

Aquatics Department

9450 Gerwig Lane Columbia MD 21046

Phone: 410.312.6332 Fax: 410.312.6320

Email: outdoorpoolrental@columbiaassociation.com

Website: www.columbiapools.org



Summer Camp & Group Use Information Packet - Summer 2010

Please read thoroughly.

The Columbia Association Aquatics Department offers a number of opportunities for groups, daycare centers, and camps to use the pools during the summer. While there are no restrictions as to who may apply to use the pools, we do give preference to Columbia Association programs, organizations based in Columbia and on CA-assessed property. All other requests are served on a first-come, first-served basis.

There are several options from which a camp, daycare, or group may choose when using the Outdoor Pools:

- Groups may rent the pool exclusively
- Groups may come to the pools for an “open swim” (pool in use by members/other groups)
- Groups may arrange for swim lessons

Information you need to know for planning purposes:

- The rental/group use season runs from June 21 – August 13, 2010
- Lessons will begin June 21, 2010
- All rentals/group uses must be scheduled before July 1, 2010
- Schedule is subject to change based on the Howard County Public School System calendar
- Dorsey Hall and River Hill Pools are not available for reservations
- No rentals, camps or open swims can be held on the following dates:
 - Saturday, July 4, July 11, July 18
 - Sunday, July 12, July 19
- No rentals, camps or open swims can be held at PHELPS LUCK POOL Friday, July 31 or Saturday, August 1

Camps, Daycares, & Youth Programs

All Columbia Association Aquatics Department facilities comply with the State of Maryland and Howard County’s requirements for operating a pool (Title 10 Subtitle 17 Chapter 01) and comply with the State requirements for camps (Title 10 Subtitle 16 Chapter 06). The facilities have been inspected and approved by the Howard County Department of Health and have been certified. All of our lifeguards are trained in the National Pool and Waterpark Lifeguard Training Program and meet all the requirements set forth in the regulations. **Your organization must provide certain staffing to comply with the State’s requirements.** These include, but are not limited to:

- On-deck director (must be at least 21 years old)
- One staff for every 10 campers.
- Staff member “lookouts”, will be located in the approved areas for supervision of your campers the entire time the campers are in the water.
- All campers will have a swimming screening prior to entering the water.

A copy of your State of Maryland Daycare or Youth Program Certification must be attached to the application before it will be processed.

Open Swim Option

Groups may contract to use the pool during the day when it is open to our members. This is referred to as an “**Open Swim**” event. In this event, a group would reserve space through the Aquatics Office and use the pool in **1½-hour increments** while the facility is open to members. Dorsey Hall and River Hill Pools are not available for Open Swim reservations.

Open Swim Policies - “Open Swim” groups may purchase Open Swim tickets for \$4.50 per non-member. In order to register your group for Open Swim time, you will need to send to the Aquatics Office:

- the **Contact Info Sheet**
- your **Open Swim Request Form**
- a signed and dated **Swim Policies Form**
- a copy of your group’s **camp or day care license**
- a **\$25 non-refundable registration fee**

When you confirm your group’s Open Swim, there is a \$100 deposit due which will reserve your time at the pool as well as cover your first 25 tickets. Additional tickets are \$4.50 each.

The tickets are only available to groups with reservations and must be purchased in advance. No credit will be extended at any time at the pool. Passes must be purchased at the Aquatics Office. Cash, check, or credit card for the full amount must be paid at pickup.

At the pool, all persons affiliated with the group must **individually** present their CA Membership ID cards or an Open Swim ticket or pay the full non-member admission price. **We will no longer accept lists of campers as identification.**

Open Swim tickets will only be honored for the day, time and pool indicated on the ticket. Tickets are good for a one-day visit to the facility (with the contracting organization) and must be relinquished to the pool staff upon entry to the facility.

All participants in the group, whether they are members or non-members, must abide by the General Rules and Policies and the Columbia Association Pool Safety Guidelines for Camps when they are with or under the group supervision.

Rules: *****NEW*****

- The maximum number of persons participating in an Open Swim will be **30, including counselors**. For the facility, the group ratio is 1 staff member for every 10 campers who have passed our swim test.
- The ratio for non-swimmers under the age of twelve is 1 staff member for every 4 campers while in the facility.
- While in the **MAIN POOL**, the ratio is 1 staff member for **each non-swimmer** under the age of twelve **and** they must be within arms reach.
- For **WADING POOL** usage, Open Swim will be limited to a maximum of **12, including counselors**, with a group ratio of 1 counselor to every 4 campers.
- Counselors must be actively involved in the supervision of the group.
- There will be specified areas where counselors must be located at all times during the time your group is in the water.
- All swimmers, including counselors, will be subject to a safety and swimming evaluation for each session of your camp.
- Groups whose counselors do not actively supervise may be asked to leave the facility and may be barred from future open swim uses and/or rentals.

Rentals Options (One-Time and Seasonal)

Rentals are for groups who wish to have exclusive use of a facility. Rentals are scheduled during the pool's non-operational hours or on the pool's closed day (most pools are closed one weekday per week). **Rental times are for the facility use time, not swim time.** Rental fees (one-time and seasonal) are based on the size of the group, per hours of use.

In order to register your group for a rental, you will need to send to the Aquatics Office:

- a **Contact Info Sheet**
- your **Open Swim Request Form**
- a signed and dated **Swim Policies Form**
- a copy of your group's **camp or day care license**
- a **\$25 non-refundable registration fee**

Rental Rates and Payment Schedules:

- **One-Time Rentals** - For One-Time Pool Rentals, rates are based on the number of people attending per hour of the rental. **One-time rentals are available for a minimum of two hours.** A down payment of fifty percent (50%) of the rental fee is due upon receipt of the contract and the balance is due at least ten days prior to the rental.
- **Seasonal Rentals** - Seasonal Rentals are recurring rentals in which groups rent the same pool at the same time at least four times per season. Seasonal Rates are based on the number of people attending per hour. Seasonal Rentals are available in **two-hour time blocks. One-hour Seasonal Rentals are available where space permits.** A deposit of twenty percent (20%) of the rental fee is due upon receipt of the contract. An additional forty percent (40%) is due by June 15, 2010 and the final forty percent (40%) balance is due by July 15, 2010.

Rental Rates for Hopewell and Swansfield Pools:

| Group Size | Pool | One-Time Rental Rates | | Seasonal Rental Rates | | CA Rates |
|------------|-------------------------------|-----------------------|--------------|-----------------------|--------------|-----------|
| | | Member/Resident | Non-Resident | Member/Resident | Non-Resident | |
| 25 or less | Wading Pool & Spray Pad | \$ 220.00 | \$ 250.00 | \$ 205.00 | \$ 235.00 | \$ 175.00 |
| 25 or less | Main, Wading Pool & Spray Pad | \$ 255.00 | \$ 295.00 | \$ 235.00 | \$ 275.00 | \$ 195.00 |
| 26-50 | Main, Wading Pool & Spray Pad | \$ 270.00 | \$ 315.00 | \$ 250.00 | \$ 295.00 | \$ 205.00 |
| 51-75 | Main, Wading Pool & Spray Pad | \$ 290.00 | \$ 340.00 | \$ 265.00 | \$ 315.00 | \$ 215.00 |
| 76-100 | Main, Wading Pool & Spray Pad | \$ 325.00 | \$ 385.00 | \$ 295.00 | \$ 355.00 | \$ 235.00 |
| 101-125 | Main, Wading Pool & Spray Pad | \$ 360.00 | \$ 430.00 | \$ 325.00 | \$ 395.00 | \$ 255.00 |
| 126-150 | Main, Wading Pool & Spray Pad | \$ 395.00 | \$ 475.00 | \$ 355.00 | \$ 435.00 | \$ 275.00 |
| 151-175 | Main, Wading Pool & Spray Pad | \$ 445.00 | \$ 535.00 | \$ 400.00 | \$ 495.00 | \$ 305.00 |
| 176-200 | Main, Wading Pool & Spray Pad | \$ 500.00 | \$ 610.00 | \$ 445.00 | \$ 555.00 | \$ 335.00 |

Rental Rates for Clary's Forest, Dickinson, Hawthorn, and Kendall Ridge Pools:

| Group Size | Pool | One-Time Rental Rates | | Seasonal Rental Rates | | CA Rates |
|------------|------------------|-----------------------|--------------|-----------------------|--------------|-----------|
| | | Member/Resident | Non-Resident | Member/Resident | Non-Resident | |
| 0-25 | Wading Pool Only | \$ 170.00 | \$ 200.00 | \$ 155.00 | \$ 185.00 | \$ 125.00 |
| 0-25 | Main & Wading | \$ 205.00 | \$ 245.00 | \$ 185.00 | \$ 225.00 | \$ 145.00 |
| 26-50 | Main & Wading | \$ 220.00 | \$ 265.00 | \$ 200.00 | \$ 245.00 | \$ 155.00 |
| 51-75 | Main & Wading | \$ 240.00 | \$ 290.00 | \$ 215.00 | \$ 265.00 | \$ 165.00 |
| 76-100 | Main & Wading | \$ 275.00 | \$ 335.00 | \$ 245.00 | \$ 305.00 | \$ 185.00 |
| 101-125 | Main & Wading | \$ 310.00 | \$ 380.00 | \$ 275.00 | \$ 345.00 | \$ 205.00 |
| 126-150 | Main & Wading | \$ 345.00 | \$ 425.00 | \$ 305.00 | \$ 385.00 | \$ 225.00 |
| 151-175 | Main & Wading | \$ 395.00 | \$ 485.00 | \$ 350.00 | \$ 445.00 | \$ 255.00 |
| 176-200 | Main & Wading | \$ 450.00 | \$ 560.00 | \$ 395.00 | \$ 505.00 | \$ 285.00 |

Rental Rates for the other 15 Outdoor Pools:

| Group Size | Pool | One-Time Rental Rates | | Seasonal Rental Rates | | CA Rates |
|------------|------------------|-----------------------|--------------|-----------------------|--------------|-----------|
| | | Member/Resident | Non-Resident | Member/Resident | Non-Resident | |
| 0-25 | Wading Pool Only | \$ 120.00 | \$ 150.00 | \$ 105.00 | \$ 135.00 | \$ 75.00 |
| 0-25 | Main & Wading | \$ 155.00 | \$ 195.00 | \$ 135.00 | \$ 175.00 | \$ 95.00 |
| 26-50 | Main & Wading | \$ 170.00 | \$ 215.00 | \$ 150.00 | \$ 195.00 | \$ 105.00 |
| 51-75 | Main & Wading | \$ 190.00 | \$ 240.00 | \$ 165.00 | \$ 215.00 | \$ 115.00 |
| 76-100 | Main & Wading | \$ 225.00 | \$ 285.00 | \$ 195.00 | \$ 255.00 | \$ 135.00 |
| 101-125 | Main & Wading | \$ 260.00 | \$ 330.00 | \$ 225.00 | \$ 295.00 | \$ 155.00 |
| 126-150 | Main & Wading | \$ 295.00 | \$ 375.00 | \$ 255.00 | \$ 335.00 | \$ 175.00 |
| 151-175 | Main & Wading | \$ 345.00 | \$ 435.00 | \$ 300.00 | \$ 395.00 | \$ 205.00 |
| 176-200 | Main & Wading | \$ 400.00 | \$ 510.00 | \$ 345.00 | \$ 455.00 | \$ 235.00 |

Pool Rental Policies

- The Columbia Association Outdoor Pools are available for rent during non-operational hours.
- Rental rates are based on the size of the group per hour. Seasonal rates apply to groups renting the same facility at the same time at least four times.
- All rules and regulations of the Columbia Association Aquatics Department remain in effect during a rental.
- The Columbia Association Aquatics Department reserves the right to change or re-schedule rentals with at least one-week notification to the contracting group.
- In the event that you need to cancel your rental, you must notify the Aquatics Office at least two hours before the start of the rental or before 3:00 pm of the day of the rental (whichever is earlier). Failure to notify the Aquatics Office will result in a full charge for the facility rental.
- Refunds will only be made if the Columbia Association closes the pool due to mechanical, safety, staffing, or weather related problems and the group renting the facility has not received at least 50% of their contracted time at the facility. The pools will close due to fecal or vomitous contamination, other safety regulations, and during electrical storms or in the event of heavy rain, which makes it impossible to safely guard or operate the pool.
- Counselors must be actively involved in the supervision of the group. There will be specified areas where counselors must be located at all times during the time your group is in the water. All swimmers will be subject safety and swimming evaluation for each session of your camp.
- Counselors must be able to swim and each group will be responsible for a swimming evaluation of their counselors. Groups whose counselors do not actively supervise may be barred from future open swim uses and/or rentals.

Lessons

The Columbia Association Outdoor Pools offers a “Learn to Swim” lesson program for camps and other groups in conjunction with our Summer Swimming Lesson Program.

- Each group class will be thirty (30) minutes in length
- Camps must provide a list of children to be enrolled with their CA member or resident ID number one week prior to the start of your lesson session
- The Columbia Association Aquatics Office will check the membership/resident status of each individual and will bill the camp
- No payments from individuals will be accepted

REGISTRATION: Lessons may not be reserved without payment.

LEARN TO SWIM PROGRAM: The Outdoor Pools offer three two-week swim lesson sessions and one one-week session over the course of the summer. Each class will meet eight times during the two-week session. Although there are “Lesson Centers”, arrangements can be made at other pools.

CLASSES WILL START AND END ON TIME. Please arrive early so that you have time to check in and prepare for class.

INCLEMENT WEATHER: All pools will close for thunder and lightning and will remain closed for 30 minutes after the last report of thunder or lightning. Instructors will hold the class each scheduled day, even during periods of light rain. If Columbia Association cancels a lesson, a make up class and arrangements will be posted at the lesson center.

INSTRUCTORS: If the instructor is unable to complete a lesson or must be absent, a suitable substitute will be provided. Every Outdoor Pool instructor is well qualified and when a substitute is provided, the class goals will remain consistent. It is the policy of the Columbia Association that all lessons taught at the Outdoor Pools must be taught by instructors employed by the Columbia Association and that all fees must be paid to the Columbia Association. A receipt will be issued for any payment made to the Columbia Association for any lessons or service provided by the Outdoor Pools. **Individuals who are not working for the Columbia Association Aquatics Department may not teach lessons at Columbia Association pools.**

| LESSON CENTERS | | |
|----------------|----------|---------------|
| Center | Days | Time |
| Dickinson | M,T,W,F | 10:00 - 12:00 |
| Dorsey Hall | M,T,W,Th | 10:00 - 12:00 |
| Hawthorn | M,T,Th,F | 10:00 - 12:00 |
| Hopewell | M,T,Th,F | 10:00 - 12:00 |
| Kendall R. | M,T,Th,F | 10:00 - 12:00 |
| River Hill | M,T,W,Th | 10:00 - 12:00 |
| Stevens F. | T,W,Th,F | 10:00 – 12:00 |

| SESSION DATES | | |
|---------------|----------|----------|
| | Begins | Ends |
| #1 | June 21 | July 2 |
| #2 | July 5 | July 16 |
| #3 | July 19 | July 30 |
| #4** | August 2 | August 6 |

** One week of lessons are charged at half price.

Camp Lesson Fees (per two week sessions)

| | 4 days/week | 3 days/week | 2 days/week | 1 day/week |
|-------------------------|-------------|-------------|-------------|------------|
| Package Plan Plus (DBS) | \$60.00 | \$45.00 | \$30.00 | \$15.00 |
| Package Plan | \$70.00 | \$52.50 | \$35.00 | \$17.50 |
| Resident with Card | \$90.00 | \$67.50 | \$45.00 | \$22.50 |
| Non-resident | \$110.00 | \$82.50 | \$55.00 | \$27.50 |

General Rules and Policies

Pool Rules

- **All persons using the pool do so at their own risk and responsibility.**
1. Persons wishing to enter water deeper than the level of their shoulders must be able to swim one length of the pool remaining in a horizontal position without stopping or repelling from the sides or bottom. All campers will be evaluated for swimming ability and height.
 2. Protect our Water.
 - Shower your child and yourself. Take a cleansing shower before entering the pool and after using the toilet.
 - Bathers who are not toilet-trained must wear a tight-fitting swim diaper or rubber pants. Disposable or cotton diapers are not permitted in the pool.
 - If you have or have had diarrhea in the past two weeks, please do not use the pool.
 3. Diaper changing should only be done in the bathrooms.
 4. Members will be held responsible for the actions of their guests.
 5. We cannot be held responsible for loss or damage to personal property of any kind. Please keep a close watch on personal items and report any suspicious activity.
 6. For your safety, the pool may be closed at any time because of weather, operational difficulties, or other conditions at the discretion of the management.
 - During electrical storms, the pool will be closed for a period of one-half hour after the last report of thunder or lightning.
 - If the rain becomes heavy enough that the bottom of the pool cannot be observed clearly or the precipitation turns to hail, the pool will be cleared immediately and remain closed until the bottom can be effectively observed from the lifeguard stand.
 - During periods of lightning, members and guests will be cleared from the facility, as soon as reasonably safe.
 7. For your safety and the safety of others, admission to the pool will be denied to all persons having any infectious diseases, inflamed eyes, colds, nasal or ear discharges, or any communicable diseases of any kind. Persons with excessive sunburns or open sores will not be permitted to use the pool.
 8. We require children 12 years of age or younger to be accompanied by a responsible supervisor 14 years of age or older. If children 8 to 12 years of age pass the Safety First test administered by the pool staff, they will be permitted to use the area without a responsible supervisor.
 9. The wading pool is limited to use by children 6 years of age or younger and only when under responsible supervision. The wading pool will be available for use only during the scheduled times in the Outdoor Pools Schedule brochure. It will not be open during additional programming, such as, Swim Team Practice, Aerobics, and Early Bird Swim.
 10. The Spas are reserved for the enjoyment by members and guests 16 years and older.
 11. Adults have priority on lounge furniture.
 12. At quarter of every hour, there will be a 15 minute rest break at which time all children under 16 years of age will be required to clear the pool. One child 6 years of age or younger may accompany an adult during this time.
 13. Inner tubes, water wings, or play equipment may not be used in the Main Pool. Wading Pool toys must be small enough to fit, fully inflated, into a 30" x 30" x 30" box.
 14. Masks, fins, and snorkels are permitted in the lap lanes, provided they are being used appropriately.

15. Extended breath holding and other hypoxic workouts are not permitted.
16. For your safety, only United States Coast Guard approved personal floatation devices (life vests) may be used in the pool. Persons using such devices are required to be accompanied, within arm's reach, by a responsible supervisor.
17. Spouting water and similar unhygienic actions will not be permitted in the pool area.
18. Only one (1) person may be on the diving board or ladder at a time.
19. Diving is only permitted in designated areas 5 feet or deeper. When using the diving board, dive from the end of the board straight into the center of the diving area. Back flips, inwards, and handstands are not permitted.
20. Unruly or inappropriate behavior and profane, loud or abusive language will not be tolerated. Please walk at all times.
21. To maintain a safe and family environment, revealing or see-through bathing suits, thongs, shorts with rivets and clothing generally considered offensive will not be permitted
22. In consideration of others, amplified music or radios with external speakers will not be allowed.
23. Illegal drugs and alcoholic beverages or persons under the influence will not be permitted in the pool or on its grounds.
24. Food and drinks are permitted in designated areas. Grilling is prohibited within the facility or parking lot. Glass containers of any kind are not permitted.
25. The Outdoor Pools are tobacco free zones. Smoking or use of tobacco products is strictly prohibited inside the property and within 50 feet of the entrance gate.
26. Dogs, cats, or other pets are not permitted in the pool complex.
27. Obey the lifeguards. Repeated violators will be ejected from the facility without refund.
28. The Pool Manager is responsible for the strict enforcement of the rules and insuring the facility is operated in a safe and peaceful manner for all to enjoy. He/She has the authorization to temporarily deprive any member or guest use of this facility and may use discretion in the enforcement of these and any other rules and regulations.

Alcohol Use During Rentals

- Alcohol is allowed at the Columbia Association swimming facilities **only** by special permit or during officially sanctioned events of the Columbia Association.
- Permits will only be granted for alcohol consumption to a group or business entity (“renter”) that can demonstrate that it carries liability insurance coverage in the amount of \$1,000,000.00 and that provides CA with a certificate of insurance that names CA as an additional insured for the event at which alcohol is to be served.
- Permits will only be granted for alcohol consumption to groups and businesses who are utilizing a caterer that has a liquor license and has staff trained in “Serve Safe” procedures. In order for CA to consider granting a permit, the applicant must provide documentation from the caterer as to the liquor license and staff certification in “Serve Safe” procedures and the applicant must provide proof of the liability insurance described above. BYOB is not acceptable. **Only** beer and wine may be served during the event.
- Permits will specify that once an individual has consumed any alcohol, he/she will not be permitted to use the pool again for the remainder of the event. This is due to the potential for injury and death related to accidents caused by alcohol consumption while utilizing swimming facilities (including whirlpools and spas).
- The Columbia Association reserves the right to require that the renter pay for security guards in the ratio of one per 35 participants.
- A security deposit (in the amount equal to \$5.00 per expected guest with a minimum of \$200) will be required for all rentals that include alcohol consumption. The entire deposit will be forfeited if the event becomes unruly (as defined by the necessity of contacting the Howard County Police).
- The renter assumes full responsibility for compliance with Maryland State Liquor Laws and agrees to indemnify CA and hold CA harmless from any claims arising out of the serving of alcohol at the event.