

FACILITY POLICIES AND PROCEDURES

PURPOSE: to establish standard policy for use of the City of Alamogordo Family Recreation Center.

A. GENERAL FACILITY POLICIES

- 1) Animals are not permitted in the facility or on the patio with the exception of those assisting individuals with disabilities.
- 2) Bicycles and/or scooters are not to be brought into the facility. Bicycle racks are located adjacent to the parking lot. Owners use at their own risk. The Center is not responsible for damage or theft of bicycles.
- 3) Private parties or non-profit/for-profit organizations are not permitted to conduct business or advertise in the Recreation Center unless arrangements have been made with Recreation staff as part of a rental or sponsorship package. All terms must be specified in a written contract.
- 4) All patrons are required to wear shoes and a full-length shirt which covers the torso inside the facility. Shirts are to remain on in the gymnasium. Athletic shoes that do not mark the floor surface are required in the gym.
- 5) Food and drink may be enjoyed in the lobby or patio areas of the facility. Vending machines are located in the front lobby near entrance. All other areas of the facility are water only. The only exception is during rentals. Tobacco products are not permitted in the Center.
- 6) Groups that need space for a particular activity should refer to the rental page for information about reserving a room. Otherwise, no group that is not part of a Center sponsored program may monopolize any area of the facility for their own use.
- 7) Literature and promotional items are generally not permitted in the facility unless an active sponsorship agreement exists. The Center's supervisor will review special requests from non-profit entities only.
- 8) Lost and found items turned into the front desk will be held for 14 days. After that time, items will be discarded.
- 9) The Recreation Center is not responsible for lost or stolen items. Lockers are available to secure possessions on a free daily or paid rental basis. Bring your own lock or purchase one at the front desk. Items that are lost or stolen should be reported to staff immediately.
- 10) It is required that patrons sign waivers prior to entering the facility activity areas. For day pass use a parent or legal guardian must sign for a child under the age of 18. Minors 12 and older, who come without an adult, must have a minor waiver on file at the center.
- 11) Patrons who would like to express suggestions or provide feedback on programs, staff or operations can do so by emailing staff at AFRC@ci.alamogordo.nm.us.

B. CODE OF CONDUCT

The Alamogordo Family Recreation Center adheres to a conduct policy that ensures all patrons are able to use the facility in a safe and comfortable atmosphere. Therefore, each patron must abide by the following:

- 1) Exercise proper etiquette by being courteous to others, follow posted rules, return equipment back in its proper place, keep the volume low when using personal music devices and refrain from having loud, extended cell phone conversations that can intrude on others' enjoyment of the facility.
- 2) Watch your language! This is a family friendly facility. Use of profanity, derogatory, demeaning or threatening language is strictly prohibited.
- 3) Fighting, pushing or any other inappropriate contact with another patron or staff member will result in removal from the facility and can lead to a permanent suspension.
- 4) No use of cell phone cameras in the restrooms or locker rooms. No patron is to be photographed or videotaped via cell phone or camera anywhere in the facility without written permission.
- 5) No spitting on anything, on anybody, or anywhere!
- 6) Proper attire required! This is a family friendly facility. Lack of proper attire will result in denied entry or removal from the facility.
 - a. Full Facility - all patrons are required to wear shoes and a full-length shirt which covers the torso when inside the facility (including pool users).
 - b. Pool Area – proper swim wear required, full coverage swim bottoms required (no thongs, G-string, cheeky bottoms...), no underwear or street clothes allowed except white or gray colored t-shirts.
- 7) AFRC staff work to ensure policies are adhered to for everyone's safety and enjoyment. Questions or concerns should be brought to the attention of a staff member in a courteous manner.

C. CHECK - IN

- 1) Checking-in at the front desk area will be done either by name, phone number or pass. Picture ID may be required at any time. When setting up an account, a copy of a child's birth certificate may also be required if not previously enrolled in programs through the Parks & Recreation Department.
- 2) Patrons will be issued a wristband at check-in. This is to ensure that staff can readily determine if patrons are in the appropriate areas of the facility and age requirements are being followed.
- 3) Minors 11 years and younger must be accompanied by an adult age 18 + who remains in the facility. Refer to general policies for age requirements for the Center.
- 4) Minors 12 and older, may use the gymnasium or pool areas without a parent or legal guardian in attendance but they must have a current minor waiver on file at the center.

D. FITNESS ROOM

- 1) Bottled water only.
- 2) Appropriate shoes with non-marking soles must be worn.
- 3) Clothing must adhere to the dress code requirements.

- 4) Space in classes is on a first come basis. Pre-registration is available for most fitness classes.
- 5) Scheduled activities in the rooms will be posted.
- 6) Rooms are not to be used by groups who are not part of an activity sponsored by the Center, unless a rental contract is in place.

E. LOCKER ROOMS

Locker rooms have showers, sinks, dress areas, infant changing tables and multiple lockers.

- 1) Lockers are available for free on a daily basis or long-term on a paid rental basis. The Center does not provide locks. Patrons may purchase a lock from the front desk or bring their own. Locks left on non-rented lockers overnight will be removed and items inside will be placed in Lost and Found.
- 2) Children 7 years and older must use the locker room of the appropriate gender or the family locker room.
- 3) Children 6 years or younger must be directly supervised when in a locker room.
- 4) Use of cell phones with cameras is not permitted in the locker rooms. Please use the lobby area to place or receive calls.
- 5) Showers are available for use by patrons who utilize the fitness or pool areas of the facility or who have purchased a shower pass.

F. GYMNASIUM

The gym is suitable for large organized activities and events and is divided by a curtain which allows for one side to be used for drop-in activity while organized use or league play occurs on the other side. The gym or half the gym may be closed for League play or special activities. A schedule of activities and leagues is available at the front desk.

- 1) No dunking or hanging on the basketball rims is permitted.
- 2) No outside organizations are permitted to hold team practices or conduct drills during open gym times.
- 3) Equipment such as basketballs and volleyballs may be checked out, collateral is required (i.e., official ID, cell phone, earbuds).
- 4) All patrons are required to wear shoes and a full-length shirt which covers the torso inside the facility. Shirts are to remain on in the gymnasium. Athletic shoes that do not mark the floor surface are required in the gym.
- 5) Bottled water only.
- 6) Good sportsmanship is to be displayed at all times. Abusive language, inappropriate gestures, spitting and not following staff directions can result in suspension. Refer to the Center's general policies relating to conduct.

G. WIRELESS INTERNET ACCESS

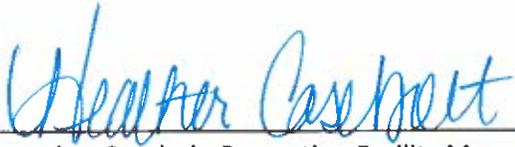
The Center offers free wireless access in the lobby areas. Users will encounter "dead spots" in other areas of the facility. By choosing to use this free service, patrons agree to abide by the Center's policies.

The Center's wireless network is not secure. Information sent to and from a notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software. The Center does not assume responsibility for the safety of equipment.

H. HEALTH AND SAFETY ISSUES

- 1) It is strongly recommended that patrons have a medical examination prior to using the Recreation Center's amenities.
- 2) Patrons should understand there is inherent risk with all physical activities. Patrons who participate in activities at the Recreation Center do so at their own risk. Signed waivers are required for all patrons.
- 3) If an alarm sounds, all patrons must exit immediately. During an evacuation, everyone is asked to remain calm and to follow the direction of Center staff. Staff will inform patrons when it is safe to re-enter the Center.
- 4) All Recreation Center patrons are asked to actively participate in maintaining a safe environment throughout the facility. Please report any safety concerns to staff so that it can be addressed as soon as possible.
- 5) Cameras are located throughout the Center.
- 6) All incidents, accidents and injuries (minor and major) sustained within the Recreation Center should be reported to the nearest staff person immediately.

APPROVED



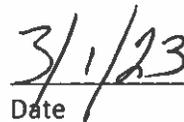
Heather Casebolt, Recreation Facility Manager



Date



Belinda Bass, Parks & Recreation Director



Date