# Policies & Procedures

**POLICIES AND PROCEDURES**
February 26, 2014

**CLUB HOURS**
The club hours will be posted on the bulletin board at the Humeston Fitness & Wellness

## ****MEMBERSHIP FEE SCHEDULE:****

## **Payment is due upon signing of the membership agreement. Once the term of the membership agreement has expired, access to the center will be denied until a new agreement is signed and payment is received.**

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| One time registration | $25.00 |
| Individual rate - monthly | $25.00 |
| Family rate - monthly | $40.00 |
| Individual rate - 6 months | $120.00 |
| Family rate - 6 months | $200.00 |
| Individual rate - Full year | $225.00 |
| Family rate - Full year | $365.00 |
| Single day pass/no registration fee | $5.00 |

**Humeston ATA reserves the right to hold private lessons during regular fitness center open hours without student needing to be a fitness center member.**

**TERMINATION OF MEMBERSHIP**
Voluntary Resignation: A member who wishes to terminate their membership because of unforeseen circumstances such as severe illness or job loss may make an application to the Board of Directors for a change in their membership agreement.
Involuntary Termination: Any membership may be terminated by the fitness center for violation of the center rules, or for conduct which the center deems offensive or inappropriate. Notice of termination shall be given to such terminated member in writing. A hearing may be granted at the sole discretion of the Board. No further dues or assessments shall occur after termination by the center, but the individual whose membership is so terminated shall remain liable for all sums due at the time of termination.

**MEMBERS – RESPONSIBILITIES**
1. All members are asked to sign in when they arrive and sign out when they leave.
2. To protect the equipment and improve sanitation, all participants are asked to wipe off equipment after each use. Spray bottles of sanitizer and towels are available at the center.
3. Return all equipment including weights to their proper place when finished using them.

4. Do not drop or throw weights to the floor.
5. Do not sit on machines when you’re between sets; allow others to use them.
6. Be patient when waiting for equipment, and be efficient when using equipment while others are waiting for you.
7. Observe the time limit of 20 minutes on equipment if others are waiting.
8. If any piece of equipment is not working properly, please place a note on the bulletin-board and on the equipment and tell the monitor.
9. Members should communicate any concerns or suggestions to a member of the board.
10. All members are required to read and sign a membership agreement and waiver.

**GUESTS**
1. A responsible adult (18 or older) must attend children under the age of 16.
2. Children who use the facility are required to be covered by a membership.
3. Limit for the number of guests per member is two. If an exception to the guest list is needed, please contact a Board member at least one day in advance.
4. Members are responsible for the conduct of guest(s) and any destruction of equipment and/or the center.

5. Guests must pay $5 daily fee.

**ATTIRE**
1. All members and guests MUST change from street shoes to closed-toe athletic shoes after entering the building. No bare feet, stocking feet, cleats, sandals, slippers, water shoes or heeled shoes.
2. Shirts must be worn at all times.
3. Belts that can damage the equipment are not allowed.

**CONDUCT POLICY**
The following conduct or behavior is **NOT** permitted at any time within the facility:
1. Disorderly behavior of any kind, including excessive noise, running in the building, or otherwise causing a disruption
to the peace and order of the fitness center.
2. Vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of the fitness center.
3. Removing materials, equipment or property from the building. No equipment is to leave the fitness center.
4. Possession of a camera phone in any of the areas.
5. Using a cellular telephone, audible pager, audio equipment, audio-visual equipment, or computer equipment so that it disturbs others.
6. Indecent exposure, voyeurism, exhibitionism, or other lewd and lascivious acts.
7. Bringing firearms or any other deadly weapons into the fitness center.
8. Harassment of other fitness center guests or staff, either verbally or physically. This may include verbal abuse, use of profanity or other abusive language, intimidation, staring at or following another person within the facility, sexual harassment or harassment on the account of race, religion, ethnic background, gender or sexual orientation.
9. Smoking or use of tobacco products.
10. Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs.
11. Selling products or services; soliciting for personal gain; or approaching guests within the building for the purpose of obtaining signatures for petitions.
12. Posting or distributing unauthorized material or literature. Approval must be obtained in advance from the Board.
13. Leaving personal property in the facility unattended. All property must be stored in a changing room. The fitness center is not responsible for lost or stolen items.
14. Spitting on the floor. Discard gum in the wastebasket.
15. No Glass or cans will be allowed. However, closed plastic containers of beverages will be allowed in the fitness center.