

**CITY OF LAPEER
COMMUNITY CENTER
RULES and REGULATIONS
Last Revised: February 27, 2018**

PROGRAM STATEMENT

The City of Lapeer Community Center is intended to serve Lapeer area residents of all ages with recreational, social, cultural, fitness and educational opportunities year-round. Through its facilities and programs, the Community Center will enhance the quality of life in the community.

RULES and REGULATIONS (Revised 5-97)

Rules and Regulations have been established to provide consistent guidelines for use and operation of the Community Center building, facilities, and grounds. Knowledge of such rules is the responsibility of the guest. Failure to follow the established policies may be cause for suspension or termination of all privileges. The City of Lapeer reserves the right to change Rules and Regulations in the best interest of the Community Center operations. Changes will be indicated by revised posting dates. Rules and Regulations will be posted and are available upon request.

SEARCH OF PERSONAL BELONGINGS (Posted 2-06)

For safety and security reasons, City of Lapeer Community Center staff shall have the right to search bags and personal belongings on the premises. Guests refusing the search may be asked to leave immediately, and further be restricted from the property indefinitely subject to trespassing.

CELLULAR PHONE USE (Posted 2-18)

There shall be NO use of cellular phones and similar portable communication devices in locker rooms and restrooms.

CAMERAS (Posted 1-04)

Use of cameras and video recording equipment will only be allowed with approval of Community Center management. Respect for privacy and the approval of individuals being filmed will be required.

Wifi Usage (Posted 8-13)

Wifi use is not intended and shall not be used for inappropriate purposes. All users shall use Wifi only for acceptable uses. No person shall participate in illegal activities with the use of the wireless internet. If you do not agree to these terms and conditions do not use the Wifi.

FACILITIES (Revised 8-17)

A general description of the Community Center facilities includes:

Leisure/Competition Pool - Zero depth entry, two water slides, water sprays, geysers, twirl pool, six 25 yard lap lanes, diving board, 13 feet deep end, in water stairs/benches, spectator seating area, sound system.

Splash Pad - dump buckets, geysers, and a variety of play features - outdoor use only, weather permitting

Gymnasium - Gymnasium and mini-gym area with baskets for one full court or two side courts, or two volleyball courts, or two pickleball courts.

Racquetball Courts - Two regulation courts for racquetball, walleyball, and other activities.

Weight/Fitness Equipment - Cardiovascular equipment (bikes, stair-steps, ellipticals, treadmills, seated stair machine, etc.), selectorized machine weights, (major muscle groups), Smith machine and dumbbells.

Running/Walking Track - Three lanes, cushion track surface, 12.7 laps per mile.

Group Fitness - Suspended wood floor, sound system, a variety of classes.

Multipurpose Rooms - Seating for up to 125 people at 6 per-round banquet tables; catering kitchen; available to rent for receptions, meetings, parties, showers, etc.

Kids' Corner - Staffed child care with regular planned activities. Available by reservations or drop-in during scheduled times.

Men's, Women's, and Family Lockers - Are available for day use. The family locker room is available for special needs.

Outdoor Facilities - Two basketball courts, two sand volleyball courts, and splash pad.

Administrative Offices - Lapeer City Parks and Recreation Offices will service the Community Center and traditional park and recreation programs.

OPERATING SCHEDULE (Revised 8-17)

The normal operating hours for the Community Center are: **Monday thru Friday - 5:30AM to 9:00PM, Saturday - 8:00AM to 6:00PM, Sunday - 9:00AM to 6:00PM (open until 9PM November – March)**. The Community Center may modify hours **January 1st, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve as well as for annual maintenance**.

Quarterly schedules shall be published detailing drop-in use and scheduled classes and programs. Facility use will be available beyond normal hours for special programs and rentals. The hours or facilities of the Community Center may be cancelled or closed in the event of an emergency or due to special conditions.

USE (Revised 8-17)

The City of Lapeer Community Center is owned and operated by the City of Lapeer. Fees of the Community Center may in some ways be determined by resident, non-resident, income tax payer, and passholder status. The following definitions are detailed for reference regarding other Community Center Rules and Regulations.

City of Lapeer Residents are defined as those persons living within the city limits, owners of real property within the city limits, or owners of a business within the city limits, which is subject to personal property tax.

Lapeer & Oregon Township Residents are defined as those persons living within the township, owners of real property within the township or owners of a business within the township which is subject to property tax.

Non-Residents are defined as those persons not meeting any of the City of Lapeer Resident criteria.

Non-Resident Income Tax Payers are defined as those persons not meeting any of the City of Lapeer Resident criteria; and who currently earn income in the city which is subject to the 1/2 percent city income tax.

Annual Passholders are defined as those persons who regardless of residency have purchased a Community Center Annual Pass, which is current and valid at the intended time of use.

GENERAL PUBLIC ADMITTANCE (Revised 8-17)

Everyone entering the facility will be required to pay an admission fee of some sort. The general public will be admitted to the facility upon satisfying the following:

- A. Present a valid Annual Pass Card.
- B. Purchase a Single Visit Pass.
- C. Check-in as a registered class/program participant.
- D. Check-in as part of a group rental.
- E. Check-in as a spectator and remain in the designated spectator areas.
- F. Present a special promotional guest pass or other document authorizing admittance.
- G. Children 9 years and younger must be supervised by a person 16 years or older at all times during a visit. **DROPPING OFF CHILDREN IS STRICTLY PROHIBITED**
- H. Children 1 year and younger will be admitted free when accompanied by a person 16 years or older.

ASSUMPTION OF RISK (Revised 7/16)

- A. Use of the facilities and/or participation in programs is at your own risk.

ANNUAL PASSES/ID CARDS (Revised 7/16)

Annual Pass Cards are available to provide regular users of the Community Center with an option to purchase discounted admission and other privileges.

- A. Annual Pass Cards allow unlimited use of the facilities during "open use" times.
- B. Passholders are eligible for "Annual Pass Rates" (APR) on all Community Center classes and programs (see Fees and Charges Policy).
- C. Special registration and child care reservation privileges are available to passholders (see Registration and Child Care Policies).
- D. An Annual Pass will be valid for a designated time period.
- E. Passholders will be issued an ID card, which will be required for admittance and any other special privileges. ID cards are the property of the City of Lapeer and may be revoked for just cause.
- F. ID cards are not transferable. Misused cards may be confiscated and Annual Pass status suspended or revoked.
- G. Passholders who forget their cards may be admitted according to established policies (see Forgotten ID Policy).
- H. Lost or stolen cards may be replaced (see ID Replacement Policy).
- I. Annual Passholders are not distinguished from Single Visit Pass visitors while using the facilities.
- J. There will be no refunds, prorations, or other transfers of Annual Pass fees for any reason after the validation date.
- K. Renewal - Annual passes are considered renewals if renewed anytime within 1 year of expiration date.
- L. An Annual Pass Application/Agreement is required.

SINGLE VISIT PASSES (Revised 8-17)

Single Visit Passes are available to any Community Center guests.

- A. Single Visit Passes allow unlimited use of the facilities during "open use" times.
- B. Single Visit Passes are valid for one visit and fees are non-refundable (re-entry is not allowed unless paying again). Guests should check availability of activity areas before purchasing a pass.
- C. Single Visit Passes are not required for guests 1 year old and under.
- D. Guests should keep their receipt as proof of a paid entry.
- E. All community center guests must pay an entry fee; including spectators during open use times.

CLASSES, PROGRAMS, ACTIVITIES (Revised 7-16)

While drop-in use of the facilities is a high priority at the Community Center, specific activity areas will also be scheduled for classes, programs and special activities.

- A. Scheduled activity areas will have priority over "drop-in" use.
- B. Every effort will be made to develop and publish schedules quarterly, however, cancellations, rescheduling and other changes may be necessary.
- C. All classes, programs and activities are open to the public.
- D. Annual Passholders will be charged the APR for Community Center classes and programs. All others will be charged the "Regular Rate" (see Fees and Charges Policy).
- E. Registrations for classes with limited enrollment shall be available in the following order (1) Annual Passholders, and (2) Others (see Registration Policy).
- F. All "Fee" classes and programs are open to fully paid and registered participants only.
- G. Non-Passholders registered for a class or program will be required to check-in as a registered class/program participant upon entering the Community Center for that activity.
- H. Non-Passholders registered for an activity will be admitted into the Community Center up to 15 minutes prior to the class or program. Participants are limited to the class or program only and not allowed to use other activity areas.
- I. Children 9 years old and younger must be immediately supervised.
- J. Spectators may be permitted to view a class or program at the discretion of the instructor and in designated areas only (see Spectator Viewing Policy).
- K. Minimum and maximum attendance limits shall be established for all classes and programs.
- L. Unless otherwise stated, there shall be no make-ups.
- M. Refunds, prorations, etc., shall be according to the established policy (see Refund Policy).
- N. Participants must follow all Rules and Regulations of the Community Center.

FEES and CHARGES (Revised 7-16)

The City of Lapeer recognizes that there are costs involved in providing facilities and services. Use of fees and charges are intended to recover such costs from individual and group participants. Fees and charges vary based upon Resident, Non-Resident, Income-Tax Payer, Passholder, age, marital, household status, etc. Fees and charges are subject to change and will be reflected in current brochures and printed materials.

- A. **City of Lapeer Residents**
 1. Receive "Resident Rates" on the purchase of an Annual Pass.
 2. Residency is determined at the time of application.
 3. Proof of residency will be required.
- B. **Lapeer Township and Oregon Township Residents**
 1. Receive "Resident Rates" on the purchase of an Annual Pass.
 2. Residency is determined at the time of application.
 3. Proof of residency will be required.
- C. **Non-Residents Paying City of Lapeer Income Tax**
 1. Receive "Income Tax Rates" on the purchase of an Annual Pass.
 2. Income Tax Payer is determined at the time of application.
 3. Proof of income tax status will be required.
- D. **Non-Residents of the City of Lapeer**
 1. Receive "Non-Resident Rates" on the purchase of an Annual Pass.
- E. **Annual Passholders**
 1. Receive "Annual Pass Rates" (APR) on all Community Center classes and programs regardless of residency.
 - a. Individual Passholders - "APR" are extended to the passholder and their children 1 year and younger.
 - b. Family Passholders – "APR" are extended to all family members eligible under the family pass plan.
 2. Proof of current and valid passholder status required.

REGISTRATION POLICY (Revised 7/16)

The following registration policy is established for Community Center classes and programs with limited enrollment:

- A. **Annual Pass Holders** shall have first priority to register.
 1. Individual Passholders - Registration privileges extended to the passholder and their children 1 year and younger.
 2. Family Passholders - Registration privileges are extended to all family members eligible under the family pass plan.
- B. **Non-Passholders** shall register during the general open registration time.
- C. Specific registrations will be scheduled accordingly.
- D. Proof of passholder status will be required and determined at the time of registration.
- E. Classes and programs without enrollment limits will not have separate registrations.
- F. Registrations are taken on a "first come" basis.
- G. Fees must accompany the registration.
- H. Attend the first class as scheduled – registration information and receipt is your confirmation.
- I. Present your class receipt or an Annual Pass at the front desk for admittance into the building.

REFUND POLICY (Revised 6-10-03)

The following refund policy including refunds, transfers and prorations is in effect:

- A. There shall be no refunds, transfers, or prorations for Annual Pass purchases after the validation date.
- B. There shall be no refunds for Single Visit Pass purchases.
- C. Refunds will be issued for all classes and programs, only upon 3 days written notice prior to the first class. They will be subject to a \$5.00 administration refund fee.
- D. Refunds will be issued for all rentals only upon 7 days written notice. They will be subject to a "rental cancellation charge" (see Facility Reservation Policy).
- E. A full refund will be issued if a class or program is cancelled.
- F. No refunds for gift certificates.
- G. No refunds for sport programs after rosters have been created.

CLASS MAKE-UP POLICY

- A. Classes cancelled by the City of Lapeer Community Center will be rescheduled or a refund issued.
- B. There will be no make-ups for participants missing a scheduled class unless otherwise stated.

AQUACISE, GROUP FITNESS AND CYCLING DROP-IN POLICY (Revised 8-17)

Space in Aquacise, Group Fitness, and Cycling classes not filled by registered participants will be available for drop-in.

- A. Participants must pay a drop-in fee. The fee is only good for attending that specific class - other activity areas are not included.
- B. Non-Passholders dropping-in for a class shall be admitted to the Community Center up to 15 minutes prior to the activity.
- C. Certain classes will not be available for drop-in.
- D. If you are registered for a class and you are absent, you may makeup that absence with any other class within that scheduled session. If you are dropping into a new class that has a higher fee then you are responsible for paying the difference.

FORGOTTEN ID POLICY (Revised 7-13)

- A. A new ID card will be ordered after the patron requests a new card.

REPLACEMENT SWIPE CARD POLICY (Revised 2-12)

Swipe cards lost, stolen or damaged may be replaced as follows:

- A. Report the lost, stolen or damaged swipe card to the administration area - it will be invalidated.
- B. Identification may be required to verify passholder status.
- C. A new swipe card will be issued within a few days.

ALCOHOL POLICY (Revised 8-17)

No alcohol permitted on City of Lapeer Community Center property.

CATERING POLICY (Revised 7-16)

Use of the kitchen facilities by individuals or commercial caterers will be subject to the following:

- A. Use of the kitchen facilities shall be the responsibility of the applicant renting the kitchen.
- B. The kitchen shall only be available for use during the time period approved on the application.
- C. Appliances shall only be used for their intended purpose.
- D. Report any damages, malfunctions, or problems immediately to the building supervisor.
- E. Do not overload outlets.
- F. Completely clean-up all surfaces, appliances and equipment affected by such use.
- G. The City of Lapeer is not responsible for lost, stolen, or damaged personal property.
- H. Garbage bags are provided for rentals.
- I. All items shall be removed or disposed of in proper receptacles. There shall be no food or garbage or other supplies left in the building (dumpsters are available).
- J. Catering Kitchen does not require a license for cooking or preparing food. It is for set-up and distribution purposes only.

FIRE/OTHER EMERGENCY EVACUATION (Revised 9-10-98)

In case of fire, sound alarm. Use the nearest available exit. Do not use the elevator. For other emergency evacuations, use available exits - follow staff instructions. Signs for emergency evacuation are posted.

LOST and FOUND (Revised 2-12)

The City of Lapeer is not responsible for lost, stolen, or damaged personal property of any kind.

- A. Lost and found items will be kept for up to 15 days after, which they may be disposed of according to City Policy, turned over to charity, or discarded.
- B. Valuables may be turned over to the Lapeer City Police Department.
- C. Personal care items and underwear may be discarded immediately.
- D. Items left in lockers overnight will be considered "lost and found" property.

PHONE USE and PAGING

Use of office phones and/or paging requests will be limited to emergencies only.

BULLETIN BOARDS/LITERATURE RACKS (Revised 6-10-03)

Non-profit community organizations wishing to display materials for special events may submit requests to the administration area.

- A. Posting of information requires advance approval.
- B. Only non-profit community events will be considered. Private or commercial announcements will not be allowed.
- C. Posters and flyers will only be allowed on bulletin boards intended for that purpose. Poster sizes may be limited. Attaching to walls, doors, windows, ceilings, etc., will not be allowed.
- D. All materials shall have contact information and be dated.
- E. Postings shall be limited to 1 month prior to the activity and removed immediately after.
- F. Brochures and flyers for literature racks shall generally be discouraged. A single sample may be posted.

MULTIPURPOSE ROOMS #2 and #3 - SPECIAL PROGRAM RULES (Revised 2-12)

Programmed activities such as group fitness, dance, gymnastics, tumbling, or other similar activities held in Multipurpose Rooms #2 and #3 shall be subject to the following:

- A. Shoes shall be clean of all dirt and grit before entering on the floor. **Separate gym shoes are encouraged.**
- B. Marring dark soled street or gym shoes of any kind will not be permitted.
- C. Proper attire will be required.
- D. No food, gum or beverages are permitted in the room during the activity except unbreakable water bottles containing **water only**.

FACILITY RENTAL (Revised 6-10-03)

All or specific areas of the Community Center will be available for rental provided the activities are compatible with the facilities and hours of operation.

- A. **Facility Availability**
 1. Facilities may be available for rent when they are not in use during "regular hours" or during "after hour" times.
 2. Facilities are not available for purely personal, private, or commercial gain.
 3. Facilities will not be rented for any programs similar to City programs.
 4. Facilities will not be rented for any activity that may violate good morals, manners or taste, be injurious to people or property, or conflict with City principles.
 5. Facilities are available under a "private party" use arrangement. The applicant/sponsor of the activity is responsible for their groups actions including any damages or losses caused to the Community Center.
- B. **Reservations**
 1. Reservations should be made in advance and will be handled on a "first come" basis.
 2. All application information must be filed and appropriate fees paid. Special needs such as furniture, equipment, etc., shall not be included unless specifically included in the application.
 3. The reservation time period shall include all preparations, activities, clean-up and restoration.
 4. Reservations will be confirmed upon approval by the City of Lapeer.
 5. Reservations will be considered up to one year in advance.
 6. Organizations requesting a rental may be required to provide proof of liability insurance naming the City of Lapeer as "Additional Insured" for the event.
- C. **Preparations**
 1. All furniture, equipment, decorations and other needs shall be detailed in the application and approved in advance. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
 2. All guests shall check-in at the administrative area.

3. Events may be catered by the caterer of the applicants choice. Caterers will only be allowed use of the rented facilities during the approved time period (see Catering Policy).
4. Security may be required at the discretion of the City. All costs are the responsibility of the renter.

D. **Use**

1. Guests must follow the established Rules and Regulations of the Community Center. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental.
2. Use will be restricted to the terms of the application, including area reserved, time of entry and departure, intended activity, etc.
3. Conduct shall not violate local, state, or federal laws and shall at all times be conducted in a mature and responsible manner.
4. Rentals shall not infringe or restrict on the use of other facilities in the Community Center by separate public or private groups.
5. Community Center staff will perform their regular assigned duties; they are not available for group supervision.
6. Supervision shall be required for all youth groups including male chaperons for male participants and female chaperons for female participants. Minimum chaperons requirements are as follows:
 - . **Agers 12 and Under: Chaperons, 21 years minimum; ratio 1 : 10 minimum.**
 - . **Agers 13 and Older: Chaperons, 25 years minimum; ratio 1 : 15 minimum.**
7. Entertainment, catering, or other agents of the group are the responsibility of the applicant.
8. Accidents occurring on the Community Center property must be reported to the facility supervisor on duty.
9. Smoking and/or use of the other tobacco products is prohibited on the Community Center grounds.
10. Selling merchandise, food, or other items requires prior approval.
11. No alcohol permitted on City of Lapeer property (see Alcohol Policy).
12. Only music suitable for a public facility will be allowable. The volume is subject to control by the City of Lapeer.
13. The City of Lapeer shall not be responsible for personal property while a group is using the facility.

E. **Clean-up**

1. Clean-up shall be performed during the approved rental time period.
2. Clean-up shall include but not be limited to (1) removal of all food, beverages, decorations, displays, equipment, or other materials, (2) wipe tables, chairs, countertops and appliances, (3) clean-up spills and sweep floors, (4) deposit trash in proper receptacles, dumpsters are available, and (5) any other clean-up necessary. Report special needs to the Building Supervisor.
3. Damage/clean-up deposits will be forfeited if the facility is not completely clean.
4. Building Supervisors shall inspect the room when clean-up is complete.

F. **Fees**

1. Fees will be according to current rental rates available at the Administration Office.
2. Rentals will require a minimum one hour base rate with additional time prorated accordingly.
3. Fees shall be paid at the time of the application. Reservation deposits totaling 25% may be required for large rentals.
4. Fees shall be charged for all users including supervisors and chaperons. Non-use supervisors and chaperons will not be charged.
5. Damage/Clean-up deposits may be required.
6. Refunds will be issued for all "small" rentals reserving a single activity area for under 2 hours upon 7 days written notice subject to a \$5.00 administration fee.
7. Refunds will not be issued for "large or overnight" rentals requiring a deposit; refunds will be subject to the following procedure.
 - A. Full deposit refund minus \$5.00 administration fee with a notice of 1 month.
 - B. Half deposit refund minus \$5.00 administration fee with a notice of 3 weeks.
 - C. No deposit refund with a notice of 2 weeks or less.

FOOD/BEVERAGE/GUM/TOBACCO (Revised 9-10-98)

The following policies pertain to food, beverages, gum and tobacco:

- A. There will be no outside food/drinks admitted into the building without prior approval.
- B. Items purchased from the vending area will be limited to the Lower Lobby area.
- C. Spill-proof, unbreakable water bottles containing **water only** will be allowed in activity areas.
- D. **There shall absolutely be no other food or beverages allowed in any other activity areas (swimming pool, gym, weight fitness, track, racquetball courts, locker rooms, restrooms, etc).**
- E. Guests are expected to use waste-receptacles for disposal.
- F. Accidental spills and stains should be reported immediately to arrange for clean-up.
- G. There shall be no gum chewing in the building.
- H. There shall be no use of tobacco products on the Community Center premises.
- I. Lost money or poor quality products associated with the vending machines should be reported to the administration area.

CONTROLLED SUBSTANCE, POSSESSION, UNDER THE INFLUENCE

People under the influence of or possessing alcohol, drugs, or other controlled substances will not be allowed on the property or in the Community Center and may be referred to the police for further investigation.

PARTICIPANT CONDUCT (Revised 7/16)

Participants are expected to be courteous to other facility users and to follow rules and regulations. The following actions will not be tolerated and may be cause for suspension or termination of all privileges and/or legal prosecution.

- A. Harassment, intimidation, or similar actions towards guests or staff.
- B. Vulgar, obscene, abusive, derogatory, taunting, or demeaning comments and/or profane gestures.
- C. Actions, dress or behavior disturbing general public use.
- D. Destructive, dangerous or hazardous behavior to people, equipment, or facilities.
- E. Violation of common law. (Illegal weapons, etc.)
- F. Personal property of others should be left alone.
- G. The City of Lapeer Community Center is a family oriented facility. Public display of affection in the form of fondling, inappropriate touching, sexual innuendos, and excessive kissing will not be permitted.

PARTICIPANT DRESS/HYGIENE (Revised 8-17)

Appropriate participant dress is required while using the Community Center facilities.

- A. Gym clothing is preferred for all activity areas and programs other than the swimming pool.
- B. Swimming attire shall include a lined bathing suit suitable for public use. T-shirts may be worn if they are clean. (Thong swim suits are not allowed.)
- C. Attire worn in other activity areas will not be allowed in the swimming pool.
- D. No wet clothing outside the swimming pool area or locker rooms.
- E. Marring dark soled street or gym shoes of any kind will not be allowed on the gym, racquetball, or group fitness/multipurpose room wood floors.
- F. Shoes must be worn at all times in all areas of the Community Center, except for the swimming pool area. Shoes shall be clean of all dirt and grit before entering on wood floors. **Separate gym shoes are encouraged.**
- G. Males must wear shirts in all activity areas except the swimming pool. This includes the weight fitness, track, racquetball, multipurpose, group fitness and all common areas.
- H. Proper workout attire is required and all undergarments need to be covered. (No sports bras or severely cut off t-shirts exposing midriff, sides, or chest).
- I. All clothing must exhibit good taste and contain no obscene or offensive words or pictures. Community Center staff shall be the judge of proper attire.
- J. Personal hygiene shall not be offensive.

SPECTATOR VIEWING (Revised 7-16)

While the City of Lapeer Community Center is not generally designed for spectator events, there will be certain activities which spectators may be admitted.

- A. Spectators may be admitted to supervise, chaperon, or assist a person to and from a scheduled activity/program.
- B. Spectators will not generally be admitted to view drop-in activities.
- C. Spectators must check-in as such and remain in the proper spectator area.
- D. There will be no use of activity areas or equipment for spectators.
- E. Youth accompanying adults to class will not be permitted unless special arrangements have been approved. If admitted, the youth must remain closely supervised. Child care specific hours are available.
- F. Each case will be considered on its own merits.

TELEVISIONS, RADIOS, SOUND SYSTEM

All televisions, radios and other sound systems shall be controlled by the Community Center staff.

- A. The Community Center staff shall have final say in determining the type and volume of all television programs and music approved for use in the facility.
- B. Requests and/or problems may be reported to the Administration Area.
- C. Personal listening devices will be allowed provided headphones are used. The sound shall be kept reasonable to not disturb others.

EXERCISE PRECAUTIONS (Revised 2-12)

Because exercise may place a stress on the body, certain precautions should be considered.

- A. Participants are encouraged to consult a physician prior to engaging in exercise. Individuals should safely limit their activities taking into account their physical condition, limitations and skill levels.
- B. Use all weight fitness equipment according to the instruction placards. Observe all rules and regulations.
- C. Request assistance if there are any questions or problems with equipment.
- D. The City of Lapeer is not responsible for any injuries or damages, which may occur on or about the premises of the Community Center.
- E. **EXERCISE AT YOUR OWN RISK.**

ACCIDENTS/INJURY (Revised 2-12)

Accidents and/or injuries should be reported to the administrative area.

- A. First-Aid supplies (ice, band-aids, gauze, rubber gloves) will be available. These items shall be self administered.
- B. The swimming pool staff shall be trained in American Red Cross Lifeguard Training, CPR, AED and First Aid.
- C. Building Supervisors shall be trained in AED/CPR.
- D. General injuries shall not be treated by staff.
- E. Transportation will not be provided by staff.
- F. Staff is available to call an ambulance upon request. If the person is unconscious or unable to respond, an ambulance will be called at the discretion of the staff.
- G. Accidents/Injuries requiring assistance will require completion of an "Accident/Incident Report". Cooperation is requested.
- H. The City of Lapeer is not responsible for accidents/injuries which are incidental to the activities and/or use of facilities or equipment in the Community Center. **PARTICIPATE AT YOUR OWN RISK.**

BAD WEATHER

Severe weather conditions may require actions necessary to ensure guest safety.

- A. During a tornado "watch", the Community Center staff will monitor local radio stations and/or maintain communications with the Lapeer City Public Safety Department. All activities will continue as usual during a "watch".
- B. During a tornado "warning", the Community Center staff will suspend or cancel all activities and monitor local radio stations and/or maintain communications with the Lapeer City Public Safety Department until an "all clear" is issued. People will be instructed to go to the downstairs locker room areas. Avoid upper level and glass areas. Guests 18 years and older may leave at their own risk. Guests age 17 years and younger will be required to remain unless accompanied by their parent or adult guardian. Children in the Child Care area will be taken to the family locker room.

SNOW DAYS (Revised 7-16)

Every attempt will be made to maintain normal operations during extreme snow-falls.

- A. Drop-in activities will continue as scheduled provided staff is available.
- B. Scheduled classes and programs may be cancelled. Day and evening classes will be decided separately.

LOCKER ROOMS and LOCKERS (Revised 2-12)

Lockers are available to store personal belongings.

- A. Lockers are for day-use only. Locks remaining on lockers overnight will be cut and items will be removed and placed in the lost and found.
- B. Guests must bring their own locks.
- C. Lockers are available on a "first come" basis.
- D. No glass, food, gum or beverages are permitted in the locker rooms. Plastic water bottles only.
- E. Personal soap and shampoo shall not be left in the shower area.
- F. Individuals must completely dry off in the shower area before returning to the locker area.
- G. Plugged in hair styling items may not be left unattended.
- H. You must bring your own towel.
- I. Boys 3 years and younger will be permitted in the Women's Locker Room.
- J. Girls 3 years and younger will be permitted in the Men's Locker Room.
- K. The City of Lapeer is not responsible for lost, stolen or damaged items. It is recommended that valuables not be brought into the Center. **Lock your locker. The City is not responsible even for locked items.**

FAMILY LOCKER ROOM (Revised 5-14-97)

The Family Locker Room is available for "special needs" only. It's intent is not made for individual use.

- A. Youth 17 years and younger must be accompanied by a Parent/Guardian to use the Family Locker Room.
- B. Clothing must be worn in all areas outside the private changing rooms (locker area, showers, etc.).
- C. Use time wisely - space is limited.
- D. No changing in the restroom.

WEIGHT FITNESS RULES (Revised 8-17)

Participants using the weight fitness area shall be courteous of other users.

- A. Sign-up may be **REQUIRED** to secure time on the Cardiovascular Equipment (bikes, step, cross-country skiing, and rowing machines). You must be present to sign-up. Use of a piece of cardiovascular equipment is **limited to 30 minutes**.
- B. Youth 16 & 17 years may use the weight fitness area upon checking in at the front desk and obtain a wrist band. A parental waiver permission form is required to be on file prior to use.
- C. Youth 12 – 15 years may use the equipment if they are directly supervised by a parent/guardian. A wrist band must be obtained at the front desk area and a parental waiver permission form must be on file prior to use.
- D. Children under the age of 12 are not permitted in the weight fitness area (special allowances may occur).
- E. Observe instruction placards on the equipment.
- F. Caution around weight machines with weight stacks.
- G. No adding additional weights to selectorized machines.
- H. Do not drop or bang weights.
- I. Dumbbells must remain on the mats. Please return all dumbbells to the racks.
- J. Proper attire including shirts and closed shoes are required, undergarments must be covered. (No sports bras or severely cut off t-shirts exposing midriff, sides, or chest).
- K. Clean/Wipe the equipment after your use.
- L. Headphones are required for all personal music devices.
- M. No food or drinks, except unbreakable water bottles containing water only.
- N. Televisions are controlled by the Community Center Staff - see the front desk.
- O. Report equipment problems to the front desk.
- P. **EXERCISE/LIFT AT YOUR OWN RISK.**

TRACK RULES

The track is designed for fitness use only. Participants should be courteous of other users.

- A. This is a non-competitive track - no speed work or sprinting.
- B. Youth 9 years and younger must be directly supervised.
- C. Follow the daily directional arrow. Lane designations are (1) Inside Lane - Walkers, (2) Middle Lane - Passing, and (3) Outside Lane - Runners.
- D. Proper attire is required including a shirt and clean shoes.
- E. No food or beverages are permitted on the track.
- F. Stretching is allowed in designated areas only.
- G. Headphones are required for all personal music devices.
- H. Spectating activities in the gymnasium below is prohibited from the track.

GYMNASIUM RULES (Revised 6-10-03)

The following gymnasium rules are in effect:

- A. Absolutely no dunking or hanging on the rims.
- B. Foul language or disruptive behavior will not be tolerated.
- C. Warm-up shooting on baskets being used for games is prohibited. Use the mini-gym basket for warm up shooting.
- D. No food, gum or beverages are permitted in the gymnasium.
- E. Shoes shall be clean of all dirt and grit before entering on the gym floor. **Separate gym shoes are encouraged.**
- F. Marring dark soled street or gym shoes of any kind will not be permitted.
- G. Proper gym attire will be required.
- H. Open wounds/bleeding must be covered to participate. Clothing soiled with bodily fluids must be changed.

VOLLEYBALL GAME RULES (Revised 2-12)

The following volleyball rules are in effect:

- A. Games will be played to 15 points using rally scoring.
- B. Teams who win three games in a row must sit out. Two new teams play the next game.
- C. If players have lost in the previous game, he/she must sit out at least the next game unless the number of players prohibits this.
- D. When player numbers and different skill levels exist, courts will be divided up into beginner/intermediate and intermediate/advanced.
- E. No staff supervision – self ref and player splits.

BASKETBALL GAME RULES (Revised 7-16)

Participants attending drop-in basketball may call “next” game to get in order of play.

- A. Games play up to 11 points win by 2 points – or maximum 15 points. Regular baskets worth 1 point, behind the arc is worth 2 points.
- B. High school and older games will generally be 4-on-4 full court. If there are an excessive number of participants waiting to play, games may be changed to 3-on-3 single court by the Building Supervisor.
- C. Youth junior high and younger will generally be half court single basket games.
- D. If there is a crowd of any type only one full court game will be allowed – other baskets for half-court and shooting only.
- E. No games in the mini gym – shooting only

POOL ENTRY RULES (Revised 8-22-14)

Prior to entering the swimming pool, the following will be required:

- A. Children under 10 years old must be directly supervised in the pool area by a person 16 years or older.
- B. Children under 10 years old must be directly supervised **IN THE WATER** by a person 16 years of age or older.
- C. Showers may be required.
- D. Swim attire shall include a lined bathing suit suitable for public use. **No cut off shorts, gym shorts, leotards, biking tights, etc.**
- E. **Non-toilet trained children** must wear a cloth training diaper covered by tight plastic pants (**no disposable diapers**) or a swim diaper i.e. Huggies Little Swimmers.
- F. No admittance with communicable disease, open wounds, infections or planters warts. Band-aids, wraps, etc. are prohibited.
- G. No jewelry in the pool.
- H. Bathing caps are recommended for long hair.
- I. Do not apply hand or body lotions before entering the pool.
- J. No food, gum, beverage or other breakable containers will be permitted.
- K. Street shoes are not allowed on pool deck (aquatic shoes, flip-flops or bare feet).

GENERAL SWIMMING POOL RULES (Revised 8-17)

The following swimming pool rules are in effect for all participants:

- A. Children under 10 years old must be directly supervised in the pool area by a person 16 years or older.
- B. Children under 10 years old must be directly supervised **IN THE WATER** by a person 16 years of age or older.
- C. Swimmers must recognize their own limitations and act in the best interest of their own safety.
- D. No running on the pool deck.
- E. Keep off the lane markers.
- F. Diving is allowed at designated areas only.
- G. General swimming in the diving area is not allowed when the diving board is in use.
- H. Deep Water Test ~ In order to swim in the deep end of the competitive pool, all persons must be able to swim from the side of the pool to the twirl pool and back with ease. Lifeguards may ask you to perform this test if they are uneasy about your skills. This is for the safety of everyone.
- I. Spitting or polluting the pool water is prohibited.
- J. No unnecessary roughness, pushing, horseplay, backward jumping.
- K. Water toys of any kind are not allowed; masks, snorkels, goggles are permitted, no fins.
- L. No foul language or disruptive behavior.
- M. Keep off the peninsula except for emergency use.
- N. You must be 54” tall to enter the twirl pool without supervision.
- O. Life jackets, water wings, and swim cubes are permitted in water areas 3’ 6” or less **WITH PROPER SUPERVISION**. Inner-tubes, rafts, etc. will be prohibited.
- P. Lifeguards are responsible for enforcing these and any additional rules which are necessary for safety and control of the pool area.

LAP SWIMMING ETIQUETTE

Lap swimming lanes shall be designated by the swim staff. Participants should be courteous of other swimmers.

- A. A circle pattern will be used for swimming laps. Always stay on the right side of the lane, swimming in a counter clockwise direction.
- B. If you stop between lengths, sit on the side of the pool to avoid congestion.
- C. Try to keep pace and maintain a reasonable distance between swimmers.
- D. When passing, notify the swimmer in front of you with a tap on the foot and pass in the middle of the lane. Watch for oncoming swimmers.
- E. If you are continually passing or being passed, move into the next appropriate lane. Check with the lifeguards for lane speeds.

DIVING BOARD RULES (Revised 2-12)

The diving board will be open at designated times only. The following rules are in effect:

- A. Only one person is allowed on the board at a time.
- B. Only one bounce per dive.
- C. Mount the board by using the ladder only.
- D. Take-off from the feet only (no handstands, cartwheels, or sitting take-offs).
- E. Inward or reverse dives are prohibited.
- F. Wait until the person in front of you has cleared the water area before diving.
- G. Dive straight off the board (jumping/diving to the side is prohibited).
- H. Swim directly to a pool ladder to the left or straight ahead to the shallow end after the dive.
- I. Do not attempt dives beyond your ability.
- J. Hanging on the board is prohibited.
- K. General swimming in the diving area is not allowed when the diving board is in use.
- L. Masks, goggles, glasses and flotation devices shall not be worn while diving.
- M. The diving board may be closed at the guard's discretion.

WATER SLIDE RULES (Revised 8-22-2014)

The water slide shall be open at designated times only. The following rules are in effect:

- A. You must be 44" or taller to use the water slide alone.
- B. Taking small children down the slide may be permitted by a person 16 years or older. Caution should be exercised.
- C. Slide feet first in a seated position only.
- D. Turning in the slide is not permitted.
- E. Human chains or rapid succession of sliding is not permitted.
- F. Sliding head first or standing in the slide is not permitted.
- G. Masks, goggles, and glasses shall not be worn while sliding.
- H. Locker keys should be attached to an area of the swim suit which will not scratch the slide.
- I. No stopping in slide tube is permitted. Keep hands inside the slide.
- J. Make sure the plunge pool area is clear before sliding.
- K. Catching children as they exit the slide is not allowed.
- L. No diving off the slide.
- M. Guards may restrict use of the slide as needed.

MINI WATER SLIDE RULES

- A. One person at a time on the slide. Small children may slide down with their parent.
- B. Slide feet first only.
- C. Make sure the splash down area is clear before sliding.

RE-ENTERING THE POOL AREA FROM THE SPLASH PAD (Revised 2-12)

The splash pad area shall be open during open swim times and at other designated times only.

- A. You must shower off any creams and lotions and any other materials, before entering the pool, which may contaminate the water.
- B. Lifeguards may restrict the use of the splash pad.

RACQUETBALL AND WALLEYBALL RULES (Revised 2-12)

Use of the racquetball courts is limited to racquetball, handball, or walleyball unless otherwise approved.

- A. The courts may be used on a drop-in or reserved basis.
- B. Youth 10 – 17 may sign up for a court without adult supervision.
- C. Youth 9 years and younger must be directly supervised at all times by a person 16 years of age or older.
- D. Drop-in Use:
 - 1. Non-reserved courts will be available on the half hour for a maximum use of 30 consecutive minutes.
 - 2. Participants must sign-in at the front desk to secure court time.
 - 3. Drop-in users of the courts are required to take the next available 30 minute time slot.
 - 4. Upon admittance, there is no charge for drop-in use.
- E. Reserved Use:
 - 1. Reservations are available to be scheduled on the hour for a fee.
 - 2. Payment for reservations must be made at or prior to the time of admittance for court use.
 - 3. Reservations will be accepted as follows:
 - a. Passholders up to 2 days in advance
 - b. All others up to 1 day in advance
 - 4. Reservations will be held 10 minutes past the scheduled time.
 - 5. Reservations cannot be made to take courts away from drop-ins.
- F. Racquetball Court Use:
 - 1. **Protective eyewear is recommended for your safety.**
 - 2. Participants shall provide their own equipment.
- G. Walleyball Court Use:
 - 1. Walleyball equipment is available at the front desk.
 - 2. Set-up and take-down is the responsibility of the users during the time reserved.
- H. Reservations and programmed activities have priority use.
- I. Time limits shall be strictly enforced.
- J. Proper equipment is required.
- K. Marring dark soled street or gym shoes of any kind will not be permitted.
- L. No food, gum or beverages except plastic water bottle containers.

CHILD CARE RULES (Revised 8-16)

The following child care rules will be in effect for those wishing to participate in the child care program:

- A. Michigan Law requires that the parent or legal guardian remain in the building or on the outdoor volleyball/basketball courts at all times while your child is in child care.
- B. All children must be signed-in upon arrival. Fill out all information including the child's name, time-in, parent/guardian location, designated person to pick-up the child, important information, and parent/guardian signature. Children will only be released to those designated on the sign-in form. Identification may be required.
- C. Child care fees will be published. All fees are paid at the front desk. Receipts shall be presented to the child care staff upon arrival.
- D. Children must be at least 3 months of age, and not older than 12 years without permission.
- E. There is a two (2) hour maximum stay per child in child care.
- F. The ratio of attendants to children will be 1:10. Of those 10 no more than 2 children can be under the age of 14 months.
- G. Food and/or drinks will be allowed in the child care area by special permission of the child care staff. All items shall be labeled and contained in unbreakable, spill-proof containers. (No peanut butter products)
- H. Children may bring a favorite toy with them upon approval of the child care staff. Toys shall be labeled. We are not responsible for lost or broken items.
- I. Children with a contagious illness or fever are not to be brought to child care.
- J. Upon arrival, please attend to your child's bathroom and/or diaper needs. Child care staff **DOES NOT** change diapers and children who are toilet trained need to wear loose fitting clothes to use the bathroom themselves. Parents will be summoned to take care of their child if needed. This policy is in effect to assure both child and staff safety in the child care setting.
- K. Reservations for child care may be made as follows: (1) Passholders - up to 2 days in advance, and (2) All Others - up to 1 day in advance. Reservations will be held until 10 minutes after the reserved time, at which that space will be made available to other potential users.
- L. Excessive and/or uncontrollable crying is disturbing to your child as well as others. If this should happen we may summon you and ask you to take your child from the child care room.
- M. The child care staff will make every effort to correct a disruptive child in a positive manner. The City of Lapeer Community Center reserves the right to suspend child care services to that child (Example: hitting, biting, uncontrollable crying, etc.).
- N. In the event of a "Tornado Warning" all Child Care children will be taken to the Family Locker Room Area.
- O. In the event of a fire or emergency evacuation, all Child Care children will be taken out doors to the sidewalk area in front of the swimming pool.
- P. These rules are intended to provide your child with a safe and fun time with us. If you have any questions, please ask.

VIOLATIONS

Rules and Regulations have been established to provide consistent guidelines for use and operation of the Community Center building, facilities, and grounds. Knowledge of such rules is the responsibility of the guest. Failure to follow the established policies may be cause for suspension or termination of all privileges. Rules and Regulations will be posted and are available upon request.

MISCELLANEOUS FEES and CHARGES (Revised 3-16)

- A. NON-SUFFICIENT FUNDS CHECK \$12.50 per occurrence beginning with the second monthly occurrence.
- B. PROGRAM REFUND SERVICE CHARGE \$ 5.00
- C. SMALL RENTAL CANCELLATION FEE \$ 5.00
- D. LARGE RENTAL CANCELLATION FEE See Below
 - 1. Full deposit refund minus \$5.00 administration fee with a notice of 1 month.
 - 2. Half deposit refund minus \$5.00 administration fee with a notice of 3 weeks.
 - 3. No deposit refund with a notice of 2 weeks or less.
 - 4. Cancellations and reschedules will be dealt with in a separate circumstance situation