

BAY RIDGE POOL ASSOCIATION, INC. (BRPA) POLICIES FOR RENTALS

Rental Eligibility: The pool facilities may be rented only by current paid members of:

- The Bay Ridge Pool Association (BRPA)
- The Bay Ridge Community Association who are not BRPA members (second floor party room only, with no use of the pool)
- Others by approval of board/president.

Confirmed events are noted on the Pool Calendar on the BRPA web site. Check the Pool Calendar for date availability before contacting the Reservations Coordinator.

Hours of Rental: The Facility is available for rental between the hours of 7 am and 12 midnight daily, but only during times when the Facility is closed to the general membership or there are no BRPA events.

The Pool Season runs from Memorial Day through Labor Day, plus the two weekends after Labor Day. Normal pool hours are:

- 10 am to 8 pm, Monday-Thursday, Saturday
- 11 am to 8 pm, Sunday
- 10 am to 9 pm, Friday. Access for pool rental is on a shared basis from 8-9 pm with the upstairs party room available for exclusive use from 8 pm.

The host and not more than 10 assistants may access the party room two hours before and after the rental time for set up or tear down for the event. No event may continue past 12 midnight.

TYPES OF EVENTS:

POOLSIDE PARTIES DURING NORMAL POOL HOURS

Small poolside parties with up to twenty (20) persons in the pool area only (20 total includes BRPA members and guests). There is no rental charge, but the host must pay guest fees for each non-BRPA guest. Guest fees are billed at the end of the pool season. The host is responsible for ensuring that all guests comply with the pool rules and must attend the party for the entire event. A reservation form must be submitted to the Rental Coordinator to ensure that adequate guards are staffed. More than 20 guests and members are NOT permitted. A guest list must be provided at least 24 hours prior to party.

EXCLUSIVE USE OF THE FACILITY AFTER POOL HOURS

There are three type of exclusive use:

- Pool-Only rental (available only to members of BRPA)
- Second floor Party Room-only rental
- Rental of the entire facility (after closing only during pool season Memorial Day to Labor Day)

RENTAL FEES:

BRPA Members:

- Sunday through Thursday.....\$175 + \$110 cleaning fee = \$285, plus lifeguard fees
- Friday and Saturday.....\$225 + \$110 cleaning fee = \$335, plus lifeguard fees
- Pool Only.....\$110 + lifeguard fees

BRCA Members who are not BRPA members (second floor party room only):

- Sunday through Thursday.....\$375 + \$110 cleaning fee = \$485, plus lifeguard fees
- Friday and Saturday.....\$425 + \$110 cleaning fee = \$535, plus lifeguard fees

WEDDING RELATED EVENTS where neither bride nor groom is a member of BRPA:

- Sunday through Saturday.....\$800 + \$200 cleaning fee = \$1000, plus lifeguard fees

LOAD-IN and SET-UP: In the case when an event requires load-in and set-up on the day (or days) prior to the event, the day fee of \$225 per day will be charged.

Tenting is not allowed on the upper deck balcony.

A tent plan for the pool deck and grass areas must be presented to the pool board for approval.

Business meetings during normal pool hours (second floor party room only):

- Sunday through Saturday.....\$200 + \$110 cleaning fee = \$310

Multi-session classes:

Fees are for a 4-hour period per day and cover two classes per day (2 hour blocks separated by at least 4 hours). No high-impact classes or aerobics type classes are allowed.

- Only Bay Ridge and Annapolis Cove residents.....\$25/day
- Non-member and member residents.....\$50/day

LIFEGUARD FEES:

- During Pool Season, all renters must pay \$27.50/hour fee for each lifeguard required by the pool management company (DRD) and BRPA.
- Lifeguard coverage for party set up (if done outside normal pool hours) and cleanup will be included in the charge calculated before the event.
- The Rental Coordinator will advise the renter in advance of the party of all charges due, including the lifeguard fees. If final lifeguard coverage is in excess of that anticipated, additional charges may be taken from the deposit fee.
- Outside pool season when the pool is uncovered and not fenced off, lifeguard coverage is required and there is an Administrative Fee of \$100 to cover lifeguard insurance costs during the rental.

Guidelines for Number of Guards Required:

- One guard for 2nd floor meeting room rental during pool season
- Three guards for open swimming
- Four guards for events over 50 people

USE OF THE SECOND FLOOR PARTY ROOM

Use of the party room is not permitted during pool hours, except for a business meeting. Exceptions for event use during pool hours may be made on a case-by-case basis with the approval of a majority of the Board of Directors. The capacity as established by the Fire Marshall is:

- Meeting or Stand Up affair: 177
- Banquet: 83

Equipment available to renters includes:

- 6 institutional tables (3 each 3' x 6'; 3 each 3' x 8')
- 18 padded folding chairs
- 3 rectangular tables (on balcony)
- 20 arm chairs (on balcony)

There is no elevator to the 2nd floor.

Party room dimensions: 60 ½' x 18 ½'; Alcove: 10 ½' x 18 ½'

Decorations may not be attached to the walls, ceiling, lights or fan fixtures.

Tenting is NOT ALLOWED on the upper deck. The structure cannot support it.

Rental Surcharge: For parties of over 100 attendees, a large-group surcharge of \$100 is required.

Cleaning Fee: The mandatory cleaning fee of \$110 includes cleaning floors, bathrooms, and kitchen BEFORE the event; The host is responsible for clean-up after the event. Post-event cleaning requirements are outlined below.

RENTAL POLICIES: Failure to comply with any of the following policies may result in a loss of some or all of the Security Deposit.

- Remove all trash to the dumpster at the far end of the parking lot.
- Remove everything from the refrigerator/freezer.
- Remove all decorations.
- Return tables and chairs to the closet.
- Broom sweep floors.
- Leave the Facility in the same condition it was received.

Guest Parking: Guests should park only in the pool parking lot, and be made aware that parking on the street is not permitted and parked cars on the street may be ticketed and/or towed. Parking lot capacity is approximately 50 cars.

Guests and vendors must comply with the Pool Rules and Regulations - in particular that no glass is allowed on the pool deck. Glassware and beer bottles are permitted only on the upper deck and in the party room. Servers may handle glass bottles in the lower area, but not on the concrete deck surrounding the pool.

TO RENT THE FACILITY: All reservations must be made through the Rental Coordinator

- Check the website Pool Calendar and/or contact the Rental Coordinator to inquire about availability of desired rental date.
- Submit the completed Rental Agreement and Lifeguard Reservation Forms, with a \$200 security deposit check (payable to BRPA) to the Rental Coordinator to confirm the date.
- The deposit check will be returned or shredded after the event, provided the premises are in pre-use condition and the keys have been returned within 24 hours of the end of the rental period.
- Submit a check for all rental and lifeguard payments upon accepting the keys for the facility, at least two days before the rental.

- For rental events whose hours overlap normal pool hours, a guest list is required with the reservation request.