

MEDINA COMMUNITY RECREATION CENTER
855 Weymouth Road, Medina, Ohio 44256
330.721.6900

www.medinarec.org



Membership Handbook

Dear MCRC Member,

Thank you for purchasing a membership to the Medina Community Recreation Center. This Membership Handbook has been designed to familiarize you and your family with the exceptional facilities, services, and programs that are made available to you as a member of our center. We feel that in order to achieve the most benefit from your membership it is essential to understand the features of the facility as well as the policies and procedures by which the center is governed. **Each one of our policies has been carefully developed with three factors in mind: safety, quality, and consistency.** In order to keep the Membership Handbook as simple and as easy to read as possible, only a summary of policies and procedures have been provided in this document. As an evolving organization, we anticipate that our policies will be changing to effectively meet the needs of both the community and the facility; therefore, more detailed and current information will be made available to our members on our website and in literature which is updated on a regular basis.

As you read through this handbook, please feel free to contact us if you have any questions or concerns. We can be reached at (330) 721-6900. We welcome your input and consider our members a valuable commodity ensuring the continuing improvement of our services and the overall success of our facility.

The Medina Community Recreation Center (MCRC) is a 109,000 square foot facility located next to Medina High School. The facility is designed to enhance the quality of life and physical well being of the Medina community.

Mission Statement

The Medina Community Recreation Center joins in partnership with the Medina City School District to provide a quality oriented, comprehensive year round program of diverse recreational opportunities. The MCRC will provide recreation and wellness opportunities that encourage health, fitness, relaxation, enjoyment, cultural enrichment and learning. Our purpose is to:

- ♦ Foster an atmosphere that supports, motivates and encourages participants in the lifelong pursuit of health and physical activity.
- ♦ Provide opportunities for individual development of knowledge, interests and behaviors that promote and contribute to a healthy, well-rounded lifestyle.
- ♦ Provide a sense of belonging and a meaningful approach to life.
- ♦ Focus on educating the community by helping them to better understand the benefits of overall health and fitness.
- ♦ Provide quality facilities that will meet the diverse recreational services, needs and interests of the City of Medina and its surrounding communities.
- ♦ Be recognized and utilized as a significant community wide entity.



General Facility Hours

Monday – Friday 5:30 am – 10:00 pm
 Saturday 8:00 am – 8:00 pm
 Sunday 10:00 am – 6:00 pm
 *Natatorium closes 1 hour prior to facility closing

Summer Facility Hours (Memorial - Labor Day)

Monday – Friday 5:30 am – 9:00 pm
 Saturday 8:00 am – 6:00 pm
 Sunday 10:00 am – 6:00 pm
 *Natatorium closes 1 hour prior to facility closing

Operating Calendar

- The MCRC Operating Calendar does not correspond with the Medina School District Calendar, and the MCRC will remain open for business during school vacations, teacher in-service days and some holidays.
- The MCRC will be closed on New Year’s Day, Easter Day, Independence Day, Thanksgiving Day and Christmas Day.
- The MCRC will close at 1:00 pm on the following days: Memorial Day, Labor Day and Christmas Eve.
- The MCRC will close at 4:00 pm on: New Year’s Eve, the day before Easter and the day before Thanksgiving.

Inclement Weather

The MCRC will make every attempt to remain open during times of inclement weather; however, the facility will be closed if the conditions are determined to be a threat to the patrons and staff.

Maintenance Days

In an effort to achieve the highest standards of facility maintenance, there will be times when the entire facility or certain areas of the facility will be shut down for maintenance. Patron understanding and patience is appreciated as efforts are made to improve and maintain the cleanliness, safety, and aesthetics of the facility. These dates will be posted throughout the facility.

Specific Area Schedules

The MCRC and the Medina City School District have a partnership that dictates some area schedules. Areas in the facility such as the Field House and Natatorium will have specific schedules that are updated regularly consisting of times designated for open gym, lap swim, slide hours, etc. These schedules will be posted throughout the facility and available to patrons at the Front Desk.

Equipment Issue

Equipment checkout is available at the Front Desk for MCRC patrons with a valid photo ID. Equipment that can be issued includes basketballs and volleyballs. The patron’s photo ID is kept at the Front Desk and will be returned when the equipment is returned.

Patrons are responsible for repair or replacement costs for equipment they have damaged or lost.

Rascal Room

The Rascal Room is a safe and fun childcare alternative for parents/guardians using the MCRC. Children 6 months to 8 years of age may use the room for a maximum of 2 hours each visit. Parents/guardians are encouraged to make reservations to assure space availability. Patrons can purchase either a daily visit or punch card. See the front desk for current Rascal Room fees and available times.

Locker Rooms

The MCRC has two sets of locker rooms: community and physical education. The community locker rooms are available during all hours of operation; however, the two physical education locker rooms closest to the Field House will be utilized for high school use only Monday through Friday 7 am – 6 pm. These locker rooms will be available as “overflow” if necessary during all other times. **Patrons must bring their own locks and towels for locker room use.** Locks remaining on lockers at closing will be cut off and contents removed and placed in the lost and found.

Separate family locker rooms are available for parents with small children and individuals with special needs. These locker rooms are meant for special situations only. Youth, ages 5 years and older must use the appropriate gender locker room. Please note, the intentional misuse of family locker rooms will result in facility removal and is subject to disciplinary action.

Membership Application Process

In-Person

Anyone interested in becoming a member of the MCRC must complete a Membership Application Form. All applicants must be listed on the form and any applicant 18 and over must sign the waiver portion of the application form. Completed application forms can be submitted at the Front Desk.

Application forms will be processed on-site complete with a membership ID card; therefore, applicants should come prepared with proof of residency, age/identity verification, and college verification. Memberships cannot be validated without these materials.

Online

A facility membership may also be purchased online. If you have a current account, you can access your online account using your email address. If you need help with your access codes, please contact the front desk at (330) 721-6901. Methods of payment for online transaction include Visa, MasterCard and Discover.

Proof of Residency and Age/College Verification

In an effort to maintain the standards and integrity of the membership fee structure, the MCRC requires that individuals applying for an annual membership bring verification that they have met the eligibility requirements of each membership category. In order to receive the Resident rate, applicants are required to provide proof of residency, such as a utility bill dated within the last 30 days.

For age/identity verification, a driver’s license or State ID card is required for all applicants 18 years and older, and birth certificates for all minor children.

In order to receive the college student rate, applicants must present a valid college ID or current class schedule at the time of applying for membership.

If you have any further questions, please contact the Front Desk at (330) 721-6901.

Membership Types and Fees

The membership types listed below have been developed in an effort to effectively meet the diverse needs of a growing community. All applicants must fall under the definition of the membership type for which they are applying. Qualification for age categories will be determined by the age of the individual at the time they are purchasing their membership. Falsifying information regarding membership type is grounds for permanent suspension from all MCRC facilities, programs, and activities. Once purchased, membership types or fees cannot be altered unless it is considered an upgrade. Any other change must be made upon renewal of the membership.

The MCRC has made every attempt to maintain affordable membership fees while also providing a revenue base which will assist in subsidizing the operating cost of the facility.

A Family Membership may include foster children, foreign exchange students and those immediate family members that are of active military status. Proof of legal guardianship is required for youth.

2012 Rates Type	Resident/School District		Universal	
	New	Renewal	New	Renewal
Youth/College	\$165	\$153	\$229	\$214
Adult	\$238	\$218	\$330	\$305
Senior	\$124	\$114	\$145	\$131
2 Person	\$406	\$376	\$566	\$526
Family	\$537	\$502	\$748	\$703

In order to qualify for the Renewal Rate, you must renew your membership before the expiration date.

Additional Membership Options

- **Active Military** – a 15% discount off of current Resident rates for those individuals that have active status in the military
- **Corporate Membership Program** - a discount off of Resident rates for participating organizations. If your organization is interested in becoming a corporate member, please contact the Office Administrator at (330) 721-6923.
- **Disability** –a reduced rate on membership, which is the same as the current Senior rate for those individuals that are mentally or physically challenged.
- **Healthways SilverSneakers® Program** – a free membership provided through participating secondary insurance providers
- **Healthways Prime Fitness Program** – a free membership provided by select health plans and employer groups
- **Summer Membership** – a 3-month membership that is available to purchase from May-July

Membership Payment Plan Option

Members and perspective members of the MCRC have the option to pay for an annual membership in a scheduled payment plan option. This option will allow patrons to pay for a full year's membership in four equal installments. The first installment of 25% of the total membership fee (with an additional \$20 processing fee) will be due upon signing up for your MCRC membership. The next three payments (equal installments of 25% of the total membership fee) will be automatically drafted to your credit or debit card.

Financial Assistance for MCRC Memberships

The MCRC currently offers a Financial Assistance Program for the following membership types: Youth, Youth and Adult, Family (must include the qualifying youth). This program offers a 50% reduction off a regularly priced youth membership for those that demonstrate need based on the National School Lunch Program.

Upgrades

Once purchased, membership types cannot be altered unless it is an upgrade. Memberships that are eligible for upgrades include: individual to 2-person or family and 2-person to family. Upgrades can be requested any time during the individual's membership. A credit is placed on account for the remaining days left on the original membership and then applied to the upgraded membership to equal the balance due. Memberships which have been upgraded will expire a year from the date the upgrade was processed.

An upgrade on a Membership under the Payment Plan Option may not be processed until after the first membership is paid in full.

Non-Transferable and Non-Refundable Membership Policy

After an application has been processed, memberships are non-transferable and non-refundable. Memberships cannot be transferred from one member to a new individual once purchased.

Individuals wishing to be considered for a refund/credit due to extenuating circumstances must complete a Refund/Credit Request Form available at the Front Desk. All requests will be reviewed and responded to in a timely manner. Requests for refunds instead of a credit may be assessed a \$5 administrative processing fee. If refunds/credits are granted, they will be prorated from the time that the refund request was approved. Any refund/credit appeals will be reviewed by the Recreation Center Director. Refund credits will only be held on an account for one year from the date of credit approval.

Membership Expiration Date

Depending on the membership plan, memberships are valid for a specific time from the date of purchase. Once a membership expires, individuals will not be permitted to use the facility unless they pay the daily pass rate or renew their membership. There is not a grace period on membership renewal payments. NO EXCEPTIONS will be made. Membership expiration dates can be provided to members upon request.

Membership ID Cards

A picture is taken at the time a new membership is purchased to produce a MCRC membership ID card. Membership ID cards are given to all members 3 years of age and older. This card is required for entry into the facility, and all cards are scanned at the Front Desk area. Members are required to have their card with them at all times while in the facility.

Lost/Stolen/Misused Membership Cards

Any membership ID card reported stolen while in the MCRC should be reported to the Manager on Duty or Front Desk staff. ID cards reported lost or stolen will be invalidated. If a membership ID card is found after being reported as lost or stolen it should be turned in to the Front Desk.

Any person attempting to enter the MCRC with a stolen ID card will have it confiscated immediately. Membership ID cards not belonging to the bearer or suspicious use of membership ID cards may result in confiscation. The bearer and owner will face disciplinary action (suspension or termination of MCRC privileges) and may face additional penalties from police officials in the case of misused membership ID cards.

Replacement Fee

A \$5 processing fee will be charged for the replacement of lost membership ID cards.

Membership Renewal

Members are always welcome to check on their membership expiration date by contacting the Front Desk. Proof of residency is again required when renewing a membership. New membership ID cards will not be created, however all pass holders will be asked to update their account information, and pictures will be updated as necessary. If a child has turned three years old when memberships are up for renewal, they are now required to pay the youth membership fee and have a membership ID card. Memberships can be renewed during all operating hours. Renewals can also be purchased online.

General Age Restrictions

The following general age restrictions apply throughout the majority of the facility:

- Ages 3-7: Must be directly supervised by an adult at all times unless they are participating in a MCRC sponsored program or activity.
- Ages 8-12: Must be accompanied by an adult to the MCRC unless they are participating in a MCRC program or activity. Adult must remain in the facility at all times.
- Ages 13+: May enter the facility independently at any time.

Specific Area Age Restrictions

In an effort to provide a safe environment for all patrons, the following age restrictions apply to specific areas of the facility listed below:

- Track: Ages 13+ or ages 8 - 12 with an adult
- Fitness Room: Ages 18+ (ages 10 - 17 must have Fitness Room Validation Sticker, ages 10-12 must be DIRECTLY supervised by a parent/guardian)
- Sauna: Ages 16+
- Whirlpool: Ages 16+
- Natatorium: Children 7 and under must be directly supervised by an adult. Children 8 and up may use the Natatorium unsupervised.

Access to the MCRC

General Daily Pass Policy

- Daily passes can be purchased at the Front Desk and are valid for the current day only.
- Daily pass punch cards can be purchased and each "punch" is valid for the current day of use only.
- Passes can only be purchased by individuals 13 and older.
- Children 2 and under are free and do not need to purchase a daily pass.
- Passes are valid for the entire day of purchase; however, individuals must be able to present their Daily Pass Receipt to the Front Desk in order to re-enter the facility.
- Sign-in on the Pass Log Sheet. **Photo ID will be required for entry for all non-members.**
- Pass holders must follow all MCRC policies and procedures.

Non-Members (Photo ID Required)

For the purpose of safety and security for all patrons that enter the facility, all non-members are required to show a photo ID in order to enter the facility. One of the following photo IDs are preferred and include, 1) Driver's License; 2) State Identification Card; or, 3) MCRC issued Rec ID. Acceptable photo IDs include, 1) Student ID (for guests 16 years of age and younger); 2) Passport; or, 3) US Military ID.

Patrons without proper identification will not be permitted to enter the facility. Guests 12 years of age and younger must be accompanied by an adult that provides proper photo identification.

Visitors and spectators will be required to show a photo ID to enter the facility.

Members

Upon entering the MCRC, all patrons 3 years and older are required to check in at the Front Desk and have their membership ID card scanned in order to gain admittance. If you forget your pass, you will be asked to complete a forgotten pass form. If a member forgets their membership ID card more than three times within a 30-day period, they will not be permitted entry without their card and will be required to pay for another ID card. A daily pass can be purchased for those who do not have an annual membership.

Program Participants

Those individuals that are registered for a program or would like to drop-in, must stop at the front desk and check-in.

Patron Disciplinary Policy

The MCRC is a facility operating for the benefit of the City of Medina community patrons. Patrons are expected to join the staff in promoting a pleasant recreational environment. Patrons are asked to use mature judgment in choosing actions, clothing, language and be sensitive to the message it delivers to other patrons. Patrons should respect the rights of others and are encouraged to display good sportsmanship so that participation in all activities is enjoyable and safe. The behavior of a patron must not disrupt the experience of others. All problems should be reported immediately to the Manager on Duty.

Rules and policies are posted and/or distributed to all MCRC users. The authority to enforce these policies is vested in the MCRC Staff and Administrative personnel responsible for facilities and programs. Violations of rules, malicious use or defacing of property, solicitation, verbal abuse, or other violations of the MCRC will not be tolerated. The MCRC Administrative Staff reserves the right to make discretionary adjustment to disciplinary action depending on the circumstances which may include suspension or revoking patron privileges. Patron disciplinary policies will be enforced.

Unacceptable Conduct

Discipline is necessary when any patron exhibits unacceptable conduct. Examples of unacceptable conduct are:

- ◆ Abuse or intentional misuse of MCRC equipment and properties
- ◆ Abusive or foul language
- ◆ Activity inappropriate for a family oriented, public facility
- ◆ Disregarding MCRC rules and policies
- ◆ Engaging in dangerous activity
- ◆ Fighting or threatening harm to others
- ◆ Gambling
- ◆ Inappropriate clothing
- ◆ Lack of respect for the MCRC staff i.e. ignored request, intimidation, verbal threats, physical threats, etc.
- ◆ Lack of respect for other members and/or patrons
- ◆ Misuse of an MCRC membership ID card
- ◆ Non-payment of MCRC membership, program or service fees
- ◆ Sexual Harassment
- ◆ Solicitation
- ◆ Theft
- ◆ Use of alcohol, illegal drugs, tobacco
- ◆ Vandalism

Patron Discipline

The MCRC staff should give a verbal warning for general problems the first time they occur. At the time of the warning, the individual will be informed of the specific problem with the behavior and that it will not be tolerated. If a patron refuses to cooperate after he/she has received one warning, the violator should be warned a second time to discontinue the infraction or leave the facility. If a patron continues to violate the policy, the patron may be suspended from the facility. The suspension length depends on the infraction. Refunds will not be granted to those individuals who are suspended due to disciplinary problems. For children ages 17 & under, a parent/guardian will be contacted and informed of the situation. All warnings will be documented on Incident Reports by the MCRC staff.

Patron Suspension

Suspension for the above problems will be decided by the MCRC Manager on a case-by-case basis. The nature and seriousness of the offense will determine the suspension. Refunds will not be granted to those individuals who are suspended due to disciplinary problems.

Patron Termination

For extreme and/or repeated violations, permanent termination from the MCRC will be considered. Refunds will not be granted to those individuals who have their membership terminated due to disciplinary problems.

General Facility Policies

Food, Beverages, Tobacco, and Alcohol Use

- ◆ No food or drink is permitted anywhere in the facility except the Café area unless it has been approved by the MCRC Manager. Water in squeeze bottles with a lid or controlled spout is the only exception.
- ◆ Possession or consumption of alcoholic beverages is prohibited.
- ◆ Smoking or tobacco use in any form is prohibited in the facility and on MCRC grounds.

Clothing/Shoes

- ◆ Closed-toe shoes are required except in locker rooms and the Natatorium.
- ◆ In an effort to minimize damage to the floor surfaces, patrons are asked to wear clean athletic shoes that have scuff-resistant, non-marking soles in all activity areas of the facility. Being without shoes is not an acceptable alternative.
- ◆ Patrons must wear shirts in all areas of the facility except the Field House and Natatorium. This includes the Track, Fitness Room, Aerobic Rooms, and all common areas.
- ◆ Proper exercise attire is required. All clothing must exhibit good taste and contain no obscene or offensive words or pictures. The MCRC staff shall be the judge of proper attire.

Equipment with Wheels

- ◆ No bicycles, skateboards, heelies, roller skates or in-line skates are permitted inside the facility. Bicycle racks are located outside the facility. Bicycles may not be chained anywhere except on the racks.
- ◆ Strollers are not permitted in any activity area. The only exception is for those participating in a MCRC program requiring this type of equipment in the facility.
- ◆ Participants with special needs are exempt from this policy.

Photo and Video Policy

To protect the privacy of members and patrons, individuals wishing to take pictures or videos of the facility or specific programs must request approval from the MCRC Manager.

On occasion, the MCRC staff may take photos or videos of participants enrolled in programs, classes, activities and events. These photos are for recreation use only and may be used in future catalogs, brochures, pamphlets or flyers. Names of participants are not disclosed for any photos utilized in marketing materials.

Cell Phone Policy

Due to technology and a patron's right of privacy, use of all cell phones is prohibited in the recreation center except for designated areas. Designated areas include the front lobby, main hallway, cafe and field house. Anyone using a cell phone not in a designated area may have the phone confiscated, membership revoked, or the phone turned over to the police.

Accidents and Injuries

- All accidents should be reported to the Manager on Duty, Area Manager or the Front Desk.
- Open wounds/bleeding must be covered to participate in any area of the facility. Clothing soiled with bodily fluids must be changed.
- First-aid supplies (ice, band-aids, gauze, gloves) are available to patrons to be self administered. General injuries shall not be treated by staff.
- The staff is available to call an ambulance upon request. If the person is unconscious or unable to respond, an ambulance may be called at the discretion of the staff.
- All accidents/injuries requiring assistance will require a staff member to complete an Accident/Injury Form. Cooperation in obtaining the patron information necessary for completion of this form is requested.

The MCRC is not responsible for accident/injuries which are incidental to the activities and/or use of the facilities or equipment in the MCRC.

Lost and Found

The MCRC is not responsible for lost or stolen items. Patrons are encouraged to store and **lock** all personal belongings in provided lockers. All found items should be turned in at the Front Desk. All articles, with the exception of valuables (i.e. watches, jewelry, wallets), found in the facility will be placed in the lost & found and kept for one week and then donated to a charitable organization.

Staff members are not permitted to hold valuables or bags for patrons.

General Provisions

Incidents involving vandalism or theft should be reported to the Front Desk immediately. Detailed Incident Reports must be completed for each incident by the appropriate staff person. Names of individuals involved, addresses, phone numbers, description of the incident and action taken should be included on all reports. Patrons may file a police report at the Medina City Police station if they choose.

Program Types

The MCRC offers a wide variety of programs and activities designed to meet the needs of community members of all ages and interests. Programs will typically be classified in one of the following categories: aquatics, fitness and wellness, sports, infant and preschool, youth and teen, adult, older adult, and family programs.

Program Fees

Each program or activity will have both a member and a non-member fee. As a benefit of their membership, members will receive a lower price on programs and activities that are sponsored by the MCRC and will have a limited time for priority registration.

Program Instructors and Staff

If an individual or company would like to hold a program or activity that is held at or sponsored by the MCRC, they will be required to complete a Program/Activity Instructor Proposal which can be obtained at the Front Desk or on our website.

Program Brochure

The MCRC publishes and distributes a Program Brochure three times a year: Fall, Winter, and Spring/Summer. These brochures contain information on all of the programs including: dates, times, descriptions, fees, and policies. These brochures are available at the front desk and on the MCRC website (www.medinarec.org).

Forms of Payment

Full payment for programs must be made at the time of registration. The MCRC will accept cash, personal checks (with valid driver's license), credit cards (Visa, MasterCard), money orders and MCRC Gift Certificates. When using a credit card, if the credit card is not signed, a driver's license will be required in order to process the transaction.

Methods of Registration

Registration dates and deadlines will be advertised each season. There will be a two-tier registration system that allows for a limited priority registration period for members of the MCRC. Program Registration Forms can be submitted at the Front Desk. Online registration is also available by visiting our website at www.medinarec.org.

Mass Registration Days

Three times a year, the MCRC will hold a mass registration for all programs (except for Learn to Swim which is held twice a year: Fall and Spring/Summer) for members and a separate day for non-members. These registration days will be the first opportunity for members or non-members to register for programs during that season. All registration dates will be advertised in the most recent Program Brochure. The intent of these mass registration days is to provide a fair method of accepting registrations for programs that are in high demand while alleviating the initial registration volume that could affect daily operations at the Front Desk. **Registrations that are dropped-off will not be processed until the end of the registration day to give priority to individuals who have registered in person. The only form of payment accepted for a dropped-off registration is a check with a valid driver's license number.**

Age Requirements and Program Attendance

Unless otherwise specified, all programs are open to participants of any appropriate age. Only the registered individual may attend the program or class. Children, friends, or relatives may not accompany the registered participant unless that is the intent of the program.

Participants with Special Needs

The MCRC encourages individuals with special needs to participate in all programs and activities. The staff will make every effort to assist special needs participants to assure that they have a positive experience.

Additional Program Information

- Late registrations may be accepted on a case by case basis. Due to the nature of some programs, late registration may not be feasible. Individuals registering late will be required to pay the total class fee.
- Once a program becomes full, a waiting list will be created. Participants on the waiting list will only be contacted if space becomes available. Members of the MCRC that are on the waiting list will be given priority.
- The MCRC will make every effort to successfully implement all programs that are offered; however, on occasion a program may not have sufficient enrollment or may require a change of date, time, or location.
- All program participants must check in at the Front Desk. **Photo ID will be required for entry for all non-members.**
- Refunds/credits will be processed by the MCRC if a program is cancelled.
- The MCRC maintains a no refund policy for programs. Refunds will only be considered with a Dr.'s note.
- Patrons are encouraged to submit ideas and suggestions for upcoming programs by completing a Comment and Suggestion Form located at the Front Desk.

Learn to Swim Programs

General Information

The MCRC will offer a variety of Learn to Swim (LTS) programs. A separate registration system has been developed for this program due to their progressive nature, essential skill development component, and popularity. This system has been designed to meet a variety of needs, ensure a fair and consistent registration system, and preserve the quality and integrity of the overall program.

Due to the high demand for LTS programs, a mass registration system is held twice a year: Fall and Spring/Summer.

Dates for the mass registration days will be advertised in the Program Brochure. Members are given priority registration and separate days will be assigned for Member and Non-member registration.

Learn to Swim Enrollment Policies:

- In order for a child to be registered during the "Member" mass registration day, the child must also be a member.
- A certain number of spots will be held through each season to ensure that those participants can progress to the next level. Once mass registration is over, any classes that have open spots are available for the public to enroll.
- On the last day of class, your child will be given a report that will indicate if the child moves up to the next level or remains at the same level. You will only have until the facility close time to enroll in your next class. The class must be the same day/time unless an OPEN spot is available in another session (not a HOLD spot).
- To ensure your HOLD spot, you must present one of the following documents to the Front Desk: Report Card or Toddler Participation Certificate.
- Although we are holding spots, they are limited and will only be held until the facility close time on the last day of class. After that the hold spots will be filled by first - those on the waitlist; and, second - the general public. NOTE: some classes will NOT have a following class in which to enroll in!

Specific Area Policy Highlights

The following is a summary of the rules for the specified activity areas in the MCRC. A more complete and detailed list can be found at the Front Desk or in each activity area.

All concerns, equipment malfunctions, and maintenance needs should be reported to the MCRC staff. Users of the MCRC must comply with all instructions given by the staff. The MCRC staff has the authority and responsibility to direct individuals not abiding by the policies or creating a disruption, to leave the facility. Failure to comply with such instructions or with policies of the MCRC may result in disciplinary action.

Fitness Room Rules

- Persons between the ages of 10 and 17 are required to complete a Fitness Room Orientation Program in order to use the Fitness Room. Those certified through this program will be given a Fitness Room validation sticker to be placed on their membership ID card. Children ages 10-12 must also be DIRECTLY supervised by a parent/guardian at all times.
- In order to prevent damage to upholstered equipment, clothing with zippers, snaps, buttons, etc. (i.e. jeans) cannot be worn in the Fitness Room. Proper exercise attire is required and should cover the body appropriately. Mesh shirts are not permitted.
- Weights and dumbbells should not be dropped. All weight plates and dumbbells should be re-racked in the appropriate place.
- Bottle and towel stations are located throughout the Fitness Room. Patrons are expected to wipe down equipment after use.
- The Fitness Room staff will provide information on how to use the equipment along with the part of the body that is being used. Anyone wishing to be advised on a program for individualized needs should be referred to the MCRC Personal Trainer List.
- Equipment Time Limit: All cardiovascular equipment is operated on a first come, first serve basis. There is a 30 minute workout time limit per machine in the Fitness Room and in the Track area. The time limit procedure is intended to be participant monitored. The Fitness Room staff will settle any disputes.

Jogging/Walking Track Rules

- Children 8-12 must be accompanied by an adult.
- Spectating activities from the Track area is prohibited.
- No strollers are permitted on the Track.
- The Track is designed for fitness use only, no speed work or sprinting.
- All walkers/runners are required to follow the daily directional arrows.
- Inside lanes should be used for walking; outside lanes for jogging.

Field House Rules

- Children 7 & under must be directly supervised by an adult 18 years or older.
- Dunking, hanging on the rims, nets or supports is strictly prohibited.
- The Field House court space will be available on a first come, first serve basis. No reservations will be taken unless this area is being used for high school instructional classes or a rental has been made.
- Full court games are at the discretion of MCRC staff. Full court games **WILL NOT** be permitted when only one court is available.

General Natatorium Rules

- All swimmers are encouraged to take a shower before entering the pool.
- Proper swimming attire is required. Street clothes are prohibited and include examples such as cut-offs, leotards, biking tights, etc.
- Street shoes are not permitted on the pool deck. Sandals only may be worn.
- Swim diapers are required for all non-toilet trained patrons.
- Persons with infectious conditions or contagious diseases such as colds, open sores, the flu, eye infections and similar infectious conditions/contagious diseases are not permitted in the pool.
- No floatation devices are permitted.
- Coast Guard approved lifejackets are required for all non-swimmers in the leisure/lap/zero depth pool. In addition, a capable swimmer must be in the water within arms length of the non-swimmer.
- Horseplay is not permitted (i.e. running, dunking, pushing sitting on shoulders, etc.).
- Diving is only permitted in the Competition Pool utilizing the diving boards or wall where the diving boards are located. Only feet first jumping into the pool is permitted in all other areas.
- Rest breaks will be called 15 minutes before each hour. Only patrons 18 and older may remain in the water during the rest breaks. These rest breaks will be called on weekends and during heavy traffic times. Heavy traffic times will be determined by the Aquatic Staff.
- At the discretion of the Lifeguard, any swimmer may be asked to demonstrate their swimming ability to determine if they are able to use designated areas of the pools.
- State regulations require that all riders must be 48" or taller to use the water slide.

General Natatorium Age Restrictions

- ◆ Children 7 and under must be directly supervised by an adult. A parent/chaperone must be in the water within arms length of the child. For parties, 1 adult per 4 children is required. Children 7 & under will be wrist banded. Children left unsupervised will be asked to leave the water.
- ◆ Children ages 8-12 may use the natatorium unsupervised, however an adult must remain in the facility at all times.
- ◆ Adult Supervision
 - An adult is considered to be someone who is at least 18 years of age
 - Adults required to be in the water may not swim laps while supervising children

Sauna Rules

- ◆ Participants must be at least 16 years old to use the sauna.
- ◆ A towel, bathing suit or gym shorts must be worn.
- ◆ No paper materials (newspaper, magazines, etc.) are permitted.
- ◆ Do not put water on the sauna rocks.
- ◆ Hanging clothes or towels over the sauna rocks is prohibited.