

Forest Hill Swim & Tennis Club

Guest Policies and Procedures

June 2018
Revision

ADMISSION TO THE CLUB

A. MEMBERS

1. All members and guests are required to check in with the front gate attendant upon arrival.
2. All members must provide proof of membership to the gate attendant.
3. No child guest or member nine (9) years or younger will be allowed on the club grounds unless accompanied by a parent, responsible adult, or baby sitter thirteen (13) years or older.
4. Members will be asked to update membership pictures annually.

B. GUESTS

1. All guest fees must be paid at the front gate upon arrival.
2. Guests must be accompanied by a member and the member shall sign in with the gate attendant with the guests name. Guests will not be permitted to remain on Club grounds in the absence of the member.
3. Children under thirteen (13) will not be permitted to sign in a guest.
4. One (1) adult member must be present, if the member's child has over five (5) or more guest under the age of sixteen (16).
5. A nonmember, not a houseguest, may be a club guest only two days each week, regardless of the host family. A week is hereby defined as a calendar week – Sunday to Saturday.
6. Pool guests are permitted, subject to the above regulations, at a rate of \$10.00 age three and up.
7. Children under three and grandparents not utilizing the tennis courts and/or swimming pool will not be charged a guest fee
8. Tennis guests or non-members taking tennis lessons are required to pay a \$10.00 court usage guest fee in addition to their tennis lesson fees. Tennis guests are extended use of the tennis facility only during lessons.
9. Members are responsible for the conduct of their guests, and members are obligated to inform their guest of the club rules and regulations.
10. The cost of any property damage caused by a members' guest may be charged to the responsible active member.

C. GUEST GROUPS

1. No groups larger than thirty (30) persons and no more than two (2) groups per day may come to the club without prior approval by the Club manager by submitting a Group Request ten (10) days in advance. This includes groups that may be hosted by several different member families at the same time.
 - a. **Adult chaperones not using the pools are still required to pay the guest fee**
2. A gathering of 10 guests is considered a party and therefore needs to register their party with the Club Manager 10 days prior to the party.
3. Please refer to **FHSTC Guest Fees** for a complete list of Party Packages offered.
4. At least one member family must act as the official host of the group, even if there are several member families that will be part of the group.
5. For groups with guests that include children under the age of sixteen (16), there must be one (1) adult member supervisor for each five (5) children under the age of sixteen (16).
6. Members are responsible for the conduct of their guests, and members are obligated to inform their guest of the club rules and regulations. Hosts are responsible for knowing rules and regulations. Failure to observe the Rules and Regulations is just cause for the Club Management to require the entire group to leave the Forest Hill premise.
7. No party reservations will be taken on Memorial Day, 4th of July, or Labor Day
8. Any deviation from the above rules pertaining to guest privileges shall be submitted to and approved by the Board of Directors.

D. GUEST PASSES

1. A guest pass will be made available to overnight houseguests at a cost \$35.00 per week per person. The Board of Directors can deny a guest pass to any member, and the Board must approve guest passes longer than one week. Houseguests are defined as "out of town" guests that do not reside in the immediate area of the club. Only adults can register houseguests.
2. Grandparents are allowed access to the club without paying a guest fee when accompanied by the member and if they are not using the facility. If they intend to swim or play tennis normal guest fees will apply.

E. NON-MEMBER CHILDCARE PROVIDERS (BABY SITTERS)

1. Non-member childcare providers for children of members must be registered, in advance and in writing, by the parent with the Club Management. Notification must include the childcare provider's name, name of the children for whom they are responsible and the phone number where the parents can be reached.
2. Members are responsible for ensuring their childcare providers are familiar with Forest Hill Rules and Regulations and that they abide by them while on Club property.
3. Childcare providers will be permitted entrance to the club and use of the facilities Monday through Friday. Childcare providers, who are not members of the club, are not permitted in the club without the children they are caring for.
4. Payment of \$2.00 per day is due at the gate.