



SPEARFISH REC & AQUATICS CENTER REC CENTER INDOOR FACILITY POLICIES

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www.SpearfishRecCenter.com

GENERAL PROCEDURES:

The facilities of the City of Spearfish affected by this Procedures Manual include:

- The Spearfish Rec & Aquatics Center (indoor and outdoor)
- All designated parking areas
- All other adjoining City lands

Procedures also pertain to all equipment and furnishings contained within the SRAC Property.

The SRAC is intended as a multi-functional community center for participants of all ages. Our priority is to offer a safe environment and safe programs for all. A release of liability waiver must be signed by all patrons. Some areas of the facility will be limited by number of participants and/or their ages.

1. We encourage and welcome children in our recreational programs. SRAC Hourly Child Care may be utilized for children, age 3 months to 8 years of age, with a parent in the facility.
2. Children, under 9 years of age, must be accompanied and supervised by an adult or person of at least 12 years of age inside the building, with the exception of those participating in a certified recreation program. Any teen supervision should not surpass a 1:1 (teen to child) ratio.
3. A \$1-per-minute fine will be assessed when a child is not collected by SRAC closing time requiring a staff member to stay late. Two attempts will be made to contact the parent/guardian. If the child is not picked up within 30 minutes of closing the Police Department will be called and the child will be relocated to the police department.

FACILITY HOURS:

- The hours of operation will be determined by the Spearfish City Council, City Administrator and SRAC Director. Hours may be extended or reduced for special events, observance of holidays, or for any other purpose.

The normal hours of operation for the Recreation Center are:

WINTER HOURS

Labor Day Weekend – Memorial Day Weekend

Monday - Friday 5:30 am - 9:00 pm

Saturday 8:00 am - 6:00 pm

Sunday Noon - 6:00 pm

SUMMER HOURS

Memorial Day Weekend - Labor Day Weekend 5 (Water Park Season)

Monday - Friday 5:30 am - 9:00 pm

Saturday 8:00 am - 7:00 pm

Sunday Noon - 7:00 pm

Holiday Hours

Closed New Years Day

Closed Easter Sunday

Closed Thanksgiving Day

Modified Hours day after Thanksgiving*

Modified Hours Christmas Eve*

Closed Christmas Day

* Additional Holiday Closures/Modified Hours are subject to change and will be posted

FACILITY CLOSURES:

1. The SRAC may be closed up to one full week annually for maintenance purposes.
2. Unanticipated closures may also occur in the event of unsafe conditions or other community emergencies and will be posted on our website (www.SpearfishRecCenter.com) and on Facebook.

BAD WEATHER POLICY

The SRAC has a standardized method of cancellation and notification in the event of bad weather.

1. Facilities:
 - a. The SRAC will remain open during its normal operation hours whenever possible.
 - b. The SRAC will be closed when the Mayor/City Admin or Director announces an official closing time and/or **if the Police Department advises no travel.**
 - c. Closures will be posted on the Website (www.SpearfishRecCenter.com) and Facebook

Programs/Classes

1. The SRAC may remain open, however, SRAC programs and classes may be cancelled at the discretion of City staff.
2. Attempts will be made to make up any classes or programs cancelled due to poor weather conditions, but makeups are not guaranteed.
3. SRAC patrons are urged to listen to local radio stations for closures due to weather conditions. The SRAC is not obligated to make additional announcements or notification to participants.

MEMBERSHIP:

1. Upon completion of a written contract, members will be issued a membership with an expiration date and individual membership ID Scan Card. Applications for youth memberships (ages 0-17) require the signature of a parent or legal guardian at the time of enrollment. Memberships are non-transferable and non-refundable.
2. Members must present their card each time they use the facility to gain admittance to the SRAC.
 - a. Lost or stolen cards may be replaced for an additional fee of **\$5.00**.
 - b. Members who forget their cards may be admitted TWICE upon verification of current membership status. Additional occurrences shall result in the **\$ 5.00** replacement card fee.
3. Policies will be available at the front desk upon request, and posted on our website (www.SpearfishRecCenter.com)
4. **Recurring Auto Pay Memberships:** Recurring monthly membership dues must be paid via electronic funds transfer from a checking, savings, or credit/debit card account on the 15th of each month. Prorated current month dues are paid at the time of enrollment. It is the responsibility of the member to ensure that monthly payments are made in a timely manner. The member must contact the SRAC when payment information has changed. **All monthly recurring billing memberships will automatically renew for an additional twelve (12) months at the end of its contract terms unless a cancellation request is submitted thirty (30) days prior to current contract expiration date.**
5. **Insufficient Funds:** The SRAC reserves the right to charge a \$40.00 NSF fee on all transactions. Memberships will be suspended if payments are declined, returned for NSF, or cannot be processed. Memberships that lapse for more than 30 days will be required to pay remaining account balance in full for reinstatement.
6. **Cancellation Policy:** Members must submit a **30-day written, dated and signed request to cancel or change memberships.** A **\$30.00 cancellation fee per member** will be assessed for early termination of contracts. In addition, memberships may be revoked or suspended for failure to abide by the policies as outlined.

PERSONAL BELONGINGS

1. **Street shoes are not allowed on the track, fitness areas, gym or cardio area. Proper (non-marking) shoes must be brought in and worn in all areas.**
2. All clothes and personal belongings should be stored in a rented locker*. **SRAC is not responsible for lost, stolen or damaged items.**

* See SRAC Locker Policies Below

LOCKER RENTALS:

1. Daily locker rentals are available: Small lockers: 25 cents per use or \$3 for a short locker day rental in the locker room.
2. Long-term locker rentals are available at a cost of \$5 per month for short lockers and \$10 per month for tall lockers with a **minimum** 3-month rental.
 - a. Personal locks are not allowed on the lockers at the SRAC. SRAC is not responsible for stolen items.

LOCKER ROOMS:

1. The locker rooms are designed to provide members and paying guests with dressing and showering facilities. The locker rooms are open for use during all operating hours.
2. Phone and camera use is NOT ALLOWED in the locker rooms, or family change rooms.

GENERAL POLICIES

DRESS CODE:

The SRAC dress code is in place to prevent disease transmission and maintain a safe and appropriate environment for all patrons. Appropriate attire must be worn while participating in activities at the SRAC.

1. Anyone displaying vulgarity, alcohol, tobacco or other attire deemed inappropriate will be asked to change or leave the facility.
2. T-shirts, sleeveless shirts and tank tops which cover the entire stomach and chest are allowed. (NO bra tops or other undergarments should be worn as your only exercise top). *Altered shirts contribute to excessive sweat & moisture which can damage equipment. While using Cardio Room and Training Room, shirt should cover full chest & back to prevent MRSA, ringworm, etc. from being passed from skin to pad/mat.*
3. Modest shorts and similar items are considered appropriate attire. *SRAC is a Family Environment.*
4. Proper, non-marking Athletic shoes must be worn. *This protects your feet and the floors.*

ALCOHOL/DRUGS/TOBACCO:

1. Alcohol is prohibited on the SRAC grounds at all times.
2. Anyone under the influence of alcohol will be asked to leave the facility and grounds.
3. Anyone under the influence or in possession of any illegal substance will be asked to leave the facility. Law enforcement officials will be contacted immediately.
4. Smoking and the use of chewing tobacco are not allowed on the SRAC property or grounds including the building, outdoor aquatics area, parking areas, sidewalks, or grass areas.

WEAPONS:

Weapons are prohibited in the Rec Center and on the property grounds. The City staff will practice a zero tolerance policy and law enforcement officials will be contacted immediately. Weapons are defined as any type of firearm and/or any other physical item which may be brandished for physical harm. Law enforcement officials may be exempt from this policy.

BICYCLES, SKATEBOARDS, AND INLINE SKATES:

Roller blades, skates and shoes with wheels can be used in the Lookout Room with a helmet. Skateboards and bikes are not to be used inside of the Rec Center. Bike racks are available for use, please provide your own lock. SRAC is not responsible for loss of theft.

PETS:

Pets are not allowed in the Rec Center unless permission is obtained for a special event. Handicapped assistance dogs and police service dogs are exempt.

PUBLIC DISPLAYS OF AFFECTION/INAPPROPRIATE TOUCHING:

Patrons are reminded to show respect for fellow patrons by avoiding inappropriate displays of affection including hugging or kissing in the building or on the SRAC grounds before, after or during Rec Center hours.

LOST AND FOUND:

1. The SRAC is NOT responsible for the loss, theft, or damage of personal property of any kind.
2. Unclaimed items of value (billfolds, keys, purses, jewelry, etc.) will be held at the SRAC for 90 days, after which they may be discarded, given to charity, or claimed by person(s) who found and reported it. Cash amounts of over \$20 will be secured at the Spearfish Police Department
3. Unclaimed items, (towels, suits, clothing, shoes, etc.) will be held at the SRAC for 14 days, after which they may be discarded, or given to charity.
4. Personal care, beauty items and under garments will be discarded immediately.

RULES & PROCEDURES –ENFORCEMENT:

1. The City staff on duty has the authority to enforce all rules and procedures.
2. All accidents or incidents occurring within the SRAC and its grounds must be reported and written up by the City staff on duty and given to the SRAC Director.

SPECTATORS:

1. Spectators will be welcomed into the facility during special activities and programs. Each spectator must sign-in at the registration desk and must remain in their designated area. If spectators are found outside of their designated area, they will be asked to pay the daily pass fee or leave the facility.
2. Spectators less than 9 years of age MUST be under constant adult supervision.

DISCIPLINE AND INAPPROPRIATE BEHAVIOR:

At the discretion of SRAC Director, staff reserves the right to refuse service/programming to anyone with or without cause.

1. Unauthorized use of cameras or other filming devices is strictly prohibited. Persons taking nude or other inappropriate photos will be suspended and/or have membership privileges revoked immediately.
2. All patrons using the SRAC must display courteous and considerate behavior. Foul language, abusing membership privileges and disregarding facility rules are prohibited.
3. Upon a first minor infraction of SRAC policies the patron will be verbally asked to leave the facility, and the incident will be documented. Upon a second infraction, the patron will be given a written warning of the consequences of further infractions, the patron will be asked to leave the facility, and will be addressed by a supervisor or the director, and parents will be notified. Upon a third infraction, the patron’s privileges may be terminated and the privilege to enter the SRAC may be revoked at the discretion of City staff and/or the Recreation Board. In the event that membership privileges are terminated a pro-rated refund may be issued.
4. Major disciplinary problems may result in immediate loss of membership privileges and/or permanent banishment from the facility.
5. Visitors to the SRAC must use the Center for its intended purposes. Violators will be asked to leave the Recreation Center.

HOURLY CARE ROOM (Kids Room):

The SRAC Hourly Care is available for a minimal fee for your convenience while using the facility. Hourly Care is for children 3 months to 8 years of age, during designated Hourly Care times. There is a 2 hour maximum.

1. The Hourly Care is limited to 2 children under the age of 2 and up to a total of 10 children under the supervision of one SRAC staff member.
2. Children utilizing Hourly Care must be dropped off and picked up by the same parent or adult unless prior arrangements have been made with the Hourly Care or SRAC staff.
3. **Parents/guardians are not allowed to leave the facility while children are in the care of hourly care staff.**

Hourly Care Rates

Ages 3 months – 8 years	Hourly (60 minutes)
1st Child (Minimum charge)	\$2.00
2nd Child	\$3.50
3rd Child	\$4.50
4th Child	\$5.50
Additional children	Add \$1.00

Hourly Care Hours:

Hours are determined depending on the season. The available hours will be posted on the hourly care door and at the front desk. Hours may be modified according to patron usage. Hourly care may not be provided for less than 4 youth.

GYMNASIUM POLICIES

PURPOSE:

The gymnasium is intended to serve the varying needs of the public through a continuous offering of a wide range of programs. Gymnasium use is comprised of open recreational use, Rec Center Group Fitness classes and activities and private gym rentals. The gymnasium is intended to provide recreational opportunities for the individual and family. In most cases, a minimum of one gymnasium will be available for drop-in use. The gymnasium is also available for special events and/or community activities at hours defined by management.

General Usage Rules:

1. Only non-marking athletic shoes may be used on the gym floor. Gym shoes must be carried in.
2. Food and beverages are NOT PERMITTED in the gym. (Lidded Drinks Only)
3. Misuse of any equipment or furnishings in the gymnasium is cause for expulsion from the SRAC.
4. Hanging or "popping" the basketball rims/nets is not permitted. Charges assessed for broken equipment.

SUSPENDED WALKING/JOGGING TRACK POLICIES

PURPOSE:

The suspended track is available for walkers and/or joggers

1. Only athletic shoes that have not been worn outside and are carried in are allowed on the track. Dirty/wet shoes damage the surface. Close toed shoes must be worn at all times.
2. Slower runners/walkers should occupy the inside lanes. Always pass to the outside.
3. Stretching should be done in the SW area of the running track and not on the running track itself.
4. Parents with single width strollers are permitted whenever the track is not crowded.
5. Spectators and video recording are NOT permitted on the track.
6. Youth under 12 years of age may only use the running track with an adult who is within arms reach at all times.
7. The directions which patrons should walk each day are posted on the track.

CARDIO AREA & TRAINING ROOM POLICIES

PURPOSE:

These areas will be used for both supervised and unsupervised programs.

1. Cardio exercise equipment usage is extended to persons **16 years and older**. For the safety of all patrons, children **under the age of 12**, are not permitted in the Cardio, Group Fitness or Training Rooms or around the weight and exercise equipment unless in a class with a Facility Staff member.
2. Junior Fitness Equipment Orientation – **All members between 12 and 16 years old must complete a mandatory orientation session** with a parent or guardian present before using any exercise equipment. Following completion of the Junior Fitness Equipment Orientation, members may use the cardio room/training room without parent supervision (some restrictions may still apply). If a junior member has restrictions, it will be noted on their membership file and they will not be permitted to participate in the restricted activity.
3. Members 16-18 must complete an orientation in order to utilize the Training Room.
4. All participants age 12 to 18 must have an adult spotter (18+) when using the squat rack or bench press.
5. Participants are responsible for proper use of all equipment. If participants feel uncomfortable or unsure of what they are doing, a complimentary Equipment Orientation is available.
6. **No Food or Drink** is allowed in any of the fitness areas, with the exception of a closed-lid water bottle.
7. Participants are responsible for wiping down equipment after each use. Towels are provided for this purpose.
8. Clean indoor athletic shoes are to be worn when utilizing the Cardio, Group Fitness or Training Rooms.
9. Users are required to re-rack all weights and replace any equipment used. Please respect the equipment and other users by cleaning up after yourself.
10. Weights **MUST NOT** be dropped on the floor, this will cause damage the flooring.
11. Cardio equipment may be used at 30 minute intervals and users should sign up in the Cardio Room.
12. Baby carriers can be utilized in Cardio and Training Rooms, but strollers may not.
13. Misuse of the equipment or these policies may result in suspension from the use of the equipment.