

RESIDENT- 2019 Pool Registration Form

Membership Valid - May 25 – September 2, 2019

Burke Centre assessments must be current to complete registration!

* **Early Bird registration forms** must be received at the conservancy office by **5pm on 4/30/19**. Please note that **postmarks will not satisfy the deadline!** Any registration forms received after the deadline will be charged the regular season rate. **No exceptions!** *

For office use only

DATE	RECT #
Total Amount Paid	
Payment Method	
Assessment Current	Y P Date
# of Stickers Given _____	BC Staff
Date: ____ / ____	Member
# of New Cards _____	Mailed
# of Stickers _____	BC Staff
Pool Rules Given	Y N
# 10-Visit Pass: \$25 _____	BC Staff
	Member
# Daily Pass: \$5 _____	Mailed
Initial [completed]	

2019 RESIDENT REGISTRATION FEES: <i>(See reverse side for definitions)</i>	
EARLY BIRD DISCOUNT RATES: <i>(for memberships purchased between)</i> March 11 – April 30 Family: \$110 Single: \$60	REGULAR SEASON RATES: <i>(for memberships purchased between)</i> May 1 - July 31 Family: \$140 Single: \$75
LATE IN SEASON DISCOUNT RATES: <i>(for memberships purchased between)</i> August 1 – August 15 Family: \$70 Single: \$35	END OF SEASON DISCOUNT RATES: <i>(for memberships purchased between)</i> August 16 – September 2 Family: \$40 Single: \$20
SENIOR CITIZEN MEMBERSHIP (65+): (Born on or before 5/25/54-Proof of age required!) Early Bird Rate: <i>(if purchased) 3/11/19 – 7/31/19</i> Couple: \$50 Single: \$25 Late in Season Rate: <i>(if purchased) 8/01/19 – 8/15/19</i> Couple: \$35 Single: \$17.50 End of Season Rate: <i>(if purchased) 8/16/19 – 9/2/19</i> Couple: \$20 Single: \$10	

LAST NAME: _____ *If you rent, OWNERS NAME:* _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

PAYMENT: *Personal checks are preferred, as it allows us to keep our membership rates affordable by avoiding credit card processing fees.*

If making a payment by card, please provide the following information:

****COMPLETE HERE TO PAY WITH A CREDIT CARD BY MAIL OR E-MAIL**** [____] VISA or [____] MASTERCARD

CARD NUMBER: _____ AMOUNT: \$ _____

EXPIRATION (MM/YY): _____ SECURITY CODE (3 DIGITS FROM CARD BACK): _____

NAME (AS IT APPEARS ON CARD): _____ SIGN HERE TO AUTHORIZE _____

PLEASE LIST ALL MEMBERS INCLUDING APPLICANT *(Please print legibly)*

List full names of all family members who will be included in this membership (attach additional form if needed). Please indicate below if updated stickers only or new I.D. cards are needed. Include all photos for I.D. cards with registration. **Please be sure to write the applicable name, address and birth date on the back of all photographs.** Additional members may **NOT** be added to the application during the pool season.

Please allow 15 – 21 business days for return of cards and/or stickers.

Last Name	First Name	Relationship to Applicant	Birthdate mm/dd/yy	What do you need?	
				Update Sticker Only	New Card with Photo and Sticker
		APPLICANT			
Total # of Members:		Total # of Adults (born before 5/25/1996)			

APPLICANT'S SIGNATURE _____

DATE _____

2019 RESIDENT REGISTRATION INSTRUCTIONS

Please be advised that depending on volume, processing may take up to 3-4 weeks between March and early May.

ELIGIBILITY FOR MEMBERSHIP:

Burke Centre assessments must be current for registration form processing.

DEFINITIONS FOR POOL MEMBERSHIP:

- **FAMILY:** Family membership shall be limited to up to two (2) adults, and all legally dependent children residing in the same home that are under the age of 23 (born on or after 5/25/96).
 - **AU PAIR:** Person providing child care in return for room and board. May be considered one of the two adults permitted on a Family membership. The au pair must purchase a single membership or use a guest pass if exceeding the two-adult limit per family membership.
- **SINGLE:** Single membership shall be available for:
 - a) Individuals not qualifying for a Family membership.
 - b) A single adult whose child or children are four years of age or younger as of 1st day of pool season.
 - c) A child who is at least 12 years of age as of the 1st day of pool season.
- **SENIOR:** Senior memberships are available for individuals age 65+. Proof of age required

SUBMITTING REGISTRATION FORM:

Fill out the registration form completely to include signature, payment, and a pre-addressed, stamped envelope with \$1 postage.

Mail to: Burke Centre Conservancy
6060 Burke Centre Parkway
Burke, VA 22015-3702.

E-mail to: PoolClerk@burkecentre.org

Note: Registration forms submitted via e-mail must include full credit card information.

Drop-off: During business hours M-F; 9am – 5pm; Sat. 9am – 12pm
or in the drop box located on the side of the Conservancy office after hours.

Stickers will be sent via U.S. mail for registration forms requiring current 2019 stickers for existing I.D. cards that are not submitted in person

POOL MEMBERSHIP I.D. CARDS:

Pictures of children should be updated every three years; adult pictures should be updated if appearance has changed dramatically. **All pool members, starting at age 5 as of the 1st day of pool season, must have a photo I.D. card with current photograph.**

If you are joining the pool for the first time, or your pictures need to be updated, in conjunction with completed pool registration form, please do one of the following:

- Submit one photo (front facing head shots) of each member who will be using the pool or whose photo needs to be updated. Photos must be individual and clearly identifiable. Write the name, phone number, and date of birth of each person legibly on the back of the photo. The person's face in the photo must not be larger than 1" x 1-1/4". **DO NOT** cut photos or attach the pictures to the form with staples.
- Submit photos via email to PoolClerk@burkecentre.org. Photos must be of a single individual and clearly identifiable (i.e., a description of clothing and/or hair color). Include the name, phone number, and date of birth of each person a photo is submitted for.

Until all necessary photos are received, membership registrations will not be fully processed, therefore, resulting in a delay of receiving photo I.D. cards and/or pool stickers.

POOL GUEST PRICE FOR RESIDENTS

Guests age 4 and under enter free.

SINGLE DAY GUEST PASS: \$5 per guest

10-VISIT GUEST PASS: \$25.00 (discounted rate)

***NOTE:** Guest passes are available for sale only to current season pool members! Pool member must accompany and sign in all guests. Guest passes are limited to 30 visits per membership application and are non-refundable but are transferable to the following year.

Please plan ahead – guest passes can only be purchased at the Conservancy office during business hours (M-F: 9 AM – 5 PM & Sat: 9 AM-Noon). When visiting the office to purchase guest passes, please have your current pool ID with you for membership verification.

REPLACEMENT I.D. CARDS AND/OR STICKERS:

If your pool photo I.D. card(s) and/or sticker(s) are misplaced, **once they have been issued for the current pool season**, the cost for replacement is \$12.00 per card and/or sticker. NO REFUNDS will be given for replacement I.D. cards once they have been made. The maximum cost for families in need of replacement I.D. cards and/or stickers will be \$25.00.

REFUNDS:

- **MOVING:** Resident pool members moving from Burke Centre prior to July 5, 2019 may receive a 50% refund upon written request. This request must include the date of the move and the forwarding address for the partial refund and **MUST** be received by the Conservancy office no later than 5PM July 5, 2019. All pool membership cards and stickers must be returned to the Conservancy office at time of request.
- **PRIOR TO SEASON:** A 100% refund of membership fee will be granted if requested by 5PM, May 24, 2019. All I.D. cards and/or stickers issued must be returned at time of request.
- **ALL REFUND REQUESTS MUST BE MADE IN WRITING**
TO: Attn: Community Services
Burke Centre Conservancy
6060 Burke Centre Parkway
Burke, VA 22015-3702.

If you have any questions, please contact the Conservancy office at 703-978-2928.

**All persons using the pool do so at their own risk. The Burke Centre Conservancy assumes NO responsibility for any accident or injury in connection with such use or for any loss and/or damage to personal property.*

**Persons using the pool agree not to hold the Burke Centre Conservancy liable for any actions of whatever nature occurring within the pool area. Also, members will be responsible for the actions of their children and guests.*