



Castle Garden Pool Association

P.O. Box 531597 Livonia, MI 48153

14501 Hix Livonia, MI 48154

(734) 464-9885 (summer only)

www.castlegardenspool.org

2022 POOL INFORMATION HANDBOOK

POOL DIRECTORS

Heather Bartus, President

Nicole Schovers, Vice President

Jody Gomez, Director

Ed Holton, Treasurer

Jack Miller, Director

Heather Pac, Secretary

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Jim Danko, Director

POOL MANAGER

Kennedy Carrier

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POOL INFORMATION

1. MEMBERSHIP

Once you are a member of CGPA, you will need to renew your membership each year. Renewal notification is sent out via email each spring. There is a late fee for residents of Castle Garden/Tiffany Park Subdivision if you do not renew your membership in the required time as stated in the email notification. Out-of-subdivision members that want to re-join are required to add their name to the waitlist. Residents of Castle Garden/Tiffany Park Subdivision may apply for **new** membership/join at any time. Falsifying application information will result in loss of pool privileges. See the membership addendum for a description regarding each membership category.

Please note that Castle Gardens/Tiffany Park is used as a generic term for the subdivision. We recognize that there are a few smaller identified subdivisions within this same area. Our boundaries, per our By-Laws, are defined as the area southwest of the 5 Mile/Newburgh intersection, contained within 5 Mile Rd, Newburgh Rd, Schoolcraft Rd. and Hix Rd., we have included the few houses on the West side of Hix Rd.

2. MEMBERSHIP WAIT LIST

There are a limited number of memberships for non-residents of Castle Garden/Tiffany Park. Those living outside of Castle Garden/Tiffany Park Subdivision who are interested in pool membership should email their request to: CGPAMembership@gmail.com . There is a \$30 fee to be added to the waitlist.

Once the application fee is paid, the name will be added to the waiting list of those who live outside of the subdivision. When space becomes available, they will receive email notification. At that time, payment will be required as stated in the letter. Typically, notification will start just after Memorial Day, once the total number of returning members has been determined.

3. MEMBERSHIP FEES (see addendum for detailed descriptions)

Castle Garden Residents/Out of subdivision members 2017 and before:

Family Membership	\$550.00 (a family of 3 or more)
Senior Citizen couple	\$270.00
Senior Citizen single	\$135.00
Single adult (no children)	\$350.00
Married couple (no children)	\$450.00
Single Parent/Single Child	\$450.00
Child Care membership	\$ 50.00

Non Castle Garden members (out of subdivision) joining in 2018 and later:

Family Membership	\$600.00 (a family of 3 or more)
Senior Citizen couple	\$270.00
Senior Citizen single	\$135.00
Single adult (no children)	\$400.00
Married couple (no children)	\$500.00
Single Parent/Single Child	\$500.00
Child Care membership	\$ 50.00

Credit Card Payments require an additional processing fee.

It is important to understand that Castle Gardens Pool is also a business. We try to offer membership rates that are affordable, but we must also be able to take care of our facilities and offer you a pleasant pool club. What may be a good deal for you, may not be for us, and we ask that you respect that. For example, we offer a Single Parent/Single child membership. This was designed for that specific situation. We have some who have joined, stating that the rest of the family (for example the husband) does not want to come to the pool, so they will do the single parent/single child, and then if the husband (for example) decides to come to the pool, will just pay the guest fee. This is a great deal for you, but not for the pool. So, if you decide to take this type of a membership, since our membership fee structure is based on the household, the others in your family cannot come to the pool, even as a guest. We understand that you may think this is unfair, but we ask that you respect and understand this. We want to be a family friendly pool for our membership, and we ask that you consider this when choosing your membership. Please understand, that if you choose to not do a family membership, then only those listed on your membership form can enjoy the pool.

In this handbook, Castle Gardens subdivision/residents is used as a generic term for all residents living in the area bounded by 5 Mile, Newburgh, Schoolcraft and Hix streets. We understand that there are several smaller named areas within this boundary area.

4. GUESTS and GUEST FEES

Castle Gardens Pool limits the total number of guests per day. You must register your guests in advance. Do not register a guest to “hold a spot just in case” and then not show up that day. As a courtesy to all our members, please cancel your guest registration if you do not plan on visiting the pool with the guest. We ask that you limit your total number of guests to 5 guests per membership or less. Please contact the manager at the front desk if you have any questions. Registration is done online, via Sign-Up Genius (see our website, www.castlegardenspool.org). A \$5.00 fee will be charged for each guest per day and this can be paid at the front desk, or online via Paypal (you will need to show proof of payment). Seniors (age 62 and older) and children under 2 are free. All guests must register at the desk. **Castle Garden/Tiffany Park residents may come as a guest only once per week.**

To avoid over-crowded conditions at the pool, it may be necessary to deny entry to guests on a temporary basis. If you are concerned about guest availability, contact the pool prior to your arrival. We will make every effort to allow members and their guests’ access to the pool, but we must also provide a safe environment for all our members. Notices will be posted as required.

Guests are always welcome, and many of them become CGPA members. We do ask that you consider other pool members regarding your guests. You are responsible for their behavior, and when you leave for the day, they are to leave at the same time. It is always difficult to determine the difference between a large number of guests vs. “a party”. Please be advised that if you have multiple guests that are taking up lounge chairs, etc. we ask you to use chairs vs. lounge chairs or consider moving to the back pavilion if it is available. This will depend on crowd conditions. Please work with us on this issue. The manager will contact you if there is an issue/concern.

All Guests will be issued a wrist band upon entrance, which will identify the Members number. Your guests must leave when you leave the pool grounds, they cannot stay and become “guests” of other CGPA members.

5. POOL HOURS

Castle Gardens Pool is open Memorial Day Weekend until Labor Day weekend. Normal operating hours, while Livonia Public School is on summer vacation are 12PM to 9PM, Sunday thru Saturday. When LPS is in session, hours may vary. Operating hours will be posted in the lobby and on the website.

6. SWIM LESSONS

All information pertaining to swim lessons will be posted in the lobby. Sign up will be on a first come basis. Swim lessons are initially offered only to members. Swim lessons are \$30.00 per child per weekly session. Private swim lessons for members are available and are arranged individually with the lifeguard staff.

If room is available in the swim class, we may open the swim lessons to friends of members at the same weekly rate. A waiver of liability will be required for any non-members taking swim lessons.

7. Adult Swim/Water Aerobics/Lap Swim

Adult swim time is the last 15 minutes of each hour except for the last hour of the night. During this time, children must leave the pool. Children cannot sit on the edge of the pool during this time. Water aerobics and lap swim may be available based on staffing and interest level/available teacher. The dates will be posted in the lobby.

8. PARTIES

Private pool parties are welcome. Membership dues **MUST** be paid in full before booking a party. To make a party reservation, complete an application form and submit it to the pool managers. Night parties are scheduled from 9:30pm-11:30pm, with an option to continue until 1am for an additional fee. A \$50 deposit is required to cover cleaning. You are required to clean up after your party. If you do not clean up properly, your deposit will not be refunded.

Daytime parties may reserve the back pavilion and are scheduled for 2 ½ hour time blocks. There is a \$25 booking fee. We ask that the same person book the party and supply the check made payable to Castle Garden Pool Association. Cancellations with one-week notice (or inclement weather) will be fully refunded. If there are any damages, excessive cleanup, the party will be billed. Please see the attached Party Addendum for detailed information regarding booking parties

9. COMPLAINTS

If you have a concern that needs to be made known to the Pool Association Directors, please contact the Pool Managers. They have the necessary form to register the concern. These registered complaints will be made known to the Directors as quickly as possible. We ask that complaints not be posted on Social Media, they need to be brought directly to management attention.

10. POOL PRIVILEGES

Pool privileges may be denied if any fee is outstanding. If non-payment continues, membership shall be revoked. Re-instatement will follow the steps outlined in items #1 or #2 above, as appropriate.

11. INCIDENT REPORTS

If anyone is in violation of a pool rule or regulation, an incident report will be completed. The offender must sign the report or they will be dismissed from the pool. Actions may vary, based on the severity of the offense. General disciplinary actions are as follows: the first incident report will result in a 15 minute “timeout”. The second offense will result in another signed report and a 30 minute “timeout”. Also after the second offense, Parental acknowledgement will be required before the child is allowed to resume pool use. If a third incident report is filed, they may face a one week suspension from the pool, and again parental acknowledgement will be

required. These are only general guidelines, and will vary based on the severity of the action. Parents ultimately are responsible for the actions of their children and their guests.

Upon any further incidents / warnings, the Board will review the situation to determine if the membership of the offending member should be revoked. Each incident is not limited to the same offense, and the individual reports will be kept on file. Children fighting will be asked to leave the pool immediately.

12. LIFEGUARDS

Patrons **MUST** listen to and obey the lifeguards. They are hired for safety and protection. They are trained and certified by the American Red Cross and they have the authority to dismiss anyone from the pool who is endangering themselves or others. Their primary focus is on the safety of the guests in the pool. It is the parent's responsibility to ensure that children are behaving properly on the pool grounds.

13. Social Media

Castle Gardens actively uses social media to contact our members during the season. **Please make sure that your email address is up to date.** Email is our main form of contact with our members. If you have your work email listed, please add a personal email also, so we do not lose contact with you due to a job change. During the regular pool season, we will also use Facebook and texting to send out notifications to our members regarding pool conditions and activities.

We ask that our members, and their guests (as members are responsible for the actions of their guests) not post complaints, concerns or negative comments on Social Media. Complaints, concerns or problems need to be brought to the Pool Managers attention if they need to be solved. Posting your complaint on Social Media may not result in any resolution, and be viewed as someone airing their own personal gripe, not an actual problem or concern. If required, the Board of Directors will review the situation and take the appropriate action.

14. Pool Security

Castle Gardens has installed visual and audio recording devices to help monitor pool activities and maintain a secure environment. These systems are not a substitute for the Life Guards, but are to assist the staff to observe all areas of the pool grounds. The audio and video recordings will also be used to review and better understand any issues that occur on the pool grounds. These recordings are under control of the Castle Gardens Board of Directors, and cannot be viewed by any other person without approval by the Castle Gardens Board of Directors.

Recordings, with approval of all parties involved, may be used for pool training purposes.

15. RULES

Adults and Children are expected to follow the posted rules.

General Rule Reminders

- No running on the pool deck
- No hanging on the ropes in the pool
- NO HORSEPLAY (this includes dunking, holding or pushing another person under the water, wrestling moves, chicken fights, etc.)
- When jumping/diving off of the diving board, you must go straight off the end, and not towards the sides of the pool. No backwards diving.
- No gum in or around the pool area

- **No foul language.** Children swearing will be benched for the first offense. They may be banned for the pool for a second offense or if it continues. Parents will be notified.
- **NO FIGHTING.** Children fighting will be asked to leave for a minimum of one day. Parents will be notified.
- **NO GLASS CONTAINERS OF ANY TYPE ALLOWED**—we may inspect coolers at the front desk
- **NO WEAPONS OF ANY TYPE ARE ALLOWED**
- All pool property **WILL** be respected. This includes water fountains, foot sprays, showers, etc.
- **NO shirts or street clothes in the pool** (water shoes are OK)
- Children who have not passed the deep end swim test are not allowed in the deep end or on its deck area unless accompanied by an adult.
- **NO LITTERING**
- Lounge chairs are for adults (18 or older) when the pool is crowded. Please help with this, and do not use chairs for towel storage, etc. There are plenty of benches and chairs available.
- Children who are not toilet trained are to wear a tight fitting swim diaper (Swimmies)
- No drinking/eating while in the pool
- If you have a complaint, do not take matters into your own hands, notify pool manager
- Patrons returning from the sandy play areas **must** rinse off before the pool. **PLEASE NO HORSEPLAY IN THESE SHOWERS**
- Pool personnel have the right to refuse entry to any guest
- CGPA is a smoke free facility. No cigarette/cigar/pipe smoking on the pool grounds, at any times, includes night time parties. This includes electric cigarettes and other smoking devices. The designated smoking area is outside the front gate, and towards the back of the parking lot.

Castle Garden Water Slide Rules

- Only 1 person allowed on the slide at a time, this includes on the stairway going up to the slide. This includes parents helping children
- Once you have exited the slide you need to swim right to the edge of the pool, you may not stay at the bottom of the slide.
- No Lifejackets are allowed on the slide
- You must go down the slide on your bottom or back. You may not go down on your stomach or face first.
- Hold onto handrails when climbing up the stairway

16. ACTIVITIES

There are a number of special activities planned throughout the summer. Please check the Activities Calendar that is posted in the lobby and also posted at castlegardenspool.net. Join in the FUN!

17. GENERAL MEMBERSHIP MEETING

The meeting will be held between August 15th and September 30th. The exact date and time will be posted in the lobby, posted on the web page and emailed to the membership.

If you need additional information not mentioned here, or would like further detailed information regarding the pool, please contact any of the Board Members or email us at Castlegardenspool@gmail.com

MEMBERSHIP ADDENDUM

MEMBERSHIP FEES

Castle Garden Residents and out of sub members 2017 and before:

Family Membership	\$550.00 (a family of 3 or more)
Senior Citizen couple	\$270.00
Senior Citizen single	\$210.00
Single adult (no children)	\$350.00
Married couple (no children)	\$450.00
Single Parent/Single Child	\$450.00
Child Care membership	\$ 50.00

Non Castle Garden members joining in 2018 and after:

Family Membership	\$600.00 (a family of 3 or more)
Senior Citizen couple	\$270.00
Senior Citizen single	\$210.00
Single adult (no children)	\$400.00
Married couple (no children)	\$500.00
Single Parent/Single Child	\$500.00
Child Care membership	\$ 50.00

Membership Payment Information:

Castle Gardens/Tiffany Park residents—Full payment is due by the date stated in the membership renewal notice. A \$50 late fee will be charged if payment is not received by the due date.

Outside Members— Full payment is due by the date stated in the membership renewal notice. If your payment is not received by the due date, your membership will be terminated. If you wish to re-join, your name will be placed on the waitlist (see section 2).

Membership Definitions:

Family Membership -

A family membership is defined as and limited to, only the family members residing full time at the address listed on your membership form. Other family members not residing at the listed home address are considered guests and are not to be listed on your family membership form. They will be required to pay a daily guest fee when visiting the pool. Proof of residency for those living in the house may be required. The family rate is for families of 3 or more people.

Single Membership (18 or older)

A single membership is defined as a membership for one person, age 18 or older. You may purchase a single membership even if you have a spouse or family member living in the household with you, but you will not be permitted to bring your spouse/family members to the pool, even as a guest.

Couples Membership (18 or older) - \$375

A Couples membership is for two adults, 18 or older, without children. If you purchase this membership and there are additional people living in your home, they cannot use the pool as your “guests”. You must purchase the family membership.

Single Parent/Child -

This membership is for a single parent, one child household only. If both parents or additional children live in the household, you must purchase the family membership.

Couple Senior Membership (Must be 62 or older)

A Senior Couples membership is for two adults, 62 or older, without children. If children/grandchildren are living in your home and they wish to use the pool, you must purchase the family membership. You will not be permitted to bring them as guests. If you have visiting family staying for an extended period of time, you may purchase a temporary membership for them (see below).

Single Senior Membership (Must be 62 or older)

A single senior membership is for a single adult, age 62 or older. If you have a spouse, they cannot use the pool as a guest, you must purchase one of the Couples membership plans.

Additional Family Memberships - \$50

In the case of a “split” family, with one parent not living in the same household as the primary member, but the “other” parent wants to be able to bring the child/children to the pool when they have parental responsibility, this parent can be added to your membership for \$50. You must contact the membership chairman to obtain this membership. This is only for one “additional parent”. If this parent has children living with them whom they want to bring to the pool; they must purchase a separate family membership.

Child Caregiver Membership (16 or older) - \$50

The Child Caregiver/babysitter membership is for the assigned caregiver(s), who is/are not a member of your household or a pool member, but is employed, or assigned by you to watch your children in your stead. This membership is to be purchased in addition to your family membership. The “childcare person” must be at least 16 years of age and be identified on your membership form. This membership permits them to bring your children (under age 14) to the pool. They will be responsible for your children and it is expected that they will ensure that pool rules are obeyed at all times. This can be purchased at any time during the pool year.

1. It is permitted for the children under their supervision to bring one guest each. The babysitter is responsible for the behavior and safety of everyone under their supervision. If the lifeguards determine that they are not capable, we will notify the family and they may be asked to leave the pool.
2. The caregiver/babysitter can only visit the pool while watching your children. They may not visit the pool at any other time (unless they are a guest of another pool member). It is permitted for the member to bring the babysitter (non-relative, ideally teenager) with them to the pool to watch your children, while you enjoy your time at the pool, with the understanding that they are being responsible for your children. This is not an opportunity for the babysitter to enjoy the pool for their own recreation.
3. If your caregiver is an adult family friend/relative (or something similar) are not permitted to come with the regular member under the guise of a babysitter (as discussed in #2). Ideally, since the parents are at the pool, this adult family friend/relative now changes to guest status. We understand that there may be special circumstances, such as the babysitter may already be at the pool when the parents arrive, etc. We just ask that you be aware of this differentiation and work with us on this issue.

4. You may have more than one caregiver/babysitter listed on your form. There is no additional charge. However, multiple babysitters for the same child cannot come at one time, unless they are related (ex. grandparents)
5. Grandparents, who do not live in the household, who bring the children to the pool are still considered a caregiver/babysitter, and are subject to this membership fee.
6. Older couples who have a pool membership, who “babysit” their grandchildren (for example) during the summer, may add their grandchildren to their membership for an additional \$50/child.
7. Families who babysit additional children(reference daycare section) may add the child/children to their membership for an additional \$50 per child. A waiver must be on file from their parents.
8. A child(included in a membership) under the age of 14 may not bring someone over the age of 16 claiming they are a “guest” as their babysitter. Only approved babysitters, listed on the membership form, and that have been included in the \$50 fee can bring a child under 14.
9. If your babysitters already have a membership at CGPA, there is no \$50 fee. We do ask that you notify us about this arrangement, so we have an understanding of who is watching your child when you are not there if this is being done on a regular basis.
10. To work with #8, your child under 14 may come to the pool with other families that have active memberships that may not be identified as the babysitter. Please notify the front desk upon check-in when this occurs. We strongly discourage “swapping” with other families, i.e. allowing someone under 14 to stay at the pool after the original family leaves, and another family takes responsibility for the child. We need to know whom is responsible for every child at the pool.

UNDERSTANDING THE TYPES OF MEMBERSHIPS:

It is important to understand that Castle Gardens Pool is also a business. We try to offer membership rates that are affordable, but we must also be able to take care of our facilities and offer you a pleasant pool club. What may be a good deal for you, may not be for us, and we ask that you respect that. For example, we offer a Single Parent/Single child membership. This was designed for that situation. We have some who have joined, stating that the rest of the family (for example the husband) does not want to come to the pool, so they will do the single parent/single child, and then if the husband (for example) decides to come to the pool, they will just pay the guest fee. This is a great deal for you, but not for the pool. So, if you decide to take this type of a membership, since our membership fee structure is based on the household, the others in your family cannot come to the pool, even as a guest. We understand that you may think this is unfair, but we ask that you respect this. We want to be a family pool for our membership, and we ask that you consider this when choosing your membership. Please understand, that if you choose to not do a family membership, than only those listed on your membership form can enjoy the pool.

Daycare

If you run a daycare/babysit in your home, you may bring the children to the pool. The following membership fees will apply:

1. You must be a member in good standing of CGPA.
2. A list of the names of children and staff members must be completed.
3. If the family of the child in your care already has a membership, they are covered by that membership. This must be noted on the form.
4. Children whose families do not have a CGPA membership: \$50 per child. The child may only visit the pool while under your care.
5. If additional adults are required due to the number of children, they must be members of CGPA, or you must buy a membership for them, \$100/adult. This membership is only valid while providing the day care, and they cannot visit the pool at any other time with this membership (they can visit as guests).
6. Contact the membership chairman to arrange a daycare membership.

Temporary Membership - \$50-\$150 per person/\$100-\$425 per family

If you have visitors for an extended period of time, staying in your home, (i.e. out of town guests, grandchildren/children staying for the summer) you may purchase a temporary membership (to be used in place of the daily guest fee). This is offered as an alternative to the daily guest fee. Contact the membership chairman to make arrangements. The price will be set based on the number of people and length of stay.

Party Addendum

Daytime and Nighttime Parties are available for our members. Reservations are on a first come first served basis. Members must be paid in full prior to booking a pavilion rental. Prior to June 15, each family will be allowed to schedule only one weekend rental (Friday, Saturday, Sunday) as dates are available. On or after June 15, all remaining weekend rentals may be booked on a first come, first served basis. Cancellations with one-week notice or inclement weather will be fully refunded. Full payment is preferred at time of reservation, but must be complete 24 hours prior to the party, by the person booking the party.

The CGPA lifeguards and Board of Directors are responsible for you and your guests' safety while you and your guests are at the pool. They have the authority to terminate a party at any time due to safety concerns.

You, as the host are **responsible** for **your guests** and their actions, and **must** correct guests' behavior in advance and/or when requested to do so by pool management. We expect all guests to act responsibly and follow pool regulations. Remember, this is a private pool and we expect you to treat our facility as you would your own property. Failure to do so will result in either asking the offenders to leave or early termination of the party with loss of rental fee/deposit.

As a member of the pool, you are expected to assist the guards in cleaning the pool area after your party. You are responsible for excessive clean up or any damage caused by your party.

Under-age drinking and smoking of any kind is not permitted. Life Guards will check ID's as required. Failure to abide by this rule will result in termination of the party and loss of fees.

Each party reservation will be reviewed by the staff and the board of directors to determine proper staffing.

Daytime Rentals

Daytime rentals can be made in 2 ½ hour time blocks while the pool is open (12pm-9pm). The rental entitles the renter to the **back pavilion**, (the front pavilion is not available for daytime parties).

There is a \$25 charge for pavilion rental and the standard guest fees apply for the members of the party. If a guest is a member of CGPA, there is no charge for that guest. Members reserving a daytime rental must submit a list of all guests (to be used as a check-in sheet). Payment for guests is to be made either ahead of time by the CGPA member (preferred), or they can pay as they arrive. Daytime rentals with a large number of guests may be reviewed by the managers and board to determine if extra staffing is required and if it will affect our daily operation.

Night Rentals

Night rentals are from 9:30-11:30 or 1:30 PM and have a rental fee based on the number of people attending the party and the scheduled end time. Rental fees are listed on the Party Rental Form, available at the front desk. All party arrangements are made at the front desk with the pool manager. You may start setting up your party prior to 9PM, with permission of the life guards, based on conditions. You need to allow all members to leave the pool and the guards to do some basic cleaning (if necessary), prior to starting your party. Please make your arrangements with the pool staff. The front desk will be staffed at all times during an evening party.

A party may continue until 1AM, but final arrangements must be made at least one day prior to the start of the party, to allow proper staffing arrangements.

Livonia has an 11PM noise ordinance. As a courtesy to our neighbors, we ask that you respect that ordinance and act accordingly. Be aware that neighbors do have the right to call the police if there is excessive noise. Failure to abide by the ordinance may result in termination of your party, with loss of rental fee.

The member hosting the party is responsible for clean-up after the party. A \$50 deposit is required to cover the cleaning costs and will be returned after the party if not required. The guards will assist with clean-up as required. Failure to clean up after your party will result in loss of deposit, and if necessary, an additional clean-up fee, based on the length of time required for clean up by our staff.