

**Franklin Knoll Swimming Pool Association, Inc.**  
**Party Policies and Procedures**

Franklin Knoll Swimming Pool Associations, Inc. (Franklin Knolls) routinely makes its facilities available to its members for such functions as birthday parties, group picnics, and similar functions. Our assumption is that the pool will remain open for other members to use during the function and the function will enjoy exclusive use of a **limited** part of the Club's facilities. **No glass containers are permitted.** All parties must have filled out the party form and paid the party fee in advance (In case of rain, fee will be refunded).

**Small Parties: 10 - 15 participants** (members and nonmembers).

- 1) Call or notify the pool board member assigned at least two days in advance to schedule your group.
- 2) The party must have an adult sponsoring member and sufficient adults in attendance to have a ratio of one adult for every 8 children.
- 3) The sponsoring member will be responsible for making sure the area used is **properly cleaned up**.
- 4) The sponsoring member is responsible for paying any applicable **guest fees** for nonmembers attending the party.
- 5) At this time, a fee of **\$30** will be collected to cover general use of the pool, its grounds, and facilities.

**Mid-sized Parties: 16 - 30 participants** (members and nonmembers).

- 1) Call or notify the pool board member assigned at least five days in advance to schedule your event.
- 2) The party must have an adult sponsoring member and sufficient adults in attendance to have a ratio of one adult for every 8 children.
- 3) The sponsoring member will be responsible for making sure the area used is **properly cleaned up**.
- 4) The sponsoring member is responsible for paying any applicable **guest fees** for nonmembers attending the party.
- 5) At this time, a fee of **\$50** will be collected to cover general use of the pool, its grounds, and facilities.

**Larger Parties: Over 31 participants** (80% of the attendees must be members).

- 1) Call or notify the pool board member assigned. Larger parties, must be arranged for and approved by the Board of Directors or their designate in advance. In such cases, the Board or its designate will negotiate on a case by case basis with the member or members sponsoring the function.
- 2) A usage fee will be charged that reflects both the inconvenience to the rest of the membership and the cost of pool operations. In addition, any function that extends beyond the normal operating hours of the pool will be charged for lifeguard and pool manager services at overtime rates.
- 3) The party must have an adult sponsoring member and sufficient adults in attendance to have a ratio of one adult for every 8 children.
- 4) The sponsoring member will be responsible for making sure the area used is **properly cleaned up**.
- 5) The sponsoring member is responsible for paying any applicable **guest fees** for nonmembers attending the party.
- 6) The Board will need to have the following information:
  - Approximate number of members and nonmember expected to attend the function (80% of the attendees must be pool members).
  - The length of time lifeguard and front desk staff will be required to operate the pool.

**Board Member Contact: Holly Plank, [hollyplank1@gmail.com](mailto:hollyplank1@gmail.com), 301-367-7145**

## **Party Hosts: Please share these pool rules with all invites:**

- Walk on the Pool Deck.
- No food or drink on the pool deck (concrete area surrounding the water). Food and drink IS allowed at the tables and the grassy areas.
- No Glass containers and bottles at the pool.
- Limit of 9 guests per family before a party fee is applied.
- Children not yet potty trained must wear a swim diaper and plastic pants to swim in any of the pools.
- Squirting water toys (such as water guns) are prohibited.
- Floating rafts are prohibited (with the exception of Dive In Movie Night).

## **Slide rules:**

- You must be able to swim unassisted in deep water before going down the slide. If you are new to the pool, have the lifeguard test you before you go down the slide or swim in the deep end.
- You must wait on the pool deck (not the stairs) until the person in front of you has gone down the slide.
- Give the person ahead of you time to swim out of the way before going down the slide. Look to make sure no other swimmers are in the way before you slide.

## **Diving Board Rules**

- You must be able to swim unassisted in deep water to jump off the diving board. If you are new to the pool, have the lifeguard test you before you swim in the deep end or go off the diving board.
- If you wait at the diving board to jump off, the lifeguard must clear the well (deep end) before you can jump off the board. You may not jump off the board until everyone is out of the well.

# Franklin Knolls Swimming Pool Association, Inc. Party Request Form

Member Name \_\_\_\_\_ ID# \_\_\_\_\_

Date of Party \_\_\_\_\_ Time (includes set-up & clean up) \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Number of attendees \_\_\_\_\_ Party Fee Amount \_\_\_\_\_

Names of Members attending:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Names of Nonmembers attending (A Guest Fee will be charged):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Facilities needed:

\_\_\_\_ Grills How many? \_\_\_\_ \*Please bring your own Grill utensils.

\_\_\_\_ Tables How many? \_\_\_\_

Covered Pavilion (behind the Snack Shack): \_\_\_\_ Yes \_\_\_\_ No

I have read and agree to follow *Franklin Knolls Swimming Pool Association's Policies and Procedures* for using the Club's facilities for my party.

\_\_\_\_\_  
(Member's signature and date)

Questions: Holly Plank [hollyplank1@gmail.com](mailto:hollyplank1@gmail.com) 301-367-7145

**Office use only:**

Date Party form received at Front Desk: \_\_\_\_\_

Amount of Party Fee received: \$ \_\_\_\_\_ Date party fee received: \_\_\_\_\_