



## Colony West Swim Club (CWSC) Guest Policy

The CWSC Guest Policy is designed to allow members to share the club experience with friends and family while protecting the integrity and value of our membership. All guests must adhere to the CWSC Member Conduct Policy and Pool Rules.

### I. Guest Requirements and Member Responsibility

1. **Sponsor Requirement:** All guests must be sponsored by an active, current member of Colony West Swim Club.
2. **Accompaniment:** The sponsoring member **must accompany the guest(s) for the entire duration of their visit** to the pool facilities. Guests are not permitted to enter or remain at the club unaccompanied by their sponsor.
3. **Check-In:** All guests must be signed in to MemberSplash by the sponsoring member immediately upon arrival at check-in.
4. **Member Responsibility:** The sponsoring member is fully responsible for the conduct and behavior of their guests at all times. Any violation of club rules by a guest may result in disciplinary action or suspension of privileges for the sponsoring member.

### II. Guest Fees and Payment

Guest fees are charged per person, per visit, unless the guest remains on the deck. All fees must be paid at the time of check-in.

#### A. Daily Passes

| Pass Type             | Description                                         | Price   |
|-----------------------|-----------------------------------------------------|---------|
| Individual Guest Pass | For a single person, per day.                       | \$5.00  |
| Family Guest Pass     | For a single family brought by one member, per day. | \$25.00 |

#### B. Extended Stay Passes

| Pass Type                      | Description                                                              | Price                                                      |
|--------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Weekly Out-of-Town Pass</b> | For guests visiting from outside the immediate area, valid for one week. | <b>Contact us at<br/>Management@colonywestswimclub.com</b> |

### III. Guest Visit Limits

To maintain the balance between guest use and member privilege, limits are placed on guest visits:

1. **Daily Limit:** A member may sponsor no more than **10** guests per day, including any combination of individual and family passes.
2. **Per Guest Limit (Local):** Local non-members may be admitted as a guest a maximum of **nine** times per season, regardless of which member sponsors them.
3. **Out-of-Town Guests:** The Weekly Out-of-Town Pass is intended for houseguests residing with the sponsoring member who live outside the local area. These guests are exempt from the per-season visit limit during the week the pass is active.

## **IV. Transition to Digital Guest Passes (Effective 2026)**

In an effort to streamline operations and improve our check-in process, Colony West Swim Club will transition to a **digital-only guest pass system beginning with the 2026 season.**

### A. Digital-Only Policy

Beginning May 2026, only digital guest passes will be accepted for entry. Paper guest passes from previous seasons will no longer be valid for admission. However, paper guest passes may be converted onsite for immediate use during the 2026 season. All paper passes must be converted by the end of the 2026 swim season. Any paper passes not converted by this date will be considered invalid.

### B. Paper Pass Conversion

Members who have unused, valid paper guest passes from prior seasons may convert them into digital credits on their membership account.

**Instructions for Conversion:** Members who wish to convert their paper passes must do the following:

1. Gather all valid, unused paper guest passes.
2. Bring your paper guest passes to Colony West at 2725 Bennington Drive, Springfield, IL 62704 in an envelope and include the name on your membership for verification and conversion to digital credits on your account. This process may not be able to be done immediately, so please be prepared for it to take a few days (with the exception of passes being used for admission that day.) A receipt will be provided for documentation when paper passes are converted to digital credits on your MemberSplash account.

## V. Expiration

Members who have allowed their memberships to expire or who have placed it in “leave of absence status” cannot use the guest passes on their accounts for use by themselves or their guests unless/until their membership has been renewed or reinstated. Guest pass credits for any members who have been inactive for two or more years will be considered expired.

## VI. Exceptions

1. **Caregivers/Babysitters:** Designated, registered caregivers/babysitters who are actively supervising the member's children are **not** considered guests, provided their name is on file with the Pool Manager or Board. If the member is also present, the caregiver may be required to pay the standard guest fee.

**Note:** The Board and Management Staff reserve the right to deny guest admittance at any time if the facility reaches capacity or if management deems it necessary for the safety and enjoyment of the membership.