



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



Membership Policy Manual

**YMCA Family Center
Grand Forks, ND
Updated September, 2007**

**YMCA Family Center
Policy Manual**

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Disclaimer

The purpose of this Policy Manual is to provide guidelines for the members and guests of the YMCA Family Center. Our goal is to create a safe and enjoyable environment for all participants while utilizing our center. The use of the YMCA Family Center is a member privilege, and individuals who do not cooperate with established policies may be asked to leave or may have their privileges revoked. The YMCA Family Center Staff reserves the right to make judgment and the final decision on policies not covered in this Policy Manual.

Policy Procedures:

All policies documented in this Policy Manual have been created through the combined efforts of staff and volunteer leadership, with final approval given by the YMCA Board of Directors for its implementation.

1. The YMCA President/CEO will work with the Program Directors to create or update existing policies.
2. All proposed policies or changes will be reviewed by the appropriate Program Committees, and the Executive Committee will make the final recommendation to the YMCA Board of Directors for their approval or denial.
3. If any new policies are adopted or changes are made to existing policies, the staff leadership will notify the general membership through a direct mailing or newsletter.
4. The Policy Manual will be dated according to its last review and approval for effective date.



**FOR YOUTH DEVELOPMENT
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Mission Statement:

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Vision Statement:

We build strong kids, strong families, strong communities.

Program Purpose:

1. Build Self-Esteem
2. Enhance Values
3. Strengthen the Family
4. Promote Healthy Lifestyles
5. Appreciate Diversity
6. International Understanding
7. Promote Leadership
8. Respect Nature
9. Have Fun

Character Development Initiative:

The Grand Forks YMCA Family Center has joined the YMCA of the USA in adopting the promotion of 4 core values through our member and program services:

Honesty
Caring
Respect
Responsibility

The staff and volunteer leadership will model these values and encourage members and participants to also demonstrate these as a part of their daily lives. We recognize the home/family as the primary source of values training, especially for youth. The YMCA will partner with family and others in the community to support values training.

CODE OF CONDUCT

Grand Forks YMCA Family Center

The Grand Forks YMCA Family Center is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, we ask individuals to act appropriately at all times when they are in our facility or participating in our programs.

We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. Our Code of Conduct does not permit language or any action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically, this includes:

- Inappropriate attire; Appropriate attire must be worn at all times for the activity. Offensive wording on shirts or accessories fall under this area.
- Angry or vulgar language including swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of a sexual act.
- Use of cameras/cell phone cameras is prohibited within the facility without prior consent from YMCA Administration.
- Harassment or intimidation by words, gestures, body language or any other menacing behavior.
- Theft or behavior which results in destruction of property.
- Carrying or concealing any weapons or devices or objects which may be used as weapons.
- Using or possessing illegal chemicals or alcohol in on YMCA property or at any YMCA sponsored programs.
- Any other conduct of an inappropriate, threatening or offensive nature i.e. interrupting fitness classes or other structured workouts by non-participants.
- Loitering is not allowed in or outside the YMCA.

The YMCA and its property is a smoke-free environment. Smoking is not permitted on YMCA property.

Members and guests are encouraged to be responsible for their personal comfort and safety. If a member or guest feels uncomfortable in confronting a person directly, he or she should report the behavior to a staff person.

Members and guests should not hesitate to notify a staff person if assistance is needed.

All reported incidents will be reviewed by Executive Management. The decision to suspend or terminate YMCA membership privileges will be made at the discretion of Executive Management if a violation of the Code of Conduct has occurred.

General Information And Emergency Phone Numbers

GENERAL INFORMATION

YMCA Family Center 775-2586
FAX Number. 775-9611

General E-Mail Address: gfymca@gfymca.org

Website Address: www.gfymca.org

Street Address: 215 North 7th Street, Grand Forks, ND 58203
Mailing Address: P.O. Box 13177, Grand Forks, ND 58208-3177

Fall/Winter Hours of Operation:

(October 1 – April 30)*

Monday – Thursday	5:30am – 11:00pm
Friday	5:30am – 9:00pm
Saturday	7:00am – 6:00pm
Sunday	11:00am – 6:00pm

Spring/Summer Hours of Operation:

(May 1 – September 30)*

Monday – Thursday	5:30am – 10:30pm
Friday	5:30am – 9:00pm
Saturday	7:00am – 6:00pm
Sunday	11:00am – 6:00pm

- Reduced hours of operation, including closure of the building, are in effect during nationally recognized holidays or for reasons deemed necessary to complete YMCA building/maintenance procedures. Members and guests will be notified in advance to any change of hours or closures. All hours are subject to change due to unforeseen circumstances, including weather related or maintenance incidents. All weather related closures will be broadcast through local media.

EMERGENCY PHONE NUMBERS:

POLICE – FIRE – AMBULANCE	911
Police Department	787-8000
Fire Department	746-2566
GF County Sheriff's Department	780-8280
Altru Hospital	780-5000
YMCA President/CEO	work ext. 208
YMCA Associate Executive	work ext. 203
Property Manager	work ext. 214

ACCESS/ENTRANCE/EXIT

Facility Access Policy:

The YMCA Family Center is a controlled access facility. All members **MUST** check into the building at the Customer Service Desk and **MUST** have their membership card scanned upon arrival.

Membership cards are non-transferable and for the exclusive use of the person identified with that membership code. Membership cards will be confiscated, and involved parties may be subject to suspension or termination of membership privileges, if a card is presented by anyone other than the rightful owner.

Non-Members, suspended members or terminated members will not be allowed access to the YMCA Family Center.

All potential members **MUST** check in as a guest with the Customer Service Desk, paying the appropriate fee for their age classification or family status.

The YMCA Family Center reserves the right to request identification at any time. Participants must possess, and display upon request, appropriate identification.

Entrance/Exit Policy:

Entry and Exit of the YMCA Family Center must always be through the designated main entrance and exit doors for all general membership and guests. Individuals entering or exiting through non-designated or unauthorized doors are subject to disciplinary action.

Child Care Center Access:

The Child Care Center entrance/exit is to be utilized only for child care participants and family members. Only identified individuals on a child's "pick-up permission" form on file may be allowed to use the Child Care entrance/exit to visit the center or pick up/drop off a child in our care. All other individuals entering or exiting the Child Care Center need to utilize the YMCA main entrance and exit doors, as well as, check in with a team member at the YMCA Customer Service Desk.

MEMBERSHIP

Membership Policy:

The YMCA Family Center is a non-discriminatory non-profit community organization, which is open to everyone in the community regardless of race, national origin, sex, age, physical abilities and financial circumstances.

YMCA Registered Sex Offender Policy:

Individuals registered as convicted sex offenders may not gain entry to YMCA owned buildings through a membership, daily fee, guest pass, as a volunteer, staff member, or by any other means. Board Approved: 11/17/05

Membership Categories:

The YMCA Family Center membership rates for each individual member are based upon the IRS guidelines to define classifications in the following membership categories:

- Youth Membership – Ages 7 – 12th grade
Based upon safety concerns, some programs and class options may not be available for all ages.
- Young Adult/College Membership – High School Graduates – Age 20
College Members need to be attending college on a full-time basis.
- Adult Membership – 21 years and over
- Family Membership – Couples residing in the same household and filing taxes jointly. It also includes children through high school, as well as those attending college through age 23, if they are still being claimed by IRS as a dependent by the parents.
- Single Parent/College Family Membership – Families with only one parent present in the home. College Families include at least one parent attending college on a full-time basis.

Potential Member Policy:

Potential Members or Day Memberships – A day rate is paid to utilize the YMCA facility for that day only, with a varying rate according to the same membership category descriptions noted above. A Potential Member may also enroll in classes at the YMCA by paying a program or class fee, unless the class has been deemed a member only privilege.

Payment:

Memberships may be purchased on a pre-paid monthly, monthly bank draft or annual membership commitment. They may be purchased with cash, check, credit card or through an automated bank draft system. Member fees scheduled for a monthly bank draft withdrawal plan are established as a continuous deduction.

Corporate Membership payments will vary depending upon the agreement with the corporation, which may include payroll deduction by the employer.

All memberships are to be purchased at the YMCA Customer Service Desk.

All prices are subject to change.

Financial Assistance:

Within the limits of available funding, the YMCA Family Center will not refuse membership or program services to any person due to their proven inability to pay for the cost of participation. Scholarships are available through funding provided by the United Way and the YMCA Partner of Youth Scholarship Program.

Membership and Program Scholarship application forms are available at the YMCA Customer Service Desk or may be downloaded from the YMCA website at www.gfymca.org. These applications may be returned to the Associate Executive Director for membership approval, or to the designated Program Director for a program request. Upon review of your application and supporting documentation for your current financial status, the Director will process your application for participation.

Membership Card Replacement:

Membership cards are an important part of access control to the YMCA facility and programs. If a membership card is lost or stolen a \$5.00 replacement fee will be assessed to the member.

Cancellations/Refunds:

Members may change the status of their membership with a 30 day written notice.

The YMCA Family Center has a “No Refund” policy on memberships. If you should move from the area, memberships may be transferred to another YMCA Association. In the event that YMCA services are not available in your new community, the balance of the membership will be considered a contribution to the YMCA Partner of Youth Scholarship Program, which is a tax deductible contribution.

The YMCA Family Center class refund policy will allow for credits or refunds based upon the following situations:

1. Cancellation of the Class
2. Cancellation by the Participant Prior to the Start of a Class
3. Substantiated Medical Reasons

If a credit is issued by a Program Director for a class, it may be utilized/applied toward another YMCA program or service within that calendar year. No credits or refunds will be given for classes that are cancelled due to inclement weather.

Membership Privileges:

All registered members are entitled to the following membership privileges:

1. Advanced registration opportunities for programs and classes.
2. Reduced rates on youth and adult special programs and classes.
3. Utilization of all nautilus, free weight and aerobic conditioning equipment.
4. Attendance in all Aerobic Classes.
5. Attendance in Group Cycling Classes.
6. Adult Lap Swim, Open and Family Swimming privileges
7. Water Aerobic Classes
8. Kids Cove Indoor Play Area for Children ages 2-8 years
9. Lobby Lounge and Recreation Area
10. Free Drop-In Child Care in the Playhouse
11. Racquetball/Handball and Wally ball Courts
12. Noon Basketball (Mon-Fri) and Noon Volleyball (T/Th)
13. Wireless Internet in the Lobby Area

A.W.A.Y. Participation Policy:

The YMCA Family Center is a participant in the YMCA of the USA A.W.A.Y. Program, “Always Welcome as YMCA Members”. YMCA Members can enjoy the added membership privilege which provides access to YMCA’s across the nation, when you present them with a current YMCA Membership Card.

The Grand Forks YMCA Family Center will allow visiting members to utilize the facility up to 14 times per year. Since each YMCA is autonomous, we recommend that members call ahead to your visiting YMCA to determine their specific A.W.A.Y. Program Policy.

Guest Policy:

Members have the privilege to bring a guest for one free visit to the YMCA while accompanied by the member, who will remain at the facility the entire time the guest is in the facility.

A member is not limited to the number of guests that they may host.

Guests will be asked to sign in at the YMCA Customer Service Desk.

Once the member and their guest leave for the day, they will then have to pay a Day Membership fee upon their next visit.

A guest can not host another guest at the YMCA.

Members are responsible for the actions of their guest. If a guest does not adhere to the policies of the YMCA Family Center, the member and guest may be asked to leave.

Orientation and Tours:

All new members may schedule a tour and orientation to the YMCA Facility and Wellness Center equipment at any time. A Certified Instructor will schedule 2-4 orientation sessions with a new member for the Wellness Center equipment.

All potential members and guests may schedule a tour upon request at the YMCA Customer Service Desk. A tour will be conducted by a Director or Customer Service Representative. Use of the facility is not included with a tour, unless a guest pass is provided or the tour is provided during a designated open house event.

Individuals in need of special accommodations during a tour are asked to contact the YMCA Customer Service Desk in advance of the tour to meet those requests.

Termination of Membership Privileges:

The YMCA Family Center reserves the right to terminate membership privileges if a member if a member's actions are deemed inappropriate, disrespectful of others or YMCA property, or they are not following YMCA guidelines, while utilizing our facility, participating in a YMCA programs or a YMCA sponsored event. Privileges may be terminated or suspended for disciplinary reasons by the YMCA President/CEO.

SAFETY AND RISK MANAGEMENT

Waiver of Liability:

A waiver of liability must be signed as specified for certain programs and classes prior to participation. Individuals under the age of 18 must have a completed waiver signed by their parent and/or legal guardian. These forms are kept on file by the YMCA Administrative offices.

Assumption of Risk:

The YMCA Family Center operates on an “exercise at your own risk” policy. The use of the YMCA Family Center facility and its programs is completely voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither the YMCA Family Center, nor the YMCA of the USA, can assume any responsibilities for injuries incurred through participation in its programs and/or services in or outside the facility. It is strongly advised that participants use caution and be aware of potential health risks associated with exercise, including the completion of a physical from a medical professional prior to beginning an exercise program.

Accident/Injury/Incident:

Please contact a member of the YMCA Family Center staff should an accident, injury or incident occurs. Once reported, an accident/injury/incident report form is completed by a YMCA staff member for our records, which is reviewed by the YMCA President/CEO.

A first aide kit is on site with the recommended items as deemed appropriate by the Public Health Department. An AED machine is on site and is located at the YMCA Customer Service Desk.

Your assistance in promoting safety at the YMCA is greatly appreciated.

ADA Statement:

Individuals with special needs are encouraged to attend all YMCA Family Center programs and sponsored events. If you are a person who requires a special accommodation in order to participate at the YMCA, please contact the YMCA Customer Service Desk in advance.

Emergencies:

During all emergency situations, members and guests will be expected and asked to follow the direction of the YMCA Family Center staff on and off duty. Should an emergency situation call for sudden evacuation of the facility, please exit through the nearest emergency exit door immediately as instructed by a staff member. We thank you in advance for your complete cooperation.

FACILITY/RESERVATIONS/RENTALS

Phones:

A public telephone is located across from the YMCA Customer Service Desk for the convenience of our members and guests. Administrative Offices, Wellness Center and Customer Service Desk area are for staff use only.

Parking:

Parking is available for members in the main East parking lots, North parking lot and far East parking lot across Myra Way. The rear circle drive is designated for Child Care Participants between the hours of 6:00am – 6:00pm, for drop off and pick up of children only. Please observe all posted traffic flow patterns and other posted signage, which includes avoiding blocking any handicap parking spaces located by the main entrance.

Facility Reservations:

As a part of the YMCA Family Center's vision to build a stronger community, the YMCA also provides support to community organizations, who are in need of utilizing our facility to support their events. All facility reservations are scheduled and approved by our Associate Executive Director.

Facility reservations will be available on a first come, first serve basis. However, all YMCA program schedules and special events will take priority over any other facility reservation requests.

The following steps must be completed before a facility request can be confirmed:

1. A facility reservation application must be completed and submitted to the Associate Executive Director.
2. A deposit must be paid if applicable.
3. A waiver statement must be signed by an authorized group representative. All sponsoring organizations must agree to assume all risk of liabilities which may arise out of, or result from a participant's use of the facility.
4. All necessary documents and forms must be completed and submitted a minimum of 10 days prior to an event.
5. If it is deemed necessary by the YMCA that security be required for an event, the scheduling and expense of that security will be the responsibility of the sponsoring organization. If security requirements are not met, the event will be cancelled.

Facility Rental Fees:

Rates are based upon facility reservations before or after normal YMCA business operations, which will require a YMCA staff member to be on duty for supervision, plus a lifeguard on duty for swimming rentals. The fees do not include extra personnel or set-up needs.

Payment is to be made to the YMCA Customer Service desk during normal business hours the day of the scheduled event. Failure to provide payment as scheduled will result in a cancellation of the event.

Please contact the YMCA Associate Executive Director for rates and dates of availability.

Facility Reservation Cancellation Policy:

The YMCA Family Center reserves the right to cancel an event at any time. Any cancellation made by the YMCA will be made 48 hours in advance of the event, with a full refund if a deposit is required.

A reserving party must notify the YMCA Family Center in writing of a cancellation of any confirmed reservation. Cancellations made five days prior to an event will receive a full refund of any required deposit. Any required deposits will be utilized as a donation to the YMCA Partner of Youth Scholarship Program if cancellations are received 48 hours or less from a confirmed event.

Equipment Rental:

The YMCA Family Center will also allow for certain equipment to be available to rent for members and guests during normal business operations, as well as, specialized equipment rentals to support community events.

Members and guests may check out equipment through the YMCA Customer Service Desk during normal business operations. You may be asked to sign the equipment in & out, as well as, leave a form of identification in exchange for the equipment, which will be exchanged upon return of the equipment.

After normal business hours, all equipment rental must be requested and approved by our Associate Executive Director. An equipment rental fee will be assessed for outside organizations. Equipment Rental Fees are a minimum of \$10.00 based upon the item and the amount of time being utilized.

Locker Room Usage:

Members and Guests must be 16 years of age or older to utilize the adult Men's and Women's Locker Rooms. We ask that all parents accompanying younger children respect this policy and utilize the youth locker rooms and/or family locker rooms located off the main lobby.

Members and Guests 15 years of age or younger or accompanied by a parent/guardian are asked to utilize the Youth Locker Rooms.

Male Members who have paid for health center privileges may utilize the designated Health Center Locker Room space. All Health Center Members must be 18 years of age or older.

Locker Rental:

Daily use lockers are also available for the convenience of our members and guests to utilize while participating in YMCA programs and events. All contents must be cleared from daily use lockers upon the conclusion of your activity for the day.

Kit and full size lockers are available for members to rent on a first-come, first-serve basis. Locker availability, rental and fees can be inquired upon at the YMCA Customer Service Desk.

Lockers may be renewed the month of expiration. If a locker is not renewed at the end of its current term, the member will be notified to clean out their locker, and the locker will become available for rental. If a member fails to comply in removing the contents of their locker, a YMCA staff member will clear and bag the locker contents, securing them in a storage area for retrieval. If a private lock is utilized and needs to be cut, the loss of that lock will then be at the member's expense. The YMCA reserves the right to open and search any locker.

All prices are subject to change.

Locks:

The YMCA has a limited amount of locks available for day use and locker rentals. If a member should choose to bring in their own lock, that information must be provided to the YMCA Customer Service staff. All locks that are requested for daily use will be given out on a first-come, first-serve basis. Members and guests are strongly encouraged to lock all of their valuables when utilizing a locker, whether utilizing a YMCA lock or their own.

Locks that are left on daily use lockers, or rental lockers that have not been reserved or have expired, will be removed by YMCA Management, and the contents will be placed in a secured storage closed for retrieval.

Steam Room/Sauna:

For your own safety, we ask that members and guests do not enter into the high heat areas of the steam room/saunas directly after strenuous exercise. Persons with high blood pressure, heart disease, or who are pregnant, should not utilize these areas. Exercising within these high heat areas is not permitted. In addition, for both sanitary and safety reasons, members and guests are not allowed to perform personal grooming in the steam room/sauna areas, such as: brushing teeth and shaving.

Towels:

Towels are available for daily use for the convenience of our members on a first-come, first-serve basis. All members and guests are asked to return towels to the designated towel bins in the locker room areas or at the YMCA Customer Service Desk prior to leaving the building for laundering. A maximum of 2 towels will be permitted for utilization at one time, so that we may accommodate other members in need of towel service.

Damage to Facility and/or Equipment:

Participants utilizing the YMCA Family Center facility and/or equipment assume the liability of and agree to compensate the YMCA for any damage other than normal wear and tear while it is being used. Facilities and Equipment that require repair due to damage by a participant will be repaired by the YMCA Property Management Team or licensed contractor contracted by the YMCA. All charges for repair will be charged back to the participant or event sponsor of a facility/equipment rental. If any equipment should be lost during a rental by a participant or sponsored event, the participant or sponsor will be responsible for all replacement costs. All fees must be paid prior to being allowed to make any additional facility or equipment rental agreements with the YMCA.

Food & Beverages:

Water bottles and covered sport drinks will be allowed in all areas designated for strength training or aerobic conditioning workouts by participants and guests. Drinks are not allowed into any activity with a wood floor. All other food and beverages are to remain in designated eating areas in the YMCA main lobby or reserved meeting rooms only, unless otherwise approved in advance by a YMCA team member.

Decorations & Signage:

Decorations and signage may not be posted on any walls or furnishings within the YMCA Family Center without prior consent from the YMCA President/CEO. The YMCA reserves the right to refuse posting of any material that does not meet the mission of the YMCA or is considered to be inappropriate solicitation of members. If approval is granted, signage will be limited to one per event in the designated bulletin board areas for community sponsored events and special notices.

POLICIES, RULES & REGULATIONS

Alcohol/Drugs/Smoking:

The YMCA Family Center is a substance free facility and grounds. This policy is in keeping with the YMCA's mission to be an advocate for health and wellness for all. Any member or guest utilizing or possessing alcoholic beverages, illegal drugs or tobacco products in the YMCA will be removed from the facility and grounds. Members are subject to potential suspension or termination of membership privileges at the discretion of the YMCA President/CEO.

Attire and Footwear:

Proper workout attire must be worn at all times. Sandals and open toed shoes are only permitted in the locker room, pool or yoga classes.

The YMCA Family Center staff's decision concerning appropriate attire/footwear will be final.

Camera and Cell Phone Policy:

The YMCA Family Center is committed to providing a safe and welcoming environment for all members and guests. This includes respecting the right of privacy for all of our participants. Therefore, the YMCA will not permit usage of cameras or camera cell phones within the facility without prior consent for YMCA Management. Absolutely no cameras/camera cell phones will be allowed in the locker rooms. In regards to cell phones usage in general, out of respect for other members we ask that you limit your cell phone usage. We appreciate your cooperation.

Daily Closure Announcements:

A YMCA Customer Service Staff Member will make a closing announcement 15 minutes prior to closing the YMCA for daily operations. All participants are expected to finish their activity, return all equipment, finish showering and exit the YMCA by closing time. We thank you in advance for your expected cooperation.

Disruptive Behavior:

It is expected that all members and guests be courteous and respectful to staff, other members and guests, as well as, to the YMCA facility and equipment. Please do not spit on wall, floors or in water fountains. Profanity, aggressive or violent behaviors, etc. will not be tolerated.

If a member of guest is deemed to be acting in an inappropriate or disrespectful manner, they will be subject to loss of privileges and/or further disciplinary action.

Lost/Found/Stolen:

YMCA members and guests are strongly encouraged to lock up any personal or valuable items within the YMCA that is not under your constant and direct supervision. See locker room and lock policies above.

Storage cubbies are located in the aerobic conditioning area of the Wellness Center, which are in line of sight for your convenience, and can be utilized at your own risk.

The YMCA Family Center is not responsible for any lost or stolen items.

If an item is found, it should be turned in immediately to the YMCA Customer Service Desk. Inquiries for lost items can be left with the Customer Service staff member, who will contact you immediately if an item is returned. After 14 days, all unclaimed items will be given to a charitable organization.

Solicitation Policy:

The YMCA Family Center has a no solicitation of members and guests policy. No solicitation of members and guests within the YMCA facility or grounds will be permitted.

Area Specific Policies

Aerobic Conditioning Room:

- Participants are asked to sign up for the cardio equipment.
- Advanced sign up for equipment is allowed within that same day only by contacting a Wellness Center staff member.
- Please limit your workout to 30 minutes per machine if someone is waiting.
- Please wipe down the machine, including your seat and hand rails when you are finished. Towel wipes are provided throughout the Aerobic Conditioning Room.
- Personal towels are available for your use. Please return them to the towel bin when finished.
- TV stations may be changed by a Wellness Center staff member or after consulting with other members and guests in the area. Radio stations are to be changed and adjusted for volume by a Wellness Center staff member only.
- Immediately report any facility/equipment irregularity to a member of the Wellness Center staff or YMCA Customer Service Desk.
- Children under 12 are not allowed to utilize the Aerobic Conditioning Room. Youth Members between the ages of 12-14 years may utilize the area under the direct supervision of a parent or guardian. Members 12-14 years may utilize the Wellness Center without supervision on Monday, Tuesday and Thursday from 4-5:00pm, if they have completed a Wellness Center training.

Aerobic Studio:

- Non-marking athletic shoes only.
- Yoga participants only are allowed to attend class without shoes and socks to assist in properly performing the various techniques and stretches.
- Equipment provided during group exercise instruction must remain in the room.

Cycling Room:

- Participants may sign up for a bike in a class on the day of the class only. Bikes are reserved on a first-come, first-serve basis.
- Please wipe down the machine, including your seat and hand rails when you are finished. Towels and cleaning bottles are provided inside the cycling room.
- Participants may not remove the straps for the pedals from the bikes.

Kids Cove:

- Kids Cove is available for members only.
- A key is available for check out at the YMCA Customer Service Desk.
- This space is designed for children between the ages of 2-7 years.
- Children must be accompanied and under adult supervision.
- Socks and shoes must be worn at all times.

Main Gymnasium:

- Non-marking athletic shoes only.
- No dunking or hanging on the rims or nets.
- No kicking or throwing of basketballs and/or other equipment towards the ceiling or on the track.
- Volleyball equipment is to be set up and taken down by a YMCA Staff Member
- No food or beverages allowed.
- Full court games are not allowed during peak usage times to allow for others to enjoy open gym time.
- Noon Basketball is for adult members only.
- Scheduled YMCA programs and events will take priority over open gym time.

Nautilus/Free Weight Room:

- Free weights must be restacked and barbells and dumbbells must be returned to the racks after use. Do not place free weights near or against mirrors.
- Know your limits. Do not lift beyond your capabilities. Use spotters when necessary. Wellness Center staff members are not authorized to spot.
- Slamming of the weights will not be tolerated.
- TV stations may be changed by a Wellness Center staff member or after consulting with other members and guests in the area. Radio stations are to be changed and adjusted for volume by a Wellness Center staff member only.
- Please be respectful of others by not occupying a station for more than 10 minutes or resting on machines.
- Children under 12 are not allowed to utilize the Nautilus/Weight Room. Youth Members between the ages of 12-14 years may utilize the area under the direct supervision of a parent or guardian. Members 12-14 years may utilize the Aerobic Conditioning Room without supervision on Monday, Tuesday and Thursday from 4-5:00pm, if they have completed Wellness Center training.
- Immediately report any facility/equipment irregularity to a member of the Wellness Center staff or YMCA Customer Service Desk.

Playhouse:

- Drop-in child care is a free service provided as a member privilege only.
- Child care is available on a first-come, first-serve basis.
- Children can remain in care for a maximum of 2 hours per family, per visit.
- Adult members must be participating in a YMCA activity or program to utilize the care.
- Parents/Guardians must sign their children in & out and be prepared to provide identification and/or their membership card at a staff member's request.
- Hours of availability are subject to change and based upon usage.

Racquetball Courts:

- Non-marking athletic shoes only.
- Reservations can be made up to one week in advance for courts.
- Reservations are made either by the half hour or hour.
- Eye guards are recommended.
- YMCA leagues will take priority over open court reservations.

Running Track:

- Non-marking athletic shoes only.
- The track changes direction daily. Members and guests are asked to observe the directions as noted.
- Inside Lane = walkers ; Outside Lane = runners
- Give right of way to people passing on the track.
- Stretching and warm up exercises to occur in designated areas only.
- The track is not an observation area. No one is allowed to sit or stand on the track blocking the lanes.
- Children under the age of 12 must be accompanied by an adult.

Swimming Pool:

- All participants must shower prior to entering the pool area.
- Appropriate swimming attire is required. No cut-off shirts or shorts allowed.
- Family and Open swimming is open to all ages. All children under the age of 7 years must be accompanied by an adult.
- Designated lap swimming times are available. Lanes are established for slow, moderate and fast levels of swimmers. Please respect all other swimmers, utilizing the appropriate lane speeds.

Youth Gymnasium:

- Non-marking athletic shoes only.
- No dunking or hanging on the rims or nets.
- No kicking or throwing of basketballs and/or other equipment towards the catwalk or ceiling.
- Volleyball equipment is to be set up and taken down by a YMCA Staff Member only.
- Noon Volleyball is for adult members only.
- No food or beverages allowed.
- Scheduled YMCA programs and events will take priority over open gym time.