

SALINE RECREATION CENTER RULES AND POLICIES

The Saline Recreation Center Rules and Policies have been established to provide consistent guidelines for use and operation of the Saline Recreation Center. Each patron is responsible for knowledge of the policies. Failure to observe the Rules and Policies may be cause for suspension or termination of all usage privileges associated with this facility. The City of Saline reserves the right to change policies in the best interest of the Saline Recreation Center operations. These policies will be posted and available upon request.

Approved by Saline City Council, April 16, 2007

Saline Recreation Center
1866 Woodland Drive
Saline, MI 48176
(734) 429-3502
(734) 429-5208 fax
www.city-saline.org

Hours of Operation:

Monday-Friday	6:00 am – 9:00 pm
Saturday	8:00 am – 6:00 pm
Sunday	12:00 pm – 6:00 pm

SALINE RECREATION CENTER RULES AND POLICIES

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SECTION A: GENERAL RULES

A1 Admittance Policy

A1.1 Patrons will not be allowed to enter the Saline Recreation Center (SRC) before scheduled opening hours and must exit promptly at closing time. The pools and spa close 15 minutes prior to building. Hours of operation are:

- Monday - Friday 6:00 a.m. to 9:00 p.m.
- Saturday 8:00 a.m. to 6:00 p.m.
- Sunday 12:00 p.m. to 6:00 p.m.

A1.2 To enter the Saline Recreation Center (SRC), patrons must do one of the following:

- have a current membership,
- purchase a daily pass,
- be enrolled in, or pay a drop-in fee, for a class, or
- check in as part of a group rental.

A1.3 Patrons are required to enter and exit through the front entrance and check in at the front desk in order to verify eligibility, prevent ineligible patrons from using our facility and streamline the check in process. By allowing only valid patrons into the facility, we can better maintain its features and keep fees low. Other doors are for emergency use only. Failure to check in at the front desk may result in expulsion from the premises.

SECTION A: GENERAL RULES

- A1.4 Children two years of age or younger are admitted free when accompanied by an adult.
- A1.5 Children must be ten years of age or older to enter and use the SRC without adult supervision. Children under twelve years of age are not allowed on the second level of the SRC unless they are participating in a program or attending Kids Corner.
- A1.6 Non-members enrolled in classes must purchase a daily pass to use the facility before or after class.
- A1.7 Spectators will be allowed for classes and special activities in the SRC without purchasing a daily pass if the following conditions are met:
- The spectator has checked in at the front desk.
 - The spectator is supervising, assisting, or chaperoning a person in a scheduled class, program or activity.

A2 General Facility Rules

- A2.1 The Saline Recreation Center is completely handicap accessible. No person, because of his/her handicap, shall be excluded from participating in recreational activities. Specialized services directed toward the social, personal and physical development of the individual are provided for those persons needing special programming or assistance. Please call the Parks and Recreation Director at (734) 429-3502. Saline Parks and Recreation complies with all Americans with Disabilities Act (ADA) regulations and guidelines.
- A2.2 Washtenaw County no-smoking laws prohibit smoking within 20 feet of the building. People under the influence of, or in possession of alcohol, drugs or other controlled substances, will not be allowed on the property and may be reported to police for further investigation.
- A2.3 Saline Parks and Recreation has the right to reserve or restrict the use of any area of the SRC for any reason such as classes, special events, and maintenance. As much advance notice as possible will be given.

SECTION A: GENERAL RULES

- A2.4 Children are expected to be picked up promptly upon building closing time or conclusion of program.
- A2.5 No cameras, cell phones or any other devices capable of taking still or video pictures shall be allowed in any locker room, changing room or rest room.
- A2.6 No use of open flames such as candles, sterno, etc., is permitted in the building.
- A2.7 Removal of SRC property from the building is prohibited.
- A2.8 Search of personal belongings – For safety and security reasons, SRC staff shall have the right to search bags and personal belongings on the premises. Guests refusing the search may be asked to leave immediately, and further be restricted from the property indefinitely subject to trespassing
- A2.9 The SRC or a portion of the SRC may be closed for needed maintenance and repairs, from time to time as needed, for the comfort and safety of all.
- A2.10 All patrons may use Saline Recreation Center's athletic equipment free of charge. The person checking out the equipment is responsible for its safe return. Basketballs are stored in the basketball rack in the gymnasium.
- A2.11 No person shall use the SRC premises or equipment therein for private gain.
- A2.12 Instruction of any kind, including unpaid instruction, by anyone other than Saline Parks and Recreation employees is strictly prohibited.
- A2.13 Pets or animals of any kind are not allowed in the SRC (with the exception of service animals). Please contact the Saline Parks & Recreation Director at (734) 429-3502 if special accommodations are required.
- A2.14 Suggestions and comments are always welcome to assist the Parks and Recreation staff to make positive changes. Suggestion cards are available at the front desk.

SECTION A: GENERAL RULES

A3 Exercise Precautions

- A3.1 The following precautions should be considered before beginning an exercise program:
- Patrons are encouraged to consult a physician prior to engaging in an exercise program and limit activities taking into account physical condition and skill level.
 - Refer to the instruction placards when using all exercise equipment.
 - The City of Saline is not responsible for injuries or damages which may occur on or about the premises of the Saline Recreation Center.
- A3.2 Exercise at your own risk.
- A3.3 Fitness Room orientation classes are available and recommended for all Patrons.

A4 Patron Conduct

- A4.1 Patrons are expected to be courteous towards others and follow SRC rules and regulations. The following actions are prohibited and may be cause for suspension or termination of facility use privileges and/or legal prosecution:
- Harassment, intimidation, or similar actions towards staff and patrons.
 - Vulgar, obscene, abusive, derogatory, taunting or demeaning comments or gestures.
 - Destructive or dangerous behavior towards people, equipment or facilities (including fighting).
 - Violation of common law.
 - Theft, attempted theft, taking control over or possessing another person's property without their permission, destruction or damages to another person's property.
 - Public display of affection.
- A4.2 The City of Saline and SRC will not tolerate sexual harassment, including but not limited to, any unwarranted or repeated verbal or physical sexual advances, sexually explicit, provocative, or suggestive statements.

SECTION A: GENERAL RULES

- A4.3 Running is not allowed in the SRC, except in the gymnasium. Patrons must hold basketballs, volleyballs, etc. while they are not in the gymnasium.

A5 Patron Dress and Hygiene

- A5.1 Appropriate dress is required at all times. All clothing must exhibit good taste and contain no obscene or offensive words or pictures. SRC staff shall be the judge of proper attire.
- A5.2 Patrons entering the SRC must wear a shirt and shoes while using the facility, including the gymnasium and the weight room. Shoes must be clean of dirt and grit before entering the work out facility. Separate gym shoes are encouraged.
- A5.3 Swimming attire shall include a lined bathing suit suitable for public use.
- A5.4 Wet clothes are not allowed in the SRC outside of the Aquatic Center and locker rooms. All patrons are encouraged to bring or wear a dry change of clothes. Patrons must be fully dressed before leaving the locker rooms.
- A5.5 Personal hygiene shall not be offensive.

A6 Fire and Other Emergency Evacuation

- A6.1 In the event of fire, pull the fire alarm and exit the building through the nearest exit. Do not use the elevator. Follow instructions from the Saline Parks and Recreation staff.
- A6.2 Emergency evacuation plans and shelter areas are posted in each room.

A7 Accidents and Injuries

- A7.1 Participate at your own risk.
- A7.2 The City of Saline is not responsible for accidents for injuries that are incidental to the activities and/or use of the facility or equipment at the SRC.

SECTION A: GENERAL RULES

- A7.3 Lifeguards and some staff possess CPR and AED certifications and will apply lifesaving techniques when required.
- A7.4 AED (Automated External Defibrillator) machines are located at the reception desk and in the Aquatic Center. The use of AED machines is limited to trained staff.
- A7.5 An ambulance may be called upon request. If a person is unconscious or unable to respond, an ambulance may be called at the discretion of a staff member.
- A7.6 SRC staff will not provide transportation.
- A7.7 First aid for minor injuries is available at the front desk or the pool office. Supplies such as ice, band-aids, gauze, rubber gloves are available at the front desk. These items shall be self-administered.
- A7.8 All patrons receiving first aid must fill out an Accident Report with a SRC staff member regardless of the extent of the injury.
- A7.9 All accidents and injuries requiring assistance will be documented in an Accident Report.

A8 Bad Weather

- A8.1 Severe weather conditions may require actions necessary to ensure guest safety.
- A8.2 During a tornado “watch”, the SRC staff will monitor local radio stations and/or maintain communications with the Saline Police Department. All activities will continue as usual during a “watch”.
- A8.3 During a tornado “warning”, the SRC staff will suspend or cancel all activities and monitor local radio stations and/or maintain communications with the Saline Police Department until an “all clear” is issued. Patrons will be instructed to go to the multipurpose room. Avoid upper level and glass areas. Do not use elevator. Patrons 18 years and older may leave at their own risk.

SECTION A: GENERAL RULES

Patrons age 17 years and younger will be required to remain unless accompanied by their parent or adult guardian. Children in the Kids Corner area will be taken to the multipurpose room.

- A8.4 On “snow days”, every attempt will be made to maintain normal operations during extreme snowfalls. Drop-in activities will continue as scheduled provided staff is available. Scheduled classes and programs may be cancelled. Day and evening classes will be decided separately. Every effort will be made to contact registrants if classes are cancelled.

A9 Food & Beverage Policy

- A9.1 Spill proof, unbreakable water bottles, containing water only, will be allowed in activity areas.
- A9.2 Food shall not be consumed in the activity areas (gym, fitness rooms, aerobic studio, pool, racquetball court, locker rooms). Food is permitted in the lounge and designated rooms during facility rentals.
- A9.3 Patrons are expected to use waste receptacles for disposal. Report accidental food and beverage spills immediately.
- A9.4 No gum chewing in the building.
- A9.5 Lost money associated with the vending machines should be reported to the front desk.

A10 Lost & Found

- A10.1 Do not bring valuables in to the SRC. Saline Parks & Recreation is not responsible for loss, theft or damage to patrons’ personal property. If a theft occurs, it is the patron’s responsibility to file a police report with the Saline Police Department.
- A10.2 Lost & Found is located in the lounge area for general items such as bags, towels, and clothing. Unclaimed items are stored for a time and then donated to Saline Social Services.

SECTION A: GENERAL RULES

Valuable items are tagged and forwarded to the Saline Police Department. Personal care items may be discarded immediately. Items left over night will be considered "lost" and put in the Lost & Found container.

A11 Bulletin Boards/Literature Racks

- A11.1 Non-profit organizations based in the Saline area wishing to display materials for special events may submit requests to the front desk. Only non-profit community events held in Saline will be considered. Private or commercial announcements will not be allowed.
- A11.2 Advance approval from the Facility Manager is required for the posting of information.
- A11.3 Postings will be permitted no more than one month in advance of an event and will be removed immediately after the event or one month, whichever comes first.

SECTION B: MEMBERSHIP

B1 Membership Definitions**B1.1 Resident Definition**

- Residents and property owners residing within the City of Saline city limits.
- Employees who work for businesses located in the City of Saline.
- Residents and property owners within Pittsfield Township in the Saline School District.
- Employees who work for businesses located in Pittsfield Township within the Saline School District.

B1.2 Age Definition

- Adult – 13 - 59 years of age
- Child – 3 - 12 years of age
- Senior – 60 years of age or older
- Student – 18 - 22 years of age

B1.3 Family Definition

Those persons living together as parents/guardians and those claimed on their income tax as dependents. Nannies, au pairs, extended family, exchange students or anyone else who is *not* claimed as a dependent on income tax is not eligible on the family membership. SRC may ask you to show a copy of the previous year's income tax forms to verify dependent status.

B2 Membership Information

B2.1 If you purchase a daily pass and before the end of that day you would like to upgrade to a monthly or yearly membership, the daily price will be deducted from the membership price.

B2.2 If you purchase a monthly membership and within that month you would like to upgrade to a yearly membership, the cost of the monthly membership will be deducted from the yearly cost. The membership start date remains your original sign up date.

SECTION B: MEMBERSHIP

- B2.3 If you renew your membership before it expires, you will receive a 10% discount (this excludes corporate memberships). The membership expiration date remains the original date.
- B2.4 Annual members receive discounted rates on designated classes and activities as advertised in the Parks & Recreation program brochure.
- B2.5 Annual members are eligible to register for swim classes three days before the general public. Designated registration dates are in the brochure.
- B2.6 If a child is two years of age or younger, the parent must have an annual membership to qualify for early registration. If the child is three years of age or older, the child must have an annual membership.
- B2.7 Summer student memberships are available May 1 – September 1. Dates are not negotiable and fees will not be prorated.
- B2.8 Photos will be taken of all members using the photo ID entry system.
- B2.9 Falsifying information on membership applications, using a membership that is not your own, or allowing someone to use your membership, are all cause for disciplinary action, which may result in expulsion from the facility and revoking of the membership.

B3 Membership Refunds

- B3.1 There shall be no refunds, transfers or pro-rations on membership purchases except for relocation or medical reasons; **written documentation must be submitted to the Parks & Recreation Director in advance.** Approved membership refunds will be prorated for the remainder of the contract calibrated in full months and a \$25.00 refund charge will be deducted from the refund.
- B3.2 Patrons may freeze their membership for three to six months per twelve-month period due to temporary relocation or for medical reasons; **a pass freeze form and documentation must be submitted to the Parks & Recreation Director in advance.** A \$10.00 processing fee is due at the time of the pass freeze

request and covers all pass holders on the membership, provided they are listed on the same pass freeze form.

B3.3 No refunds on corporate, monthly, or summer student memberships.

SECTION C: CLASSES, PROGRAMS, EVENTS

C1 Registrations

C1.1 Class, program and event registrations are accepted on a first come, first served basis. All registrations must be paid in full at the time of registration. Swim class registrations received before open registration dates will be returned to the customer (see program brochure for details).

C1.2 Mail In Registration

- Mail registration forms and payment to Saline Parks and Recreation, 1866 Woodland Dr., Saline, MI 48176.

C1.3 Walk In Registration

- Saline Parks and Recreation (Saline Recreation Center, 1866 Woodland Dr. Saline, MI. Registrations are accepted M - F 6 am – 8:30 pm; Sat. 8 am – 5:30 pm, Sun 12 noon – 5:30 pm.

C1.4 Fax In Registration

- Fax completed registration form with Visa, Master Card, Discover Card information to (734) 429-5208, 24 hours/day, 7 days a week. Please call (734) 429-3502 during operating hours to ensure your fax was received. Registrations will be processed if space is available in the class or program.

C1.5 Phone In Registration

- (734) 429-3502 Monday – Friday, 7 am – 4 pm ONLY. Credit card payment is required at time of registration. Please have your credit card readily available.

C1.6 Registrations received after the posted deadline may be subject to a late registration fee. Deadlines and fees are listed in the program brochure.

SECTION C: CLASSES, PROGRAMS, EVENTS

C2 Payment Methods – Cash, Personal Check, Credit Card

C2.1 Cash

C2.2 Personal Check

- Make personal checks payable to City of Saline. You will be asked to show identification such as a valid driver's license. ID number and phone number will be written on the check by SRC employees.
- There will be a \$28.00 fee for all returned checks. Any patron with a Non-Sufficient Fund (NSF) check will be notified by City Hall. A phone call will be made first with request for payment in cash or cashier's check to City Hall. If not paid within the allotted time, a Certified letter will be sent with signature of receipt required. Finally, it will be turned over to the Washtenaw County Prosecutor's office for settlement.

C2.3 Visa/Master Card/Discover Card Security Numbers

- Phoned-in and faxed-in registrations require the 3-digit code on the back of the credit card. For security purposes, your information will be shredded upon completion of the transaction.

C3 Cancellation and Refund Policy for Classes, Events, and Programs

C3.1 When SRC Cancels a Registration

- A minimum enrollment may be required to begin or continue an activity. The Parks and Recreation Department reserves the right to cancel an activity based on insufficient enrollment or other conditions beyond our control. Every effort will be made to promptly notify registrants of program cancellations. When the SRC cancels a program, customers will receive a full refund. If a class or program has already started, the refund will be prorated.

C3.2 When the Customer Cancels a Registration

- To receive a refund on cancellation for a program/event, or class enrollment, customers are required to complete and submit a Refund Request Form, available at the SRC front desk. If you do not submit a refund request, you will not receive a refund.

SECTION C: CLASSES, PROGRAMS, EVENTS

- For swim classes a full refund will be issued prior to the first day of class; an administrative fee will be deducted from the refund. After the second day of class, no refunds will be issued. Extenuating circumstances will be referred to the aquatic coordinator.

C3.3 Applying for a Refund

- When applying for a refund after the start date of a program/event or class (other than swim classes and Kids Camp) the refund will be prorated regardless of attendance based on the date you submitted the request. No refunds will be given after the conclusion of the class/program/event.

C3.4 Credit Card Refunds

- If you paid with a credit card, the refund will be processed and credited directly to your credit card. A \$10.00 administrative fee is deducted from the amount owed to you. Or, for a \$1.00 fee, you may choose to have your refund put on a "Rec Account". The refund amount, less \$1.00 will be held on account until you request to apply the credit toward anything at the Saline Recreation Center.

C3.5 Cash or Check Refunds

- If you paid by cash or check, you will be refunded by check. Refunds are processed through Saline City Hall and usually take 2-3 weeks to be mailed to your home. A \$10.00 administrative fee is deducted from your refund. Or, for a \$1.00 fee, you may choose to have your refund put on a "Rec Account". The refund amount, less \$1.00 will be held on account until you request to apply the credit toward anything at the Saline Recreation Center.

C3.6 If the facility closes due to unforeseen circumstances, daily patrons that are affected by the closure will be issued a rain check.

C3.7 No refunds on lost or stolen punch cards, such as Kids Corner, weight lifting, aerobics, utility passes, etc. Punch cards are non-transferable.

SECTION D: AQUATIC CENTER RULES

D1 General Aquatic Center Rules

- D1.1 Patrons are responsible for recognizing their own limitations and acting in the best interest of their own safety.
- D1.2 No swimming unless a lifeguard is on duty.
- D1.3 Lifeguards are authorized to enforce any rule, either written or unwritten, which will ensure the safety of our patrons and staff.
- D1.4 Patrons are not to visit or engage in unnecessary conversation with the lifeguards while they are on duty.
- D1.5 A responsible individual must accompany all children under 42 inches. The responsible individual must be within an arm's reach of the child at all times.
- D1.6 An adult must accompany children under ten years of age and the adult must remain in the aquatic center at all times.
- D1.7 Michigan State law requires patrons to take a soap shower before entering the pools or spa. Lifeguards are authorized to refuse pool use to patrons who have not showered.
- D1.8 Special needs in regards to social, personal or physical issues can be discussed in private. Contact the Parks and Recreation Director at 429-3502.
- D1.9 Persons with infectious or communicable diseases or open sores may not use the pool or spa. Do not enter the water if you have had diarrhea or a contagious disease in the past two weeks. Band Aids must be removed and disposed of properly before entering the water.
- D1.10 Saline Parks and Recreation classes have priority use of the pools. Use of specific areas of the Aquatic Center may be restricted due to SRC programming.

SECTION D: AQUATIC CENTER RULES

- D1.11 Children who are not 100% toilet trained must wear a tight fitting swim diaper. Regular disposable diapers are not allowed. Swim diapers are available for sale at the front desk.
- D1.12 Swimsuits are required in the pools. Street clothes, cut-offs and athletic apparel are not allowed in the pool. Men/boys' swimsuits must have a sewn in liner.
- D1.13 Street shoes are not allowed on the pool deck. This is for sanitary reasons and the safety of all swimmers. Pool sandals or crocs may be worn.
- D1.14 Diving is allowed in the deep end of the lap pool only. Front dives only. Flips or twists are not permitted.
- D1.15 Starting blocks may only be used with permission from aquatic staff.
- D1.16 Lap lanes are available for continuous lap swimming only. Circle swimming will be necessary when there are more than two swimmers in a lane. Be courteous of other swimmers as lane sharing will usually be necessary.
- D1.17 No running, pushing, wrestling, rough play, dunking, throwing other swimmers, riding on shoulders, foul language, hypoxic training, spitting, pollution of the water, hanging on pool dividers/lane lines or any other behavior which would distract the lifeguards from maintaining a safe environment for everyone.
- D1.18 All flotation devices including life jackets must be U.S. Coast Guard approved. No inflatables.
- D1.19 Use of equipment is limited to lap swimmers. Equipment must be used properly and returned to its storage location after use. Fitness equipment is for adult use only.
- D1.20 Towels and swim gear are allowed in the aquatic center. All other belongings must be stored in the locker room.
- D1.21 In the event of severe weather, patrons may be asked to leave the Aquatic Center for the duration of the storm. SRC staff will provide safety instructions to patrons.

SECTION D: AQUATIC CENTER RULES

- D1.22 Food, drinks, gum, and glass containers are not permitted in the Aquatic Center. Only spill proof plastic bottles containing water are permitted.
- D1.23 The patio is available for use weather permitting. Patio doors are not a building entrance or exit and are to be used only in an emergency. Food and drinks in plastic containers are permitted. Deck chairs are available for patrons' use. Shower before re-entering the pool. Smoking is prohibited.
- D1.24 Saline Parks and Recreation staff reserves the right to deny use of the pools to anyone at any time.

D2 Deep End Test

- D2.1 The deep end test consists of comfortably swimming 25 yards (one length of the pool) freestyle or breaststroke and treading water for one minute. Patrons under the age of 16 years must pass the deep end test before swimming in the lap pool. Patrons 16 years and older are permitted to use the lap pool without passing the deep end test. However, lifeguards may request any patron (regardless of age) to take and pass the test before using the lap pool.

D3 Spa Rules

- D3.1 Children under 14 years of age are not permitted in the spa.
- D3.2 There is a 15-minute time limit for anyone using the spa.
- D3.3 Pregnant women, elderly persons, and persons suffering from heart disease, diabetes, or high or low blood pressure, should not enter the spa without prior permission from their doctor.
- D3.4 Long exposure may result in nausea, dizziness or fainting.

SECTION D: AQUATIC CENTER RULES

D4 Aquatic Center Accessories**D4.1 Inflatable Volleyball**

- Do not stand or jump on the inflatable.
- Do not hang on the security ropes.
- Keep away from the side of the pool.
- No jumping, stepping or crawling onto the inflatable from the side of the pool.

D4.2 Tot Slide

- Must be under 48 inches tall to ride.
- No zippers, metal buttons or snaps.
- Must ride feet first while sitting upright.
- Only one person at a time.

D4.3 Diving Board

- Patrons must have passed the deep end test to use the diving board in the lap pool.
- The diving board is not to be used unless a lifeguard is stationed at the board.
- One person on the board at a time. No one on the ladder until the diving board is cleared.
- Do not dive until the previous diver has cleared the area below the board and has reached the side.
- Dive in a forward direction only. No flips, twists, or somersaults.
- No running or horseplay on the diving board.
- Only one bounce on the diving board.
- Swimmers must stay out of the diving area while board is in use.
- The fulcrum must stay in the forward-most position

SECTION E: FITNESS ROOM RULES

- E1 Exercise/lift at your own risk.
- E2 Patrons must be 16 years of age or older to use the fitness equipment and weights in the cardiovascular and free weight rooms.
- E3 Children 11 years of age and younger are not allowed in either weight room at any time.
- E4 Youth from 12-15 years of age are allowed to use the nautilus and cardiovascular equipment when accompanied and supervised by a parent or guardian. Youth age 12-15 are NOT permitted to use free weights at any time.
- E5 PROHIBITED – strollers, baby carriers and children sitting while parent/guardian is working out in the cardio or free weight rooms or hallways.
- E6 Proper use of fitness equipment is expected. Observe instruction placards on the equipment. If you require further assistance, please ask at the front desk. Fitness room orientation classes are available and recommended for all new patrons.
- E7 Sign up boards for the cardiovascular equipment are posted on the wall. Write your name on the appropriate board and pay attention to your turn. Cross your name off the list just before using the machine.
- E8 There is 30-minute time limit on all cardiovascular equipment. If there is no one waiting (signed up on the board) when the 30 minute time expires, the patron may continue using that equipment for an additional 30 minutes. Please be aware and considerate of others waiting to use the equipment.
- E9 No foul language or disruptive behavior is permitted.
- E10 Only water in plastic spill proof containers is permitted.
- E11 Do not leave bags or coats in weight room. Use lockers for storage.

SECTION E: FITNESS ROOM RULES

- E12 Patrons must wear a shirt and appropriate footwear at all times. Prohibited: sandals, flip flops, open toed and heel shoes, boots, cleats or street shoes.
- E13 Bathing suits, torn or baggy clothing that could get caught in equipment are not allowed.
- E14 Wipe off equipment after each use; wipes are located in each weight room.
- E15 Do not monopolize equipment.
- E16 Do not drop or bang weights. Return all weights and dumb bells to racks when finished. Do not move equipment. Use equipment for intended purposes only.
- E17 Televisions located in the cardio weight room are muted. Patrons must bring personal FM radios to hear the television. Each television has an FM transmitter; FM stations are posted on each unit. Only SPR staff may operate televisions. To change a channel, please see the front desk.
- E18 Headphones are required for all personal music devices.
- E19 The use of chalk is not permitted on any machines or free weights.

SECTION F: RACQUETBALL RULES

- F1 Only clean, dry court shoes are permitted; no street shoes are allowed.
- F2 Everyone must pay court fees, except league players during league games.
- F3 The racquetball court is available to rent by the hour on the hour. Reservations will be taken 24 hours in advance without prepaying. You have the option to secure court time further ahead by prepaying. If you choose to prepay your registration it is non-transferable and non-refundable.
- F4 Reservations will be held for 15 minutes past the scheduled court time, and then cancelled if no one has shown up.
- F5 Spectator viewing area is on the second floor.
- F6 Limit of four people playing racquetball and 12 playing wallyball on the court.
- F7 Eye protection is strongly recommended for your safety.
- F8 Wallyball set up and take down time is included in the wallyball rental hour.
- F9 Saline Parks and Recreation reserves the right to cancel and reschedule court times as needed.

SECTION G: GYMNASIUM RULES

- G1 Patrons will abide by the Conduct Rules set forth in Section A: General Rules.
- G2 Patrons must wear a shirt and appropriate footwear at all times. Separate work-out shoes are encouraged. Clean, dry, non-marking, athletic shoes must be worn at all times. Boots, sandals or street shoes are not permitted.
- G3 No food or drinks permitted in the gym. Water in plastic spill-proof containers is allowed.
- G4 Not responsible for personal belongings that are lost, stolen or damaged. All personal belongings must be stored in a locker.
- G5 Do not leave anything on the track or gym floor. Do not stand or sit on the track.
- G6 Prohibited: Hanging from the nets, rim or backboard, dunking, spitting, gum, fighting, foul language, unsportsmanlike behavior.
- G7 If the dividing curtain is down, use of the track may be restricted. A walking schedule will be posted outside Gym A on the bulletin board.
- G8 If the dividing curtain is down for a league or other activity, full court basketball is not allowed.
- G9 Any player who is bleeding must stop play and report to the front desk for First Aid.
- G10 Gym doors are alarmed emergency exits only. **Letting someone in through these doors will be asked to leave and will be suspended from the facility.**
- G11 Full court basketball is allowed in Gym A only.
- G12 Saline Parks and Recreation classes and events will take priority on gymnasium use. The gym schedule will be posted outside Gym A on the bulletin board. Events that affect the normal use of the gym will be posted with as much notice as possible.

SECTION H: LOCKER ROOM RULES

H1 Family/Special Accommodation Locker Room

H1.1 There is a family/special accommodation locker room located in the aquatic center. Access to the locker room is through the pool walkway.

- Use of this locker room is reserved for parents with opposite gender children ages 5-9 and those who require ADA accessible facilities
- All other patrons must use their respective locker rooms
- Use changing rooms quickly as other patrons may be waiting
- Don't leave belongings in changing room; use lockers
- Patrons must be fully dressed in the public use area of locker room

H2 Mens' and Womens' Locker Rooms

H2.1 Boys and girls age five and older must use their gender appropriate locker rooms.

H2.2 SRC is not responsible for lost or stolen items. Lockers are available on a "first come, first served" basis. Bring your own lock.

H2.3 No cameras, cell phones or any other devices capable of taking still and/or video pictures shall be allowed in any locker room, changing room or rest room.

H2.4 Prohibited: running, rowdiness, loud noises, food and drink. Water in plastic spill proof containers is permitted.

H2.5 Dry off in the shower area before returning to the locker area.

H2.6 Patrons must clean up all powder, baby oil, etc. spills.

H2.7 Notify a building supervisor or the front desk staff immediately if you witness any unusual activity such as theft, unruliness, etc. in the locker rooms.

SECTION H: LOCKER ROOM RULES

H2.8 Locks are not allowed on lockers over night. All locks left on lockers over night will be cut off and all items will be placed in the Lost and Found.

H2.9 Turn showers off after use.

H3 Men's' and Women's Locker Rental

H3.1 Lockers in the alcove area of the men's and women's locker rooms may be rented on an annual basis.

H3.2 Patrons must complete a locker rental contract and have it approved by the Parks & Recreation Director.

H3.3 Lockers must be cleaned and aired out overnight on a bi-monthly basis according to the Parks & Recreation schedule. Proper hygiene is encouraged and expected.

H3.4 Patrons must provide their own locks.

H3.5 Saline Parks & Recreation reserves the right to cancel locker contracts at any time.

H3.6 All personal items must be stored inside the locker.

H3.7 Saline Parks & Recreation is not responsible for lost, stolen or damaged items.

H3.8 No refunds.

SECTION I: KIDS CORNER RULES

- I1 Kids Corner is a drop-in childcare service for children ages two months to nine years. Michigan law requires parents to remain in the building when their child is in Kids Corner.
- I2 Capacity: 20 children total in the room; two infants per caregiver.
- I3 Payment methods: Purchase single use visits at the front desk and give the receipt to the Kids Corner caregiver. Or for your convenience, you may purchase Kids Corner multi-visit punch cards at the front desk.
- I4 On the first visit to Kids Corner, a child information sheet must be completed, signed and on file prior to leaving your child. Update information if it has recently changed. Parents will receive the Kids Corner Parent Handbook and must follow all policies therein.
- I5 For the well being of your child, staff and all others who enter Kids Corner, parents must adhere to the illness policy in the Kids Corner Handbook. Report all contagious diseases to the Kids Corner Supervisor immediately in order to notify other parents of children who may have been exposed to the disease.
- I6 Parents must sign their child(ren) in and out each time they use Kids Corner. Fill in all information completely.
- I7 If an adult other than the parent wishes to leave the child in Kids Corner, both parties must complete a waiver BEFORE the child attends Kids Corner.
- I8 Kids Corner hours are posted in the room. Be prompt at closing time.
- I9 Kids Corner staff will not change diapers or clothes or assist in toilet training. If the child needs any of these, the parent will be summoned promptly. Diapers are to be changed on the changing table in the bathroom only, and not on the floor.
- I10 Children are not permitted to have bare feet in Kids Corner.
- I11 Drinks and bottles must be in plastic spill-proof containers. Peanut-free snacks and drinks are welcome. Please label all containers.

SECTION I: KIDS CORNER RULES

- 112 All belongings must be clearly labeled with child's name.
- 113 In the event of a tornado warning, all children will be taken to the multi-purpose room. In the event of a fire or emergency evacuation all children will be taken to the tennis court on the east side of the building. Parents should meet their children there.
- 114 Children are welcome to bring in their own toys at any time. Saline Parks and Recreation will not be held responsible for lost or damaged items. Toys that encourage violence or are disruptive are not allowed.
- 115 The complete list of rules and policies for Kids Corner is in the Kids Corner Handbook.

SECTION J: AEROBIC STUDIO RULES

- J1 Patrons must be registered for a class, hold a utility pass or pay a drop in registration fee to be in the aerobic studio.
- J2 PROHIBITED – strollers, baby carriers and children sitting while parent/guardian is working out in the aerobics, cardio or free weight rooms or hallways.
- J3 Proper use of the equipment is required.
- J4 If you have questions, ask your fitness instructor.
- J5 Report damage to fitness instructor or front desk staff.
- J6 Spill proof, unbreakable water bottles, containing water only, will be allowed in activity areas.
- J7 Do not leave bags, coats, shoes, personal items, etc. in the aerobic studio. Use lockers.
- J8 Patrons must wear shirt and appropriate footwear at all times, non-marking sole shoes.
- J9 Wipe off equipment after each use. Wipes are located on the aerobic studio wall.
- J10 Return all equipment to its proper location in the storage area.

SECTION K: TEFFT PARK PATHWAY

- K1 Use caution, courtesy and common sense at all times!
- K2 The Tefft Park pathway is a non-motorized pathway designed to connect users to individual neighborhoods, parks, schools and retail centers. No motorized vehicles are permitted. All pathways are multi-use. Users should expect to encounter walkers, joggers, roller bladders, bicyclists, hikers, wheelchairs and even pathway maintenance vehicles. To promote a safe environment for all pathway users, Saline Parks and Recreation recommends the following:
- K3 All Users:
- Show courtesy and respect to other pathway users at all times.
 - Use right side of pathway.
 - Announce yourself, and pass other users on the left.
 - Avoid putting yourself or others at risk.
 - Keep pets on a leash.
 - Pick up after pets and dispose of waste properly.
 - YIELD to wheelchairs, no matter who has the right of way.
- K4 Bicyclists:
- Give audible warnings when passing pathway users.
 - Ride at a safe speed.
 - Helmets are recommended.
 - Be predictable! Ride straight ahead.
- K5 Pedestrians:
- Stay to the right.
 - Watch for other pathway users.
 - Be especially alert when running.
 - Listen for audible signals and allow faster pathway users to pass freely.
- K6 Roller Bladers:
- Blade at a safe speed.
 - Listen for audible warnings and allow faster pathway users to pass freely.
 - Helmets and protective gear are recommended.
 - Be predictable! Blade straight ahead.