

[Date]

Dear [Resident/Member Name],

To ensure a safe and enjoyable environment for everyone, we are writing to provide the updated rules and access guidelines for the [Name of Facility/Community] swimming pool.

Pool Hours

The pool is open daily from [Start Time] to [End Time]. Use of the pool outside of these hours is strictly prohibited.

Access Requirements

- A valid [Key Card/Fob/ID] is required for entry.
- Residents must accompany their guests at all times.
- A maximum of [Number] guests are allowed per household.

Safety and Conduct Rules

- No lifeguard is on duty. Swim at your own risk.
- Children under the age of [Age] must be supervised by an adult at all times.
- No diving, running, or horseplay on the pool deck.
- Glass containers and alcohol are strictly prohibited in the pool area.
- Appropriate swimwear is required; no street clothes are allowed in the water.
- Shower before entering the pool.

Health Protocols

- If you are feeling unwell or have had a fever in the last 24 hours, please do not use the facility.
- Proper swim diapers are required for infants and toddlers.

Failure to comply with these rules may result in the temporary or permanent suspension of pool privileges.

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Management Name]

[Organization Name]

[Contact Information]