



# **MEMBERSHIP HANDBOOK**

Revised March 2018

Please note that policies are subject to change without notice.

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## **WELCOME TO THE HUB RECREATION CENTER!**

Deeply rooted in the Marion community, our HUB family is made up of people of all ages and from every walk of life; all working side-by-side to ensure that everyone, regardless of gender, income or background, has the opportunity to live life to its fullest. We value caring, honesty, respect and responsibility, and everything we do stems from this. Our staff and volunteers are children, parents, grandparents, neighbors and local leaders who are all personally committed to understanding what our neighborhoods need. Together, we use our knowledge to develop stronger, more integrated communities, provide support for people and families, and promote positive change overall. This handbook has been designed to answer your questions and also to help you become more involved with The HUB. Please don't hesitate to call upon one of our caring staff if you have additional needs or if we can be of assistance. Thank you for being a HUBBER!

### **Vision**

The HUB Recreation Center is focused on becoming a leader in health, wellness, and recreation, providing exceptional and innovative programs and services that result in measurable and transformational changes in the lives of those we serve.

### **Mission Statement**

To provide a welcoming community atmosphere of wellness, recreation, and learning through its people, facility, programs, and services.

### **Core Values**

We believe in action consistent with our expressed core values. Our core values are:

**Authenticity:** Genuine, honest, and trustworthy

**Balance:** Work & Home, Dimensions of Health & Wellness

**Compassion:** Kindness, Empathy, Mercy

**Respect:** Treating others with dignity, Recognizing and appreciating diversity, Fairness

**Service:** Excellence, Consistency, Exceeding Expectations, Humility, Competence, Sharing of talents

### **Membership Benefits**

Your membership admits you into the facility and allows you to use all available equipment and facilities during posted recreation times including:

- Lap swim in the competition pool.
- Recreational swim in the recreation pool and Therapy Spa.
- Walking or jogging on the indoor track.
- Use of all 15,000 square feet of cardio and fitness equipment, including treadmills, Ellipticals, Stairmasters, stationary bikes, free weights and selectorized weights.
- Various group exercise classes offered on land and in the water.
- Access to Child Watch. This area is developed for children ages 6 months-10 years to be supervised for up to 2 hours per day while parents are in the building. This service is free with family membership.
- Discount on youth programs, including camp, swim lessons, and youth sport programs. (In order to receive the member discount on all children's programs the child must be a member on an active membership throughout the duration of the program(s).
- Participation in open recreation activities: including pick-up basketball, volleyball, badminton, indoor soccer, and more!
- Discount on facility rentals for birthday parties, seminars, meetings, team building activities and more!
- Use of the locker rooms & Equipment checkout.

**HOURS OF OPERATION**

Monday-Friday	4:30am-10:00pm
Saturday	8:00am-8:00pm
Sunday	12:00pm-8:00pm

Aquatic Center Opens 30 minutes after opening and closes 1 hour prior to building closure.

The HUB Recreation Center is **CLOSED** on some holidays including New Year’s Day, Easter Sunday, Thanksgiving Day, Christmas Day, and Christmas Eve and New Year’s Eve. The Hub Recreation Center will have modified hours on other holidays. Refer to the on-line calendar.

**MEMBERSHIP**

**Membership Categories**

The HUB has three categories of membership:

- **Family** - A family is defined - solely for the purpose of classifying HUB membership - as any four individuals living in one household with proof of residency.
- **Individual** - An adult membership is for an individual 18 years of age or older.
- **Senior** – A senior membership is for an individual 60 years of age or older.

**Membership Fees**

**Resident Rates  
Based on Marion City Limits**

	INDIVIDUAL	FAMILY* (up to 4)	SENIOR (60+)
Enrollment Fee	\$80	\$80	\$0
Monthly Fee	\$40	\$70	\$30

**Non-Resident Rates  
Based on Marion City Limits**

	INDIVIDUAL	FAMILY* (up to 4)	SENIOR (60+)
Enrollment Fee	\$80	\$80	\$0
Monthly Fee	\$45	\$75	\$30

**Additional Members**

Ages	21 & older	16-20 years old	6 months-15 years
Monthly Fee	\$25	\$15	\$10

**Membership Payment Options**

Your membership dues can be paid in one of two ways:

*Monthly Automatic Draft*

Under the Electronic Funds Transfer monthly payment plan you authorize your bank/credit card/debit card to honor pre-authorized drafts drawn by The HUB on your account for membership payments and/or contributions. A voided check is required with all bank draft applications or a copy of a credit card/debit card if drafting by credit card. Only Visa, MasterCard or Discover are accepted for credit card/debit card drafts.

### *Annual/Semi-Annual Payment*

Payments in full may be paid by using cash, check, or credit card (Visa, MasterCard or Discover). For either 12 month or 6 month terms. 12 month terms will have enrollment fee waived.

### **Membership Card**

All members must present their membership card by scanning the card at the front desk when entering The HUB Recreation Center. If you do not have your card with you on a visit, you may; 1. Purchase a new card, 2. Follow current front desk procedures for check-in which may require a wait to enter your visit into the system. Your membership card is non-transferable. If a membership card is presented by anyone other than the owner of that card, access will be denied and could result in the suspension or termination of membership. If your membership card is lost or stolen, a new card must be obtained in order to use the facility. There is a \$5.00 fee to replace a lost or stolen membership card. If a lost membership card is found after a new one has been purchased, the lost card is not valid and may not be used. Worn or damaged cards may be returned to the front desk for one-for-one replacement at no cost.

### **Additional Membership Information**

- Membership dues are not refundable.
- Membership dues and similar payments are not deductible as charitable contributions.
- Membership rates are subject to increase; notice of increase in membership rates will be mailed out 30 days in advance.
- For each returned draft, The HUB will collect a separate \$10 fee to cover bank and administrative costs.
- Monthly membership dues and other fees (enrollment fees, program costs, etc.) are each separate transactions and therefore drafted separately.

### **Membership Changes**

If you would like to change your membership plan by adding a spouse or dependents, or change your credit card information on file, replace your membership card, or make other changes, you must make these changes via the Customer Service Desk by completing an official change of status form.

### **Cancellation**

A 30-day notice is required to cancel all memberships prior to the next draft date of the membership. Memberships must be cancelled in person at The HUB Recreation Center using an official Change of Status Form. Cancellations submitted with less than 30 days until the next draft date will draft as scheduled.

### **Membership Hold Policy**

Active memberships can be placed on hold each calendar year for a maximum of 4 months. You can request this via the Customer Service Desk.

### **Refunds**

Purchased memberships, programs, and services are non-refundable. If you have extenuating circumstances you may request a refund in writing. Each request will be handled on a case by case basis.

### **Corporate Membership Plan**

A healthy, happy and productive workforce is key to every successful business. Through Corporate Membership at The HUB, employees can get fit, stay fit and save money—all while helping your company improve its fiscal fitness. Please contact the Membership Coordinator if you are interested in corporate membership for your company.

### **Guest Privileges**

The HUB Recreation Center is a membership organization and our first priority is to serve our members who have made a commitment to The HUB by joining. The purpose behind our guest policy is to: enhance service to current members who are encouraging a friend to join; and to make reasonable accommodations for out-of-town family and visitors.

<b>Guest Rates Fees</b>	<b>Daily-Resident</b>	<b>Daily Non-Resident</b>
Youth: 0-17 yrs.	\$8	\$10
Adult: 18+yrs	\$10	\$12
Family of 3	\$22	\$32
Family of 4	\$27	\$37

**Guest Restrictions**

- Guest passes entitle non-members to access all facilities only on the day the pass is issued.
- Guest passes are non-transferable and non-refundable.
- Guests must present a photo ID at the Member Services desk and sign a User Agreement before entering the facility.
- Youth Guests (ages 13 & under) must have an adult (age 18 or older) remain at The HUB with the youth guest at all times, provide their signature with the Guest Waiver and pay the required Guest Rate Fee.
- Management of the Fitness and Recreation Center reserves the right to refuse admittance to any guest.
- Guests must adhere to all policies and usage guidelines

**Program Fees**

Program fees are set to provide quality services and represent the cost of providing activities or services not included in your membership dues. However, members receive a reduced rate on almost all programs! Specific program fee information is available at the Customer Service Desk. Program fee refunds are made only when there is a cancellation of the activity due to insufficient enrollment or verified medical illness.

**Program Materials and Information**

Brochures, program schedules, and flyers describing HUB services and programs may be obtained from the Customer Service Desk or online.

**Child Watch**

The HUB Recreation Center offers free child watch for members while they are working out with the following conditions:

- All youth must be members to be in the child watch.
- Youth may only be in the child watch for up to 2 hours per day.
- Food, Drinks, & Gum are prohibited.
- All youth are accepted 6 months-10 years of age.
- Staff cannot change diapers or feed youth. Please make sure youth have a clean diaper and are fed before arrival.
- Ratio for child watch room is 30 (kids): 2 (staff)
- 30 participants is the child watch’s maximum capacity.

**Volunteers**

Every year hundreds of volunteers support The HUB’s overall purpose of helping people reach their health and wellness goals. Volunteers are needed today in:

- Special Events
- Leading Programs
- Teaching Skills
- Special-Interest Committees
- Office Work
- Maintenance
- Youth Sports Coaches and Referees

Become a vital part of The HUB community—your special talents will really make a difference!

## Questions

We are always available to answer any questions you may have. You can always reach out to our Customer Service Desk or feel free to contact individual departments at the following emails.

Membership	<a href="mailto:memberships@thehubmarion.com">memberships@thehubmarion.com</a>
Fitness	<a href="mailto:fitness@thehubmarion.com">fitness@thehubmarion.com</a>
Aquatics	<a href="mailto:aquatics@thehubmarion.com">aquatics@thehubmarion.com</a>
Youth Development	<a href="mailto:childcare@thehubmarion.com">childcare@thehubmarion.com</a>
Marketing	<a href="mailto:marketing@thehubmarion.com">marketing@thehubmarion.com</a>
Sports & Recreation	<a href="mailto:sports@thehubmarion.com">sports@thehubmarion.com</a>
Facility Rental	<a href="mailto:info@thehubmarion.com">info@thehubmarion.com</a>
Billing	<a href="mailto:billing@thehubmarion.com">billing@thehubmarion.com</a>
General Manager	<a href="mailto:gm@thehubmarion.com">gm@thehubmarion.com</a>

## Sponsorship Opportunities

Please contact our Marketing/Business Development Director at [marketing@thehubmarion.com](mailto:marketing@thehubmarion.com) for more information about available sponsorship and partner opportunities.

## Code of Conduct

The HUB Recreation Center codes of conduct are enforced at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely. Our Code of Conduct does not permit any language or action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct.

Specifically, this includes:

- Inappropriate attire—suitable family attire must be worn at all times
- Angry or vulgar language, including swearing, name calling, or shouting
- Physical conduct with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation by words, gestures, body language, or any other menacing behavior
- Theft or behavior that results in the destruction of property
- Carrying or concealing any weapons, devices, or objects which may be used as weapons

To ensure the safety and well-being of all employees, members and other visitors, The HUB reserves the right to inspect and/or search all areas of The HUB and your belongings in appropriate circumstances, such as:

- Using or possessing illegal chemicals or alcohol on the property.
- Any other conduct of an inappropriate, threatening, or offensive nature

Also, please be aware that

- The use of video recorders, cameras, or any other visual recording devices are not allowed within The HUB without the written consent of the General Manager or Marketing Director. Anyone caught taking pictures of another person without their permission and knowledge will be prosecuted to the full extent of the law by The HUB and their membership may be terminated. This includes cell phones that have the ability to take pictures. For your own safety and the safety of others, please be aware if someone is using a cell phone within your vicinity. This policy includes programming taking place within the HUB facility involving members or non-members. Enforcement of the policy when apparent violations exist is at the discretion of HUB staff.
- Suspension or termination of membership privileges may result from a determination by the General Manager if, in his or her discretion, a violation of the Code of Conduct has occurred.

## User Agreement

*Membership Card – I understand that all persons on my membership are required to have a photo on file and must present membership cards for admission and cards are nontransferable. Abuse of any membership card may result in termination or suspension of the membership. Replacement cards can be purchased for \$5 if lost or stolen.*

*Liability – I recognize that participation in The HUB Recreation Center’s activities or programs may expose me to some risk of injury, illness or death. I assume all liability and agree to hold The HUB Recreation Center harmless from any claims for damage to any property or injury to persons which may occur through participation in any activity or program at The HUB Recreation Center.*

*Photo/Talent Release – I hereby irrevocably release, consent and allow The HUB Recreation Center and its agents to use my photograph/likeness/voice as it pertains to my participation with The HUB Recreation Center, in any manner for promotional efforts without exception for any reimbursement in connection with its use.*

*Sexual Harassment/Sexual Offender – To keep our members and guests safe, it is against The HUB Recreation Center policy to allow any sexual harassment behavior in the facility. If a member is found guilty of sexual harassment their membership will be terminated immediately. If at any time a member is found to be a sexual offender, their membership will be terminated immediately.*

*Code of Conduct – The HUB Recreation Center prohibits inappropriate behavior and conduct. This includes, but is not limited to, profanity or abusive language or attire, smoking, use of alcohol or drugs, the removal of facility property and criminal conduct of any type. Such inappropriate behavior or conducts is unacceptable and The HUB Recreation Center consequently retains the right to deny membership to its applicants and to revoke a membership of any current member or participant at its sole discretion.*

**PLEASE SIGN**

*By signing below I verify that all of the information I have provided is accurate and that I have been informed of all of the above responsibilities & releases of The HUB Recreation Center.*

### **General Policies**

The HUB Recreation Center codes of conduct are enforced at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.

### **Youth Usage Policy**

- Youth members, guests, and participants 10 years of age and under are only allowed in the HUB when accompanied by a parent/guardian (18 years of age or older) member, guest, or enrolled in a HUB structured program. The parent/guardian must be with the youth at all times.
- Youth members 11-13 years of age may use facility without parent/guardian supervision; however, the parent or guardian must remain in the facility and be available at all times.

### **Food, Chewing Gum and Drinks**

Food, chewing gum and drinks are permitted in designated areas only. Glass containers are prohibited at all times. Water is allowed in activity areas only if it is in an enclosed, unbreakable container. Outside food or drink is prohibited. Food and beverage services are provided for sale to members at our HUB Café and are restricted to certain areas. Please do not bring food or drinks into locker rooms, gyms, and activity areas. We appreciate your help in keeping The HUB safe and clean.

### **Tobacco Policy**

The HUB Recreation Center is committed to the concept of wellness and encourages its employees, members, and guests to be good role models. Consequently, the use of tobacco products in any part of our facility, on our property, by employees, members, or guest is prohibited. Tobacco products that are prohibited include, but not limited to: cigarettes, cigars, smokeless tobacco, and e-cigarettes or other similar products that rely on vaporization or aerosolization.

### **Alcohol and Drugs**

Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facility. Individuals may not use the facility while under the influence of drugs or alcohol.

**Cell Phones**

The use of cell phones is closely monitored throughout the facility. Any phone calls, text messaging, and photography features are strictly prohibited in all restrooms and locker rooms at all times. Cell phones are permitted on the fitness floor in the capacity of listening to audio or using fitness related applications to enhance workout quality. Violators of the above policies may be asked to leave the premises and may face further disciplinary actions up to and including permanent dismissal from the facility.

**Electronic Tablets**

Members are permitted to utilize electronic tablets on the fitness floor for personal viewing and/or audio use. The HUB is not responsible for lost or stolen property. Violators of the above policies may be asked to leave the premises and may face further disciplinary actions up to and including permanent dismissal from the facility.

**Photography**

Personal photography and videotaping are permitted in The HUB facilities with the exception of restrooms and locker rooms. Personal photography and videotaping is defined as media of friends/family obtained informally for personal/private use. Personal photography used for commercial purposes is not allowed. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from The HUB facilities and possible suspension from The HUB facilities.

**Personal Transportation**

Bicycles, rollerblades, roller skates, and skateboards are prohibited within the facilities. Bike racks are available in front of the facility. No bikes are allowed to be parked/locked on railings, signs, or benches.

**Pets**

Except for service animals, pets are prohibited in all facilities.

**Accessible Access**

The HUB Recreation Center is designed to accommodate patrons of varying abilities. Staff are available to provide assistance to members with disabilities. Members are encouraged to provide as much advance notice as possible to the facility prior to a visit to help ensure that their request for assistance can be met.

**Attire**

Proper athletic attire must be worn in the facility:

- Non-marking closed-toe athletic shoes are required in all activity areas except for areas where shoes are optional, such as pools, multi-use rooms, and locker rooms.
- Appropriate shirts, shorts, and footwear are required in all activity rooms.
- Sport bras alone are not permitted in The HUB.
- Street shoes are not permitted in the fitness center or gymnasium.
- In the swimming pools and spa, proper swimming suits are required. Cut-offs and gym shorts are not permitted in the pool.

**Equipment Check Out**

Members can use their membership cards to check out equipment from the Customer Service Desk. All equipment must be returned. In the event of damaged, theft, or loss of equipment, the responsible party will be billed.

**Injuries and Equipment Failures**

Injuries, accidents or equipment failures should be reported to HUB staff immediately.

We are here to assist you; however, please be advised that you are participating in all activities at your own risk and are fully responsible for yourself, your children, and your guests.

**Moving Equipment**

Only HUB Staff may move equipment in the facility.

**Closing Time**

All areas including locker rooms should be vacated by closing time each night. Reminders will be announced over our public address system at one hour, thirty minutes, and fifteen minutes prior to closing, and at the actual closing time of the building. All rented equipment should be returned to the Customer Service Desk and all day lockers should be emptied fifteen minutes prior to closing.

**Facility Closures**

Facilities may be closed and/or reservations cancelled when warranted (i.e. special events, maintenance projects, and inclement weather). Any schedule changes will be posted to The HUB Recreation Center website.

**Open Recreation**

Open recreation hours are available for all members to engage in various recreational activities. Players are encouraged to be inclusive of others during open recreation hours. Open recreation activities are available on a first come, first served basis. Except for previously scheduled activities, open recreation will take priority over other activities. Open recreation hours in Gymnasium Center are posted online and outside of the gymnasium.

**Organized Activities**

The HUB Recreation Center may be used for recreational purposes only and may not be used for coaching or instructional purposes. Organized activities other than those approved by the General Manager are prohibited.

**Inclement Weather**

The HUB Recreation Center will generally be open during regular hours, though all or portions of facilities may be closed if they are directly impacted by inclement weather.

**Lost and Found**

- The HUB is not responsible for lost or stolen property; however, we do keep lost and found items whenever possible. Items will be kept as space allows, then given to charity.
- The Lost and Found is located at the Customer Service Desk.
- Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time. Other items will be kept for 14 days and then donated to charity or discarded.
- Wallets, cell phones, MP3 players, and other items deemed to be of high value will be placed in the General Manager's Office safe for security purposes. These items may be retrieved any time during open hours by asking for the manager on duty. These items will be kept for 30 days and then donated to charity.
- Lost membership ID's will be placed at the Member Services desk for retrieval. IDs not retrieved after one month will be destroyed.
- Lost licenses and other forms of government-issued IDs will be mailed to the address listed if they are not picked up within three days.

**Suggestions / Comments**

Your suggestions and comments are always welcome. HUB staff are known for being friendly, responsive and caring people. Please feel free to leave suggestions in the box provided in the lobby or contact any of our staff to ask questions as well as make suggestions.

**Personal Belongings**

Personal belongings must be secured in day lockers or rental lockers where available. Unsecured belongings, if recovered, will be considered abandoned property and turned in to lost and found located at the Customer Service Desk. The HUB Recreation Center is not responsible for lost, stolen or damaged personal property. It is ultimately the responsibility of individual patrons to maintain and secure personal belongings while in the facility.

### **Posted Rules**

Specific policies and room regulations are posted on site and must be observed. Verbal instructions issued by all staff should be strictly followed.

### **Emergency Action Plans**

The HUB Recreation Center has a series of plans to deal with a variety of emergencies that can arise. (I.e. Tornado, Fire, Evacuation, etc.) In the event of one of these emergencies please remain calm and follow all staff instructions and audible alarm directives.

### **Locker Room Policies**

- The HUB Recreation Center is not responsible for lost, stolen or damaged personal property.
- Locker rentals are available at the Customer Service Desk on a first come/first served basis.
- Personal locks are prohibited overnight and will be removed from the locker rooms.
- Please report suspicious individuals wandering through the locker room to staff at the customer Service desk.
- Children five (5) years of age or older may not enter the locker room of the opposite sex. Family changing rooms are available for members with small children of the opposite sex. Please use discretion when bringing children of the opposite sex into the locker room with you. If you feel an older child is in the wrong locker room, please report it to staff at the customer Service desk.
- *WARNING*-Wet surfaces in the locker room may be slippery. Please watch your step.
- No glass in locker rooms.
- No use of cameras or video recorders allowed at any time.

### **Day Lockers**

Individuals using day-use lockers in The HUB Recreation Center must follow the guidelines below:

- The HUB Recreation Center is not responsible for lost, stolen or damaged personal property.
- Personal locks may not be left on lockers overnight. All locks must be removed 15 minutes prior to facility closing, if lock remains on locker after building closure lock will be removed.
- If lockers are not cleared by closing time each day, HUB staff will remove all items in the lockers and items will be disposed.
- Locks may be purchased from the Customer Service desk for a \$5.00 fee.
- HUB staff reserves the right to check lockers for unreturned equipment and known safety/security issues. This task is done with strict procedural controls. Patrons will be notified should this occur.

Personal cell phone/wallet/key lockers are available free of charge on a daily basis on the fitness floor. These lockers are resettable and must be vacated by the close of each day.

### **Locker Rentals**

Permanent lockers are available to members monthly for a \$20.00 fee. All lockers are issued on a first come, first served basis at the Customer Service Desk by completing an official change of status form.

### **FITNESS RULES AND REGULATIONS**

The HUB Recreation Center codes of conduct are enforced at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely. Individuals assume a risk of injury or even death while voluntarily electing to participate in physical activity.

### **Group Exercise and Multipurpose Rooms**

Youth 10 years of age and under are NOT allowed to use any equipment in the Fitness Center.

- Youth 11-13 years of age must complete a fitness center orientation with the Hub Fitness Staff. Those completing the orientation may use the fitness center equipment with direct supervision by guardian/parent (18 years of age or older). Safety orientation is required for group exercise participation by youth 11-13 years old. Minimum age for group exercise participation is 11 and requires parent/guardian supervision.

- Youth 14 years and up are allowed to use Fitness Center. First time users between the ages of 14-15yrs must complete the fitness center orientation with the Hub fitness staff before they can use the weight room.
- Please follow the instructor's routine and keep conversation to a minimum for your safety and the safety of others.
- Entering a class in progress is prohibited. Please be on time and refrain from entering the classroom before the current class has finished.
- Individual use of the facility stereo equipment is prohibited.
- Wipe down any mats used and return equipment to the proper storage area when class is finished.
- Appropriate exercise attire such as T-shirts; soft-soled, non-marking, closed-toe athletic shoes; and athletic pants/shorts is required at all times. Sandals, bare feet, steel-toed boots and jeans are not permitted.
- Personal belongings must be kept in a locker or cubby where available.
- Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.
- The use of cell phones is prohibited.
- Members who want to use an open studio on a drop-in basis for individual stretching, practice or workouts may be used when unscheduled.
- Equipment located in the multi-purpose rooms is only available when authorized by HUB staff. All equipment must remain in the designated room.
- Activities which could damage the mirrors, windows or ceiling tiles are strictly prohibited.
- Patrons should not lean or put hands on the mirrors.

#### **Weight and Cardiovascular Rooms**

- Youth 10 years of age and under are NOT allowed to use any equipment in the Fitness Center.
- Youth 11-13 years of age must complete a fitness center youth safety orientation with the Hub Fitness Staff. Those completing the orientation may use the fitness center equipment with direct supervision by guardian/parent (18 years of age or older).
- Youth 14 years and up are allowed to use Fitness Center. First time users between the ages of 14-15yrs must complete the fitness center orientation with the Hub fitness staff before they can use weight room.
- Please respect other patrons, staff members, facility and equipment at all times.
- Participants must be 14 years of age or older.
- Cardiovascular machine use is limited to 30 minutes during peak times.
- Equipment must be wiped down after each use.
- Personal training other than that which is scheduled through the Wellness Coordinator is prohibited.
- Individuals must put all bars, plates, dumbbells, collars, etc. in their proper place after use. Weights and bars of any kind should not be leaned against walls, mirrors or equipment.
- All equipment must be used in the manner for which it is designed. Standing on benches or equipment frames is prohibited.
- Intentionally slamming or dropping weights is prohibited.
- Heavy dead lifts are only allowed on platforms.
- Individuals using free weights are strongly encouraged to use collars and have spotters.
- Report all injuries to staff immediately.
- Individuals are responsible for checking equipment prior to each use. Broken or damaged equipment and/or equipment malfunctions should be reported staff immediately.
- Appropriate exercise attire such as T-shirts; soft-soled, non-marking, closed-toe athletic shoes; and athletic pants/shorts is required at all times. Sandals, bare feet, steel-toed boots, scrubs and jeans are not permitted.
- Personal belongings must be kept in a locker or cubby where they are available.
- Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.

- Cell phones are permitted on the fitness floor in the capacity of listening to audio or using fitness related applications to enhance workout quality only. Any phone calls, text messaging, and photography features are strictly prohibited at all times.
- To avoid congestion and waiting lines, patrons should allow others to work in-between sets while using strength training equipment.
- Abusive or profane language will not be permitted.
- Wellness Attendants are not personal or professional trainers.

### **Medical Check up**

A pre-participation medical checkup and an annual medical evaluation by your physician, although not required, are strongly recommended for participation in HUB fitness activities. A medical release is required for certain programs.

### **Fitness Orientation**

During this appointment, our fitness attendants will introduce you to our wellness center and explain the proper use of the equipment for maximum benefit. We also offer youth fitness orientations so the youth age 11-13 can use the Fitness Center under the direct supervision of the parents/guardians

### **Fitness Evaluation**

What a great way to start your fitness program! You don't know where you are going unless you know where you are. A fitness evaluation encompasses: blood pressure, body fat analysis, flexibility, and a cardiovascular fitness assessment. Contact the Member Service Desk to set up an appointment.

## **AQUATICS RULES AND REGULATIONS**

The HUB Recreation Center codes of conduct are enforced at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.

### **Pool Hours**

All Aquatic Center hours are subject to change. Please check bulletin boards, dressing rooms and the website for any schedule changes. Notices will be posted approximately one week prior to special events that require closing or limiting use of Recreation Center facilities. Please note Aquatic Center Opens 30 minutes after opening and closes 1 hour prior to building closure.

### **Lightning and Thunder Policy**

All pools and pool decks are required to close during lightning and thunder. The pools will re-open 30 minutes after the last weather event was heard or seen.

### **Competition and Recreation Pools**

- Abusive or profane language will not be permitted
- Swimmers must take a cleansing shower before entering the pool.
- A lifeguard must be on duty in the chair before anyone may get in the water.
- No prolonged breath holding or prolonged underwater swimming.
- Please walk on the pool deck. No running.
- Any person with a skin disease, open sores, bandaged wounds, boils, inflamed eyes, discharging nasal or ear passages, or any communicable disease is prohibited from using the pool. If you have a bandage on a minor cut, dispose of it before entering the pool area.
- No glass on the pool deck, seating area or locker rooms is permitted. Only water in an enclosed, unbreakable container is allowed on the pool deck.
- No food or chewing gum is allowed in the pool or on the pool deck.
- Street shoes are prohibited on the pool deck. Shoe covers are provided.
- Regular swimsuits are required attire for all swimmers. No t-shirts, cut-offs, or under garments allowed.
- Diving is prohibited in the Recreation Pool.

- Please do not leave bags, street shoes or clothes on the pool deck or benches. Use the day lockers.
- The maximum number of swimmers in each lane is six. Please be aware of how many people are already in the lane that you are selecting.
- Lanes with more than two (2) swimmers must circle swim. This means that you should always be on the right side of the lane. Slower swimmers should stop at the wall and allow faster swimmers to pass.
- Lanes are designated "slow," "medium," and "fast." Please select the appropriate lane for your ability. Aqua joggers should stay in the slow lane, allowing swimmers to pass. If the lane is too crowded, the lifeguard may prohibit aqua jogging.
- Do not swim in a lane or area that is marked off for a class or swim team. Only swim in designated lap lanes. If you are unsure of open lanes, please ask the lifeguard.
- During any open lap swim hours, one of the on-duty lifeguards will be available to administer swim tests for those who require them.
- Kickboards and pull-buoys are available for lap swimmers. Please return them to the storage bin after use.
- Language and behavior must be appropriate for a family setting.
- The use of oils and body lotions is prohibited.
- Infants and children under the age of 11 must be accompanied and directly supervised by an adult. Non-swimmers must be accompanied by an adult while in the water and must remain within arm's reach at all times.
- Only lap swim takes place in the Competition Pool unless otherwise posted. The lifeguard may ask a child to leave lap swim if he or she is unable to continuously swim laps or interrupts others. Non-swimming children are not allowed in the competition pool.
- When playing water basketball, dunking or horseplay is not allowed.
- No diapers are allowed in the pool. Children that are not toilet trained should wear cloth, washable and reusable swim diapers. Swim diapers are available for sale at the Customer Service Desk.
- No swim aids such as "water wings", Styrofoam bubbles, or floats sewn into swimsuits are allowed. Only U.S. Coast Guard approved life jackets are allowed. A life jacket does not substitute for direct supervision of a non-swimmer.
- If a lifeguard feels your swimming level is not adequate for the Competition, you may be asked to leave or use the shallow Recreation Pool.
- Private lessons may not be given by non-HUB Aquatics staff at any time.
- The use of pool toys is at the discretion of the lifeguard.
- The use of cell phones is prohibited.
- Youth 6 years of age and under must be accompanied by parent or adult guardian (18 years of age or older) and must be actively with youth in the water.
- Youth 7-10 years of age must be accompanied and supervised in the Aquatics Center by a parent/guardian (18 years of age or older)
- Youth 11-13 years of age may use aquatic center without parent/guardian supervision. Parent or guardian must remain in the facility and be available at all times.
- Swimming test requirements may apply, at the discretion of the lifeguards, according age and ability, and specific areas of the aquatic center

### **Spa**

- The spa is open only during posted times.
- Participants must take a cleansing shower before entering the spa.
- Any person with a skin disease, open sores, bandaged wounds, boils, inflamed eyes, discharging nasal or ear passages, or any communicable disease is prohibited from using the spa. If you have a bandage on a minor cut, dispose of it before entering the pool area.
- No children under the age of 14 are allowed use of the spa.
- It is recommended that elderly persons, pregnant women and persons suffering from heart disease, diabetes, high or low blood pressure should not use the spa until they consult with their physician.
- The use of oils and body lotions is prohibited.

- Individuals should observe a reasonable time limit in the spa (15 minutes). Long exposures may result in health complications such as dizziness, nausea or fainting.
- Individuals may not completely submerge themselves in the spa.
- Personal belongings must be kept in a locker or cubby where they are available.
- Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.
- The use of cell phones is prohibited.

### **Water Slide**

Be advised that the water slide is an adventure activity and may expose the rider to possible physical injury. In deciding to participate the rider assumes full responsibility of any injury sustained.

- Patrons must be at least 48 inches tall and be able to swim the width of the pool in order to exit the catch pool area to use the slide.
- Patrons are not allowed to wear flotation devices to ride the slide; they must be able to exit the slide flume and swim to the exit by themselves.
- No metal objects, locker keys, jewelry, metal straps, watches, goggles, sunglasses, or eyeglasses permitted on the slide as they may cause injury.
- Cutting ahead of others in line and rowdy play are prohibited and may result in dismissal from the pool area.
- No chain riding permitted; only one rider at a time.
- Enter and exit the flume feet first; standing, stopping, or sliding down head first is prohibited.
- Hands must be kept inside the flume at all times.
- No diving from the end of the flume.
- All riders must cross feet and arms when riding down the slide and enter the catch pool area feet first.
- Exit the catch pool immediately; individuals must exit the catch pool area before the next rider can be sent.
- Elderly persons and persons with medical conditions should consult their physician before using the water slide.
- Pregnant women will not be permitted on the water slide.
- Parents/ guardians of children under the age of 18 are strongly encouraged to observe the activity prior to deciding whether to allow their child to participate.

### **Water Fitness and Group Exercise Classes**

Youth 11 years of age and older are encouraged to participate constructively in any group exercise classes. Youth 11-13 must have parent/guardian (18 years of age or older) supervision at all times. Must be 14 yrs. or older for adult classes involving weights.

### **SPORTS & RECREATION RULES AND REGULATIONS**

The HUB Recreation Center codes of conduct are enforced at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.

#### **Gymnasium**

- Games are self-monitored; good sportsmanship and proper conduct are expected at all times.
- Black-soled shoes and other marking shoes are prohibited on the playing floor. HUB Staff reserves the right to make decisions at their discretion.
- When the gymnasium is crowded, courts may be broken down into half-court games to accommodate more people. HUB Staff reserves the right to modify games based on participant needs.
- Some scheduled activities in the gymnasium may take priority over open recreation. Any changes in the schedule will be posted on our website.
- Grabbing or hanging on the nets or rim is prohibited. Violators will be suspended from the facility for at least the remainder of the day.

- Baseball, football, Frisbee and other activities deemed unsafe in the gymnasium environment are prohibited unless special permission is obtained from the facility manager. Soccer, volleyball and badminton are only permitted in specified places at designated times.
- Net Preference: badminton, soccer and volleyball will have priority over other unscheduled activities on certain days. Please refer to the posted schedule for specific information on informal recreation activity times.
- Appropriate exercise attire such as T-shirts; soft-soled, non-marking, closed-toe athletic shoes; and athletic pants/shorts is required at all times. Sandals, bare feet, steel-toed boots and jeans are not permitted.
- Personal belongings must be kept in a locker or cubby where they are available.
- Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.
- The use of cell phones is prohibited.

#### **Open Recreation Rules**

During open recreation hours, all basketball and volleyball courts in the gymnasium are on the challenge court system. In the challenge court system, the losing team must vacate the court to be replaced by the challenging team. To challenge, a waiting individual must make it verbally known to the teams playing that the challenge has been issued. That person must remain courtside and ready to play when the ongoing game ends. The person challenging determines the make-up of his/her team. Efforts must be made to include other individuals not currently playing in a game; however should additional players be needed to constitute a team, the person offering the challenge may select players from the losing team. A person playing in a game may not challenge until the game in which they are playing ends.

- Basketball: Games are played to 11 points, win by two. Winners stay, losers rotate off. Winning teams may stay on the court for no more than two consecutive games.
- Volleyball: Games are played to 15 points. Winners stay, losers rotate off. Winning teams may stay on the court for no more than two consecutive games. When the volleyball net is up, volleyball players have priority on these courts.
- Badminton: Games are played to 11 points. Winners stay, losers rotate off. Winning teams may stay on the court for no more than two consecutive games.

#### **Indoor Jogging Track**

- Youth 6 years of age and under are not allowed access to the track for safety reasons.
- Youth 7 –10 years of age must have parent/guardian (18 years of age or older) supervision at all times when using the track.
- Youth 11 years of age and over are allowed on the indoor track without adult supervision but must follow “track rules posted”.
- Run and/or walk clockwise on Monday, Wednesday, Friday and Sunday.
- Run and/or walk counterclockwise on Tuesday, Thursday and Saturday.
- The outer lanes are reserved for walkers (slow).
- The inner lanes are reserved for runners (fast).
- Faster runners have the right of way.
- Stretching areas are located in various areas. Railings are NOT to be used as stretching aids.
- Be cautious to oncoming traffic when entering or crossing the track.
- Running or walking side by side is permitted only when the track is not busy.
- Racing is not permitted.
- Proper attire should be worn while working out on the track: running shoes, athletic shorts, sweats or wind pants, and a shirt are required. Jeans may be worn on the track and to pass through the fitness center, but may not be worn while using the fitness center.
- Food and drink are not allowed on the track.
- No horseplay or loitering on the track.
- Throwing or dropping items to or from the track is prohibited.
- Strollers, Balls, Jump Ropes, or any other equipment is prohibited.