

MVCC Health, Fitness & Recreation Center

POLICIES MANUAL

MVCC | Health, Fitness & Recreation Center – 9000 W, College Parkway, Palos Hills, IL 60465

Contents

- Membership..... 4
 - Services Included in Membership 4
 - Eligibility and Definitions 4
 - Family..... 4
 - Spouse..... 4
 - Dependents..... 4
 - Dependent: Levels of Supervision 5
 - Dependent: Levels of Access 5
- General Membership Policies 6
 - Daily Guest Passes 6
 - Cancelling Membership 6
 - Freezing Membership 7
 - Annual Memberships..... 7
 - Rate Changes..... 7
 - Membership Payment 7
 - Refund Policies 7
 - Towel Service..... 8
- General Policies..... 9
 - Facility Access..... 9
 - Conduct..... 9
 - General Conduct Policies 10
 - Patron Disciplinary Policy..... 10
 - Sexual Discrimination, Harassment and Misconduct (Title IX)..... 10
 - Alcohol and Other Drugs..... 11
 - Attire..... 11
 - Food & Drink 11
 - Marketing & Communications 11
 - Cell Phone & Recording Devices..... 11
 - Service Animals 12
 - Locker Rooms and Locker Usage..... 12

Family Changing Locker Room	13
Steam Rooms.....	13
Equipment Checkout	13
Lost and Found	14
Fitness Floor	14
General Policies	14
Free Weight Area.....	16
Track	16
Group Fitness Studios	17
Aquatic Center	18
Pool.....	18
Pool Etiquette/Lap Swimming.....	19
Children in the Pool	20
Whirlpool	20
Aquatic Classes.....	21
Gymnasium	21
MVCC Athletic Events	22
KidRec	23
KidRec Drop-Off Policies	23
X-Rooms Policies	24
Facility Rentals	24
KidRec & Pool Birthdays.....	24

Membership

Services Included in Membership

Memberships include full use of the Health, Fitness & Recreation Center (HFRC) including weights and fitness equipment, track, gymnasium, pool, whirlpool, locker rooms, steam rooms and open fitness studios. Membership also includes towel service, daily locker use and access to free fitness classes. Instructional Classes, certain programs and one-on-one services will be offered at a market-driven fee. KidRec is available for a monthly add-on fee or daily drop-off fee. Monthly locker rentals are available on a limited basis. Individuals purchasing a Guest Pass will be eligible to access all “free” and “open” areas, but will need to have a membership to enroll in certain programs. See specific program information for details.

Eligibility and Definitions

Family

Defined as member and up to five related family members who are related and all live in the same household. Each person will need to provide proof of relationship and residency to be eligible. A member is allowed to add more than four dependents or household members (five if spouse is not valid) for an additional rate of \$40 per dependent/household member up to a maximum of eight total, including the primary member. Rates may vary for Instructional Programs based on the parent and/or dependent possessing a membership. Changes made to an existing family membership will incur a \$40 per change fee. See specific program information for details.

Spouse

Defined as a partner by traditional marriage, same sex marriage and/or civil union/domestic partnership. A spouse will need to establish eligibility by completing an affidavit of eligibility and providing verifying documents (i.e. marriage license, civil union certificate must be shown or two recent documents showing a current shared address). These members are not eligible to have additional household members or dependents added onto their account. All spouses are attached to a primary member’s account and membership fees are charged through the primary member’s account. Spouse accounts may not stand-alone; a primary member must be active in order for their eligibility to continue with the HFRC.

Dependents

Dependents of primary members are eligible for a membership at the rates listed. Primary members must be a parent/guardian of dependent(s). Dependents are defined as age 3-22, having the same last name (or birth certificate with child and parents name on it) and/or living in the same household as the primary member. Children two and under will not be charged to access the facility, but must have an account under the primary member’s name. Individuals over the age of 22 will not be considered a dependent and will have to purchase an individual membership according to their member category unless the parent has a family membership, they would then be classified as a Household Adult. Children under age 13 will have limited facility access, but will be eligible for campus recreation programs at the

member rates. A member will need to provide proof of dependency with either a birth certificate or photo ID of dependent with the same last name. Dependents will be issued a key tag in order to have access to appropriate areas in the facility. All dependents are attached to a primary member's account and membership fees are charged through the primary member's account. Dependent accounts may not stand-alone; a primary member must be active in order for their eligibility to continue with the HFRC.

Dependent: Levels of Supervision

Direct Supervision

Defined as being in the same room no further than 20 feet apart (within arm's length if using the pool unless child passes a swim test administered by a lifeguard), and the parent/guardian/family member over the age of 18 must be actively participating/supervising in the same activity as the dependent, i.e. playing basketball together, swimming together, etc. This does not mean the parent can be, for example, in a group exercise class, while the dependent sits along the wall and watches.

Indirect Supervision

Defined as a parent/guardian/family member over the age of 18 who must be in the facility at the same time as the dependent. However, both are not required to be in the same area.

Dependent: Levels of Access

Age 0-3 months

No membership required. Not eligible for KidRec, FitRec programs and not allowed on the second floor. Children this age must be with parent/guardian/family member over the age of 18 at all times and may have access for special events/rentals.

Age 3 months-2 years

No membership required. Child is allowed in KidRec if enrolled and the recurring add-on fee or incidental drop-off fee is paid. Child is allowed access to the first floor, with the exception of the whirlpool and steam room, and must be directly supervised by a parent/guardian/family member at all times. The child is not allowed access to the second floor unless enrolled in an instructional program or special rental. A child of this age may qualify for the member discount in a program or service if the parent is a member.

Age 3-12 years

Membership required. Child is allowed in KidRec if enrolled and the recurring add-on fee or incidental drop-off fee is paid. Child is allowed access to the first floor, with the exception of the whirlpool and steam room, and not allowed access to the second floor unless child is enrolled in an instructional program or special rental. Child must be directly supervised by parent/guardian/family member over the age of 18 at all times with the exception of the locker room. Children ages 7 and above may use the same-gender locker rooms unsupervised. Children are required to have a membership to receive member discounts for programs or services.

Age 13–15 years

Membership required. Child is allowed in KidRec if enrolled and the recurring add-on fee or incidental drop-off is paid. Child is allowed access to the gymnasium, fitness floor and pool with indirect supervision. The child is not allowed access to the free weight area, whirlpool or steam room. The child can gain access to the second floor and pool with indirect supervision of parent/guardian/family member over the age of 18 by participating in a 13, 14 & 15 year old FitRec Orientation. During Orientation, a Fitness Floor Supervisor will review proper and safe usage of equipment, etiquette and acceptable behavior on the Fitness Floor and in the gymnasium, and a FitRec staff member will review pool rules and usage. Parents/Guardians are required to sign the orientation waiver after the dependent has completed the orientation session. This waiver must be on file with Membership Services. While using the second floor and pool, 13,14 and 15 year olds must wear the specified FitRec wristband given at the completion of the orientation. In addition, the 13,14 and 15 year old is required to check in each visit at the Fitness Desk on the second floor prior to using the fitness area and with the lifeguard prior to using the pool, showing the wristband. A 13, 14 and 15 year old not wearing a specified FitRec wristband will be asked to leave the second floor or have direct supervision in the pool. Children are required to have a membership to receive member discounts for programs or services.

Age 16 years +

Membership required. Not eligible for KidRec. Patron permitted into all areas of the facility without supervision. The only exception is the whirlpool and steam room, which you must be 18 years of age to enter. A 16 year old may have a single community membership as long as a parent/guardian signs the facility waiver.

General Membership Policies

Daily Guest Passes

Guest passes will be available at a cost of \$14 for community guests, \$10 for community guests under the age of 16 and \$10 for Moraine Valley students and active employees. Guests ages 16 & 17 must have the guest waiver signed by their legal parent/guardian to utilize the facility, but may enter without adult supervision. A parent/guardian/family member over the age of 18 is allowed to purchase a guest pass for a child 15 and under, but must abide by the facility policies and age restrictions. Only three children 15 years of age or younger are allowed access per each parent/guardian/family member over the age of 18. Guests will have access to free classes and open recreation areas, but must enroll in any Instructional Programs to attend. Guests must provide a photo ID and sign a release of liability form. The guest pass is good for one entry to the facility; guests may not exit the facility and re-enter at a later time.

Cancelling Membership

When requesting to cancel a membership, a completed cancellation form must be submitted five days prior to the first of the month in which the membership is to be terminated. Cancellations will not be taken over the phone. Memberships must complete a minimum of six billing cycles to avoid a cancellation fee of \$40 per membership. Memberships subject to this include: community, community spouse, community dependents, community family, senior/retiree/military, Cyclone and Breakfast Club

memberships. FitRec does not refund memberships based on lack of use. One-month memberships are non-refundable and non-transferrable. Moraine Valley faculty and staff utilizing payroll deduction may have an additional paycheck deduction after termination to offset payroll deduction set-up time.

Freezing Membership

Freezing is limited to monthly memberships only. Members who wish to freeze their membership need to complete the freeze form in-person at Membership Services or go to the FitRec website and complete the online freeze form. A freeze form must be submitted five days prior to the first of the month in which they would like to freeze their membership. Make sure to indicate on the form the months that the member wants to freeze. The account will be charged automatically the first of the month after the final freeze month and access will resume. A member must have their membership for at least three months before they can freeze. Spouse, dependent and family memberships will also freeze during this process as well. Locker rentals will not freeze and refunds will not be granted for this period. Please note the expiration date on the locker rental before freezing your membership. Freezes must be at least one month in length (date to date, i.e. June 10 to July 10) and no longer than six months within a 12-month period. A maximum of three freezes per year are allowed.

Annual Memberships

A 12-month (annual) membership will be offered for all membership types. The rate will equal the monthly rate x 12 months plus a discount of 10%. The total amount must be paid upfront to receive the 10% discount. This membership is non-refundable and not eligible for freezing or additional changes (adding, deleting, canceling, etc.).

Rate Changes

FitRec reserves the right to increase fees with 30 days notice to members. Annual memberships paid upfront will not be affected by any increase until after the expiration date of the paid membership.

Membership Payment

Payment options include: credit, debit, check and cash. Payroll deduction is available for all benefit-eligible MVCC employees. Payment options for monthly memberships include: credit or debit card only. A \$30 fee will be charged for all returned checks or closed accounts. Members enrolled in monthly billing must update credit cards with Membership Services and are subject to additional fees for declined or expired credit cards.

Refund Policies

FitRec does not refund memberships based on lack of use. One-month and annual memberships are non-refundable and non-transferrable. Cancellation of monthly memberships before six active billing cycles requires a cancellation fee. This fee is \$40 per membership being cancelled. After six billing cycles, cancellation is possible at any time. However, five days prior to the end of the month (next billing cycle) is required for cancellation to avoid charges for next month. Refunds due to routine maintenance closures or other closures deemed necessary by FitRec staff will not be granted.

- When a student is part-time and becomes full-time during the semester, and has already paid the FitRec part-time student fee, the fee is refundable. If a student drops from full-time to part-time after the course refund period, they will not be required to pay the part-time student fee for the semester. If the class is dropped before the refund period, they will be required to pay the fee.
- If a student drops all classes and is no longer enrolled in school at Moraine Valley, any fees already paid to FitRec for the semester are non-refundable. At this point, the student status is now a community member.
- FitRec observes the status and enrollment dates according to the files with Moraine Valley. If FitRec's system indicates a student is a different status than they claim, this needs to be addressed with the Registrar's office.
- A 100% refund will be given for any program cancelled by FitRec. A 100% refund will be given if a patron submits a refund request form to Membership Services prior to the session registration deadline. A partial credit will be given for the following two reasons: (1) medical issues along with a written note from a licensed practitioner or (2) program not appropriate for maturity/ability of student along with verification from the program coordinator. Partial credits are based on the value of classes not attended and must be submitted within one week of the last attended class and require participant to submit a credit request form. Late/prorated registrations are not eligible for refunds/credits. Credits will expire within one year of issue.
- Unused or unopened items from the Pro Shop can be returned with receipt or proof of purchase after a month (30 days).
- If the Pro Shop item was broken upon opening or faulty – it must be returned within three days of purchase with receipt or proof of purchase.
- All 1-on-1 sessions/packages are non-refundable and non-transferable unless a medical issue is verified by a written note from a licensed practitioner. If dissatisfied with an instructor or instructor's services, a client may request a replacement through the program coordinator.

Towel Service

- ◆ All members and guests may use towels provided free of charge.
- ◆ Full-size towels are suggested at one towel per member or guest per visit.
- ◆ Towels are available at the Welcome Desk and should be returned to any towel return bin located throughout the facility.
- ◆ Smaller fitness towels are located on second floor level at the desk and should be returned to any towel return bin located throughout the facility.
- ◆ All towels are for use in the facility and should not be taken outside the facility at any point.
- ◆ Theft, misuse or damage to towels is subject to loss of membership or guest privileges. Please note that if towel loss is deemed too extreme, FitRec will offer a lesser value towel for general members and may develop a towel fee plan for those wishing use of the current towel.

General Policies

Facility Access

- ◆ Anyone entering the building must check-in at the Welcome Desk upon entering, a valid membership (MVCC ID or HFRC key tag) is required for access to the facility. Members may use the FitRec app to provide proof of membership to access the facility. However, members are required to have photo ID at all times.
 - ◆ When a member does not have proof of membership (MVCC Student ID, HFRC key tag or FitRec app) upon check-in, the following facility access procedure should be followed:
 - ◆ Member should be directed to Membership Services to have their membership account located and verified by a manual look-up; an alternate photo ID must be presented at this time.
 - ◆ If the member cannot present an alternate photo ID, the member must verify date of birth, address and phone number.
 - ◆ When Membership Services is closed, Entrance Attendants are required to call the Building Manager to the Welcome Desk to verify the membership in the system.
 - ◆ Members who fail to have proper ID on multiple occasions may be restricted access and or suspended until proper ID is obtained.
- ◆ New MVCC Students must present a valid MVCC Student ID upon initial registration for the use of the HFRC.
- ◆ Patrons may only enter and exit via the main entrance (H1) located on the south side of building. All other exits are staff or emergency use only.
- ◆ Members are allowed to be accompanied by a Caregiver/Personal Attendant if they require physical assistance or constant supervision prior to, during or after a workout session.
- ◆ The use of an oxygen tank is allowed if handled in a responsible manner and doesn't impact other patrons. Staff reserves the right to determine if use meets these standards.
- ◆ Mopeds, bicycles and electric scooters are not allowed inside the facility.
- ◆ Skateboards, roller-skates, rollerblades and non-electric scooters are not allowed to be operated in the facility under any circumstances.

Conduct

Disorderly conduct, abuse of the facility, equipment or staff and/or disregard for the Health, Fitness & Recreation Center's policies will result in immediate dismissal from the facility. Additional sanctions may include: disciplinary action, reimbursement for damages and/or potential suspension from the facilities and programs. A user asked to leave by the staff will not be refunded any paid fees.

General Conduct Policies

- ◆ No prolonged public display of affections allowed in any areas including the pool, whirlpool and steam rooms.

Patron Disciplinary Policy

When a patron has violated a FitRec, Campus Recreation or College policy, s/he is subject to disciplinary action. Examples of offenses include, but are not limited to: false use of identification, destruction or theft of property, trespassing, aiding or abetting, verbal or physical harm inflicted upon an employee or patron, disorderly conduct, abuse of the facility, equipment or staff and/or disregard for the facility policies. Patrons are responsible for their children's and/or guest's conduct and any damage to or loss of property that may result in their guest's actions. Disciplinary action may result in the loss of guest or membership privileges. Violators caught videotaping or capturing images of other members will be terminated immediately and referred to Campus Police.

Sexual Discrimination, Harassment and Misconduct (Title IX)

Moraine Valley Community College community, guests and visitors have the right to be free from all forms of sexual discrimination, harassment and misconduct. Examples of these can include: acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking.

The College believes in zero tolerance for sexual discrimination. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. The full policy can be located and reviewed on both the FitRec and Moraine Valley's website.

Procedure for Reporting a Violation

- ◆ Contact the Building Manager or nearest staff member
- ◆ The Building Manager will use discretion when approaching the party involved
- ◆ If necessary, Campus Police will be called
- ◆ The incident will be documented by filling out an incident report
- ◆ The party involved may be escorted out of the building
- ◆ A professional staff member will follow up by contacting individuals involved and will render a decision based on all available information. During the investigation, the department reserves the right to ban any involved members, students or staff from the use of the Health, Fitness & Recreation Center.
- ◆ If the incident involves a student, the Code of Conduct Office may be contacted and educational sanctions may be administered through the conduct process. All Moraine Valley students are subject to Code of Conduct policies and terms and access to the Health, Fitness & Recreation Center may be denied as determined by the Code of Conduct Office.
- ◆ All documents will be filed and used in case of future infractions.

Alcohol and Other Drugs

- ◆ The use of all tobacco products and nicotine delivery systems is prohibited in the facility and on Moraine Valley's campus. See the Smoke-Free Campus Act (110 ILCS 64) and MVCC Board Policy #7267.1 for more information.
- ◆ Use, distribution or possession of any illicit drugs, unauthorized prescription drugs, alcohol or controlled substances is prohibited on the premises and internal sanctions, federal and state legal penalties may result from violations.

Attire

- ◆ Non-marking, closed-toed athletic shoes are required. FiveFingers shoes are allowed. Moccasins, cleats, stocking feet, sandals and flip-flops as well as open-toed or open-heeled shoes of any kind are NOT allowed in activity areas.
- ◆ Shirts must be worn at all times in public areas, except for the pool area and locker room.
- ◆ All patrons should take reasonable measures to practice proper and regular hygiene as to ensure their hygiene is not offensive to others.

Food & Drink

- ◆ Food and drinks are permitted on the first floor lobby/care area. Beverages in non-glass, closed and spill-proof containers only are allowed in all other areas of the facility.
- ◆ Chewing gum is not allowed.

Marketing & Communications

- ◆ All announcements, fliers, posters or any other marketing materials must be submitted to the Assistant Director for Marketing and Membership for approval to be displayed within the facility.
- ◆ The collection of survey information or signatures for a petition is not allowed inside the HFRC per Moraine Valley Campus Policy.

Cell Phone & Recording Devices

- ◆ Cell phones are permitted, but photography and videography are not permitted. As a courtesy to other members and for your safety, keep phones silenced or on vibrate and refrain from loud, inappropriate and obnoxious phone conversations. Keep all phone conversations to a minimum.
- ◆ FaceTime calls and other forms of video calls are allowed in the main lobby seating area only.
- ◆ Use of recording devices (still cameras, video cameras, cell phones, etc.) within the facility requires approval of FitRec Professional Staff or Building Manager.
- ◆ No personal cell phone calls while using weight and/or cardio machines.

Service Animals

- ◆ Pets, with the exception of service animals, are not permitted in the HFRC. Patrons who have a service animal must follow MVCC's policies and requirements regarding pets & other animals on college property.
 - ◆ The ADA defines a service animal as an animal that is individually trained to do work or perform tasks required for a person with a disability, when such work and tasks are directly related to the individual's disability.
 - ◆ FitRec will make all reasonable accommodations for service animals, but reserves the right to limit their access to certain areas of the facility.

Locker Rooms and Locker Usage

- ◆ All lockers are property of the Health, Fitness & Recreation Center and the Department of Campus Recreation.
- ◆ Cell phones and cameras may not be used in the locker rooms at any time. FaceTime calls and other forms of video calls are not allowed.
- ◆ Lockers may be used for legitimate recreational purposes only.
- ◆ Any open locker is available for day use only.
- ◆ Day-use lockers found to be in use after close each night will be opened and contents removed by staff. Contents that are removed will then be kept at Lost and Found at the Welcome Desk. Items of value will be given to Moraine Valley Campus Police.
- ◆ Members can view the “How To” guide located near all locker banks. For questions or problems, members can ask a staff member or go to the Welcome Desk for help.
- ◆ Rental of a reserved locker is first-come, first-serve at a cost of \$12 per month. Lockers may be charged monthly or paid in full for up to one year. Members need to visit the Membership Services desk in order to rent a locker. Only lockers located in the community locker rooms labeled “reserved” are available for rent. Dependents and members under the age of 16 are not permitted to have a reserved locker.
- ◆ Payment for reserved lockers is non-refundable.
- ◆ Certain occasions require FitRec employees to access occupied lockers (i.e., unreturned equipment or facility risk). On these occasions, members will be notified.
- ◆ All reserved lockers are cleared of personal contents on an annual basis for inspection, repair and cleaning. Members will be notified, but if their contents are not removed, contents will be inventoried and stored at Equipment Issue for 14 days after which the contents will be discarded or given to charity. Please note that locker clear-out service may be offered in the future for a nominal fee or charged to members’ accounts for the services rendered.
- ◆ Showers close 15 minutes prior to the facility closing.
- ◆ Children over the age of seven may use their same-gender locker room unsupervised.

Family Changing Locker Room

- ◆ Family Changing Rooms are located off of the pool deck. Children over four years of age and up to age seven must be supervised by a parent/guardian/family member over the age of 18 and use the Family Changing Rooms or same sex locker room. Families with small children are encouraged to use the Family Changing Room and the daily lockers located in that area.
 - ◆ In the Family Changing Room, the bathroom/shower spaces are considered the private changing areas. The open space by the lockers is considered as community space and serves as a primary access to and from the pool deck.
 - ◆ During swim lessons, usage in the Family Changing Room increases. Participants should be mindful of the amount of time spent in the bathroom/shower spaces during these times.

Steam Rooms

- ◆ Must be 18 years of age or older to enter.
- ◆ Elderly persons, pregnant women, persons using prescription medications and persons suffering from heart disease, diabetes or high low blood pressure, seizures, epilepsy or other serious medical conditions are not recommended to use the steam room, but if desired, please consult a physician before use.
- ◆ Steam room capacity is 15.
- ◆ A shower is recommended before use.
- ◆ Must have a barrier (clothing or a towel) between skin and surface of the steam room.
- ◆ Persons should not spend more than 15 minutes in one session as excessive exposure can be harmful.
- ◆ Temperature is set between 105 and 108 degrees Fahrenheit and is not adjustable by members or FitRec staff.
- ◆ No prolonged public displays of affection allowed.
- ◆ For health reasons, exercise and grooming is not permitted in the steam room.
- ◆ Notify FitRec staff members immediately with safety concerns.
- ◆ The steam room may be closed periodically without notice for necessary cleaning.
- ◆ Tampering of the steam room sensors is strictly prohibited.

Equipment Checkout

- ◆ Members may check out informal recreation equipment on a first-come, first-serve basis.
- ◆ Equipment may be checked out using a MVCC ID, the FitRec App or membership key tag at the Welcome Desk.
- ◆ Guests are not allowed to check out equipment.
- ◆ Members must return the exact item checked out at least 10 minutes prior to closing.
- ◆ There is a service charge assessed for equipment that is not returned on the same day it was checked out.

- ◆ Unreturned items, regardless of whether they were lost or stolen, will be billed to the member's account and access will be denied until the balance of the item(s) is paid.
- ◆ When equipment is returned, the equipment is inspected for damages. Members may be charged for damaged equipment and will follow the same policy as a lost or stolen item.

Lost and Found

- ◆ Lost and Found is located at the Welcome Desk.
- ◆ Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time.
- ◆ Items of value will be turned over to Campus Police.
- ◆ All other items will be logged and held for a short period of time.
- ◆ Campus Recreation is not responsible for Lost and Found items that are being held.

Fitness Floor

General Policies

- ◆ All users must wipe down the equipment with a Gym Wipe after each use. Gym Wipes are available in multiple areas of the facility and when used appropriately will help to maintain a clean and hygienic facility for all members.
- ◆ Appropriate athletic attire is recommended. Generally, this consists of athletic pants or shorts, and a t-shirt, sweatshirt or tank top.
- ◆ Jeans, dress pants and skirts are allowed on the track and on non-seated cardiovascular equipment ONLY. Patrons may be asked to pull up longer skirts to prevent tripping hazard.
- ◆ When using any equipment that requires contact with the user's torso, such as a weight bench, recumbent bike, or mat, a barrier (i.e. t-shirt or towel) must be placed between the patron and the equipment.
- ◆ Non-marking, closed-toed athletic shoes are required. FiveFingers shoes are allowed. Moccasins, cleats, stocking feet, sandals, and flip-flops, open-toed or open-heeled shoes of any kind are NOT allowed.
- ◆ Jewelry should not be worn or kept to a minimum to keep user from accidental entanglement.
- ◆ FitRec staff makes the final decision on inappropriate and unsafe attire, in order to maintain a clean and safe environment for our members/guests. Therefore, users are to abide by all staff requests.
- ◆ All equipment is to remain in the area determined by FitRec staff. Do not move equipment from one location to another. Repeat violations may result in disciplinary action against the patron.
- ◆ Personal Training is only allowed under the direction of a uniformed FitRec Personal Trainer.
- ◆ Personal items, such as backpacks, bags and purses must be kept in a locker. The use of a fanny pack or something that can be attached to the person for medical reasons is allowed as long as it does not place the member, equipment or other members in danger. The staff is not

responsible for lost or stolen items. Lockers are available on the fitness floor or in the community locker rooms.

- ◆ There is a 30-minute limit on all cardiovascular equipment when someone is waiting.
- ◆ During peak times, equipment (i.e. dumbbells, weights, benches, etc.) should not be monopolized for personal use. At any time, patrons may be asked to share with other users.
- ◆ Members may not hold or reserve equipment with towels or personal belongings.
- ◆ Personal radios are not allowed in the Health, Fitness & Recreation Center unless used with headphones.
- ◆ Cell phones are allowed, but recording videos and taking pictures are not allowed. As a courtesy to other members and for your safety, keep phones silenced or on vibrate, refrain from loud phone conversations and keep them to a minimum. Use of recording devices (still cameras, video cameras, cell phones, etc.) within the facility requires approval of FitRec Professional Staff or Building Manager.
 - ◆ FaceTime calls and other forms of video calls are not allowed.
- ◆ Beverages are only allowed in non-glass, closed, spill proof containers. No mixing is allowed in the building, except in the Lobby/Café seating areas.
- ◆ No food or chewing gum allowed.
- ◆ No spitting allowed.
- ◆ Small towels are available at the fitness desk. Please return dirty towels to appropriate towel return bins after use.
- ◆ Keep hands and feet clear of moving parts while using machines.
- ◆ Do not operate or attempt to repair machines with loose or damaged parts. Report all damage to FitRec staff.
- ◆ All equipment and spaces must be used in the manner for which it is designed. Do not attempt to modify equipment or space. Leaning against mirrors, while performing exercises is NOT allowed.
- ◆ Throwing objects, including balls, against the walls or mirrors is not allowed.
- ◆ Standing on benches or equipment frames is prohibited.
- ◆ Inverted training/hanging positions on the Synrgy360 is not allowed.
- ◆ Use of the boxing heavy bags requires boxing gloves/hand wraps and shoes at all times. Participants should wipe down the heavy bag after each use.
- ◆ Sparring is not allowed on the Fitness Floor.
- ◆ FitRec is not responsible for any personal fitness equipment brought into the facility, nor injury as a result of the use of personal fitness equipment.
- ◆ Members may check out various fitness equipment at the fitness floor desk on a first-come, first-serve basis. Members must return the exact item checked out, in the same condition, at least five minutes prior to closing.
- ◆ If you are unfamiliar with any equipment, please see a FitRec fitness floor staff member for assistance.

- ◆ Children ages 13, 14 & 15 are allowed access to the second floor by completing a FitRec Orientation session with a FitRec staff member and must be wearing a designated FitRec wristband. A parent/guardian/family member over the age of 18 is required to stay in the building at all times.
- ◆ Guests, 13,14 & 15 years old are allowed to use the FitRec facility by completing a FitRec Orientation session with a FitRec staff member and must wear a designated FitRec wristband. A “sponsor” of the guest over the age of 18 is required to stay in the building at all times.
- ◆ Usage of the free weight room requires the DIRECT supervision of a parent/guardian/family member (18 years of age or older) or a FitRec Personal Trainer.

Free Weight Area

- ◆ Lifting chalk is only permitted in the free weight section of the fitness floor. Patrons are asked to clean up after themselves when using lifting chalk.
- ◆ Deadlifting is only allowed on designated Deadlift Floor.
- ◆ Powerlifting or Olympic lifts are not to be performed anywhere, except the Olympic Lifting Platform.
- ◆ Dropping weights is only allowed on the designated Deadlift Floor. Weights may be dropped from thigh height or below if using the appropriate bumper weights. Dropping weights, from any height, in any other area is prohibited.
- ◆ Do not prop weights up against the walls, mirrors or pillars. Do not lift free weights near windows or mirrors.
- ◆ Free weights must be returned to their proper place after use. Repeat violations may result in a disciplinary action against the patron.
- ◆ Collars must be used on all free bar lifts with plates.
- ◆ Spotters are recommended on all lifts.
- ◆ Top loading additional weight onto the weight stack machines is prohibited.
- ◆ Please refrain from excessive noise while working out as to not disturb others in surrounding areas.
- ◆ All equipment is to remain in the area determined by FitRec staff. Do not move equipment from one location to another. Repeat violations may result in disciplinary action against the patron.

Track

- ◆ Track lanes are designated walk, jog and run respectively.
- ◆ Track direction changes daily. Members must follow the current direction.
- ◆ Sprinting and racing are not allowed for safety purposes. Track is for recreational use only.
- ◆ Side-by-side walking or jogging is permissible if no other users are on track.
- ◆ Strollers are not allowed on walking track, non-motorized assistive mobility devices (i.e. cane or walkers) are allowed as long as they fit within lane.
- ◆ Use of other equipment, while walking or running on the track will be limited to weight vests, small dumbbells and kettle bells not to exceed 30 lbs.

- ◆ All other exercises (i.e. lunges, lateral walking, farmer's walk, etc.) are NOT allowed on the track. These exercises can be performed in the Group Fitness corridor.
- ◆ Standing along windows of track to view courts is not allowed

Group Fitness Studios

- ◆ Participants are highly encouraged to arrive to class on time. Participants arriving more than five minutes after the scheduled class start time will be denied entry to class due to the importance of a sufficient warm-up period.
- ◆ It is highly recommended that participants stay for the entire Group Fitness class to ensure participation in the proper cool-down phase of class.
- ◆ If class has reached maximum capacity, doors will be closed at beginning of class. No admittance allowed.
- ◆ To respect other participants, refrain from private conversations during class. Cell phone or personal audio devices are prohibited during classes.
- ◆ Non-class participants are NOT allowed to disturb classes while in session (i.e. entering studio during class, loud talking outside of studio, etc.).
- ◆ Appropriate athletic attire is recommended. Generally, this consists of athletic pants or shorts, and a t-shirt, sweatshirt or tank top. Shorts must be long enough to cover the buttocks and groin area when exercising or moving.
- ◆ Soft-soled, closed-toe athletic shoes are required for all cardiovascular and resistance training classes. Hard-soled, closed-toe athletic shoes or cycling shoes are recommended for all spinning classes. Spin shoes are only allowed in the Spin Studio and not on the fitness floor. Shoe removal will only be allowed in a scheduled program and at the instructor's discretion.
- ◆ All equipment must remain in the studios and must be returned to its proper location after use. Equipment from other areas may not be brought into the studios unless approved by an instructor or Fit Rec staff member. All equipment should be used in the manner for which it is designed.
- ◆ Personal items, such as backpacks, bags and purses must be kept in a locker. The staff is not responsible for lost or stolen items. Lockers are available on the fitness floor or in the community locker rooms.
- ◆ To enter a class, participants must wait outside the studio until the instructor allows everyone inside. Participants may not save spaces in line for friends.
- ◆ New spinning participants are encouraged to arrive 15 minutes early to learn proper bike set-up.
- ◆ Throwing objects, including balls, against the walls or mirrors is not allowed. Leaning against mirrors while performing exercises is NOT allowed.
- ◆ Minimum class participation age is 16, unless 13, 14 or 15 year old has completed a FitRec Orientation Session with a FitRec staff member. A 13, 14 or 15 year old must be wearing a FitRec wristband. No participation allowed for any persons 12 years old and younger unless enrolled in an instructional program designed for kids.

- ◆ Studio A, when not scheduled for a program may be used by members on a first-come, first-serve basis.
- ◆ Lights must stay on during all open use/general access of studios.

Aquatic Center

Pool

- ◆ No one shall enter the pool without a lifeguard present.
- ◆ Members are responsible for reading and adhering to the pool schedule in order to determine availability for lap swimming, classes and other recreational use of the pool.
- ◆ It is highly recommended that all patrons shower before entering the pool for health, maintenance and safety reasons.
- ◆ A lifeguard may require individuals of any age who appear to lack adequate swimming skills to pass a skills test to enter the pool.
- ◆ Proper swimwear is required at all times. Patrons should refer to the 'Swim Attire' signs posted in the locker rooms and pool area. Patrons wearing incorrect swim attire will be asked to change.
- ◆ Lifejackets are recommended for children or adults who cannot swim and are available on the pool deck.
- ◆ Personal lifejackets must be inspected and approved by the lifeguard on duty.
- ◆ Street shoes must be free of debris and dirt.
- ◆ Use the pool equipment for its intended use only.
- ◆ No running or horseplay allowed. Examples include:
 - ◆ No dunking.
 - ◆ No flips.
 - ◆ No spinning jumps, jumping in backwards or cannonball jumps.
 - ◆ No climbing on back or shoulders of other swim users.
 - ◆ Excessive splashing near other customers.
 - ◆ No standing on the kickboards or holding them under the water.
 - ◆ No throwing of children into or above the surface of the water.
- ◆ Diving is only allowed from the east side, into the deep well of the pool only when approved by the lifeguard. Patrons may be asked to refrain from diving during high mixed usage times.
- ◆ A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the pool area.
- ◆ Pool equipment is available for members/guests. Please ask the lifeguard for assistance or questions regarding available equipment.
- ◆ Members should enter and exit cautiously using the stairs and the handrail to prevent slipping. For those who need assistance entering/exiting the pool, there is an ADA-approved ramp.
- ◆ Glass and sharp metal objects are prohibited in the pool area, on the pool deck, locker rooms or family changing area.

- ◆ Food, gum, spitting or urinating is prohibited. Beverages are allowed in non-glass, closed, spill-proof containers.
- ◆ Hanging on the lane lines and any railings is prohibited.
- ◆ Walking or sitting on the Handicapped Accessible wall is prohibited.
- ◆ The lifeguard is available for questions. If there is one lifeguard on duty, please keep the conversation brief. This will ensure minimal distraction from his/her primary responsibility of observing and maintaining the safety of the aquatic area and patrons.
- ◆ One long whistle blast is an alert from the lifeguard initiating the emergency action plan. Immediate evacuation of the pool must commence when the lifeguard blows his/her whistle. One short blast of the whistle is used by the lifeguard to get the attention of a patron (i.e. someone not following proper policy).
- ◆ Admission to the pool shall be refused to all persons having any contagious disease. Any infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, diarrhea, vomiting, inflamed eyes, ear discharges or any other condition that has the appearance of being infectious.
- ◆ All pool staff reserve the right to remove any member or guest from the pool if he/she exhibits behavior or uses equipment that is believed to be unsafe or inappropriate. Any user who elects to ignore staff requests regarding pool regulations will be subject to removal from the facility.
- ◆ The pool will close 30 minutes prior to the facility closing.
- ◆ The use of cell phones on the pool deck is prohibited without prior consent from FitRec professional staff.
- ◆ Prolonged underwater swimming and/or breath holding is not allowed.

Pool Etiquette/Lap Swimming

- ◆ Lanes must be shared when necessary. A member may not refuse to share a lane with another member with similar swimming skills if asked to move by pool staff.
- ◆ When two swimmers share a lane, either side-by-side or circular swimming can occur.
- ◆ When three or more swimmers share a lane, they must swim in a circular manner.
- ◆ Lifeguards may ask swimmers to move to help encourage proper lane and maximize usage during lap swim times.
- ◆ In order to accommodate all members, swimmers may be asked to end their lap swimming after 60 minutes of use.
- ◆ If a participant is interested in sharing a lane with an existing lap swimmer, the participant must get the lap swimmer's attention before entering the lane (i.e. lower a kickboard in the water to obtain attention)
- ◆ Lap swimmer's must be aware of other participants seeking to share a lane during lap swim times.
- ◆ Swimmers resting or otherwise waiting at the wall should stay far to one side of the lane, so the other swimmer can tag or flip at the wall.
- ◆ Kickboards and pull buoys are available on the swim deck. Additional swim equipment is available for purchase in the Pro Shop.

Children in the Pool

- ◆ Children 12 years of age and under, or 13, 14 & 15 year olds who have not participated in a FitRec Orientation, must be directly supervised by a parent/guardian/family member over the age of 18 at all times regardless of swimming ability. A 13, 14 & 15 year old who has completed a FitRec Orientation may be in the pool without a parent/guardian/family member over the age of 18.
- ◆ If the child cannot swim, is a weak swimmer and/or is using an approved flotation device, the adult member must be in the water and within arm's reach of the child at all times.
- ◆ A lifeguard may require individuals of any age who appear to lack adequate swimming skills to pass a skill test to enter the pool.
- ◆ Child to parent/guardian/family member over the age of 18 ratio should not exceed three children to one parent/guardian/family member over the age of 18 for safety reasons.
- ◆ Children 15 and under can swim laps at the discretion of the lifeguard and must abide by all lap swimming policies.
- ◆ Children requiring the use of diapers during their normal daily activities must wear a FitRec approved swim diaper; which includes a diaper with tight elastic opening or a disposable diaper with a plastic covering, while using the pool. Approved swim diapers are available in the Pro Shop.
- ◆ Children three years or older are required to have their own membership or a purchased guest pass to use the pool and are required to have a membership to receive member pricing on instructional programs. Children six months - two years old are able to use the pool under their parents' membership or purchased guest pass.
- ◆ Parents who would like to take pictures or videos of their children swimming will be limited to instructional programs and birthday parties with the approval of the instructor/coach/lifeguard.

Whirlpool

- ◆ Must be 18 years of age or older to enter or have any part of body submerged in the whirlpool.
- ◆ Shower with soap before using the whirlpool. Not showering can affect pH and chlorine levels which can result in more frequent shutdowns of the whirlpool.
- ◆ Elderly persons, pregnant women, persons using prescription medications and persons suffering from heart disease, diabetes or high low blood pressure, seizures, epilepsy or other serious medical conditions are not recommended to use the whirlpool, but if desired, please consult a physician before use.
- ◆ Whirlpool capacity is nine.
- ◆ Whirlpool temperature is set at 103 degrees and is not adjustable.
- ◆ No one shall enter when the whirlpool is not open or a lifeguard is not present.

- ◆ Enter and exit cautiously.
- ◆ Persons should not spend more than 15 minutes in the whirlpool at any one session.
- ◆ Whirlpool will be closed every Thursday from 5:30 am until approximately 1 pm for regular maintenance and cleaning. However, the whirlpool may be closed periodically without notice for additional necessary maintenance or cleaning.
- ◆ No prolonged public display of affections allowed.

Aquatic Classes

- ◆ It is highly recommended that participants stay for the entire Aquatic Fitness class to ensure participation in the proper cool-down phase of class. If not possible, please consult with the instructor.
- ◆ Pool capacity for classes will be at the instructor's discretion.
- ◆ Be respectful to the instructor and other class participants by keeping social conversations to a minimum while the class is in session.
- ◆ Be respectful of other participants' personal space and always be prepared to share.
- ◆ Aqua shoes are recommended for all aquatic classes.
- ◆ Minimum class participation age is 16, unless 13-15 year old has completed a FitRec Orientation Session with a FitRec staff member. A 13-15 year old must be wearing FitRec wristband. No participation allowed for any persons 12 years of age and under unless in an instructional program designed for kids.

Gymnasium

- ◆ Non-marking closed-toed athletic shoes are required. FiveFingers shoes are allowed. Moccasins, sandals, flip-flops, cleats, sandals, stocking feet and/or hard soled shoes, open-toed or open-heeled shoes of any kind are NOT allowed.
- ◆ Appropriate athletic attire is required. Generally, this consists of athletic pants or shorts and a t-shirt, sweatshirt or tank top. Shirts must be worn at all times.
- ◆ Jeans and/or dress pants are allowed for individual play ONLY.
- ◆ Food, gum and spitting are prohibited.
- ◆ Beverages are allowed in non-glass, closed, spill-proof containers in the gymnasium.
- ◆ Backpacks, bags and purses are not allowed and must be kept in a locker. The staff is not responsible for lost or stolen items. Lockers are available in the gymnasium corridor, fitness floor or in the community locker rooms.
- ◆ Individual items, such as cell phones, chargers, iPods, shoes and sweatshirts must also be kept in a locker. Charging phones is not allowed. The staff is not responsible for lost or stolen items.
- ◆ Hanging on the basketball rims or nets is not allowed.
- ◆ Fighting, rough play, swearing or foul language is NOT allowed. Failure to comply can result in suspension or termination of membership.

- ◆ Gambling of any kind is strictly prohibited and may result in termination of membership and/or loss of FitRec privileges.
- ◆ No climbing on the bleachers.
- ◆ Throwing objects, including balls, against the walls, bleachers and lights is not allowed.
- ◆ Full-court play is first-come, first-serve basis. High volume may require courts to be shared to accommodate more participants. Staff reserves the right to ask patrons to move to half-court play at any time. Check with the Facility Monitor or Building Manager for full-court availability.
- ◆ Activities outside of basketball and volleyball require the use of approved indoor balls or other equipment and are only allowed under the supervision of a Moraine Valley coach, scheduled FitRec program or other approved activity.
- ◆ If not specified otherwise, courts are prioritized for athletic varsity games, athletic practices and rentals. FitRec will make one court available for informal play at all times when possible.
- ◆ Requests for volleyball, badminton and pickle ball equipment set-up will be accommodated when possible. Do not remove any equipment set-up on courts. Ask the FitRec staff for assistance with equipment set-up or removal.
- ◆ All indoor soccer requests must be submitted through the online facility reservation system and require approval from the Senior Assistant Director of Facilities.
- ◆ All announcements, fliers, posters or any other marketing materials must be submitted to the Assistant Director for Marketing and Memberships for approval to be displayed within the facility.
- ◆ A parent or guardian over the age of 18 must directly supervise children 12 years of age and under at all times in the gymnasium. Children ages 13, 14 & 15 can use the gymnasium with direct or indirect supervision by a parent or guardian with no FitRec Orientation required for access.

MVCC Athletic Events

- ◆ Anyone attending an officially scheduled athletic event must check in at the Welcome Desk upon entering and inform Entrance Attendant of their visit.
- ◆ Food and drinks are permitted in the Gymnasium during scheduled event time ONLY. However, drinks must be in non-glass bottles or covered, spill-proof containers.
- ◆ Disorderly conduct, abuse of spectators, athletes, coaches and/or disregard for the Health, Fitness & Recreation Center's policies will result in immediate dismissal from the facility.
- ◆ Children 12 years of age and under must be directly supervised by a parent or guardian over the age of 18 at all times, while attending an event in the facility
- ◆ Appropriate attire must be worn at all time, including shirt and shoes.
- ◆ Spectators must exhibit good sportsmanship at all times towards athletes and staff, including event officials.

KidRec

- ◆ To gain access to KidRec, a child must be enrolled with the recurring add-on fee, pay the drop-in daily fee, be enrolled in a KidRec Program, attend a special event or specific rental
- ◆ Parents/guardians must check in with staff and inform them of anticipated location in the facility prior to dropping off child(ren)
- ◆ No other person may pick up the child except for those listed as an approved guardian for the child(ren). When picking up the child(ren), the parent/guardian/family member over the age of 18 must check out with staff.
- ◆ A parent/guardian/family member over the age of 18 on the child's approved guardian list must remain in the facility at all times and be indicated as a Point of Contact should the staff need to contact someone regarding the child
- ◆ Food is not permitted. Only water in plastic spill-proof cups labeled with the child's name are allowed, unless dictated by program.
- ◆ Closed-toed shoes must be worn at all times in designated KidRec areas. Socks are required to play on the Playsmart indoor playground in Tots Landing.
- ◆ Staff may contact the parent/guardian/family member over the age of 18 at any time regarding the status of his or her child(ren). For example, the parent may be contacted if the child(ren) is inconsolable, if the child(ren) is displaying inappropriate behavior, or if the child seems to be ill.
- ◆ Children whose behavior is unruly, negatively affects other children or threatens the safety of the group may be asked to leave. Parents/guardians/family member over the age of 18 will be contacted to remove their child. If unacceptable behavior is chronic, the child may lose eligibility to participate in KidRec.
- ◆ Staff is not responsible for lost, stolen or damaged items.
- ◆ Staff is not responsible for administering medication.
- ◆ The parent/guardian/family member over the age of 18 will always be contacted in an emergency situation.
- ◆ If an evacuation of the facility were necessary, parents/guardians/family members over the age of 18 should report directly to KidRec to collect child(ren) and evacuate per the staff direction.
- ◆ Children must be picked up by closing time; otherwise the parent/guardian/family member over the age of 18 will be paged.

KidRec Drop-Off Policies

- ◆ KidCare Drop-off is available for children ages three months to 15 years of age. Multiple spaces can accommodate the different age level comfortably throughout the drop-off hours.
- ◆ When requesting to cancel the child care KidRec add-on, a completed cancellation form must be submitted five days prior to the first of the month in which the add-on is to be canceled.
- ◆ Children may be in KidRec for a maximum of two hours at a time. However, they may be enrolled multiple times a day. If using the space multiple times a day, the child must be checked out for 30 minutes before checking in again.

- ◆ KidRec staff do not change diapers. Please drop off child with a clean diaper. Parents will be contacted to change their children if needed.
- ◆ No food, including formula or breast milk bottles, is allowed as a courtesy to other children who may have allergies. KidRec staff are not responsible for feeding children.
- ◆ Socks are required for child to utilize the Playscape indoor playground.
- ◆ For the well-being of all children and staff, sick children will not be permitted.

X-Rooms Policies

- ◆ Do not use equipment without a KidRec staff member present.
- ◆ X-Rooms are for children six and above. Age limits are set due to difficulty level or size of equipment. There may be times indicated or specialty programs when younger children may be allowed in X-Rooms.
- ◆ Shoes are required on the bouldering wall at all times.
- ◆ Feet must remain below the red line on the bouldering wall for safety reasons.

Facility Rentals

KidRec & Pool Birthdays

- ◆ You may arrive 30 minutes early to the party to set up and decorate.
- ◆ It is the responsibility of the person hosting the party to provide any food and drinks, eating utensils, table covers, etc.
- ◆ Food and drinks are permitted in designated areas only.
- ◆ Spills/clean-up costs are the responsibility of the renter. Alcohol is not permitted.
- ◆ Participation liability waivers must be filled out by all party members before being allowed to participate in activities.
- ◆ All FitRec policies apply during rentals.