



## Parks & Recreation



# **RULES AND REGULATIONS**

*THE REC RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANYTIME AT THE DISCRETION OF THE PARKS & RECREATION DEPARTMENT.*

*Revised June 2023*

## General Rules

### Hours of Operation

- Monday – Friday: 8:30am-8:30pm
- Saturday: 8:30am-6:00pm
- Sunday: 11:30am-6:00pm
- Hours are subject to change due to Special Events and Holidays.
- The REC and Skate Park will follow the City’s Holiday schedule for closures.
- All areas of the facility may be closed for maintenance at any time without notice.

### Skate Park

- Skate Park will follow the REC hours of operations, however, will close at dusk.
- Skate Park participants must check in at the front desk.
- No skateboarding, scootering, roller blading, or riding bikes down the hallways or anywhere inside the REC facility at any time.
- Skate Park can be closed at any time due to inclement weather.
- No climbing or jumping fences.
- Participants who are caught in the Skate Park after hours or who do not check in, will be asked to leave, suspended, or even trespassed based on the number of violations or the severity of the offense.

### Playground

- Recommended ages are 2-12.
- Socks are required if playing without shoes.
- Shoes are allowed; however, they must be cleaned before entering the playground.
- NO FOOD, DRINKS OR GUM ALLOWED.
- No climbing on the outside of the playground.
- One person down each slide at a time.

### Supervision

- Children under the age of 8 must always be supervised by a parent or guardian who is 18 years or older. Exception will be for mothers under 18.
- REC Staff will be monitoring the facility, however, are not responsible for extended supervision. REC Staff are not acting in a childcare capacity unless expressly noted as a part of a formal REC program.

### Refunds

- Registrations for a single day program or event will be eligible for a refund by giving no later than a 24-hour notice from event or program date.
- Registrations for a multi-session program will be eligible for a refund after the first attended session. After the second attended session, refunds will not be granted.

- The REC Supervisor must sign off on all refunds.

#### Blind Hallway

- The “blind hallway” is a not a hangout spot.
- The only time you should be in the “blind hallway” is using the elevator or the fire exit.

#### Appropriate clothing/shoes

- Appropriate attire is required. No swimsuits or clothing that may be inappropriate in a family environment. Shirts must be always worn.
- Non-marking closed toe athletic shoes must be worn on all gym courts and during athletic activities.

#### Open Gym Play

- Open Gym will be scheduled around City athletic leagues and other pre-existing events/programs.
- Open Gym play is open to both adults and children.
- REC Staff will be monitoring open gym play, however, are not responsible for extended supervision.
- Open Gym schedule can be found on our website and posted throughout the facility.

#### Lockers

- Lockers may be searched at any time.
- Lockers must be emptied before leaving the premises.
- Lockers that remain locked for 48 hours will be opened and the items will be removed. Items left will be put into lost and found or thrown away.
- Personal locks that are used will be cut off after 48 hours. Locks purchased from the REC will not be returned if they are left on for 48 hours.

#### Lost and Found

- There will be two locations for lost and found items.
  - Staff Break Room- high value items such as cell phones, keys, tablets, money, wallets, anything of major value, etc.
  - Activity room storage – All other items such as sports equipment, clothing, and other bulky items.
- All lost and found must be verified before returning to the rightful owner.
- All items will be properly documented via binder at the front desk.
- Items left in lost and found for more than 7 days will be donated or discarded. Items valued \$50 or more, or are personal items like wallet, phone, keys will be kept in safe for 30 days, then if not claimed turned into the police.

#### Viewing Cameras

- Only City Staff members and Law Enforcement will be able to review and look at camera footage.

### Food and Drink

- No gum in the gym during active play, on the playground, or in the esports room.
- Drinks in the gyms must always have a lid or cap.
- No foods with disposable shells i.e. (Sunflower seeds, peanuts, pistachio, etc.).
- All spills must be reported and picked up.
- All food/drink wrappers and containers must be properly disposed of.
- No food or drinks in the esports lounge unless told by staff.

## Memberships

### Check-in

- All visitors must check in at the front desk except for certain Special Events or Athletic Programs.
- All REC members must present their REC card or appropriate identification each time for access.
- Non-members must complete appropriate paperwork and pay the daily fee to gain access upon each visit.

### Cancellation/Refunds

- If you need to cancel your membership, talk to a staff member for assistance.
- You may cancel your membership at any time.
- A 50% membership refund will be granted for those who cancel before 5 check-ins for monthly memberships or before 15 check-ins for yearly memberships.

## Code of Conduct

The REC Code of Conduct outlines prohibited actions. The prohibited actions listed below are not totally inclusive of all behaviors that are inappropriate, including, but not limited to:

- Verbally abusive behavior including angry or vulgar language, including swearing, name-calling, or shouting.
- Fighting of any kind or any type of physical contact with another person in any angry, aggressive, or threatening way.
- Disrespecting staff, volunteers, spectators, or another member.
- Any demonstration of sexual activity or sexual contact with another person including sexually explicit conversation or demeanor.
- Harassment or intimidation by words, gestures, body language, or any menacing behavior including via social media. This behavior is inappropriate toward other members, guests, visitors, and the REC staff.

- Theft or behavior that results in the destruction of any city property, or personal belongings of other members.
- Zero tolerance with “fake emergencies” such as pulling fire alarm, pushing elevator alarm button, or exiting emergencies exits when not an emergency.
- Carrying or concealing any weapons or objects that may be used as weapons.
- Using or possessing illegal drugs, drug paraphernalia, chemicals, or alcohol on REC property, or at REC sponsored programs, unless proper alcohol permit is given.
- Any other conduct deemed inappropriate, threatening, or offensive.
- Loitering is not permitted in or outside the REC facility.
- Smoking or Tobacco use in The REC facility or anywhere on the premises. This includes but is not limited to cigarettes, vapes, e-cigarettes, cigars, chewing Tabaco, marijuana, THC pens, etc.

### Consequences for Misconduct

Misconduct will not be tolerated at the REC and will result in some form of punishment, including verbal or written warning, suspension, termination of membership, or trespassing.

The REC staff holds the right to remit any punishment necessary based on the severity of the offense.

#### Suspensions

- If a member is suspended due to a violation, the member will not be allowed to access the REC facility/premises until suspension is complete. Refunds will not be given. Monthly and annual memberships will be deactivated for the duration of the suspension. If membership expires during the suspension membership must be repurchased.
- Suspension duration will be set based on the severity of the incident.
- Daily suspension may be given by any full-time staff. All incidents will be reviewed by the REC Supervisor and Manager to set the final suspension duration.
- Suspensions for misconduct taking place on Saturdays or Sundays will remain in effect until Monday morning, when the REC Supervisor and Manager will review to set the final suspension duration.
- Reports will be filled out for all incidents.