

# *Laurelhurst Recreation, Inc.*

1063 Colony Hills Lane, Cupertino, CA 95014, (408) 725-9389, [www.laurelhurstpool.com](http://www.laurelhurstpool.com)

## **2010 CABANA CLUB POLICIES, PROCEDURES & RULES**

These Rules, Policies and Procedures may be revised from time to time, as deemed necessary by the LRI Board of Directors. Please check the pool bulletin board and/or website for revisions.

### **I. Facility Hours**

6:00 AM until 10:00 PM - exceptions only as approved by the Board of Directors. The pool may be cleaned before 10 AM or after 9 PM, and must be vacated at that time.

**The front gate must be closed and locked at all times. A key is required for access. (\$10 fee for lost key).**

### **II. Procedures**

- A. Lifeguard hours are 1:00 PM to 7:00 PM (subject to change - check schedule @ pool):
  - Weekends only - opening day in May to mid June, and September.
  - Every day - mid June to September (when school is out for summer).
  - ALL POOL RULES APPLY WHETHER THE LIFEGUARD IS ON DUTY OR NOT.
  - SWIM AT YOUR OWN RISK DURING NON-LIFEGUARD HOURS.
- B. All members and their guests, whether they will swim or not, MUST SIGN IN on the sign-in sheet located at the front gate or in the lanai, upon arrival at the pool, whether the lifeguard is on duty or not.
- C. Children under 6 years old must be accompanied by an adult (18 years or older) or a RESPONSIBLE BABY SITTER, even if the child has passed the swimming test. This also applies to children who are guests. The lifeguard will expel any child who is not properly supervised.
- D. BABY SITTER: A member may send a responsible baby sitter, who is AT LEAST 13 YEARS OLD, to the pool with the member child. The sitter MAY NOT SWIM, even if he/she is a member, but may go into the pool with the children being cared for. The sitter should be instructed by the member that the lifeguard is the authority in ALL matters regarding the facility. A baby sitter may not be allowed to baby-sit at the pool if he/she does not properly supervise the children.
- E. Members and their guests under 15 years old MUST pass the deep water test (annually) with an "A" or "B" grade, to be administered by the lifeguard, or other LRI official, in order to use the deep end of the pool. Parents may accompany their children (1 on 1) who have not passed the test into the deep end, provided they use "touch supervision" (physically touching the child) at all times, and the pool is not crowded, and conditions are safe (to be determined by the lifeguard). Children 5 years old and under may only pass the swim test conditionally. They must still be accompanied by an adult to go in the deep end, and will not be allowed in the deep end, even with an adult if the pool is crowded or the diving board is in use. Additionally, parents are expected to ACTIVELY SUPERVISE their non-swimmer children even when the lifeguard is ON duty.
- F. Every hour, on the hour, all persons under 15 years old MUST clear the pool for at least a 10 minute break. Refreshments may be purchased from the lifeguard or a person in charge during those breaks. All children must use the restroom before entering or re-entering the pool.
- G. If at any time, in the judgment of the lifeguard, the pool should become crowded, the lifeguard may close the diving board and restrict the use of pool toys.
- H. The lifeguard will not actively supervise children using the PLAY STRUCTURE or SWING SET. The lifeguard's ultimate responsibility is the safety of those in the pool and on the pool deck.
- I. The lifeguard is the ultimate authority at the pool and is responsible for enforcement of the pool rules. Any person disobeying the rules or making a nuisance of himself will be denied the use of the pool or expelled from the facility by the lifeguard. Repeated behavior will be reported to the Board of Directors for action. Disagreement with any lifeguards' actions should be brought to the Board. Do not argue with the lifeguard.

- J. If lifeguard is not on duty, members under 15 years old or who have not completed the 9th grade, MUST be accompanied by an adult (18 years or older). When it's time for the lifeguard to leave, members and their guests who are under 15 years old and not accompanied by an adult must also leave.
- K. Members 15 thru 17 years old are NOT allowed to swim alone. When lifeguard is not on duty, they may not bring guests who are under 15 years old. Offensive behavior will result in restricted privileges.
- L. The lifeguard schedule for any particular day may be suspended because of illness, to allow for maintenance of the pool, because of inclement weather, or other reasons. Pool rules, policies and procedures still apply when the lifeguard is not on duty. Parents should be sure a lifeguard is on duty before dropping off their children.
- M. Should a fecal or vomiting accident occur in the pool, the pool is to be shut down and off limits for 8 hours. Please inform the lifeguard or a board member so appropriate health and safety measures may be taken.

**III. General**

- A. L. R. I. is not responsible for lost or stolen articles.
- B. Glass is NOT allowed anywhere on the pool grounds.
- C. Lawn games must not interfere with any members' enjoyment of the facility.
- D. Be sure the water is turned off and rest rooms left clean. Report any deficiencies to the lifeguard.
- E. Please be considerate of our neighbors regarding noise, litter, and parking (do not park in the last available spot in front of our neighbor's homes). Please park at least 1 foot from driveways and 13 feet from the fire hydrant.
- F. No member or non member may use the pool or grounds for private commercial purposes (i.e. giving swimming / diving / scuba lessons, business seminars, etc.), or as part of any business venture, or for personal profit.
- G. Pets are not allowed on the pool grounds without approval of the Board of Directors.
- H. A copy of the Cabana Club Rules, Policies, and Procedures will be posted in the lanai, with additional copies on the shelf. Each member is encouraged to pick up a copy and read it. Emergency procedures and phone numbers are posted on the pump house / rest room building.
- I. Rules, Policies, and Procedures may be revised as deemed necessary by the Board of Directors.
- J. Problems at the club should be reported to the lifeguard and/or any Director. Complaints and suggestions for improvement should be submitted directly to the Board of Directors, by dropping a note in the pool mailbox, or by attending the monthly Board meeting.
- K. All members are required to serve on the Board of Directors at some time. Additionally, LRI is a "co-op" type of club. All members are expected to participate in keeping the facility clean and in working order.

**AGE REQUIREMENTS**

<b>AGE</b>	<b>WHEN</b>	<b>RULE</b>
0 thru 5	At all times	Must be accompanied by an adult (18 or older) or a responsible sitter.
6 thru 14	Lifeguard on duty	Must vacate pool every hour on the hour for a 10-15 minute break.
	Lifeguard not on duty.	Must be accompanied by an adult (18 or older) or a responsible sitter.
	At all times.	Must have passed deep water swim test to use the deep end.
15 thru 17	Lifeguard not on duty.	Need not be accompanied by an adult. May not bring guests under 15 years old unless accompanied by an adult. Offensive behavior will result in restricted privileges. May not swim alone.

## POOL RULES

### I. Personal Conduct

- A. Parents MUST watch their children at all times. **Do not let children swim or play unsupervised.** especially behind lanai, and in the restrooms, where they cannot be seen. The area around the storage shed is off limits.
- B. Unorthodox diving, acrobatics, hanging on the diving board, or more than one person on the board at the same time are not allowed. Swimmers should stay away from the diving area when someone is diving. Diving is not allowed in the shallow end of the pool.
- C. No running or rough play. No "chicken fights". Ball throwing in the pool will not be allowed while there are non-participants in the pool. Parents, please remind children frequently not to run on the pool deck or the lanai area as the concrete is very slippery.
- D. Sand, mud, paint, and other grime should be rinsed off before getting in the pool.
- E. Yelling, screaming, crying, excessively loud behavior, "noodle slapping" and the use of foul language are not allowed at any time. At 6 PM we go into "quiet mode". Please keep noise to a minimum.
- F. Metallic objects (coins, etc.) and are not allowed in the pool, as they will react with the chemicals in the water.
- G. Diapers are not allowed in the pool. Babies, toddlers, and children recently graduated from diapers must wear a "swim diaper" WITH TIGHT FITTING SWIMSUIT to prevent fecal accidents. Bacteria and infections can spread quickly in the water, so people with wounds, rashes, earaches, colds, recent vomiting, and other ailments are not allowed in the pool. Changing diapers is not allowed anywhere on the grounds except in the rest rooms.
- H. Neatness counts. Please confine your "stuff" to a single area (lounge chair, table, etc.) keeping it neat, off the ground, and out of the walkways. If you move the furniture, please return it to its proper place before you leave. Balls, toys, and games are to be returned to the shelf in the lanai. Food is not allowed in the pool or on the pool deck, and glass bottles are not allowed anywhere.
- I. It is expected that members and their guests will wear proper swimming attire when using the pool. Use rest rooms for changing.
- J. Do not mistreat club property. Climbing trees, fences, buildings and furniture is not allowed. Members may be required to pay for damages incurred by themselves and their guests. Items are to be used only for the purpose for which they are intended. Children are not to play with rocks, tree branches, or sprinklers, and are to leave the sand IN the sandbox and horseshoe pits.
- K. Electric powered equipment may only be used in the lanai, and only after approval of the Board of Directors. Battery powered radios, etc., should be played at a reasonable level for the comfort of all.

### II. Equipment

- A. Use of NON-ESSENTIAL swimming equipment is restricted, requiring special permission of the lifeguard. Tire inner-tubes and extra large inflatables are not allowed at any time. The plastic play cubes are for small children and may not be used on the pool deck. The lifeguard will have absolute authority in restricting any non-essential equipment in the pool. Squirt guns are not allowed in the pool. Equipment that is allowed in the pool should be removed if the pool becomes crowded.
- B. Game equipment (volleyballs, etc.) are located in the lanai and are for our members enjoyment. The equipment is to be returned in good condition. Users will be responsible for any damaged equipment. Please return any toys to the shelf in the lanai.
- C. The lifesaving equipment is not to be used except for saving someone's life. Children are not to play with LIFE RINGS, and RESCUE EQUIPMENT. Pool lifeline (rope) is to remain attached at all times.
- D. PLAY STRUCTURE AND SWING SET are to be used by small children only. Running or climbing UP the slide is not allowed. Rough play and use of the equipment other than for which it was intended is not allowed. Parents are responsible for the safety of their children on the swing set and play structure, and toys. The lifeguard's primary concern is for the safety of those in the pool and on the deck, and is not expected to supervise other areas.

- E. The LIFEGUARD CHAIR is OFF LIMITS to everyone except the lifeguard.
- F. If you move any furniture, chairs, lounges, etc., return them to their proper place before you leave. DO NOT take down the lifeline (pool rope). The Dept of Health requires that the lifeline be in place at all times.

### III. Vehicles

- A. Vehicles are not allowed up the pool driveway at any time (except emergency and official vehicles) Bicycles and motorcycles must be walked up the driveway, and parked in the bike rack OUTSIDE the gate. They should not block the gate entrance to the pool.
- B. Skateboards, roller-skates, roller-blades, scooters, etc., may not be used at any time on the pool grounds.
- C. Laurelhurst pool was originally built for the immediate neighborhood, where everyone was within walking distance, so parking is extremely limited. Members are encouraged to walk to the pool whenever possible. When parking your car do not hang over into the pool or our neighbors' driveways, and do not park in the last available space in front of our neighbors' homes. Cars must be parked at least 13' from the fire hydrant. Do NOT drive cars up the pool driveway (except official vehicles).

### IV. Guests

- A. Membership in LRI is restricted to SINGLE FAMILY MEMBERSHIP ONLY (all family members residing at the same address). IF THE PEOPLE WITH YOU ARE NOT MEMBERS OF THIS CLUB, AND ARE NOT LIVING PERMANENTLY IN YOUR HOME, THEN THEY ARE GUESTS.
- B. Members are responsible for the conduct of their guests. It is recommended that new members not bring guests on their first few visits, in order to familiarize themselves with our rules and procedures.
- C. All guests must be accompanied by a member, and must sign the register ("SIGN IN" sheet may be in lanai if lifeguard is off duty).
- D. During lifeguard hours, guests who are under 6 years old must be accompanied by an adult member (18 years and older) at all times. Guests between the ages of 6 and 14, inclusive, must be accompanied by an adult member (18 years or older) or pass the deep end swim test.
- E. During NON lifeguard hours, all guests under 15 years old must be accompanied by an adult member (18 years old and older).
- F. GUEST LIMIT: 4 guests per day / 8 guests total per week per member family. The same guest may not come to the pool more than 2 times in the same week, even if they come with different members, without prior approval. For those members who bring too many guests, there will be a penalty guest fee of \$10 for each guest over the limit. Members who consistently abuse our guest privileges will have those privileges revoked and may be asked to resign their membership. Members are discouraged from bringing former members as guests on a regular basis. Former members should be encouraged to rejoin.
- G. GUEST FEES: A \$5.00 guest fee will be charged to members for **EACH GUEST** (children and adults). Members reserving the lanai and grounds for parties must pay a \$5.00 guest fee for each guest. **Guest fees are applicable during all hours, whether a lifeguard is present or not, whether your guests use the pool or not.** Members will be expected sign in at the gate or in the lanai and deposit guest fees into the slot in the equipment cabinet in the lanai. Overnight guests are also subject to guest fees. Special arrangements may be made for multiple visits for overnight guests. Please check with the Social Director for the current procedure regarding overnight guests. "Guest Passes" are only valid in the year in which they were issued, and may not be used for party guests, nor to pay your IOU's. We're on the HONOR SYSTEM here - so please no cheating. Members who consistently abuse our guest rules will have their guest privileges revoked and may be asked to resign their membership.

### V. Food and Beverages

- A. Eating is ONLY permitted at the tables IN THE LANAI AND ON THE LAWN. No food is allowed on the pool deck or in the play structure or pool. Sunflower seeds and gum are not allowed on the pool grounds.
- B. The barbecue grills may be used by adults only. Please use them only in the BBQ area or on lawn away from buildings and trees. Barbecues must be left clean. Dump your ashes and clean the grill.

- C. Glass containers of any kind are not permitted on the pool grounds.
- D. All refuse must be cleaned up immediately. Please use the trash receptacles provided. Don't leave your mess for someone else to clean. Recycle glass, paper, plastic, and aluminum.

## VI. Parties / Reservation of Pool Grounds and Lanai

- A. The pool grounds consists of: lanai, barbecue grills, picnic tables, volleyball court and horseshoe pits. The pool itself is not included in the definition of pool grounds. Deck furniture (tables, chairs, umbrellas, and lounges) are reserved for our members' use. Please confine your guests "stuff" to the shelves in the lanai.
- B. Members may reserve the use of the pool grounds, subject to the approval of the LRI Social Director. Use of the pool is included with the reservation, BUT not to the exclusion of other LRI members.

AN ADULT LRI MEMBER MUST BE PRESENT AT ALL TIMES DURING THE EVENT FOR WHICH THE FACILITY HAS BEEN RESERVED.

- C. Reservations MAY NOT be made for any of the following times:
  - Any public holiday;
  - Any black-out dates, or restricted hours; (Fri, Sat, Sun 2PM to 6 PM are restricted hours);
  - Any days when there is already another reservation (unless pre-approved by the Social Director).
- D. All party reservations must be confirmed with the social director. A RESERVATION FORM and RELEASE OF LIABILITY must be filled out, signed, and filed with the social director. Check the social calendar to see that your date is available. Add your name to the calendar. Fill out the form and return it to the pool as indicated on the form. The Social Director will contact you to confirm your date. No reservations will be accepted until after the season opening day.

E. USE FEE/DEPOSIT: **(FEES ARE IN THE PROCESS OF BEING CHANGED)**

SMALL FAMILY PARTIES (birthdays, anniversaries, etc. and groups of 20 people or less): A use fee/deposit of \$10 must be paid at the time of reservation, plus \$5.00 per person guest fee to be paid after the party. "Guest passes" may not be used for party guests.

ORGANIZATIONAL PARTIES (teams, schools, companies, etc., and groups of 21 or more) a use fee/deposit of \$25 must be paid at the time of reservation, plus \$5.00 per person guest fee to be paid after the party. "Guest passes" may not be used for party guests.

In both cases, use fee/deposit is non refundable. Should it be necessary to change the reservation date, and it is still 7 or more days prior to the original reserved date, the use fee/deposit will be applied to the new date (current year only). If it is less than 7 days prior to the original reserved date, then use fee/deposit will be forfeited and a new use fee/deposit for the new date must be paid.

- F. Each member family may make up to two (2) advance reservations. Additionally, any unreserved dates, which are not restricted as outlined in C above, may be reserved for "last minute" parties provided the reservation is requested 7 days or less from the date requested. All use fee/deposits and guest fees still apply.
- G. PARTY SIZE / TIME LIMIT: The party size is the total number of all children and adults attending. The pool capacity is 31. At no time shall there be more than 31 people in the pool. Parties of 50 or more are subject to Board approval. Maximum party size is 70 people. Unless special arrangements have been made with the LRI Social Director, maximum party length is 3 hours. RESTRICTED HOURS: Parties may not be scheduled between 2 PM and 6 PM on any weekend (FRIDAY, SATURDAY, or SUNDAY).
- H. LIFEGUARD REQUIRED: Lifeguard(s) are required for ALL PARTIES regardless of size, at a cost to the reserving member of \$15 per hour per lifeguard (2 hr. minimum). Lifeguard(s) must be regular guards on the LRI staff - no exceptions.
  - 1 to 20 swimmers 1 lifeguard required.
  - 21 or more swimmers - 2 LRI lifeguards required.
 If you have fewer than 10 swimmers, the Lifeguard on duty 1 PM to 7 PM (hrs. subject to change) may serve as the party lifeguard simultaneously with their regular duty. More than 10 swimmers, and additional Lifeguard is required. They still must be paid by the party giver. Payment for Lifeguards and guest fees should be in a single check payable to LRI at the end of your party. (\$15per hour per lifeguard + \$5 per non-member guest).

**(PARTIES CONT.)**

- I. LRI equipment available for party use includes: picnic tables (except those reserved for LRI members), table cloths, two barbecues, the unlocked refrigerator, and game equipment (volleyball, horseshoes). Deck furniture (tables, chairs, umbrellas, and lounges) are reserved for our members' use. See the Social Director or lifeguard to obtain equipment from the locked storage cabinet. Member is responsible for any damage to the pool, facility, structures, plants, toys, and other items belonging to LRI, which may be caused during their party.
- J. The grounds, lanai, pool, and rest rooms, must be cleaned up promptly after the party, and the party signed off by the Lifeguard. Facility closes at 10 PM. The lanai floor should be swept and hosed out, if necessary (do not let run-off water go into the pool). Garbage, trash, and recyclables should be disposed of in the proper receptacles. Pool and patio furniture should be straightened up and returned to the lanai and deck, as necessary. Recreation equipment should be returned to the storage cabinet. Be sure to turn off all lights (lanai, deck, rest rooms, pool, and volleyball court) before leaving the facility. Colored lights are on a timer and do not need to be turned off. Future reservation privileges may be discontinued for a member who fails to clean-up after a party.
- K. A "Release of Liability" will be attached to all party reservation forms, and must be signed.

**VII. SWIMMING LESSONS:**

Lessons may or may not be offered as yet to be determined by the LRI Board.

**VIII. MEMBERSHIP:**

Membership is for a single year and is limited to 75 single residence families (subject to change per Board approval). Each membership must be approved by the Board of Directors for each year. Membership one year does not guarantee membership the next. Dues and membership categories are listed below. New members are subject to a \$100 initiation fee in addition to their membership dues. Dues and fees may be paid by personal, business, or cashier's check. There will be a \$10 charge for returned (bounced) checks for any reason. Membership in LRI is NON-TRANSFERABLE, and NON-REFUNDABLE. The Board may elect to offer a "pro-rata" membership no earlier than August 1st, depending on the status of the pool roster. Members who abuse our rules and procedures will be asked to return their key and resign their membership. The gate key is property of LRI and must be returned to LRI, should a member family resign or not be renewed for the next year.

**2010 DUES AND MEMBERSHIP CATEGORIES**

\$650 REGULAR family dues. (Beginning March 1), (may be paid in four equal installments);  
\$300 Couples family (no children under 18 years old living at home);  
\$200 CHARTER family (15 years member, Board service recommended - by invitation only);  
\$100 Initiation fee for new members.  
\$100 discount to members serving on the 2010 Board of Directors.

**2010 LAURELHURST RECREATION, INC. BOARD OF DIRECTORS:**

President	Don Zirilli	257-2533
Vice President	Stuart Yusem	973-9344
Vice President	Ruth Stevens	973-1506
Vice President	Wilma Chu	732-7776
Secretary	Rochelle Silveira	253-6738
Treasurer	Susan Stone	252-0612
Social Director/Pool Manager	Margie Zirilli	257-2531