



355 Martins Lane / Rockville, Maryland 20850 / 240-314-8750 / www.rockvillemd.gov/swimcenter

January 2, 2017

Dear Group Leader:

We are excited that summer 2017 is nearing. Thank you for returning groups from prior years and welcome to new customers. If this isn't your first summer, you'll notice a big change from last year. Unfortunately, due to increased staffing costs we will no longer be offering the special pricing and hours of the "Community Swim" period. Instead, we are now opening at 10:30am Monday-Fridays and staying open for Rec Swim until the day's published closing time. We will no longer be requiring groups who arrive at 10:30 to leave at 11:45. As always, safety is the number one concern at the Swim and Fitness Center. I know we're all looking for ways to cut spending and so I'll take this opportunity to remind you that adult/counselor to child ratios are required by each camp/group. 3-4 yr. olds are a ratio of **1:4** and 5 years+ are a ratio of **1:8**. If your group fails to adhere to this requirement your group will be denied access to the pool. The rates for the 2017 summer season are as follows:

Recreation Swim Fees (10:30am-9:00pm Monday-Friday during Summer Season)

	Pre-Paid Admission Fee		Daily (not Pre-Paid) Admission Fee	
	Resident	Non-Resident	Resident	Non-Resident
Children (1-17)	\$5.00	\$6.00	\$5.00	\$6.00
Adults *	No Charge*	No Charge*	\$6.00	\$7.00
*New for 2017: All Active, Uniformed, Adult Staff Members are admitted free of charge when utilizing the prepaid admission program.				

I would also like to take this time to remind you of general expectations for camps while at the Swim and Fitness Center.

- Camp groups will check in at the outdoor booth daily. Group leaders are responsible for providing an accurate count of swimmers and staff. After signing in, large groups will enter through the large swinging gate and receive a **mandatory orientation** the first day of each session. The admission staff will give directions on entrance procedures.
- Counselors or participants will not be permitted into the indoor facility to use the hot tub or fitness room.
- Counselors will either be in the water with their group or within eyesight of their group.
- No food will be eaten on deck; if your group wishes to have a snack/lunch you must do so on the grassy areas.
- If your camp uses wristbands to denote NON SWIMMERS we ask that you use orange colored wristbands. This wristband is useful to our staff and helps us determine who can use the slide, diving board and deep-water areas of the pool. RSFC can recommend a swim test procedure upon request, however, camp staff are responsible for swim tests of their participants. **Swim tests are available upon request, but must be scheduled in advance.** You must supply your own orange wrist bands. Be sure to indicate on the agreement form which dates you are requesting for swim tests.
- Please make sure you are traveling with emergency contact information for all members of the group including adults and children! We've had a few incidents in the past in which we could not notify the emergency contact when a child was injured and needed medical care.

I am looking forward to a safe and fun 2017 summer season! Please feel free to contact me at either 240-314-8756 or via email dbouwkamp@rockvillemd.gov if you have any questions. Lastly, I am enclosing the camp agreement form which **must** be returned before your first day of attendance (for both prepaid and general daily admission groups) if you would like to be eligible for the Resident rate. Make sure you complete the table on the form's reverse side! Please email it, mail it (355 Martins Lane Rockville MD 20850) or fax it to me at 240-314-8759. Please remember to include either credit card information, or submit a check to take advantage of the discount pre-payment program. Feel free to contact me with any questions or for additional information about discount pre-payment options. Thank you all and let's have a great summer!

Sincerely,

Deborah Bouwkamp, Recreation Programs Supervisor
Rockville Swim and Fitness Center

Rockville Swim and Fitness Center Camp Agreement Form 2017

CAMPS/GROUPS: Please read and understand the following Agreement. By signing this Agreement you accept all of the following terms and conditions set forth:

I/WE understand:

- i. That there are inherent dangers in any activity.
- ii. There are hazards associated with each activity.
- iii. The rules and regulations, as explained or written by staff of the Rockville Swim and Fitness Center.

I/WE agree:

- i. To obey the rules and regulations of the Rockville Swim and Fitness Center and to follow the directions of the staff at all times.
- ii. That we are responsible for supervising **ALL** of our campers/group members at **ALL** times and are responsible for their welfare during activities at the Rockville Swim and Fitness Center.
- iii. To inform Rockville Swim and Fitness Center staff if campers/students have any problems meeting the physical/medical requirements necessary for participation in this activity.
- iv. To inform the Rockville Swim and Fitness Center staff of any dangerous situation you may observe.
- v. To grant permission for a certified member of the Rockville Swim and Fitness Center Staff to administer emergency medical care or treatment in the event of an emergency/accident.
- vi. To hold harmless and indemnify the Mayor and Council of Rockville and all of its agents, officers, and employees from any claim, loss, or injury as a result from participation in this activity.
- vii. The following are the admission fees for groups with and without a pre-paid reservation. The address of the Camp/Group's main office defines residency:

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Note that groups who do not pre-pay are not eligible for discounts on the day of their visit. Cash, Visa, MasterCard, or Check are accepted for payment.

NOTES:

1. Each camp/group using the Rockville Swim and Fitness Center will be required to complete the daily check in sheet (at the outdoor booth) for each visit to the Rockville Swim and Fitness Center.
2. Adequate child to supervisor ratios are required by each camp/group: 3-4 yr. olds 1:4 and 5 years+ 1:8 unless otherwise specified with a written agreement between your organization and the Rockville Swim and Fitness Center.
3. Staff of the Rockville Swim and Fitness Center will check each group/camp to enforce compliance to ratios/regulations. Counselors will wear identifiable clothing if they are on the deck.
4. Camp/group staff will remain outside with their campers/groups at **ALL** times. We do not issue refunds for inclement weather as long as the facility remains open. If the facility closes refunds are at the discretion of the supervisor on duty.
5. In order to provide the highest level of safety and security, all user groups **must check IN and OUT** when using the Rockville Swim and Fitness Center. **Those groups who fail to fulfill this responsibility will lose their privileges at the Rockville Swim and Fitness Center.**
6. **ALL GROUPS MUST HAVE EMERGENCY INFORMATION FOR THEIR CAMPERS/GROUP MEMBERS. A TRAVEL BOOK MUST ACCOMPANY ALL GROUPS INTO THE ROCKVILLE SWIM AND FITNESS CENTER. FAILURE TO COMPLY WITH THIS IS GROUNDS FOR IMMEDIATE DISMISSAL WITH NO REFUND ISSUED!!!!**

Camp Registration

Camp/Group Name _____

Address _____

Business Telephone # _____ Emergency Telephone# _____

On Site Supervisor _____ Contact # _____ Contact email _____

I have read and agreed to ALL terms listed above.

Sign _____

Date _____

Printed Name: _____

Complete Table on Reverse Side!



Rates and Regulations for Discount Admission

A discount rate will be granted to groups who make pre-payment. Pre-payment is due in full by check or credit card by June 15th, 2017 or at time of reservation for groups initiating a reservation after June 15th, 2017. Changes to the day, time, and total number of swimmers must be submitted in writing at least two weeks in advance of the booking to the Recreation Programs Supervisor. Additional swimmers will be charged the daily admission rate at the time of admission. If a group brings less than the number of pre-paid swimmers, surplus pre-paid admissions are not transferable or refundable. Pre-payments are non-transferable and non-refundable except in the event of facility closure due to weather where refunds may be issued at the discretion of the City of Rockville. Weather closures are extremely rare.

The following rates apply for Recreation Swim Fees (10:30am-9:00pm Monday-Friday during Summer Season):

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***New for 2017: All Active, Uniformed, Adult Staff Members are admitted free of charge when utilizing the prepaid admission program.**

This group will pay via (circle one): Prepaid Admission – see above for details OR Daily Admission

I have read and agree to ALL terms detailed above.

Group Name _____

Signature _____ Date _____

In order for us to process your camp reservation please include the following information:

Date	Time	Total Number of Swimmers (Children + Staff)	Date	Time	Total Number of Swimmers (Children + Staff)
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	
	From: _____ To: _____			From: _____ To: _____	

ATTACH ADDITIONAL SHEETS IF NEEDED /// IF YOU BRING MORE SWIMMERS THAN LISTED ON YOUR RESERVATION EACH SWIMMER MUST PAY THE DAILY ADMISSION FEE THAT DAY

PAYMENT	
Amount Paid \$ _____	Cash <input type="checkbox"/> Check # _____
<input type="checkbox"/> <input type="checkbox"/>	Exp. Date ____/____/____
Signature (name on card) _____	

OFFICE USE ONLY:
Check _____ Cash _____ Charge _____
Other _____
Processed by: _____
Date Processed: _____
Total Paid: \$ _____

MAIL OR FAX THIS FORM WITH PAGE 1 COMPLETED TO:

	Rockville Swim and Fitness Center 355 Martins Lane Rockville MD 20850 Tel. 240-314-8750 Fax. 240-314-8759 www.rockvillemd.gov/swimcenter	
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