

# ***MONTGOMERY COUNTY FAMILY YMCA***



## **Facility Information Policies/Procedures**

**MONTGOMERY COUNTY FAMILY YMCA**  
101 E Cherry Street, Red Oak, IA 51566  
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Dear Y Members and Guests:

The following information is provided to give you a better understanding of the operating policies and procedures of the Montgomery County Family YMCA, as established by the staff and Board of Directors. Should you have any questions or comments regarding these policies, please don't hesitate to contact me.

As a customer of the YMCA, you are our most important concern. We will make every effort to assure that your visits here are beneficial to your health and wellness.

Please let myself or a staff member know if we can assist you. By responding to your needs, we hope you will continue to support our mission.

Thank you.

John Blomstedt  
Executive Director

### YMCA MISSION STATEMENT

*The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

### Knowing the Y...

#### *What is the Y?*

#### **FOR ALL**

The Y is made up of people of all ages and from every walk of life **working side by side to strengthen the community**. Together we work to ensure that **everyone**, regardless of gender, income, faith, ability, sexual orientation or cultural background, has the **opportunity to live life to its fullest**. We share the values of caring, honesty, respect and responsibility – everything we do stems from it.

#### Some of the goals of the YMCA include:

- Strengthen family life
- Demonstrate and promote equality among all people
  - Develop leadership skills for individuals
- Provide life enhancement opportunities for everyone

### YMCA CORE VALUES

Caring	Kindness & sympathy, thoughtfulness & affectionate
Honesty	Fairness & honor, ethical behavior & integrity
Respect	Considerate & courteous to all
Responsibility	Truthful & dependable, reliable & consistent behavior

#### **About this booklet:**

This booklet is designed to contain most of the operating policies and procedures of the YMCA. However, because of changing conditions, some policies and procedures may not have been included at the time of printing and are subject to change.

## **YMCA Board of Directors and Management:**

The YMCA is a 501(3)(c) non-profit organization operated by a twenty-one member Board of Directors, comprised of a cross section of community individuals; who set policies and direction for the YMCA.

The Executive Director and a collective support staff manage the YMCA.

### ***EMERGENCY PROCEDURES***

**In the event of an emergency please respond accordingly:**

**Fire:** When the alarm sounds, assume there is a fire and leave the building at the nearest exit. Please do not leave the premises so we can account for everyone to ensure your safety.

**Tornado:** If the siren sounds, proceed as directed by YMCA staff to the designated location until the all-clear sounds.

**Medical:** If there is a medical emergency, alert a YMCA staff person. All YMCA lifeguards are trained in CPR.

## **Facility Hours:**

	<b>Monday - Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
October-April	5:00am - 9:00pm	5:00am - 8:00pm	8:00am - 4:30pm	2:00pm - 7:00pm
May-September	5:00am - 8:00pm	5:00am - 8:00pm	8:00am - 1:00pm	CLOSED

**Closed Major Holidays** - Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day.

**Reduced Hours** - Christmas Eve Day, New Year's Eve, and New Years Day.

**Closed one week of August** for cleaning and maintenance repairs. The above facility schedule may change periodically due to special events. Please inquire at the YMCA.

## **Membership & Admission Policy:**

Membership at the Montgomery County Family YMCA and admission to its facilities is a privilege, not a right. The Montgomery County Family YMCA reserves the right to deny membership, suspend membership or revoke the membership of any person whose behavior, whether on or off the YMCA premises, is judged by the Board of Directors either to be in conflict with the welfare of the YMCA patrons or staff, or in violation of the Montgomery County Family YMCA mission, as expressed in the mission statement found in the YMCA's seasonal brochure and by-laws. The Montgomery County Family YMCA will establish a written procedure for notice and hearing in advance of suspension or revocation of membership, and a method of appeal of that determination to the YMCA's Board of Directors. The YMCA conducts regular sex offender screenings on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access. The YMCA's Chief Executive Officer is responsible for implementation of these policies.

## **Supervision of Young Children:**

**FOR SAFETY REASONS, NO CHILD** under 8 years of age may be left alone to use the YMCA facilities without direct supervision of an adult or baby-sitter at all times, unless enrolled in a YMCA program.

## **INDOOR TENNIS COURT:**

### **COURT RESERVATIONS**

\$20.00 per hour during prime time, Monday-Friday 5:00 pm-8:00 pm.

Adults.....\$16.00/hr non-prime time

Youth.....\$ 8.00/hr anytime

Adult/Youth.....\$14.00/hr anytime

Early Bird.....\$ 8.00/hr Open-9:00am

(Note: Courts may be reserved 14 days in advance and must be paid in full or by punch card. Courts may be rented on the half hour.)

### **PUNCH CARDS**

These are available in amounts of \$5 or greater to help in paying for court time.

### **COURT USAGE GUIDELINES**

1. All courts must be reserved at the Customer Service Desk prior to play.
2. Players need to double-check their court assignment prior to play.
3. Only water and/or sports drinks in appropriate containers are permitted on the courts. No food!
4. Proper clothing must be worn including shirts for men.
5. Spectators watch from the viewing area.
6. Under no circumstances should small children be taken onto the court or left unattended during adult play.

### **"JUMPING THE GUN"**

Players are not allowed onto the court before their scheduled time. DO NOT stand behind the curtain chatting or peeking through the curtain window. Both can be distractions for the players. There is a waiting area behind the curtain from where you can see the same wall clock the on-court players are using.

### **DRESS CODE**

Halter tops and tube tops for women are not considered appropriate attire on the courts at the Y. T-shirts are acceptable if it is in good taste. Only regulation tennis shoes are permitted.

### **COURT RESERVATIONS**

Members and potential members may reserve court time and court. Players are responsible for their portion of the court costs.

### **LEAGUES/LESSONS**

Leagues and /lessons are available to players both youth and adult, members and potential members.

### **MEMBERS BENEFIT**

Montgomery County Family YMCA members are entitled to one free group lesson for adult and youth programs annually, when having paid for a prior session of group lessons in that calendar year.

## **MONTGOMERY COUNTY FAMILY YMCA RACQUETBALL/SQUASH COURT RULES/INFORMATION**

1. We have a strict policy against any food or beverage in the tennis center, (this includes the racquetball/squash court). Absolutely nothing, except water or sports drinks in appropriate containers, are allowed in the racquetball/squash court area.
2. Safety Goggles are recommended to be worn at all times when using the racquetball/squash court.
3. Appropriate gym attire and shoes are required at all times. Clean tennis shoes (non-marking) must be worn in the racquetball/squash court. Shirts are required when playing racquetball or squash.
4. All members, potential members, and guests will be expected to conduct themselves in a proper manner. Be courteous and show respect toward other members, guests, and staff in both verbal and physical mannerisms. NO profanity allowed.
5. Youth must be in 7<sup>th</sup> grade or older to use racquetball court without an adult or have passed the racquetball class.

6. Members, potential members and guests will respect the YMCA facility and property by taking proper care of all equipment that is used and will not deface or destroy such YMCA property.
7. Members, potential members, and guests are required to be out of the building by the stated closed times. Anyone involved in league play after closing times must exit the building as soon as they are done playing.
8. The Y will have goggles, racquets, and balls available at the Customer Service Desk.
9. Racquetball uses the White line and Squash uses the Red lines.

#### **WHAT DOES THE YMCA OFFER?**

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| <ul style="list-style-type: none"> <li>❖ Indoor Lap Pool with zero depth entry, slide, basketball hoop, large water fountain toy, kayaks, &amp; pool lift</li> <li>❖ Whirlpool</li> <li>❖ 4 Indoor Tennis Courts</li> <li>❖ Racquetball/Wallyball Court</li> <li>❖ Gymnasium</li> <li>❖ Basketball/Volleyball</li> </ul> | <ul style="list-style-type: none"> <li>❖ Indoor Walking/Jogging Track</li> <li>❖ Weight &amp; Fitness Rooms</li> <li>❖ Multi-Purpose Room</li> <li>❖ Ping Pong, Air Hockey, Foosball, Wii</li> <li>❖ Kitchen Facilities</li> <li>❖ Men and Women's Locker Rooms</li> <li>❖ Private &amp; Tennis Locker Rooms</li> <li>❖ Elevator, vending services</li> </ul> |
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**HANDICAP ACCESS:** The Montgomery County YMCA facilities are completely handicap accessible for the enjoyment of all members and guests. Please contact a Y staff person about any additional accommodation needed for participation.

#### **INSURANCE POLICY**

**The Montgomery County Family YMCA does not carry health or accident insurance on any of its members or program participants. Every person enrolled in any class or working out on their own should make provisions with their family health insurance provider. Participants are required to pay all expenses incurred from their participation in Y activities. Everyone is strongly encouraged to have his/her physician's approval before beginning an exercise program. The Y assumes no responsibility for injuries or loss of personal property while using the facilities.**

#### **Financial Assistance:**

The YMCA, which is a charitable, not-for-profit organization, does charge fees for services and programs, but it is our policy that no one is ineligible for membership or program participation due to financial limitations. Scholarships are made possible by the YMCA "Membership for Everyone" campaign, which raises contributions from individuals and corporate sponsors. Applications are available at the Customer Service Desk.

#### **Guest Fees & Privileges:**

The Montgomery County Family YMCA is a membership organization and promotes annual memberships. Current members are encouraged to bring prospective members to the YMCA at any time. However, individuals and families do not need to belong to the YMCA in order to utilize the facility; guests may pay a daily fee to enjoy the YMCA facility.

#### **Membership Privileges:**

The Montgomery County Family YCMA is a member of a worldwide organization and in addition to your privileges at this YMCA; you have special visitation privileges at most YMCAs around the world.

Your membership card verifies your membership. Cards are non-transferable and remain the property of the YMCA. You must present your membership card at the Welcome Center Desk each time you enter the facility and when registering for programs. Memberships may be canceled by the association for violation of rules and regulations as listed in this handbook. You may be charged \$1.00 for not having your membership card when seeking entrance into the YMCA.

The YMCA does not allow refunds on memberships. Your membership might be transferable to another YMCA in the event you move from the area.

#### **IMPORTANT NOTICE**

**Membership cards are non-transferable and loaned cards will be confiscated and membership privileges may be rescinded. We ask for your cooperation as staff seeks to maintain a reasonable security system.**

## Privileges of membership at the Montgomery County Family YMCA include:

- ❖ **Family Memberships include many youth sport programs for free!**
- ❖ **FREE YMCA Fitness classes!** (Y classes only. Does not include programs put on by outside groups)
- ❖ **1 FREE** session of indoor youth or adult group tennis lessons with a prior paid session in same calendar year (Does not include summer session)
- ❖ **FREE** lap and family open swimming (check schedules) (indoor pool only)
- ❖ **FREE** adult whirlpool usage (18 years & older)
- ❖ **FREE** gymnasium time (check schedules)
- ❖ **FREE** Racquetball (for adults and youth 7<sup>th</sup> grade and up)
- ❖ **FREE** adult usage of the Health/Wellness room
- ❖ **FREE** youth (9<sup>th</sup> Grade & above) usage of the Health/Wellness room
- ❖ **FREE** adult usage of the indoor walking/jogging track
- ❖ **FREE** youth usage of the indoor walking/jogging track (5<sup>th</sup> Grade & up with YMCA personnel permission)
- ❖ **FREE** guest passes (3 per year per membership purchased)

### **OTHER BENEFITS:**

- ❖ Use of the YMCA facility on a drop-in basis during regular facility hours with no additional charge (check schedules for availability of various areas)
- ❖ Reduced program fees for all YMCA programs
- ❖ Discounted Y Babysitting service for children while you are using the YMCA facility
- ❖ Volunteer Opportunities - allows you to interact with other members and volunteers
- ❖ Monthly Newsletters emailed to you (hard copies are also available at the YMCA Customer Service Desk)
- ❖ Opportunity to register for programs earlier than potential members
- ❖ **Nationwide Membership Program** – allows you to visit other YMCAs throughout the U.S. at no charge

## Check In Procedures:

The following procedures should be followed when utilizing the YMCA.

- ❖ YMCA members must scan their membership card. A YMCA staff member must be present.
- ❖ YMCA guests must check in and sign the Guest Book each visit.
- ❖ Program participants, whether members and potential members, must check in at the Welcome Center Desk each class day.
- ❖ All other visitors must check in at the Customer Service Desk.

**IMPORTANT MEMBER INFORMATION:** The Montgomery County Family YMCA reserves the right to cancel any class, program, and/or league due to insufficient registration, absence of instructor, or lack of building space.

## Program Fees:

The majority of YMCA programs have an associated program fee, which helps cover the direct costs of operating each individual program, such as instructor costs and program supplies. Fees are applied to YMCA members and potential members; YMCA members receive a substantial reduction in each program fee.

Pre-registration is recommended. All fees are payable at the time of registration and are due prior to admittance to class, program and/or league.

If the YMCA finds it will not be possible to offer a program, a full refund will be made. If the individual enrolls in a program and it is impossible to attend **BEFORE** the class starts, notify the office at once in writing or by telephone and a refund of 80% will be made upon request. If equipment and/or uniform cost occurred prior to refund request, this amount will be deducted and then you will receive 80% of the remaining balance. Refunds will be mailed directly to you. **NO REFUNDS** will be given after the program has started.

## YMCA Program Registration Procedures:

The YMCA offers a variety of programs and classes for children, adults, families and older active adults. Our primary focus is on instruction, health and wellness, character development, personal and family enrichment. Registration Forms, program schedules and flyers describing the services and programs may be obtained in the front lobby area. Also, watch for

program opportunities to come home with your child from school. If you want information about a special program or about other YMCA's contact the Welcome Center Desk. Late registration fee will be charged depending on the program.

### **Health & Wellness Center:**

Due to the complexity of the equipment in the Health & Wellness Center, the YMCA has set up an orientation program to acquaint individuals with the proper use of the equipment to help ensure the safety of each individual.

- ❖ It is recommended that each individual utilizing the fitness room attend an orientation session prior to using the equipment. Orientations will be set-up by the health/wellness attendant.
- ❖ Everyone is strongly encouraged to have his/her physician's approval before beginning an exercise program.
- ❖ The YMCA assumes **NO RESPONSIBILITY** for injuries or loss of personal property while using the facility.
- ❖ Equipment is available to high school students (9th grade & above). You may be required to take an orientation session. Younger students in need of rehabilitation may use equipment with physician's written permission and final approval of the Program Operations Manager. Junior high students who have successfully passed the junior high fitness class may use the equipment.
- ❖ If doing multiple sets, allow others to work into the use of equipment.
- ❖ Anyone using mechanical equipment should read the posted use instructions. For your safety, equipment should not be used without proper instructions.
- ❖ Always use correct techniques when lifting weights and use equipment according to their intended use.
- ❖ Instructions for use of equipment are available.
- ❖ **DO NOT** lean bars or weights on other equipment and **DO NOT** drop or bang weights.
- ❖ It is recommended you use a spotter and always use collars on the bars.
- ❖ Proper gym attire & shoes must be worn at all times. **NO** blue jeans or clothing where buttons or zippers can come into contact with equipment upholstery. Shirts must be worn at all times.
- ❖ **Food and beverages in glass container are prohibited.**
- ❖ Duffel bags must be placed in designated areas only. Do not leave your clothing or other belongings on chairs.
- ❖ Please carry in your workout shoes! You may change shoes in lobby or stairway entrance area.
- ❖ Towels are for use in the Health & Wellness area only! Please do not take them out of this area.
- ❖ After lifting, all weights should be placed back on the rack in their proper positions.
- ❖ Clean all equipment off with disinfectant spray after use.
- ❖ Improper usage, language, and/or behavior will result in loss of usage privileges.

### **Jogging/Walking Track:**

- ❖ Running direction is reversed daily. Run clockwise on even numbered days and counter clockwise on odd numbered days.
- ❖ Track hours are the same as regular building hours unless posted for special usage.
- ❖ Clean walking shoes must be worn on the track. Please carry in your workout shoes! You may change shoes in lobby or stairway entrance area.
- ❖ Only music devices connected to headphones are permitted on the track or in the building.
- ❖ Track may be used by any Y member high school age (9th grade & above). Fifth to eighth grade members must have special permission badge from a YMCA employee.
- ❖ Small children (4th grade and under) may only use the track when accompanied by an adult and must stay within arms length of adult to prevent accidents.
- ❖ During busy periods, walkers should stay in designated lanes of the track.
- ❖ Members, potential members, and guests will be expected to conduct themselves in a proper manner at all times.
- ❖ The Y has a baby stroller available for use on the track.
- ❖ **NO** standing, horse playing, loud talking, racing, or rabbit starts at any time.

### **Gymnasium:**

- ❖ Please carry in your workout shoes!
- ❖ Appropriate gym attire and shoes are required at all times. Only clean tennis shoes (non-marking) may be worn in the gym.
- ❖ Children are not permitted in the gym during adult class times.
- ❖ Please follow posted schedules at all times. Schedules will be posted in the program flyers and at the gym. Schedules may change during school vacation times.
- ❖ Parental supervision is required for all children during family gym times.
- ❖ Gym schedules are subject to change according to use and season.
- ❖ All members, non-members, and guests will be expected to conduct themselves in a proper manner at all times. Abusive or inappropriate language will not be permitted.



- ❖ **NO** “dunking” of any type of ball at any time! **NO** hanging on the rims!
- ❖ **NO** kicking or throwing of balls or other objects in an improper manner in the gym!
- ❖ Violators of the rules and regulations will forfeit their usage privileges.
- ❖ **Food and beverages in glass container are prohibited.**

## **Pool and Whirlpool Area:**

### **TEST.MARK.PROTECT POLICY**

#### ❖ **TEST**

- ❖ **DEEP WATER SWIM TEST:** Consecutively without resting, child must:
  - **PLUNGE:** Jump into water that is over his/her head and easily return to the surface.
  - **TREAD:** Keep head above water while treading for one (1) minute.
  - **SWIM:** Swim two lengths of the pool (50 yards) unassisted and without resting. Maintain freestyle position with face in the water.
- ❖ **SHALLOW WATER TEST:** Consecutively without resting, child must:
  - **PLUNGE:** Jump into water that is over his/her head and easily return to the surface.
  - **TREAD:** Keep head above water while treading for 30 seconds.
  - **SWIM:** Swim 10 yards unassisted and without resting. Maintain freestyle position with face in the water.

#### ❖ **MARK**

- ❖ **PINK BAND:** Swimmers that pass the DEEP-WATER TEST may access all pool areas, except the hot tub.
- ❖ **GREEN BAND:** Shallow swimmer ages 12 or younger that test for the SHALLOW WATER TEST or are 54 inches or taller. These swimmers may access designated shallow side of the pool, children ages 6 and 7 must still be accompanied by someone 15 years or older on deck.
- ❖ **NO BAND:** Non-swimmers ages 5 and under that do not take or pass the swim test. Child will be limited to the shallow side, and must be in a life jacket. These non-swimmers must also be accompanied in the water by someone 15 years or older who is actively engaged and within arm’s reach.
- ❖ Infants being held in a parent’s arms are not required to wear a lifejacket.

#### ❖ **PROTECT**

- ❖ All non-swimmers ages 6-12 that do not pass the shallow water test or meet the minimum height requirement must wear a life jacket in the water.
- ❖ The YMCA will make available and highly recommends the use of a US Coast Guard approved Life Jacket (PFD) in addition to requiring reach supervision (ONLY US Coast Guard approved Life Jackets permitted).
- ❖ One PARENT can be responsible for no more than 3 non-swimmers during open swim; PFD required.
- ❖ Whirlpool area is restricted to 18 years and older.
- ❖ NO more than six (6) in the whirlpool at one time.
- ❖ **Swimming diapers are required for young children.**
- ❖ Pre-school-aged children are confined to the zero-depth area only. All children, middle school-aged and younger, must pass a test before being allowed in the lap area.
- ❖ If swimmers ability to swim in deep water is questionable, they may be required to pass a test.
- ❖ **WALK, PLEASE DON’T RUN; THE DECK IS SLIPPERY!**
- ❖ Use restroom & shower with soap before entering the pool or whirlpool.
- ❖ **ABSOLUTELY NO** food, beverages, gum, candy, glass containers, etc. in the pool or whirlpool areas.
- ❖ Dive in marked areas only, not in shallow water.
- ❖ Rough and boisterous behavior is **not** allowed.
- ❖ **NO** spitting in the pool or whirlpool areas.
- ❖ Appropriate swimwear is required. Only white t-shirts are allowed and **NO** cut off shorts or street shoes.
- ❖ **All** toys must be approved by lifeguard and are to be used at his/her discretion.
- ❖ If there is anything questionable, please ask the lifeguard, they will be more than happy to assist you!
- ❖ **ALL RULES WILL BE ENFORCED TO ENSURE THE SAFETY OF ALL SWIMMERS. THE LIFEGUARDS’ DECISIONS ARE FINAL!**

## **Kayak Policy:**

- ❖ You must have a PINK SWIMMING BAND to use kayaks in the deep end.
- ❖ Children with a GREEN SWIMMING BAND, AGE 10, & wearing a properly fitted lifejacket may use a kayak in the deep end.
- ❖ 1 person per boat
- ❖ Flipping and ramming kayaks purposely will not be permitted.
- ❖ Kayaks MUST stay out of swimmer's way.
- ❖ 3 kayaks in the pool at a time.
- ❖ Lap lane will remain open so kayaks must stay out of the lane.
- ❖ Kayaks are first come, first serve so sharing of kayaks is an expectation.
- ❖ Kayaks will be brought to the water and put away by those using them; NOT the lifeguards.
- ❖ The lifeguard has the authority to ask that the kayaks not be used at anytime without prior notice.
- ❖ Please be aware of paddles and where they are placed so they do not cause an accident or injury.
- ❖ Kayaks may be used in the shallow water. Children must wear a properly fitted lifejacket and be within arm's reach and adult assistance.

## **Water Slide Policy:**

- ❖ One person on the slide at a time.
- ❖ Slide in a sitting position on back only.
- ❖ Do NOT run, stand, kneel, rotate, tumble or stop on the slide.
- ❖ Leave plunge area promptly for next patron.
- ❖ Parents are welcome to catch young children.
- ❖ Weight limit of 175 lbs.
- ❖ Lifeguards have the right to ask anyone to stop using due to misuse.
- ❖ Please respect each other and use properly or lifeguard will close slide temporarily.

## **Multi-Purpose Room/Kitchen Area:**

- ❖ Meeting space.
- ❖ Social events.
- ❖ Family functions.
- ❖ Arts and educational classes.
- ❖ Community and area events.
- ❖ Birthday party rental opportunities.
- ❖ Much, much more.

## **Dedicated Fitness Center:**

- ❖ Home of Yoga, Tai Chi, Strength Train Together, and other fitness and dance classes.
- ❖ Sprung wood flooring is the best-known surface for this type of activity with resilience and reduced risk of tripping.
- ❖ Sound proofing materials help sound and acoustic quality for music based classes.
- ❖ Room is air-conditioned and has additional ceiling fans for cooling.
- ❖ This room's use and its equipment are dedicated to instructional programs held at designated times.
- ❖ Attendance of non-participating children in these classes is prohibited. An adult must accompany participating children.

## **Equipment Check-Out/Return:**

Certain equipment (ping-pong, foosball, air hockey equipment, ) may be checked out at the customer service desk. Tennis and racquetball equipment is also available. Failure to return equipment will result in loss of re-entry to the YMCA.

## **Accidental Injury/Incident Reporting:**

The YMCA is not responsible for any accidental injury to members, non-members and guests while participating in physical activities at the YMCA. Please be advised that you are participating in all activities at your own risk and you are fully

responsible for yourself, your children, and your guests. Contact a YMCA staff member immediately if there is an accident, injury, or unusual incident. We are here to assist you. First aid kits are available throughout the facility; please ask a staff person when in need of first aid supplies. It is imperative that you cooperate with YMCA staff to complete an accident/incident form in the event of an accident, injury or incident. Forms are available at the Customer Service Desk. The YMCA staff continually strives to maintain a safe and secure environment at the Montgomery County Family YMCA.

### **Valuables/Lost & Found/Stolen Items:**

The YMCA is not responsible for any lost or stolen articles. **PLEASE leave valuables at home or locked in a locker.**

The YMCA will keep all lost and found items for 30 days, and then will give usable items away to local charitable organizations. Please check at the Customer Service Desk for your lost or misplaced items.

Report incidents of possible theft to YMCA staff on duty immediately. A report will be filed and investigated by the staff. Those found guilty of theft will have membership privileges revoked.

**We suggest: 1) Leave valuables at home, 2) Use your own lock on lockers, 3) Keep your locker locked at all times.**

### **Locks and Lockers:**

Please lock your valuables while using the facility. Lockers are available in the locker rooms for daily use. Daily usage of lockers is free with padlocks being available for a small fee. A limited number of lockers are available for rental in the men and women's locker rooms on an annual basis. Please inquire at the Welcome Center Desk for details. Members, potential members and guests should provide their own padlock when using the daily use lockers. **Please remove padlocks** from the daily use lockers when you leave the facility.

Items are not to be left in daily use lockers overnight. Locks and personal items will be removed from the locker. **The YMCA is not responsible for items left on the premises.**

### **General Rules:**

In order to keep the YMCA facility in top condition; certain guidelines have been instituted for the benefit of all members and guests.

- 1) Notify YMCA staff immediately of any maintenance problems or injuries.
- 2) All members, potential members, and guests will be expected to conduct themselves in a proper manner. Be courteous and show respect toward other members, guests, and staff in both verbal and physical mannerisms. **NO** profanity allowed.
- 3) Members, potential members and guests will respect the YMCA building and property by taking proper care of all equipment that is used and will not deface or destroy such YMCA property.
- 4) **FOOD & BEVERAGES: PLEASE DO NOT TAKE** candy, food of any kind and beverages in glass containers into the gymnasium, pool & whirlpool areas, locker rooms, health/wellness equipment area, track, or Jazzercise room. We appreciate your help in keeping your YMCA safe and clean.
- 5) **TOBACCO:** Effective February 1, 2018, the YMCA facility and its surrounding campus became Tobacco & Nicotine Free. This is in keeping with the Y's health and fitness advocacy. This also includes E-cigarettes.
- 6) Members, potential members and guests are required to be out of the building by the stated closing times. Members, potential members, and guests who are involved in league play after closing times must be out of the building within 15 minutes after play finishes.
- 7) All posted rules should be read prior to use of each area of the facility. No one under age 18 is allowed to use the whirlpool.
- 8) An annual medical examination, although not required, is recommended for participation in physical activities.
- 9) **NO** radios, tape players, etc. are allowed in the building unless you use your own headphones.
- 10) Appropriate apparel (in consideration of the activity) shall be the responsibility of all YMCA members and guests. Shirts, shorts, sweats, leotards, and shoes are appropriate attire. Only clean tennis shoes (non-marking) may be worn in the gym, tennis courts, and fitness room. Clean approved walking shoes may be worn on the track. All workout shoes must be carried into the YMCA. Street worn shoes are not acceptable. The YMCA Program Operations Manager, Aquatics/Program Director, and the Executive Director will have final authority on the appropriateness of attire worn in the YMCA facility or at any of its programs.

- 11) Shirt and shoes are required in the YMCA.
- 12) Bathing suits, wet or dry, are not permitted to be worn in the lobby area. Swimmers must be dressed when entering and leaving the locker rooms and remaining in the Y facility.

### **Facility Rental and Group Usage:** *(all procedures, policies, and rules are subject to change)*

The YMCA is available for rent to organized groups such as schools, 4-H, FFA, Scouts, church groups, service organizations, etc. Birthday parties may also be scheduled at the YMCA as a fun activity; a meeting room will be made available by reservations.

Non-profit groups may rent a meeting room at the YMCA for FREE once a year. If a non-profit group wishes to use a meeting room more than once in a year, it is at the YMCA's discretion as to whether a rental charge may occur for the room usage. Any charge would take the form of a donation to the YMCA's Annual Campaign for "Membership for Everyone". Any individual or group wishing to utilize the facility must present proof of liability insurance before rental is approved.

#### ***Overnight Rentals***

Time: 9:00 p.m. - 7:00 a.m. (Friday - Sunday)  
9:30 p.m. - 5:30 a.m. (Monday - Thursday)

Cost: **\$300.00** - for up to 50 persons, each additional person \$7.00 each

Lifeguard Fee: to be set by Aquatic Director - 2 hour maximum

Damage Deposit: **\$100.00** - deposit, in the form of a check, is required before rental date and will be held. The check will be returned after the renter has met all contract obligations. Any damages will be taken out of the damage deposit. If not notified of a cancellation 7 days prior to rental, the deposit will **NOT** be refunded.

#### ***Evening Rentals***

Times: Any 3-hour time period when the YMCA is closed

Cost: **\$200.00** - for up to 50 persons, each additional person is \$5.00

Lifeguard Fee: To be set by Aquatic Director - 2-hour maximum

Damage Deposit: **\$50.00** - deposit in the form of a check is required before the rental date and will be held. The check will be returned after the renter has met all contract obligations. Any damages will be taken out of the damage deposit. If rental is canceled less than 7 days before rental, the deposit will **NOT** be refunded.

#### ***Birthday Parties***

Times: Any 3-hour time period during YMCA hours of operation

Cost: **\$85.00** for up to 25 persons, each additional person \$4.00

Lifeguard Fee: NONE - if less than 15 people are attending - pool use limited to two hours,  
\$15.00 if 15 or more people are attending - pool use limited to two hours.

Damage Deposit: **\$25.00** - deposit in the form of a check is required before the rental date and will be held. The check will be returned after the renter has met all contract obligations. Any damages will be taken out of the damage deposit. If rental is canceled less than 7 days before rental, the deposit will **NOT** be refunded.

Members who coordinate the event will receive a 15% discount off rental costs.

Supervision: Rental groups must provide adult supervision for groups with children (high school age or younger) at the rate of one (1) adult per ten (10) children.

Areas Included: Large gym, lobby, kitchen & multi-purpose room and swimming pool (lifeguard required - YMCA will provide a lifeguard if group wishes to use pool area. Two hour maximum. Aquatic Director will set rate.)

**Equipment Provided:** Volleyballs and basketballs will be provided as needed. A number of tables and chairs are available. The rental group is responsible for set up and take down of all chairs and tables used.

**Clean up:** All areas of usage must be cleaned, swept and trash emptied at the end of the rental by the rental group. Failure to do so will result in money being deducted off of the damage deposit.

**Special Arrangements:** Any arrangements for changes in the above listed areas of use, time, equipment, cost, etc. **MUST** be made through the Executive Director.

**Reserving a Date:** The rental form along with deposit check must be obtained before a rental date is reserved. If interested in reserving a date for your group, please contact the YMCA.

15% Discount does not apply to renting individual rooms at the YMCA.

*The YMCA will rent to any group in need of a facility for regular meetings (whether weekly or monthly) for no more than three months. The rental group will have to provide proof of liability insurance, make agreed upon rental fee payments on monthly basis, follow all YMCA facility rental rules and the group's practices must be consistent with the YMCA's mission. This agreement can be broken by either party by giving thirty days written notice.*

## **Conduct Code for YMCA Members and Guests:**

### **DEFINITION**

The YMCA Conduct Code is a guide for the conduct of members and guests to permit the orderly and efficient operation of the YMCA and its programs.

### **GOAL**

The goal of the YMCA Board of Directors is to ensure an environment in which the YMCA mission can best be implemented. It is also their goal to provide a safe and clean environment for all individuals.

### **APPLICABILITY**

This policy shall apply to YMCA members and guests of the YMCA while on the YMCA premises; participating in YMCA programs; or representing the YMCA at sponsored activities, in instructional programs, or on competitive leagues and teams.

### **EXPECTED BEHAVIOR**

Members and guests are expected to conduct themselves in keeping with their level of maturity at all times and with respect for the rights and welfare of others.

### **BREACH OF CONDUCT**

Any conduct of a YMCA member or guest, which interferes with the implementation of the YMCA mission, shall be considered a breach of conduct.

Breach of conduct may include, but is not limited to the following actions, which occur on YMCA premises and all YMCA sponsored functions or as defined.

- A. The use of tobacco or any tobacco products in the YMCA.
- B. The use or possession of beer or liquor in the YMCA, at youth or adult activities.
- C. The use or possession of any controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- D. Attendance or participation in any YMCA activity in an intoxicated state or under the influence of a controlled or non-controlled substance unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- E. Disorderly conduct, including: temper tantrums, fighting or rowdy behavior; making loud noises so as to cause interference with another person, using abusive language or gestures which the individual knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies.
- F. Refusal to conform to policies, rules, regulations, directives, or requests of the YMCA employees or agents of the YMCA when acting within the scope of their employment or duties.

- G. Physical attacks or threats of physical attack to other members or individuals.
- H. Possession or use of dangerous weapons or objects.
- I. Acts of bigotry or intolerance of any kind.
- J. Criminal or illegal behavior.
- K. Committing a theft or robbery, or attempting to commit a theft or possessing stolen goods or property.
- L. Damaging, altering, injuring, defacing, or destroying any YMCA property; which may be owned, leased, rented or borrowed.
- M. Intimidation or harassment of others.
- N. The use of obscene, lewd or profane language.
- O. Trespassing on YMCA property; entering upon or into YMCA property without proper authorization.
- P. Unlawfully activating the YMCA fire alarm system.

### **Sanction/Disciplinary Actions:**

For those conduct violations which would initially be considered minor, including behavioral disturbances, profane language, or disruptions, the YMCA personnel will first make a request that the conduct violation stops before initiating further disciplinary actions.

### **Disciplinary Steps:**

1. Temporary removal from the YMCA or activity for a period of up to one day. Authority is given to any YMCA staff or agent directly responsible for supervision at that particular time.
2. Probation: the YMCA management staff may give conditional participation in YMCA activities or facilities during a trial period.
3. The YMCA management staff may make removal from the YMCA or activity depending upon severity of act.
4. The YMCA Board of Directors and the Executive Director shall determine expulsion from the YMCA or any of its programs for any indefinite period of time.
5. Full restitution for damaged, stolen, or destroyed property shall be a condition of continued participation in the YMCA or any of its programs.

The severity of any violation of the YMCA Conduct Code will determine the resulting disciplinary action, including immediate expulsion. Local law enforcement officials may be contacted if deemed necessary, regarding certain actions by members or guests.

In instances of removal from the YMCA or any of its activities by individuals under 18 years of age, parent(s) or legal guardian(s) will be notified of the conduct violation and resulting disciplinary action by the YMCA Program Manager, Aquatics Program Director or Executive Director.

***All illegal contraband will be turned over to the local law enforcement officials. In the event of removal from a YMCA program or the cancellation of YMCA membership or guest fee, there will be no refund of related fees.***

### **APPEALS PROCEDURES**

Any appeals of disciplinary action taken shall first be made to the YMCA Executive Director and then may be made to the YMCA Board of Directors.

**Please give us your email address to be able to receive our monthly email newsletter and various email blasts regarding Y program information!  
Email Anne at [astewart@mcymca.com](mailto:astewart@mcymca.com) to be added!**