

Access/Guest Policies
District Access Cards (“District Cards”) Guest Cards and House Guest Passes

The Policies outlined in this document apply to residential property owners or their designated tenants as well as non-resident annual fee payers, both of whom after rightfully obtaining photo ids; will be referred to as “District Card Holders”.

Photo ID

All adults who wish to gain access to the Amenity facilities (DB & MV) will need to have their own District issued District Cards. If not, they will need to be accompanied by a District Card Holder with a guest pass or Houseguest pass.

Children are not required to have their own card, provided they are accompanied by a District Card Holding Parent / Legal Guardian or a District Card holding person who is 16 years of age or older and who also presents a guest card.

Children, who are accessing the facilities without a Parent or Legal Guardian must have their own card.

Each District Fee-paying household will receive two complimentary ID cards to be used exclusively by permanent residents of the household. Any other family or household members, who permanently reside in the Household (if applicable), and who wishes to enter and use the District’s facilities without being accompanied by a District Card Holder, must obtain their own card or utilize the guest cards in accordance with the guest card policy. The fee for each District card shall be \$6.00. Replacement of lost or stolen access cards shall be \$25.00.

Obtaining a District card

Homeowners/Permanent Resident:

In order to obtain a District Card, individuals will need to prove homeownership and/or permanent residency. Documentation needed is a HUD-1 Settlement Statement or Deed as well as a Government Issued photo id.

Exceptions: Power of Attorney, Utility Bill, Driver’s License. These must support the applicant.

Renters:

In order for tenants to obtain a District Card, the property owner must first register the property with staff and sign a “Release of Rights” form. Email and/or fax transmissions are accepted. Then, tenants must present a valid lease and government issued photo id to obtain access cards.

Non Renter – Residents who are not related to homeowner or cannot prove homeownership:

In order to obtain a District Card one must demonstrate permanent residency with a driver’s license that reflects an address within the District or a utility bill with service in their name that includes the District address.

Adult Children (18 years old and older):

Must provide a valid Driver's License with a District address or be claimed as a dependent by their parents who reside in the District.

Minor Children (under the age 18)-who are family members but not permanent residents:

Must provide documentation to link the child to the District/OakLeaf home.

Non-Resident Annual Fee Payer

Must complete User Information Sheet and pay the annual non-resident rate.

Usage of ID

All residents must have their own District Card on them at all times to gain access to DB and MV amenities (except minor children who are accompanied by District Card Holding Parent/Legal Guardian). ID must be presented to staff (if applicable or asked) upon entering the designated facility.

Guest Cards

Users of the recreation facilities who are authorized District Card Holders may purchase a Guest Card, good for twelve (12) additional guest uses. The Guest Card shall entitle guests to enter with a District Card Holder, with a maximum of 5 guests per visit. Any individual who would count against the bathing load shall be determined to need a guest card (all persons 3 years of age or older). The rate for the guest card (allowing for 12 guest visits) shall be \$60.00 after the first complimentary card.

Usage of Guest Cards

All guests of District Card Holders using the guest pass must be in the company of the District Card Holder at all times. Each guest use equates to one card punch. District Card Holders may purchase guest cards for \$60 after the first complimentary card.

District Card Holders ages 16 and older:

May have guests of any age as long as they remain with the guest while at the facility and assumes responsibility for their guest up holding the facility policies.

District Card Holders under the age 16:

May only have guests who are at least 18 years of age and can prove so with government issue photo id.

House guests

Out of town guests visiting and staying in the home of a District Card Holder shall be permitted to use the District's facilities if District Card Holder purchases a "house guest pass". The rate for a house guest pass shall be \$5.00 per week per person. Each pass shall allow no more than 12 house guests per pass. Any individual who would count against the bathing load shall be determined to need a guest card (all persons 3 years of age or older). Each house guest must be registered (name & address) by the District Card Holder each week prior to the use of the facilities. The intent of a house guest pass is to accommodate the District Card Holders hosting out of town guests for limited periods, and is not to used as a substitute for the Guest Card identified in Section 2 above.

Usage of House guest Pass

All extended stay guests of District Card Holders must have a house guest pass with them while utilizing the DB & MV amenities. The House guest may use the facility without the resident; however the guests must follow all facility rules and policies.

Approved 4/9/2007