The following rules and regulations are for your benefit and for the protection of our facilities. Failure to comply with these rules and regulations shall be considered sufficient cause for suspension or termination of membership pursuant to the by-laws of the Corporation.

These rules are intended to be representative; there may be other rules enforced by Facilities Management that are not specifically described herein.

# ENFORCEMENT

1. Facilities Management has the authority to enforce these Rules & Regulations
2. Only the General Manager (or in his/her absence, the President of the Corporation) has the authority to direct the Facilities Management or other employees concerning the operation of the facilities
3. Facilities Management may restrict any action in the facilities which in its judgment may be prejudicial to the health and safety of others, destructive, and/or detrimental to the appearance of the property
4. Rules and regulations are subject to change at any time at the discretion of the Board of Directors

# FACILITIES OPERATION

1. **Swimming Facilities**
	1. Days of Operation: Memorial Day Weekend through Labor Day
	2. Pool Hours
		1. 10:00 AM to 9:00 PM Monday thru Saturday
		2. 12:00 PM to 9:00 PM Sunday
		3. 12:00 PM to 9:00 PM when Anne Arundel County Public Schools are in session
	3. Swimming may be curtailed in the Tiger Tank or Main Pool because of Swim Team practice and/or swimming instructions Monday through Friday, except holidays
	4. Swimming will be curtailed in the Tiger Tank or main pool during swim meets. Notice of swim meets is posted on social calendars which will be posted on the bulletin board at the entrance of the pool in advance of the event
	5. The facilities may be closed during inclement weather, and activities may be curtailed or postponed as deemed necessary by facilities management
	6. The facilities may be closed for maintenance or other reasons involving health and safety. Notice of such closing will be posted at the entrance and/or otherwise announced as circumstances permit
	7. Closing time may be extended on special occasions
2. The use of the Tennis Courts will be restricted to daylight hours except when the court lights are utilized under the control of authorized personnel no later than 10:00 P.M.

**ADMISSION TO FACILITIES**

1. **Members**
	1. Members must present membership cards upon entering the facility. Cards are non-transferrable and anyone “lending” their card to another person may risk revocation of the entire family membership
	2. Children 11 years of age and under must be supervised by their parents or someone 16 years of age or older who has been authorized by the parents as responsible for these children while in the facilities
2. **Guests**
	1. Guests must be registered by the member bringing them into the facility
	2. A guest privilege shall consist of the use of the Corporation’s facilities
	3. It is the responsibility of the member to ensure all guests comply with these rules and regulations
	4. Members must provide adequate, on-site, adult supervision for guests of all ages
		1. Members ages 12 thru 15 may only bring 1 guest at a time, unless accompanied by an adult.
	5. No person may be a guest more than four times each month for a total of 12 times each year. Service months consist of May/June, July, and August/September
	6. A houseguest (defined as a person visiting in a member’s house and remaining overnight for at least three consecutive nights) may have guest privileges during this stay. A seven day maximum applies and appropriate guest fees will be assessed. Members may also make arrangements for a season houseguest who is living in their home for the summer and is limited to two persons per season. Appropriate guest fees will be assessed
		1. An adult member who is a daycare provider may arrange for season houseguest privileges for the children of the daycare provided the children are 12 years of age or younger. Season house guest fees will apply
	7. Babysitters of pool members’ children may be considered as houseguests provided that the baby sitter is registered with Facilities Management by the member employing the baby sitter. The babysitter may bring the children and use the facility in lieu of the adult member. If the babysitter visits with the adult member present, guest fees will be assessed
	8. Babysitters must be at least 18 years of age
	9. Admission of guests, at any given time, shall be at the discretion of the Facilities Management
	10. Admission of guests should be limited to a reasonable number. When a member will be inviting guests to a party and the number of non-member guests in the party exceeds 15 (fifteen), the member must receive approval in advance from a member of the Board of Directors
		1. The member must provide adequate on-site supervision for all guests
		2. A guest list must be provided for all parties
3. **Guest Fees**
	1. Regular: $8.00
	2. Special: House guest weekly rate $40.00/person (7 day max) $120.00/family of 4 (7 day max)
	3. Season guest rate (including daycare) $300.00/per person
	4. Children under the age of two years and adults over the age of 65 shall be admitted at no charge. Management reserves the right to restrict the number of visits each month
	5. After 6:00 PM, *regular* guest fees are reduced to $4.00 per person
	6. All guest fees must be paid at the time of admission, and the fee includes the state admission/amusement tax
	7. Guest fees are subject to adjustment by the Board of Directors with two weeks’ notice, posted at the entrance to the facility

### GENERAL

1. Pets are not allowed anywhere on the premises at any time
2. Glass containers of any kind are not allowed anywhere on the premises including the pavilions
3. Spitting is prohibited
4. Alcoholic beverages are not allowed on the premises except at those functions approved by the Board of Directors and exempted by the By-laws of the Corporation
5. All gambling is prohibited, except for special nights approved by the Board
6. All persons must comply with posted traffic regulations. The facility is entered from Main Avenue and exited on to Lyman Avenue. Failure to observe this safety feature may result in suspension of membership. Repeat offenders will have their membership revoked
7. Abusive and profane language will not be tolerated and may be cause for ejection from the facility for extended periods of time
8. Each person is responsible for maintaining cleanliness of the facility including the disposal of their own trash. This includes the patios, lawn, and pavilions
9. Members must provide supervision of their families and guests on all Corporation facilities
10. All persons entering the facility and taking part in the activities provided do so at their own risk
11. Participation on the tennis and swim teams is limited to members in good standing
12. Smoking is prohibited except in the parking lot (at least 30ft from the building entrance)
13. All incidents resulting in personal injury or property damage must be reported immediately to the Manager on duty. Threats of personal injury or property damage, unsafe conditions and inappropriate behavior must be reported immediately to the Manager on duty
14. Members and their guests are responsible for their personal property. Personal property left on the premises will be put in the lost and found for a period of time not to exceed 2 weeks. Lost and found articles will be discarded at the discretion of the Management

### COMMUNICATIONS

1. The business phone number at the facility is (410) 859-3614. Phone calls to this number should be limited to business purposes only. Personal cell phones should be used whenever possible

### FACILITIES

1. Admission may be refused to anyone with open wounds, colds, infections or wearing bandages
2. **Swimming Pool Restrictions**
	1. Children under 14 years of age may not go into water over their shoulders unless the Basic Swimming Test (“A” test) has been passed
	2. Non-swimmers must be accompanied in the pool by someone 16 years of age or older. This means in the swimming pool and within an arm’s length. Watching from the deck or a pool chair at the grass edge is not permitted
	3. A child under 10 years of age must be closely supervised while in the water by a person 14 years or older unless the child displays the “A” insignia
	4. The “A” insignia may be displayed only by children who have passed the Basic Swimming Test administered by the Facilities Management
	5. Basic Swimming Test
		1. Dive or jump into the deep end of the main pool and swim the length of the pool
		2. Tread water for two minutes
	6. During swim meets children and spectators are not allowed on the pool apron to allow for efficient administration of the meet. During swim meets, the main pool and wading pool will have normal operating hours unless otherwise posted the day of the event
	7. Children under the age of 10 who use the diving board and/or slide, must display the “A” patch insignia
3. **Tiger Tank Restrictions**
	1. Swimming in the Tiger Tank after normal swim team practices and meets is limited to use by adults 18 years of age and older
	2. For the 2018 season, the following rules will apply on a trial basis
		1. The Tiger Tank may be used for lap swimming by members under the age of 18, assuming a lane is available
		2. During times of heavy use, adults 18 years of age and older will take precedence over those under 18
		3. Members under the age of 12, swimming laps, must have a parent or guardian present at all times
		4. The Diving blocks are not to be used at any time during general lap swimming unless the swim team coach is present (at the blocks)
4. **Wading Pool Restrictions**
	1. Children who have attained their seventh birthday are prohibited from using the wading pool
	2. Children must be supervised by a person at least 14 years of age, and that person must stay within the Wading Pool Enclosure
	3. Non-Toilet trained children using the wading pool must wear diapers designed for swimming; cloth diapers and tight fitting rubber pants are also allowed. Children with standard disposable diapers are prohibited from using any pool
5. **Swimming Pool Health and Safety**
	1. All persons must shower before entering the pool
	2. No running, pushing or horseplay is permitted in the pool enclosure
	3. Food and refreshments are not permitted in the pool or on the pool apron
	4. The pool must not be used as a substitute for sanitary facilities
	5. Blowing of nose into the pool is prohibited
	6. General swimming is not permitted in the diving area
	7. Jumping or diving is not permitted from the sides of the diving area
	8. Swimming aids, balls, tubes, etc. may be used in the pool area only with the permission of Facilities Management. At no time are non-swimmers allowed with flotation devices unless supervised by someone over 14 years of age
6. **Diving Board**
	1. One person on the diving board at a time
	2. Do not go up the step until the person ahead of you has gone off the board
	3. Wait until the person before you is off the ladder before going off the board
	4. Do not sit on or hang from the end of the board
	5. Double bouncing on the diving board is not allowed
	6. Exit the pool using the ladder to the right of the board
7. **Slide**
	1. One person on the slide platform at a time
	2. Do not go up the steps until the person on the platform has gone down the slide
	3. Wait until the person before you is off the ladder before going down the slide
	4. Do not sit on or hang from the end of the slide. SLIDING ONLY!!!
	5. Exit the pool using the ladder to the left of the slide
8. **Tennis Courts**
	1. Observe proper court etiquette
	2. Only tennis shoes will be allowed on courts
	3. Only tennis equipment may be used on the courts, i.e., games or activities other than tennis are prohibited unless approved by the Board of Directors
	4. Skateboards, roller blades and bicycles are prohibited on the tennis court
	5. RESERVATIONS:
		1. Court reservations may only be made in person at the Admissions Desk where the Tennis Court Reservation Book is kept. The reservation book will be available as follows:
		 - all day for same day reservations
		 - at 6:00 PM for next day reservations (For Adults Only)
		2. Reservations are limited to 60 minutes for all persons
		3. Individuals are limited to one hour of play from 6:00 PM to 9:00 PM when courts are maximum demand
		4. Reservations will be considered canceled 10 minutes after the reserved time if courts are unoccupied by the reserved named person
		5. Courts should be relinquished to the next reservation when time is up
		6. Cancel court reservation as soon as it is known it will not be kept
		7. Adults will have reservation priority, except for the Junior Tennis Team, as follows:

Monday through Friday - Courts #1 and #2 - all day

Monday through Friday - Courts #3 through #6 - after 6:00 PM

Saturday, Sunday, and Holidays - Courts #1 through #4 - all day

\*\*\* No bumping once play has started for reserved time \*\*\*

* + 1. On special occasions, approved by the Board of Directors, the courts may not be available for normal membership use and notices will be posted in advance (example – tournament play)

NOTE: The intent of a reservation system is to prevent “court hogging” and children under 18 years using courts when working adults are time limited.

1. **Volleyball Court**
	1. Only volleyballs may be used on the court; that is, games or activities other than volleyball are prohibited unless approved by the Board of Directors
	2. Reservations
		1. Reservations may be made in person at the Admissions Desk one day prior to the day of play beginning at 6:00 PM
		2. Limits for reservations are 60 minutes for groups of four or more
		3. Groups are limited to one hour of play when demand is high
		4. Reservations will be considered canceled 10 minutes after the reserved time if court is unoccupied by the reserved named person(s)
		5. Adults will have reservation priority for play after 6:00 PM
2. **Playground**
	1. Any child under the age 5 years should be supervised by an adult in the immediate playground area
	2. Use of playground equipment is at your own risk
	3. Littering or destruction of property and unruly behavior will not be tolerated
3. **Snack Bar Pavilion Area**
	1. The primary purpose for the tables/chairs in this area is for eating
	2. The tables are not to be used for “storing” your belongings for the day (e.g. shoes, towels, bags, tennis rackets, etc.)
	3. When the pool is busy, if the only table available for eating is one occupied only with “belongings”, members may ask the pool management to remove those belongings in order to have a place to sit
	4. Members are required to clean the area before leaving it
4. **Picnic Areas**
	1. Grills and tables are provided at each pavilion. Propane will not be provided for gas grills. Grills must remain in, and are only permitted for use in the Pavilion areas~~.~~
	2. Members may reserve 1 picnic area with the General Manager (or a board member) on a first come first serve basis. Limit 3 days max. per membership
	3. Members are required to clean the area before leaving it

**Pavilion Reservations/Party Rules**

Admission of guests should be limited to a reasonable number. When a member will be inviting guests to a party and the number of non-member guests in the party exceeds 15 (fifteen), the member must receive approval in advance from the Board of Directors (2wks notice needed).

**FOR ALL PARTIES/Pavilion requests:** (regardless of size)- a form must be completed, see attached or one can be obtained at the pool, detailing the request. The member must provide adequate **on-site** supervision for all guests at all times. A non-member guest list must be provided at the front gate for all parties.

Members may reserve 1 picnic area at a time with the General Manager (or a Board Member) on a first come first serve basis. Limit 3 reservations max. Per membership per the season. Members are required to clean the area before leaving it.

**Absolutely NO Community/Sports Parties, over the 15 non-member Max, will be allowed on Saturdays or Sundays in the Months of**

**June and July.**

PAVILION REQUEST & RESERVATION AGREEMENT

 The below signed member acknowledges and agrees to abide by all of the Rules & Regulations of Andover Recreation, Inc., and the following terms and conditions of use:

Name of Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)

Date of use: \_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Pavilion (check one) A \_\_\_\_ B \_\_\_\_ C \_\_\_

Number of Guests:

 Members: \_\_\_\_\_\_\_

 Nonmembers: \_\_\_\_\_\_\_

 Total: \_\_\_\_\_\_\_

1. The member shall be present with and responsible for the actions and supervision of their guests for the entire duration of the party.
2. The member shall be responsible for cleaning the pavilion area prior to leaving. This includes trash removal, cleaning of grills, if used, and general cleanliness and order for the next event.
3. A guest list must be provided prior to the start of the party. The member must pay, in full, for all invited non-member guests prior to the start of the party. The member will be called to the front desk for anyone who arrives but is not included on the list; if admitted, fees must be paid upon entry. REFUNDS will be disbursed from cash at the front desk (when available) or a check from the Treasurer within one week of the event. Guest fees ($6.00 per person) are collected for all guests between the ages of 3 and 65, regardless of the level of activity.
4. Unless an “A” patch is obtained and displayed, children under the age of Ten (10) must be closely supervised by an adult while in the water, and children under the age of Fourteen (14) may not go into the water over their shoulders.
5. Alcohol is not permitted.

I hereby acknowledge that failure to comply with the above stated terms, and the rules and regulations of the facility may result in the suspension or termination of my membership.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date