

Base Pool Facility Reservation Form
Bldg 1353 Arkansas Rd
301-981-1353

Rank/Grade: _____ **Duty Phone:** _____

Home Phone: _____ **Cell Phone:** _____

Address: _____

City

State

Zip Code

Reservations:

Reservations for pool functions shall be made in person by signing this Agreement and paying the deposit described herein. Fees and charges will be calculated according to the number of people attending, duration of the function, and option of using the party rooms, main pool, Splash Park, or both Splash Park & Pool. A deposit in the amount of 50% of the total reservation fee is due at the time of reservation (refundable if cancellation occurs more than 1 week before scheduled reservation). Reservation must be made 2 weeks prior to function. In addition a \$75.00 cleaning deposit will be made at time of reservation by credit card, refundable at Outdoor Recreation, Bldg 1235 Menoher Drive, Joint Base Andrews, 301-981-4109.

Initial

Cancellations & Changes:

Reservations, where the reservation is cancelled less than 1 week before the scheduled function time, are subject to a penalty equal to 50% of the deposit. There will be no penalty if cancellation is due to emergency leave or alert duty, in which case you (the customer) must present a copy of AF Form 988 Leave/Request Authorization.

Joint Base Andrews (JBA) Aquatics Facility retains the right to cancel the reservation due to inclement weather, which may warrant unsafe conditions; in the event of such cancellation, the customer will receive a full refund.

Any changes to the number of guests, time and/or date must be made 1 week prior to the date & time of the reservation. Additional guests will not be permitted to enter the facility.

Initial

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Refunds:

Refunds are only authorized if the customer cancels within 1 week prior to the function's start time, or a JBA Aquatics staff member determines weather conditions are unsafe. Functions which are cancelled due to weather will be refunded less the amount due for time used, with a minimum charge of 1 hour. Example: A customer pays \$100.00 for a 4 hour reservation. The reservation is cancelled due to weather, with 1 paid hour remaining. The customer will be refunded \$25.00. Example 2: A customer pays \$100.00 for a 4 hour reservation, within the first 30 minutes the party is cancelled due to inclement weather; the customer will receive a refund of \$75.00.

Refunds will be paid in the method for which original payments was made. All cash refunds will be made available to customers when the cashier has the funds available, at which point you will be notified. All check refunds will take up to 10-14 business days and the payee will be refunded cash when the cashier has the funds. All refunds will be received from the Outdoor Recreation facility, Bldg 1235 Menoher Drive, Joint Base Andrews, 301-981-4109.

Initial

Sponsor's Responsibilities:

1. It is the responsibly of the sponsor to ensure all guests remain inside the aquatics complex at all times. Loitering in the parking lot will not be tolerated.
2. The Sponsor must be present at the Pool Reservation at ALL times – No exceptions.
3. The sponsor is responsible to ensure guests adhere to all pool rules. Lifeguards are available at request to review the rules with your group before entering the water. Failure to comply with Aquatics Rules will lead to termination of the reservation; all fees paid will be forfeited.
4. The Sponsor is responsible to ensure guest access to the base. The Aquatics Staff will NOT provide assistance in this matter. Contact the Visitor's Center at 301-981-0689 to discuss accessing the base for your function.
5. Glass Containers are NOT permitted in the complex at any time. Alcohol is NOT permitted.
6. The sponsor or guests are NOT permitted to charge a fee for the entrance into the Pool. Use of government facilities and/ or equipment for personal gain will NOT be tolerated. Failure to comply will result in immediate termination of the reservation; all fees paid will be forfeited.
7. The lifeguards will keep count on the guests entering the facility. The sponsor is responsible to ensure the number of guests do not exceed the noted amount on this agreement. Guests will not be permitted to enter the facility once the noted amount on this agreement is reached. If the sponsor chooses to increase the number of guests on this agreement, the change MUST BE made 1 week prior to the reservation time. Changes at the time of reservation are not permitted.

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8. Pool Reservations during open hours will be charged the applicable fee. Participants who are part of the reservation will pay the daily entry fee, or show proof of pool pass. Private reservations after pool hours will not begin earlier than 1930, and end no later than 2300.

9. The sponsor is responsible for ensuring that guests who have limited base access privileges leave Joint Base Andrews immediately after the reservation. Lifeguards are permitted to contact Security Forces to ensure all guests leave safely and quietly.

10. The sponsor is responsible for ensuring all chairs have been placed back in their original location, trash is picked up and placed in a receptacle, and charcoal is emptied from the grill, and placed in coal canister. The grill area must be completely free of any food.

11. Groups may bring their own food and drinks (**NO ALCOHOL**). There is absolutely no smoking inside the facility or directly outside the aquatics facility. Smoking must be done at least 50 feet from the facility. No food is allowed on the pool deck.

12. Music must be kept at a level as to not disturb the housing area near the pool.

13. Participants attending private pool reservations are subject to other rules which the guards may deem necessary for the safety and welfare of all. They are authorized to issue rules either verbally or in writing and enforce them. Failure to comply with any rules set forth will result in termination of the reservation; all fees paid will be forfeited.

I am the sponsor of the above Pool Party Reservation. By signing below, I have read, and agree to all the Aquatics Center's Pool Reservation policies stated on these forms.

Printed Name

Date

Signature

Date

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