KLP operate Memorial Day weekend thru Labor Day. Weekends only thru 6/12. HAC closure occurs last 3 weeks of Aug.

Responsible Person (Applicant) \_\_\_\_\_ Organization \_\_\_\_\_

Phone (C) \_\_\_\_\_ (H) \_\_\_\_\_ Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Age Range of Children (approx.) \_\_\_\_\_ - \_\_\_\_\_

FACILITY CHOICE	<input type="checkbox"/> Cove Point Pool	<input type="checkbox"/> Hall Aquatic Center	<input type="checkbox"/> King's Landing Pool
<b>EARLIEST ARRIVAL TIME</b>	12:00pm	Mon - Sat: 12:00pm Sun: 9:00am	12:00pm
<b>DATES</b> <small>LIST NO MORE THAN THREE DATES PER FACILITY. ADDITIONAL DATES REQUIRE ANOTHER FORM BE SUBMITTED.</small>	1) ____/____/____ 2) ____/____/____ 3) ____/____/____	1) ____/____/____ 2) ____/____/____ 3) ____/____/____	1) ____/____/____ 2) ____/____/____ 3) ____/____/____
<b>TIMES</b>	1) _____pm to _____pm 2) _____pm to _____pm 3) _____pm to _____pm	1) _____pm to _____pm 2) _____pm to _____pm 3) _____pm to _____pm	1) _____pm to _____pm 2) _____pm to _____pm 3) _____pm to _____pm
<b>GUEST LIMIT</b>	Limit 200	Limit 100	Limit 100
<b># OF GUESTS</b> <small>RENTOR WILL BE ASKED TO SHOW ID AT TIME OF PAYMENT. GEN ADMISSION RATES APPLY</small>	_____ Children (17-) _____ Adults _____ Seniors (60+)	_____ Children (17-) _____ Adults _____ Seniors (60+)	_____ Children (17-) _____ Adults _____ Seniors (60+)

- Children 5 and younger require in **pool supervision** by a responsible person at least 18 years of age.
- For children 5 and under, there must be one chaperone, **in the water**, for every 5 children.
- For children 6 and over, there must be one chaperone, **in the water**, for every 7 children.

By signing this form, I acknowledge that I have read and will abide by the Calvert County Parks and Recreation Rules & Regulations. The renter is responsible for ensuring that all guests and chaperones are aware of and comply with all rules and regulations of the facility.

**Responsible Person's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE SEE REVERSE SIDE FOR RENTER'S RESPONSIBILITY AGREEMENT**



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## RENTER'S RESPONSIBILITY AGREEMENT

To ensure the Division of Parks and Recreation achieves its goals of providing clean, safe and healthy facilities, and a positive reservation/check out experience, we have developed the following information on rules, terms and conditions for renting Calvert County facilities. By signing the Permit Application on the reverse side of the this agreement, the renter states that the renter has read and agrees to abide by all conditions.

Applications will be considered with the following priority of use; 1. Parks and Recreation programs 2. Local public safety organizations 3. Non profit/school/civic organizations 4. Commercial/Individual use.

Initials \_\_\_\_\_

### RENTAL PROCEDURES/POLICIES

- 1. RESERVATIONS:** The applicant must be 21 or older. The applicant, not designee, is required to sign the application. Admission fees are due no later than your arrival at the facility. Pre-payment for any facility can be made by contacting HAC staff. Make all checks payable to "CCPR". We also accept Visa, Mastercard, and Discover for all payments. **KLP cannot process credit cards on site**, so credit card payments for KLP reservations may be made ahead of time (if necessary) by contacting Office Specialist.
- 2. APPLICATION APPROVAL:** The Facility manager initiates the approval process, however, Management, and the Division Chief of the Parks and Recreation Division, reserve the right to inspect and/or deny any request for good cause. An explanation will be provided.
- 3. CANCELLATIONS:** All cancellations will be charged a \$5 Service Fee. Written notice of cancellation must be received at least 14 days before the event to receive the full remainder of the rental fee. A notification received less than 14 days before the event shall result in the forfeiture of (1/2) one-half the total rental fees. A full refund will be issued in the event of a facility failure.
- 4. RESCHEDULING/TRANSFER:** Only one (1) rescheduling and/or transfer of a rental is permitted. Any request to do so made less than 14 days of the original date shall be charged an additional \$5 schedule fee. A rental that cannot be rescheduled must be cancelled according to the CANCELLATION policy. Reservation number must be provided for cancellations/transfers! (Obtain from reservation receipt).

Initials \_\_\_\_\_

### RULES

1. General Admission to enter the facility is required for rentals. See reverse side for pricing.
  2. Any activities deemed inappropriate and indicated by the Center staff are prohibited.
  3. Tampering with thermostats or light fixtures is prohibited.
  4. Your event and guests must remain in the areas requested and approved.
  5. The responsible person signing the permit must attend the event from the beginning to end.
  6. The set up and clean up time is included in your rental time frame.
  7. The building and all equipment must be used and treated appropriately, and not abused or broken.
  8. Adult Chaperones are considered age 18 years and older.
  9. Chaperones must be in the water!
  10. For children 6 years and older, the adult to child ratio is 1:7. Chaperones must be in the water.
  11. For children 5 years and younger, the adult to child ratio is 1:5. Chaperones must be in the water.
- FAILURE TO MEET THESE RATIOS WILL RESULT IN LOSS OF SWIM TIME FOR THE GROUP!**
12. We will provide pool rules and guidelines. Review these rules with the children/chaperones.

Initials \_\_\_\_\_

### NOTICE OF VIOLATION

The staff on duty will notify you (the renter) of observed violations. You must correct them immediately or forfeit your rental and exit the facility without reimbursement.

Initials \_\_\_\_\_