

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

TABLE RESERVATION

Reservation Date: _____

Number of Guests Attending: _____

(Include everyone entering the aquatic facility, regardless of their intent to swim)

Start Time: _____ **End Time:** _____
No Earlier than 1230 No later than 1800

Table Fees: \$8.00 per hour

Guest Fees: E1-E4 Active Duty, Dep, and Ret \$3 E5-E6 Active Duty, Dep, and Ret:
E5-E6 Active Duty, Dep, and Ret: \$5 DoD Civilian & Guests: \$6

DAY: Tuesday Wednesday Thursday Friday Saturday Sunday

*****Tables cannot be reserved Federal Holidays are exempt from*****

Sponsor's Information:

Name: _____
Last First MI

Duty Status: USAF USN USA USMC USCG DoD RESERVIST RETIRED

Organization Assigned to: _____

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

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

Address: _____

City State Zip Code

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Reservations:

Reservations for pool functions shall be made in person by signing this Agreement and paying the fee in full. Reservation must be made 1 week prior to function. The table will be made available to you according to the time you have selected to begin your reservation. If you are decorating the tables you must ensure the time needed to do so is included in your reservation.

Fees

Table reservations are calculated at \$8.00 per table per hour. Guest fees are paid at daily rate according to the category of duty they fall under.

Guest entries fees s applies for all swimmers and non-swimmers. _____

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Payment Method

Guest's entry fees can be paid on the day of the table reservation in cash at the pool. If the host is responsible for their guest's entry fees, the facility's Party Sign-in sheet will be used to account for guests and final cost. The fees must be paid in cash the same day of the reservation.

To pay by convenience of Credit Card, the host may pre-pay guests at Outdoor Recreation, Bldg 1235 Menoher Drive. The table reservation must be confirmed and paid for at the Base Pool to ensure tables are available and reserved. Proof of payment (receipt) must be provided at time of pre-paying guests. Outdoor Recreation will issue a receipt which must be presented at the pool on the day of your reservation. All guests will sign-in using the facility Party Sign in Sheet. Additional guests will be paid for at the pool via cash.

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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.

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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.

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Use of Grills:

In the interest of safety the Splash Park Grills are **STRICTLY PROHIBITED** from use. Customers who wish to grill may bring a grill and place in the authorized area of use. The customer (you) are responsible to ensure the grill is monitored at all times.

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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.

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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.
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.
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. All decorations must be removed from tables.
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. Music must not contain profanity or offensive language.
13. Participants attending 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

Signature

Date

FOR STAFF USE

Receipt # _____

Date Paid On: _____

Received By: _____

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