



Title: Fitness Center Policy	Internal/ External
Department: Recreation and Leisure	Policy Number: RL- 006
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND

The Town of Paradise works to ensure that each service it provides is undergone with care for safety and well-being of all residents. The Fitness Center located in the Rotary Paradise Youth Community Center (RPYCC) follows this president.

PURPOSE/OBJECTIVE

This policy outlines the conduct to be followed in the RPYCC Fitness Center to ensure a safe and positive experience for all members.

DEFINITIONS

Membership/Members are those persons who have paid a drop in of membership fee to utilize the Fitness Center. Members include Town of Paradise staff who utilize the gym for free.

POLICY STATEMENT

This policy applies to all citizens and staff of the Town of Paradise who are members of the Fitness Center. All members are to follow the conduct outlined below; failure to do so may result in revocation of membership. Refunds will only be provided for medical reasons when a doctor's note is provided. Any malfunctioning equipment or injuries sustained while using fitness center equipment should be reported immediately following an incident.

GUIDELINES AND PROCEDURES

1. Fitness Center Conduct:

Members and Town staff utilizing the fitness center are to comply with the following regulations:

- (i) No use of cell phones while using equipment
- (ii) No Profanity/or explicit music

- (iii) No outdoor footwear
- (iv) Please sign out all cardio equipment
- (v) Please dispose of wipes and garbage after use
- (vi) Please check at front desk before entering
- (vii) Please respect all staff and other patrons
- (viii) No loitering
- (ix) Please return equipment to proper place/turn off all electronic equipment
- (x) Proper exercise clothing is required
- (xi) No food is permitted in fitness center
- (xii) Be courteous when changing music or TV Channels

2. Refunds: Membership refunds will only be issued for medical reasons and when supported by a doctor's note indicating that the individual is unable to utilize the fitness center for medical reasons.

3. Attire: To ensure the safety and comfort of all members there are certain restrictions on attire that can be worn in the Fitness Center.

- Athletic shoes must be worn at all times that cover entire foot. No boots, dress shoes, bare feet or sandals.
- T-shirts/tank tops are required (with the exception of: bra tops, halter tops, off the shoulder tops, tube tops and low cut tops). Mid-section must be covered.
- Any clothing that may damage upholstery on equipment is not permitted.
- No jeans.
- No clothing designs/logos that have an offensive message/picture.

4. Membership discontinuance

All members are to comply with the conduct outlined in Section 1 of this policy. Failure to do so may result in revocation of membership. Members will be issued warnings in cases where they fail to comply with the criteria outlined in Section 1. If members continue to disregard the conduct for fitness center use, their membership will be revoked with no refund issued.

5. Equipment malfunctions and personal injuries

Members should report all equipment malfunctions, personal injuries and all other concerns to staff immediately after an incident. Once the incident is brought to the attention of staff, the Fitness Program Recreation Technician is required to complete an incident report.

6. Lost or stolen items :

The Town of Paradise Recreation and Leisure Department is not responsible for any items lost or stolen while members use the fitness center. Members are asked to keep valuables locked up or on their person.

REVIEW

This policy may be subject to review following new information or new experience.

Chief Administrative Officer: *Robyn Comly* Date: *March 31/2014*