



# 2024 GROUP/CAMP REQUEST RESERVATION FORM

Revised 03/27/24

GROUP NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PARKS DIRECT HOUSEHOLD NUMBER: \_\_\_\_\_

NEW CUSTOMER: (no household number, check here)

**CHECK THIS BOX IF ANY OF YOUR CAMPERS WILL BE UNDER 6 (six) YEARS OLD DURING CAMP**

PLEASE NOTE: Reservation dates are NOT confirmed until a written confirmation is received from the hosting facility. Select your desired facility (one location per form), fill in requested information, sign and initial as required, submit via e-mail.

CHECK ONE:	FACILITY CONTACT INFORMATION	SESSION TIMES	DATES	# OF CHILDREN	# OF ADULTS
	Allentown Splash, Tennis, & Fitness Park 7210 Allentown Road, Fort Washington, MD 20744 301-449-5567 (year-round) <a href="mailto:allentownpool@pgparks.com">allentownpool@pgparks.com</a>	12-3 pm Monday-Friday Outdoor pool only			
	Ellen E. Linson Splash Park 5211 Campus Drive, College Park, MD 20740 301-277-3717 (year-round) <a href="mailto:linsonpool@pgparks.com">linsonpool@pgparks.com</a>	12-3 pm Monday-Friday			
	Fairland Aquatics Center 13820 Old Gunpowder Road, Laurel, MD 20707 301-362-6060 (year-round) <a href="mailto:fairlandaquatics@pgparks.com">fairlandaquatics@pgparks.com</a>	12-3 pm Monday-Friday			
	Glenn Dale Splash Park 11901 Glenn Dale Blvd., Glenn Dale, MD 20769 301-772-5515 (year-round) / 301-352-8980 (summer) <a href="mailto:glenndale.splashpool@pgparks.com">glenndale.splashpool@pgparks.com</a>	12-3 pm Monday-Friday			
	Hamilton Splash Park 3901 Hamilton Street, Hyattsville, MD 20781 301-853-9115 (year-round) / 301-779-8224 (summer) <a href="mailto:hamiltonpool@pgparks.com">hamiltonpool@pgparks.com</a>	12-3 pm Monday-Friday			
	J. Franklyn Bourne Memorial Pool 6500 Calmos Street, Seat Pleasant, MD 20743 301-583-2572 (year-round) / 301-350-4422 (summer) <a href="mailto:bournepool@pgparks.com">bournepool@pgparks.com</a>	12-3 pm Monday-Friday			
	Lane Manor Splash Park 7601 West Park Drive, Hyattsville, MD 20783 301-853-9115 (year-round) / 301-422-7284 (summer) <a href="mailto:lanemanorpool@pgparks.com">lanemanorpool@pgparks.com</a>	12-3 pm Monday-Friday			
	North Barnaby Splash Park 5000 Wheeler Road, Oxon Hill, MD 20745 301-749-4180 (year-round) / 301-894-1150 (summer) <a href="mailto:northbarnabypool@pgparks.com">northbarnabypool@pgparks.com</a>	12-3 pm Monday-Friday			
	Prince George's Sports & Learning Complex 8001 Sheriff Road, Landover, MD 20785 301-583-2572 (year-round) <a href="mailto:splexaquatics@pgparks.com">splexaquatics@pgparks.com</a>	12-3 pm Monday-Friday Leisure pool only			
	Rollingcrest-Chillum Splash Pool Sargent Road, Chillum, MD 20782 301-853-9115 (year-round) <a href="mailto:rollingcrestpool@pgparks.com">rollingcrestpool@pgparks.com</a>	12-3 pm Monday-Friday			
	Southern Area Aquatics & Recreation Complex 13601 Missouri Ave, Brandywine, MD 20613 301-782-1442 (year-round) <a href="mailto:saarcaquatics@pgparks.com">saarcaquatics@pgparks.com</a>	12-3 pm Monday-Friday			
	Theresa Banks Memorial Aquatics Center 8615 McLain Avenue, Glenarden, MD 20706 301-772-5515 (year-round) <a href="mailto:theresa.banks.pool@pgparks.com">theresa.banks.pool@pgparks.com</a>	12-3 pm Monday-Friday			

**FEES:** Prince George's & Montgomery County: \$4.50 per Child/\$3.00 per Adult | Non-County: \$6.00 per Child/\$4.00 per Adult. Group Fees are based on the location of the sponsoring group/organization, not individuals supervising or within the group. Supervisors or Counselors meeting the supervision ratios will be admitted FREE. Additional adults with your group are subject to the above fees. **EXAMPLES:** A group of 40 campers all age 6 and above will receive 4 FREE supervisor/counselor admissions (1:10 supervisor ratio). A group of 40 campers that includes any campers under age 6 will receive 5 FREE supervisor/counselor admissions (1:8 supervisor ratio). Group size will be rounded up in multiples of 10 (ten). If either of the groups in the examples had 41 campers they would each get an additional supervisor/counselor for FREE.

For office use only!

**Date received by M-NCPPC Facility:** \_\_\_\_\_

## **POLICIES AND PROCEDURES**

**Groups of 10 or more visitors require submission of this form and adherence with all applicable policies and procedures.**

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

- Group requests **MUST** be submitted by emailing this form to the hosting facility at least 48 hours prior to the date of visit.
- **Group reservations are not confirmed until the hosting facility has provided the group with written confirmation via email.**
- **Group reservation requests for the summer season will be accepted beginning April 8 at 10:00 a.m.** Reservations are taken on a first-come, first-served basis. Summer group reservations will not be accepted prior to this time.
- 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. The check will be deposited as a credit on your Parks Direct account. 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 email. Groups not providing 24-hour notice for cancellations will be subject to charges on their Parks Direct account and/or termination of future reservation dates. Cancellations due to inclement weather will be handled on a case-by-case basis.**
- **Groups must notify the hosting facility via email at least 24 hours prior to their reservation date if the group quantity is going to be 15 fewer people than originally reserved. EXAMPLE: If your reservation is for 60 children and you will only have 45 children, you are required to notify the hosting facility. Groups not providing the 24-hour notice will be subject to charges on their Parks Direct account and/or termination of future reservation dates.**

### **REMEMBER SAFETY FIRST - A SAFE CHILD IS A SUPERVISED CHILD!**

- It is recommended that all visiting groups adhere to any and all applicable Maryland State laws or regulations concerning childcare.
- A supervisor/counselor is someone 18 years or older and the following supervisor-to-child ratios are required;
  - 1:10 - 1 Supervisor/Counselor for every 10 children for groups with children age 6 and older.
  - 1:8 - 1 Supervisor/Counselor for every 8 children for groups with children under age 6. (Applies regardless of the number of campers)
- Groups meeting these supervision ratios will receive FREE admission for their supervisors/counselors (see 'FEES' section on page 1)
- Children must 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 lobbies, 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 are asked to notify the facility at the time of reservation or prior to arriving at 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 unsafe, 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, subject to removal, or be prohibited from returning in future years.

**Cancellation  
Policy**  
**GROUP CONTACT  
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 email, then the group account will be charged a fee of 50% of the anticipated people reserved for that date. This fee will be placed on the account along with an alert to notify other facilities that no activities may be booked or reserved until this fee is paid in full.

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PRINTED NAME

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SIGNATURE