



2019 GROUP /CAMP REQUEST RESERVATION FORM

GROUP NAME: _____ CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

FAX NUMBER: _____

For office use only!

Date received by M-NCPPC Facility: _____

Have you made a reservation before? Please check one: YES NO If yes, Parks Direct Household number: _____
 If not, a new Parks Direct account will be opened for you and your household number & account information will be mailed to you along with your reservation confirmation letter. **PLEASE NOTE: Reservation dates are NOT confirmed until written confirmation is received from the hosting facility.**

PLEASE SELECT YOUR DESIRED FACILITY AND FILL IN REQUESTED INFORMATION:

CHECK ONE:	FACILITY CONTACT INFORMATION	AVAILABLE SESSION TIMES	DATES & TIMES	# OF CHILDREN	# OF ADULTS
	Allentown Splash, Tennis, & Fitness Park 7210 Allentown Road, Fort Washington, MD 20744 301-449-5567/301-449-6935 (fax)	A. 10:00 AM-12:00 PM, Mon-Fri B. 12:00 PM-4:00 PM, Mon-Fri			
	Ellen E. Linson Splash Park 5211 Campus Drive, College Park, MD 20740 301-277-3717/301-277-3186 (fax)	A. 12:00 PM-4:00 PM, Mon-Fri			
	Fairland Aquatics Center 13820 Old Gunpowder Road, Laurel, MD 20707 301-362-6060/301-362-6061 (fax)	A. 12:00 PM-4:00 PM, Mon-Fri			
	Glenn Dale Splash Park 11901 Glenn Dale Blvd., Glenn Dale, MD 20769 301-352-8980 (summer only)/301-772-5515 (main) 301-772-5563 (spring fax); 301-352-8675 (summer fax)	A. 10:00 AM-1:00 PM, Mon-Fri B. 1:00 PM-4:00 PM, Mon-Fri			
	Hamilton Splash Park 3901 Hamilton Street, Hyattsville, MD 20781 301-779-8224 (summer only)/301-853-9115 (main)	A. 12:30 PM-4:00 PM, Mon-Fri			
	J. Franklyn Bourne Memorial Pool 6500 Calmos Street, Seat Pleasant, MD 20743 301-350-4422 (summer only)/301-583-2572 (main)	A. 10:00 AM-12:00 PM, Mon-Fri B. 12:00 PM-4:00 PM, Mon-Fri			
	Lane Manor Splash Park 7601 West Park Drive, Hyattsville, MD 20783 301-422-7284 (summer only)/301-853-9115 (main)	A. 12:30 PM-4:00 PM, Mon-Fri			
	North Barnaby Splash Park 5000 Wheeler Road, Oxon Hill, MD 20745 301-894-1150 (summer only)/301-449-5567 (main)	A. 10:00 AM-12:00 PM, Mon-Fri B. 12:00 PM-4:00 PM, Mon-Fri			
	Prince George's Sports & Learning Complex 8001 Sheriff Road, Landover, MD 20785 301-583-2572/301-583-2444 (fax)	A. *12:30 PM-4:00 PM, Mon-Fri (*Leisure Pool ONLY)			
	Rollingcrest-Chillum Splash Pool 6122 Sargent Road, Chillum, MD 20782 301-853-9115/301-853-0460 (fax)	A. 12:00 PM-4:00 PM, Mon-Fri			
	Theresa Banks Memorial Aquatics Center 8615 McLain Avenue, Glenarden, MD 20706 301-772-5515/301-722-5563 (fax)	A. 1:00 PM-4:00 PM, Mon-Fri			

GROUP RESERVATION FEES

Group Fees are based on the location of the sponsoring group/organization, not individuals supervising or within the group. Supervisors/Counselors meeting the supervision ratios will be admitted at NO CHARGE. Any additional adults with your group are subject to the below admission fees. For Example: A group of 30 children ages 6 and older would receive 3 FREE supervisor/counselor admissions. A group of 30 with children ages 5 years old or younger would receive 4 FREE supervisor/counselor admissions.

To assist groups in meeting the required supervision ratios, the FREE supervisor/counselor admissions will be rounded up beyond multiples of 10. For example a group of 31 children, ages 6 and older, would receive 3 FREE supervisor/counselor admissions (1:10). A group of 31 with children ages 5 years old or younger would receive 4 FREE supervisor/counselor admissions (1:8).

<u>Prince George's & Montgomery County</u>	<u>Non Prince George's & Montgomery County</u>
\$4.50 per Child / \$3.00 per Adult	\$6.00 per Child / \$3.00 per Adult

The Department of Parks and Recreation welcomes groups to visit our aquatic facilities throughout the year.
A party of 10 or more visitors is considered a group and will require advance reservations with the hosting facility.

Please review the below guidelines to help ensure a smooth reservation process and safe visit to our aquatic facilities:

- Group requests **MUST** be submitted in writing to the hosting facility prior to the date of visit.
- Group reservations are not confirmed until the hosting facility has provided the group with written confirmation via fax, mail, or email.
- **For summer reservations, group requests will be accepted beginning March 15 at 10:00 a.m..** Reservations are taken on a first-come, first-served basis. Summer group reservations will not be accepted prior to March 15 at 10:00 a.m.. Please do not fax your requests prior to March 15 at 10:00 a.m.. All requests that are received early will be processed on the next business day.
- Groups must have a Parks Direct account. To open a Parks Direct account, the group/organization name, address, telephone number, and group contact information must be provided at the time of reservation. This information must be submitted using the official Group/Camp Reservation Form or on your company/organizational letterhead.
- Cash, Money Order, and Visa or MasterCard are the only payments that are accepted on the day of your swim trip.
 - Check payments can also be accepted if the group/organization has an existing Parks Direct account.
 - Check payments must be received 3 weeks prior to the scheduled reservation date and made out to M-NCPPC. If paying by check for summer reservations, please write a check for a credit to be placed on your Parks Direct account and submit 3 weeks prior to the scheduled reservation date. This credit can then be used to pay for group admissions on your reserved dates. Any remaining credits on group accounts can be refunded at the end of the summer, unless otherwise indicated by the group contact.
- Payment of admission fees is due prior to or on the day of your group visit.
- **CANCELLATIONS:** Groups must provide the hosting facility with a minimum of 24-hour notice for cancellation of reserved dates. Cancellations must be submitted in writing via fax or email. Groups not providing 24-hour notice for cancellations will be subject to charges being placed on the group or organization's Parks Direct account for the anticipated admission fees and/or termination of future reservation dates. Cancellations due to inclement weather will be handled on a case-by-case basis.
- **Groups must also notify the hosting facility in writing within 24 hours of their reservation date if their actual group quantity is 15 or more people less than originally reserved. Groups not providing the 24-hour notice will be subject to charges being placed on the group or organization's Parks Direct account for the anticipated admission fees.** For example: If your group reservation is for 50 children and you are bringing less than 35 children, you are required to notify the hosting facility no later than 24 hours prior to your group reservation date.
- **REMEMBER SAFETY FIRST!!!**
- It is recommended that all visiting groups adhere to any and all applicable Maryland State laws or regulations concerning supervisors and the ratio of supervisors-to-children.
- For example, Maryland State law generally defines a counselor as someone 18 years or older and sets forth supervisor-to-child ratios of:
 - 1:10 – 1 Supervisor/Counselor for every 10 children for groups with children ages 6 and older.
 - 1:8 – 1 Supervisor/Counselor for every 8 children for groups with children 5 years old or younger. The 1:8 supervision ratio applies if your entire group consists of children 5 years old or younger or if your group has any amount of 5 year old or younger participants.
- Groups meeting these supervision ratios will be offered discounted admission fees for their supervisors/counselors (please see "Group Reservation Fees" for more information).
- **REMEMBER, A SAFE CHILD IS A SUPERVISED CHILD!!!**
- All children should be closely supervised while in the pool, either by Supervisors/Counselors present at poolside or in the pool.
- Children must also be supervised throughout the facility including lobby areas, locker rooms, grass/patio areas, snack bars, and pool and deck areas.
 - PLEASE NOTE: If pool management determines that children within a visiting group are not being actively supervised, the group may be subject to removal from the facility and termination of future reservations. No refunds will be issued.
- **Groups are responsible for providing adequate additional supervision for children with disabilities or special needs. Groups having children with special needs must notify the facility at the time of reservation or prior to arriving to the facility for your scheduled date.**
- Groups must adhere to all posted and/or non-posted facility rules. Management reserves the right to address any behavior which is considered a safety risk, unsanitary, or a disturbance to others.
- Groups are responsible for keeping track of their belongings. Some facilities have coin-operated lockers. It is the responsibility of the group to ensure items placed in coin-operated lockers are properly secured within the locker and to hold the key. Once the locker is re-opened using the key, additional money is required to re-secure the locker.
- Groups are responsible for clearing the pool deck, lobby, locker rooms, and patio areas of all belongings and trash prior to leaving the facility. Groups who do not clean up their areas following their visit may be subject to termination of future reservations.

PLEASE NOTE: Group/Camp Reservation Request Forms received without the required signature will not be processed. By signing below, your group/organization acknowledges and agrees to adhere to the M-NCPPC Group/Camp Reservation Policies and Procedures. Groups not adhering to the established policies and procedures may be denied entry by the hosting facility, may be subject to removal from the facility, and/or termination of future reservations.

Cancellation Policy
Group Contact Please Initial Here

By initialing this box, I acknowledge that I have read and understand the cancellation policy. Should my group fail to notify the *hosting* facility of a cancellation 24 hours or more prior to the reservation date by fax or email, then the group account will be charged a fee of 50% of the anticipated children reserved for that date. This fee will be placed on the account along with a text alert to notify other facilities that no activities may be booked or reserved until this fee is paid in full.

Group Contact (Print Name)

Group Contact (Signature)