Policies ***NORDBY CENTER FOR RECREATION***

(Huron Area Wellness and Recreation Center, Inc.)

***GENERAL RULES & REGULATIONS***

***The following rules and regulations governing the use of the recreational facility at the Nordby Center for Recreation have been created to provide an enjoyable atmosphere for each participant, equal opportunity of use and to protect an individual’s rights while using the facility, participating in programs and events, and using its services.  As a member of the NCR, you have a responsibility to understand and abide by these guidelines.  To ensure everyone’s safety and enjoyment, the NCR Staff will enforce the usage guidelines and other posted regulations.  Failure to abide by these rules and regulations may result in modified or revoked membership privileges.***

***CONDUCT***

***NCR Code of Conduct is enforced at the facility at all times.  Use of the facility and/or participation in its programs is a privilege with all members and participants expected to be good citizens and respect the rights of others.  Individuals who engage in unacceptable or irresponsible behavior may have their access to the Nordby Center for Recreation revoked or modified indefinitely as determined by the Executive Director, the staff and the Board of Directors.  Loitering is not permitted.***

***NCR MEMBERSHIP CARD***

***A valid NCR check-in card is required to enter the NCR.  Member Cards are non-transferable and for the exclusive use of the person named on the card.  The cards must be carried at all times and may not be used by anyone other than who is named on the card. NCR member cards remain the property of NCR and must be surrendered to the Nordby Center for Recreation upon demand.  Any NCR member card that is presented by someone other than the rightful cardholder will be confiscated; if determined that the rightful cardholder allowed their member card to be used by someone else will result in termination of the membership.  The Nordby Center for Recreation staff reserves the right to request identification at any time including requesting additional picture IDs to verify proper identity.***

***Violations include but not limited to:***

* ***Leaving the building through unauthorized exits***
* ***Allowing another person to use your member card***
* ***Knowingly aiding in providing access to unauthorized users***
* ***Assigning your own or another’s NCR member card to unauthorized users***
* ***Allowing others to enter through emergency exits***

***A strict member card policy is enforced when entering the NCR.  No member will be allowed into the building without his or her member card or member number.   Members must swipe their NCR card at the front desk “check-in computer” to gain access to the facility.  Members may be asked to show ID.***

***\*\*If your card has been lost or stolen, you may obtain a new card at the front desk for a fee.***

***EQUIPMENT ISSUE RULES***

***Equipment (balls, racquets, etc.) is available for borrowing from the Front Desk. Equipment must be signed out.***

1. ***Equipment must be returned at least 15 minutes prior to closing time.***
2. ***Individuals will be charged a fee for damaged or lost equipment.  Fee will be determined based on fair market value/replacement cost of the item.***
3. ***Basketballs/volleyballs must be returned to the racks.***

***LOCKER ROOM POLICIES***

1. ***The Nordby Center for Recreation is not responsible for lost, stolen or damaged personal property.***
2. ***Please report suspicious individuals wandering through the locker room to the Front Desk.***
3. ***Please use discretion when bringing children of the opposite sex into the locker room with you.  If you feel an older child is in the wrong locker room, please report it immediately to the staff at the Front Desk.***
4. ***WARNING:  Wet surfaces in the locker room may be slippery.  Please watch your step.***
5. ***Cell phone usage is not permitted. Under no circumstances can pictures be taken in the locker rooms.***
6. ***Food is not permitted in the locker rooms.***
7. ***No loitering is permitted in the locker room.***

***LOCKER RENTAL***

* ***Cost: Locker rental fees will be charged on an annual basis.***

***LOST AND FOUND***

1. ***Lost and Found is located in the lobby closet.***
2. ***Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time.  Other items of value will be put in the main office.***
3. ***Lost NCR member cards will be held at the Front Desk for retrieval.***
4. ***Wallets, cell phones, MP3 players, and other items deemed to be of high value will be stored at the front desk or offices.***
5. ***The Nordby Center for Recreation or its staff is not responsible for lost, stolen, or damaged property.***

***FOOD, CHEWING, GUM AND DRINKS***

***Food, chewing gum and non-water drinks are only permitted in the lobby area with users required to dispose of all items properly.  Food, chewing gum and non-water drinks are not allowed in the activity areas (gym, fitness rooms, pool, weight-room, or courts). Water is allowed in activity areas only if it is in an enclosed, unbreakable container.  Glass containers are prohibited at all times.***

***SMOKING/USE OF TOBACCO PRODUCTS***

***Smoking and tobacco products are prohibited in the facility, at entrances/exits and in the parking lot.***

***ALCOHOL AND DRUGS***

***Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facility.  Individuals may not use the facility while under the influence of drugs or alcohol.  The NCR staff reserves the right to question any individual and ask them to leave and/or deny entrance if suspecting someone under the influence.***

***CELL PHONES***

***Cell phone photography is prohibited unless prior written authorization is obtained from the Executive Director.***

***HANDICAP ACCESS***

***The NCR is designed to accommodate patrons of varying abilities. Recreation staff is available to provide special assistance to members with disabilities whenever needed. Pool area is equipment with a handicap accessible chair.***

***ATTIRE/CONDUCT***

***Proper athletic attire must be worn in the facility at all times.***

* ***Except for the pool, shirts, shoes and pants/shorts are required at all times.  Sports bras only are not acceptable.***
* ***Shoes are required to be worn at all times except for in the pool and locker rooms.  Non-marking athletic shoes are required in the fitness areas, gym, courts and other areas when engaged in physical activity.***
* ***Participants must bring a second pair of gym shoes to use in all fitness areas and courts. Soles must be clean of debris, dirt, etc.***
* ***The use of swim caps is highly encouraged for those pool users with hair longer than 1 inch.***
* ***Eye guards are recommended in racquetball areas.***

***INJURIES AND EQUIPMENT FAILURES***

***Injuries, accidents or equipment failures should be reported immediately to staff at the Front Desk.***

***MOVING EQUIPMENT***

***Only NCR staff may move equipment in the facility***

***SPITTING***

***Spitting is prohibited in the facility and Hohm Courts.***

***CLOSING TIME***

***All areas including locker rooms should be vacated by closing time each night.  Reminders will be announced over our public address system.  All day lockers should be emptied fifteen minutes prior to closing.***

***FACILITY CLOSURES***

***Facilities may be closed and/or reservations canceled when warranted (i.e. special events, maintenance projects, and inclement weather).***

***POSTED RULES***

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

***PHOTOS***

***Photography and/or videotaping inside the NCR is not allowed unless prior written authorization is obtained from a Director.  Use of camera phones and videophones is not permitted inside the facility unless approved by parties involved.***

***OPEN RECREATION***

***The Nordby Center for Recreation staff is dedicated to maintaining open recreation space for all members to engage in various recreational activities without prior reservations.  Players are encouraged to be inclusive of others during open recreation hours.  Unreserved open recreation activities are available on a first come, first served basis.  NCR recognized groups and/or clubs are not allowed to utilize open recreation spaces or times for their activities (these groups must reserve in advance only). In order to reserve a court of any kind or for any activity, one must be a member. Traveling teams are able to reserve if all participants are members. Court fees may apply on an hourly basis.***

***INCLEMENT WEATHER***

***The NCR will generally be open during regular hours; the facility may be closed if they are directly impacted by inclement weather.  The Huron School District is responsible for clearing the parking lots of snow. Therefore, if school is called off, we will open according to when the lot is plowed. If it is determined by the Superintendent of Schools to have a late start due to heavy snow fall, we will generally follow that time in order to allow for the maintenance crews to have appropriate time to clear the lot.***

***ORGANIZED ACTIVITIES***

***The Nordby Center for Recreation may only be used for activities approved by the Recreation Director in advance.***

***FITNESS Areas***

***RULES AND REGULATIONS***

***The use of NCR facilities is a privilege and participants are expected to be good citizens and respect the rights of others.  Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.***

***WEIGHT AND CARDIOVASCULAR AREAS***

1. ***Weight and Cardio equipment are available for use by members and daily admission people.  The NCR staff reserves the right to request identification at the time for proof of age. Participants must be 14 years of age or older to be allowed in the weight room and cardio areas.***
2. ***Cardiovascular machine use is limited to 30 minutes.***
3. ***Equipment must be wiped down after each use.***
4. ***All dumbbells, weights and weight plates must be re-racked after use.***
5. ***All equipment must be used in the manner for which it is designed.  Standing on benches or equipment frames is prohibited.***
6. ***Intentionally slamming or dropping weights is prohibited.***
7. ***Report all injuries to the Front Desk staff immediately.***
8. ***Individuals are responsible for checking equipment prior to each use.  Broken or damaged equipment and/or equipment malfunctions should be reported to the Front Desk staff immediately.***
9. ***Appropriate exercise attire such as T-shirts; soft-soled, non-marking closed toe athletic shoes; and athletic pants/shorts is required at all times.  Sandals, sports bras, bare feet, are not permitted.***
10. ***Personal belongings must be kept in a locker or hung on rack. Please keep belongings off floor.***
11. ***Water must be in an enclosed, unbreakable container.  Food, chewing gum and non-water drinks are prohibited.***
12. ***The NCR staff reserve the right to stop participants from improper use of the equipment.  Failure to comply will result in immediate ejection from the facility with appropriate follow-up enforcement or revocation of membership privileges.***
13. ***Loitering is not permitted.***

***Indoor Pool***

***RULES AND REGULATIONS***

***The following guidelines and regulations for your safety, health and comfort as mandated.  Those who do not adhere to the guideline below, or who fail to cooperate with the lifeguard staff, may be asked to leave and may be denied future access into the pool. NCR codes of conduct are enforced at all times.  The use of the pool is a privilege and participants are expected to be good citizens and respect the rights of others.  Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.***

1. ***Swimmers must take a full body cleansing shower using soap before entering the pool.***
2. ***Swimmers with hair shoulder length or longer should wear a swim cap.***
3. ***A lifeguard is not on duty. Dependents must be accompanied and directly supervised by an adult who is present on the pool deck or in the pool with the dependent.***
4. ***Please walk on the pool deck.  No running.***
5. ***Any person with skin disease, open sores, bandaged wounds, boils, inflamed eyes, discharging nasal or ear passages, or any communicable diseases is prohibited from using the pool.  If you have a bandage over a minor cut, dispose of it before entering the pool area.***
6. ***No glass on the pool deck, seating area or locker rooms.  Only water in enclosed, unbreakable containers is allowed on the pool deck.***
7. ***No food or chewing gum allowed in the pool or on the pool deck.***
8. ***Street shoes are prohibited on the pool deck.***
9. ***Regular swimsuits are required attire for all swimmers.  No t-shirts, cut-offs, or under garments allowed.***
10. ***Spitting and otherwise contaminating the pool, pool floors, walkways, aisles or dressing rooms is prohibited.***
11. ***Diving is prohibited in the pool***
12. ***Please do not leave bags, street shoes or clothes on the pool deck or benches.  Use the day lockers.***
13. ***The maximum number of swimmers in each lane is six.  Please be aware of how many people are already in the lane that you are selecting.***
14. ***Lanes with more than 2 swimmers must circle swim.  This means that you should always be on the right half of the lane.  Slower swimmers should stop at the wall and allow faster swimmers to pass.***
15. ***Please select the appropriate lane for your ability.  Aqua jogging is allowed and should be coordinated for the appropriate lane.***
16. ***Do not swim in a lane or area that is marked off for a class or swim team.  Only swim in designed lap lanes.  If you are unsure of open lanes, please ask the staff.***
17. ***Kickboards are available for lap swimmers.  Please return them after use.***
18. ***Language and behavior should be appropriate for a family setting.***
19. ***Staff may ask a child to leave lap swim if he or she is unable to continuously swim laps or interrupts others.  Non-swimming children are allowed in designated areas only and under the direct supervision of their parent.  A parent is not allowed to be in the water with their children on deck.***
20. ***Strollers are not allowed on the pool deck.  An adult must directly supervise infants and children not swimming at all times.***
21. ***No diapers allowed in the pool.  Children that are not toilet trained must wear an approved swim diapers.***
22. ***No swim aids such as “water wings”, Styrofoam bubbles, or floats sewn into swimsuits are allowed.  Only Coast Guard approved life jackets allowed.  A life jacket does not substitute for direct supervision of a non-swimmer.***
23. ***If a staff member feels your swimming level is not adequate for the pool, you may be asked to leave or use only the shallow end.***
24. ***Private lessons may not be given by non-NCR Aquatics staff at any time.***
25. ***The use of cell phones is prohibited.***
26. ***The Starting Blocks may only be used under the direct supervision of a qualified coach in a practice setting.  The starting blocks are not to be used as tables or chairs.  Please keep them clear of objects.***

***ADDITIONAL NORDBY CENTER FOR RECREATION AREAS***

***RULES AND REGULATIONS***

***The use of NCR facility is a privilege and participants are expected to be good citizens and respect the rights of others.  Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.***

***The Hohm Courts and Middle School Gyms***

1. ***Appropriate exercise attire such as t-shirts; soft-soled, non-marking closed toe athletic shoes; and athletic pants/shorts is required at all times.  Sandals, bare feet, athletic bras, steel-toed boots and jeans are not permitted.***
2. ***Since all games are self-monitored, good sportsmanship and proper conduct are expected at all times.***
3. ***Black-soled shoes and other marking shoes are prohibited on the playing floor.  NCR staff reserves the right to make decisions at their discretion.***
4. ***When the gym is crowded, courts may be broken down into half-court games to accommodate more people.  NCR Staff reserves the right to modify games based on participant needs.***
5. ***Some scheduled activities in the gymnasium may take priority over open recreation.  Any changes in the schedule will be posted.***
6. ***Grabbing or hanging on the nets or rim is prohibited.***
7. ***Baseball, softball, football, lacrosse, frisbee and other activities deemed unsafe in the gymnasium environment are prohibited unless scheduled in advance.***
8. ***Tennis and Pickleball is permitted at designated times and when reserved by a member.***
9. ***Personal belongings must be kept in a locker or hung on hangers in hallway.***
10. ***Water must be in enclosed, unbreakable container.  Food, chewing gum and non-water drinks are prohibited.***

***RACQUETBALL COURTS***

***All players must check in at the Front Desk prior to entering their reserved court.  Open courts are available on a first-come, first-serve basis.***

1. ***Racquets and balls are available for use at the front desk.  Equipment borrowers assume full responsibility for equipment issued.***
2. ***Users are strongly encouraged to wear protective eye gear when using the courts.***
3. ***Appropriate exercise attire such as t-shirts; soft-soled, non-marking closed toe athletic shoes; and athletic pants/shorts is required at all times.  Sandals, bare feet, athletic bras, steel-toed boots and jeans are not permitted.***
4. ***Personal belongings must be kept in a locker or hung on hangers in hallway.***
5. ***Water must be in enclosed, unbreakable container.  Food, chewing gum and non-water drinks are prohibited.***

***Racquetball Reservations***

1. ***Courts are available for reservation by members.  Member information will be required at time of reservation request.***
2. ***Members/groups may not book more than 1 hour of playing time per day without advanced approval.***

***INDOOR WALKING***

***Indoor walking is available to all members.  Members must be 14 years of age or older in order to go upstairs on the track. Walkers are designated to the outside lane.  All users must be respectful and aware of the varying abilities and speed of users and to adjust accordingly. If walkers are in the Hohm Courts, they also must be aware of balls and other patrons using the gym. The NCR staff reserve the right to modify a user’s behavior and/or have their use terminated in the moment for failure to use the space safely for all users.   All users are to abide by the posted signs for usage.***

***EMERGENCY PROCEDURES***

***In the event of a medical emergency inside the facility, please notify the staff at the Front Desk immediately.  You may also call 911 if the emergency is to be severe.  You should inform them of your name, your location within the facility, and a description of the situation.   If possible, have someone meet the officer/ambulance and guide them to the patient. The front staff understands what to do in any medical emergency.***