



## **Group Pass Guidelines and Policies**

*Thank you for spending your day with us at the Salvation Army Kroc Center. We can't wait for you and your group to experience our amazing facility! Please read over the Group Pass Guidelines and Policies and return a signed copy. To submit your signed Group Pass Guidelines and Policies, you may bring the documents in, e-mail a scanned copy to your Event Host, or mail a hardcopy to the following address. Please note: signed documents must be received 10 days prior to your Group Pass date along with payment for at least 20 guests. Thank you again!*

*The Salvation Army Ray and Joan Kroc Corps Community Center*

*Attention: Events Department*

*900 W. Western Ave.*

*South Bend, IN 46601*

### **GENERAL GROUP PASS GUIDELINES**

- 1.) *To receive the Group Pass rate, you must have a minimum of 20 guests. If your group has less than 20, you will be required to pay normal Day Pass rates.*
- 2.) *A Group Pass has access to the Gymnasium, Fitness Center, Aquatics Center, and the Youth Activity Center during open hours. The Climbing Wall is not included in Group Pass rates, but may be added as a private rental.*
- 3.) *Everyone in the group must arrive within 30 minutes of scheduled start time. Late arrivals will be required to pay standard Day Pass rates of \$7.50 per child, and \$10.00 per adult.*
- 4.) *Upon check-in, all guests will be wrist-banded. Everyone must keep wrist-bands on for the duration of their stay. Guests without wrist-bands may be asked to leave the facility.*
- 5.) *In order to honor all details of your Group Pass experience, Event Hosts must be provided with general itinerary and estimate of final count at least 10 days prior to event date.*
- 6.) *Group Pass must be booked at least 10 days prior to date. Dates are booked based on availability. Group Passes booked within 10 days of desired date are based on availability.*
- 7.) *Lunch is available through our Catering Department for Group Pass guests. Please contact the Events Department to add lunch to your itinerary.*
- 8.) *Private Gymnasium, Aquatic Center, Youth Activity Center, or Climbing Wall reservations are available at an additional cost. Please speak to the Events Department to arrange a private rental.*
- 9.) *Special activities such as art classes, yoga or fitness classes, or volleyball games may be arranged for your group. Speak to the Events Department for pricing or and to arrange a special activity.*

### **PAYMENT POLICY**

- 1.) *Payment must be received for minimum of 20 guests at time of booking. Reservations are not guaranteed until minimum payment is received.*
- 2.) *Final payment (for any additional guests) is due day of your Group Pass.*

### **CANCELLATION POLICY**

- 1.) *Group Pass dates may be rescheduled up until 10 days prior to your scheduled date.*

- 2.) *Cancellations result in forfeiture of down payment (20 guest minimum amount).*

### **GENERAL POOL GUIDELINES**

- 1.) *The Kroc Center does not provide towels. Please remind your party guests to bring their own towels*
- 2.) *A cleansing shower is required before pool entry.*
- 3.) *A lined bathing suit is required for use of the pool. Use of street clothing, cutoffs, or gym shorts is not permitted.*
- 4.) *Running, diving, and horseplay that includes sitting on the shoulders of others, throwing patrons and hanging on lap lane lines is prohibited.*
- 5.) *Food, gum, and beverages are not allowed in the aquatics facility.*
- 6.) *Pool use by anyone with a communicable disease or open sore is prohibited*
- 7.) *Lif jackets are not provided by the Kroc Center. All outside life jackets must be approved by the pool supervisor. No outside inflatables are permitted.*
- 8.) *Children who are not toilet trained are required to wear swim diapers and plastic pants. (Swim diapers may be purchased at the Fitness Desk)*
- 9.) *Children ages 6 and under must have an adult (18 years or older) in the water with them at arm's length at all times.*
- 10.) *For children 6 and under, a maximum of five children can be supervised per adult in the water.*
- 11.) *Children 7-10 years old must be accompanied in the water by a responsible individual 18 years or older. Once the child can pass a swim test, the supervision will be poolside.*
- 12.) *Lifeguards may stop any activity that may cause injury or conflict at their discretion. Persons refusing to obey the rules are subject to removal from the facility.*

### **LOCKER ROOM GUIDELINES**

- 1.) *Patrons of all ages should use the gender appropriate locker room. Patrons with children of the opposite gender are required to use the family changing rooms.*
- 2.) *Personal items should be locked in a locker. The Kroc Center is not responsible for lost or stolen items.*
- 3.) *Lockers are for daily use only and locks will be removed by staff if left overnight.*
- 4.) *Breakable objects, gum, food, or drink are not permitted.*
- 5.) *The use of audio and visual recording equipment or other electronic devices in the locker room is prohibited and may result in immediate expulsion from the facility.*

### **WATER SLIDE GUIDELINES**

- 1.) *Riders must be at least 48" tall.*
- 2.) *One rider at a time. When finished, exit the splash pool immediately. No person may catch another at the bottom of the slide.*
- 3.) *Riders must go down the slide on their back or bottom, feet first. Kneeling, standing, and spinning are not permitted.*
- 4.) *Goggles, glasses, jewelry, flotation devices, metal objects such as swimwear with exposed zippers, buckles, rivets, or anything else that may damage the slide is not permitted.*
- 5.) *The slide may be closed at any time at the discretion of lifeguards.*
- 6.) *Ride at your own risk*
- 7.) *No horseplay while waiting in line.*
- 8.) *Maximum rider weight is 300lbs.*
- 9.) *People who have medical conditions should consult with a physician before use.*

### **LAZY RIVER AND VORTEX GUIDELINES**

- 1.) *Children must be at least 48" tall or able to pass a swim test to be allowed in the Lazy River or Vortex alone (see Pool Office for swim test).*
- 2.) *Standing on, sliding over, or swimming under tubes is not permitted.*

- 3.) *Tubes are only permitted in the Lazy River.*
- 4.) *Jumping into the Lazy River from the pool deck is not permitted.*
- 5.) *Horseplay, climbing on walls, and walking on the center island is not permitted.*

### **HOT TUB GUIDELINES**

- 1.) *The minimum age to use the Hot Tub is 12.*
- 2.) *Pregnant women, elderly persons suffering from heart disease, diabetes, or high blood pressure should not enter without prior medical consultation and permission from a physician.*
- 3.) *Soak time should be limited to 15 minutes.*
- 4.) *Submerging the head and horseplay is not permitted.*

### **LAP LANE GUIDELINES**

- 1.) *Lap swimming is only permitted when lap lanes are open in the pool.*
- 2.) *A circular pattern will be used when more than two swimmers are in a lane. Swim in a counter-clockwise direction with those of similar ability. Swimmers continually being passed or passing others should consider switching lanes. The lifeguard has the authority to assign lanes for maximum usage.*
- 3.) *Kick boards, pull buoys, paddles, and fins may be used by adults for fitness training during lap swim only.*
- 4.) *The minimum age to use the lap lane is 12.*
- 5.) *Stopping, standing, and aqua jogging will be prohibited in the lap lane area during lap swim.*

### **FOOD AND BEVERAGE**

- 1.) *Food and Beverage may be added to any Group Pass at an additional fee. Please contact our Event Department for further details.*

### **DEPARTMENT HOURS OF OPERATION**

#### **Youth Activity Center (“The Zone”)**

The Youth Activity Center includes three gaming stations (Wii, Xbox and PS3), ping pong, foosball, air hockey and plenty of other games and activities. This space can also host a garage band concert, karaoke party, poetry slam or other events which require a stage/café environment.

Hours:

Monday- Friday 4 pm- 8 pm

Saturday 10 am -12 pm Family Time

Saturday 12 pm – 7 pm

Sunday 1 pm- 5 pm

If group would like to use the Youth Activity Center privately, they may rent it for \$90.00 per hour. Groups of 1-20 require 1 Youth Activity Center attendant for \$15.00 per hour. Groups of 21-30 require 2 Youth Activity Center Attendants. Groups of 30 or more require 3 Youth Activity Center attendants. Time must be scheduled outside of normal Zone hours.

### **Gymnasium**

This multi-use space is a state-of-the-art center for basketball, volleyball and futsal. It can also host large conference events and features a full size NCAA size basketball court which will be the showcase of the Kroc Center Gymnasium, making this space the place for multiple tournaments and activities. The gymnasium can be configured for two full high school court basketball areas running side by side for instructional and tournament

action. It can also be set up for two futsal games at a time or three volleyball games. The opportunities are endless with this great maple hardwood field house. The area could also be used for expos, fairs or large audience needs.

Hours:

Monday- Friday 5:30 am- 9 pm

Saturday 7 am- 7 pm

Sunday 7 am- 5 pm

If a group would like to book the gym privately, they may do so at an additional fee of \$85.00/hr for half of the gym, or \$150.00 for full gym. This rental fee includes equipment. Gym attendants are required for private gym rentals. Groups of 1-20 require 1 attendant, groups of 21-30. Private gym rentals are based on availability.

### **Aquatics Center**

The Aquatics Center offers an unprecedented water experience for people of all ages to plunge into. Experience a 21' free fall through a tunnel and quick winding turns into a refreshing splash landing. Float on our lazy river or take a spin in a vortex! Enjoy the thrill of a giant bucket of water crash overhead when the bell sounds and the bucket empties into the pool area below. You may just want to lounge around in the 14 seat hot tub or sit in one of our jetted eddy benches. The Aquatics Center is great for teen lock-ins, large group events or big family parties!

Hours:

Monday- Friday: 8:30 am- 8:30 pm (Water slide 12 pm- 8 pm- SUMMER, 4:30 pm- 8 pm – WINTER)

Saturday: 10 am- 6:45 pm (Water slide 11 am- 6:15 pm)

Sunday: 11 am- 4:45 pm (Water slide 11 am- 4:15 pm)

If group would like to use the Aquatics Center privately, they may rent it for \$375.00 per hour. This includes lifeguards, and is based on availability. Time must be scheduled outside of normal Aquatics hours.

### **Climbing Wall**

The Eldorado Climbing Wall creates the highest quality rock climbing wall landscape available. Through inspired design, state-of-the-art climbing instructional techniques and consulting, this wall will blow away expectations and bring the spirit and passion of rock climbing to Michiana. Our wall has 25 feet of vertical climbing space with approximately 40 feet in width and four auto belays. With various degrees of difficulty, everyone, from the novice to the most experienced climber will be challenged. The Rock Climbing wall is available for rental as part of a birthday party package, corporate event, or independently as a group activity. Each individual must sign a climbing wall waiver in order to climb.

#### **Climbing wall is not included in Group Pass rate.**

Climbing wall use may be added to any group pass for \$80.00 per hour. Climbing wall attendants are required for any wall rental and are \$15.00 per hour. Groups of 1- 20 require 1 climbing wall attendant. Groups of 21-30 require 2 climbing wall attendants. Groups of 31 or more or require 3 climbing wall attendants.

Private climbing wall rental is only available outside of normal climbing wall hours.

**GENERAL ROCK WALL GUIDELINES (Climbing wall is not included in Group Pass)**

- 1.) Climbers must fit into the harness safely/properly before they may climb the wall. The Kroc Center reserves the right to refuse participation to anyone who is too small to fit into a harness properly.
- 2.) All climbers must wear shorts/pants (no skirts), a shirt, and closed-toe tennis/climbing shoes to climb the wall. Shoes must be tied at all times.
- 3.) Excessive jewelry must be removed before climbing.
- 4.) Climbing ropes must stay in front of the climber's body at all times.
- 5.) The ropes and automatic belayers are only to be used for the designated climbing path. Climbers may not cross over and get onto another path.
- 6.) Climbers may only use holds and the wall for climbing. Do not touch lights, railings, walls, beams, etc.
- 7.) When descending, climbers must come down facing the wall with feet ahead, pushing off the wall lightly as you come down.
- 8.) If climbers are observed not in compliance with safety and climbing rules and not following the request of the monitors, the staff will remove the climber from the wall.
- 9.) All belayers must demonstrate proper belay technique to the Kroc Center staff prior to belaying.
- 10.) If the rock wall becomes overcrowded, climbing time will be restricted to one hour for that day.
- 11.) To assist with the flow of climbers, switching of the harnesses is not permitted. Once a climber has taken off the harness, they must wait in line to climb again.
- 12.) Harnesses may not be worn outside of the rock wall area.
- 13.) Only those climbing are permitted on the mat. All others need to remain in the designated waiting area.
- 14.) No inappropriate language or conduct will be tolerated.

Please read over and return a signed copy of the Group Pass Guidelines and Policies. Signed documents may be returned via e-mail, brought into the center, or mailed to the following address, and must be received 10 days prior to your Group Pass date.

The Salvation Army Ray and Joan Kroc Corps Community Center

Attention: Events Department

900 W. Western Ave.

South Bend, IN 46601

All pricing and rates are subject to change.

**By signing below, you agree to the Guidelines and Policies outlined within this document.**

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NAME (PRINTED)

DATE OF PASS

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SIGNATURE

TODAY'S DATE

**TERMS OF GROUP DAY PASS**

*By signing this Group Reservation Form, I (we) agree to the following: (1) member/guest and any guests in his/her party will abide by the terms of this Agreement at all times during the period of membership/guest pass and will comply with all rules and regulations posted or otherwise communicated to member/ guest, (2) in case of illness or injury, the Salvation Army Kroc Center is authorized to secure emergency medical treatment at the member's/guest's expense ,(3) The Salvation Army Kroc Center reserves the right to remove from the facility or terminate the membership/guest pass of any member/guest who fails to comply with any posted rules and regulations or otherwise breaches the terms of this Agreement, in which case member/guest will not be entitled to a refund of dues, (4) membership/guests rights are not transferable, and (5) grant permission for The Salvation Army Kroc Center to make visual recordings of all individuals listed on this form for its responsible use.*

*LIABILITY WAIVER- I understand that use of the facilities and equipment at the Salvation Army Kroc Center may involve risk of bodily injury or property damage, and I agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that I can safely participate in activities and events at The Salvation Army Kroc Center. I also understand and agree that by signing this Agreement, I am giving up my (or the minor for whom I sign) right to make any claim against the Salvation Army, its agents, employees and volunteers, including the right to sue them, for bodily injury or property damage or any other loss that I might suffer while using The Salvation Army Kroc Center facilities and services, except as limited by law.*

PHOTO RELEASE- I hereby give permission for myself, my child and guests in my party to be photographed/video taped for the possibility of being used in Salvation Army publicity and I give exclusive right to these photos/video tapes the Salvation Army and waive all claims for compensation for usage.

NOTICE- In order to promote a safe and secure environment, The Salvation Army Kroc Center has placed video cameras in various locations. As part of our commitment to the safety of children and vulnerable persons, The Salvation Army Kroc Center reserves the right to consult public sources to determine whether any member or guest of any member poses an unreasonable risk of harm to its patrons, staff, or visitors and deny access and membership to the facility.

GUARDIAN- One chaperone must be present for every three children ages 6 and under and for every eight children ages 7-11.

- 1.) NAME (FIRST, LAST) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CHAPERONE/CHILD (CIRCLE ONE)
- 2.) NAME (FIRST, LAST) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CHAPERONE/CHILD (CIRCLE ONE)
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