

# Gaffney Fitness Center Indoor Pool Reservations

- A. The only patrons/groups authorized to reserve the pool are military units and authorized Fort Meade organizations.
- B. Lane requests must be submitted in writing at least one (1) week prior of the reservation date. The Aquatics Manager makes the final approval on EVERY pool request. The function is not approved unless the unit/organization gets approval from the Aquatics Manager.
- C. Pool reservations can only be submitted one month in advance.
- D. Requests must be on a memorandum and signed by the unit. The memorandum must include:
  - a. Date and Time Period Requested
  - b. Type of Activity (PRT Tests, lap swimming, water survival training, etc)
  - c. Number of Lanes Requested (max of two lanes at any given time during lap swim hours)
  - d. Number of Participants in the water at a time and total group size
  - e. Point of Contact (name, phone number, and email address)
- E. Units may reserve a maximum of 2 lanes during normal lap swim hours.
- F. If there are more than 20 participants, or the group needs the entire pool, the reservation must be made for either Wednesday mornings from 0630-0800 and Friday mornings only from 0630-0930.
- G. Reservations outside of lap swim hours must be submitted at least two weeks in advance.
- H. Photography is not allowed during lap swim hours. Photography may be permitted for units conducting activities during exclusive reservation times at the discretion of management.
- I. The Aquatics Manager will provide a lifeguard on duty for all above training. The units are responsible for providing Instructors for their training.
- J. The lifeguard on duty has the authority to disallow or alter an activity based on safety concerns.
- K. If conducting training in uniform, uniforms must be freshly laundered and boots COMPLETELY free of dirt/debris.
- L. Users of the pool must clean area and put away any equipment used and leave pool in same condition as found.
- M. Memorandums must be sent to the Aquatics Dept by email at [fortmeadeaquatics@gmail.com](mailto:fortmeadeaquatics@gmail.com)
- N. Failure to arrive for a scheduled reservation may result in loss of reservation privileges. Advance cancellations should be directed to the Aquatics Manager at 301-677-7916. Last-minute cancellations must call the front desk at 301-677-3716.