

**THE WILLS VALLEY RECREATION
CENTER**

&

**THE FORT PAYNE PARKS
AND RECREATION DEPARTMENT**

**4220 Godfrey Avenue, Northeast
Fort Payne, Alabama 35967**

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POLICY & PROCEDURE MANUAL AGREEMENT

A member(s) must sign below to indicate that they have received a copy of the policy and procedure manual for the Wills valley Recreation center. It is our recommendation that you read the manual completely. A member(s) is obligated to follow all policy and procedure while utilizing any area of the Wills Valley Recreation Center. It is the obligation of the member signing below to ensure that all parties listed on his or her membership follow all policy and procedure.

We thank you for your cooperation.

Member's signature

Date

Employee witness

Date

Membership Coordinator

Date

WELCOME

The management and staff of the Wills Valley Recreation Center take great pleasure in welcoming you to our facility.

In order to acquaint you with the services we offer, we have prepared this guide. We hope it will answer many questions about our facility and assist you in planning your special event.

As your host, we carefully scrutinize all cost to assure you are provided quality service at the most reasonable price.

It is a pleasure to have the opportunity to assist you in making careful advanced planning, and we will strive to meet your desires and provide essential quality service.

PURPOSE

The purpose of this information is to provide a basis for members and staff to follow in an effort to maintain a safe and enjoyable environment. It is extremely important that all members and staff follow the specified policies and procedures while using the Recreation Center facilities. A member is agreeing to follow the facility rules when signing their membership application. The staff will work diligently to provide leadership and maintain a safe environment for the programs in which the members and guests are involved.

WILLS VALLEY RECREATION CENTER HOURS OF OPERATION

Monday – Thursday	5:30 a.m. – 9:00 p.m.
Friday	5:30 a.m. – 7:00 p.m.
Saturday	7:00 a.m. – 2:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

**To ensure successful operation, arrangements should be processed through our Administrative office. The hours are 8:00 a.m. – 4:00 p.m.
Monday – Friday or by appointment.**

HOLIDAY CLOSINGS

Labor Day	closed
Veteran's Day	closed
Thanksgiving Day	closed
Friday following Thanksgiving	closed
Christmas Holidays (2 days)	closed
New Year's Holidays (2 days)	closed
Dr. Martin Luther King's Birthday	closed
President's Day	closed
Mother's Day	closed
Independence Day	closed
Father's Day	closed
Easter Sunday	closed
Memorial Day	closed

****Please note: all or part of the facility may be closed on special occasions such as prom, class night, graduation, etc. Members will be notified in advance of any such closings. The facility may also be closed longer during the Thanksgiving or Christmas holiday due to refinishing of all hardwood flooring. In case of inclement weather, please contact the Wills Valley Recreation Center prior to coming to the facility.**

FORT PAYNE PARKS AND RECREATION

ADMINISTRATIVE STAFF

Director of Parks and Recreation	Greg Conkle
Administrative Assistant/Facility Rentals	Linda Smith
Athletic & Aquatics Supervisor & Sports Complex Manager	Roger Ingle
Buildings/Grounds Mnt. Superintendent	Mike Griggs
WVRC Membership Coordinator	Chaunda Greathouse
Fitness Supervisor	Liz Hall
Sports Complex Assistant Manager	Anita Shankles
Receptionist	Jannece Blansit
Receptionist	Jackie Baxter
Staff	Ralph Glass

NOTES

**WILLS VALLEY RECREATION CENTER
MEMBERSHIP RATES**

- | | | |
|------------|--|---------------------------|
| 1. | 12 Month Family Membership
(Two parents & up to two children or
1 parent & 3 children) | \$400.00 |
| | Each additional family member per year | \$25.00 |
| | Youth Certification Fee | \$15.00 |
| 2. | 1st Time Enrollment Fee | \$10.00 |
| 3. | 12 Month Individual Membership | \$300.00 |
| 4. | Couple Membership | \$350.00 |
| 5. | Senior Individual Membership (55 and over) | \$100.00 |
| 6. | Senior Couple (Both must be 55 or over) | \$150.00 |
| 7. | Senior Walking Track only (55 and over) | \$25.00 |
| 8. | Student Membership (age 15-23) | \$100.00 |
| | *Must provide student identification at the time membership application and liability forms are completed. | |
| | *Must have parent or guardian signature at the time membership application and liability forms are completed. | |
| 9. | Guest accompanied by a member | \$5.00 |
| | (This is limited to 12 individual visits per year.) | |
| 10. | Guest unaccompanied by a member | \$10.00 |
| | (This is limited to 12 individual visits per year.) | |
| 11. | Weekly pass for guests | \$30.00 – Single |
| | | \$50.00 – Couple |
| | | \$80.00 – Family |
| | | \$15.00 – Sr. Walk |
| | (This pass requires that guests live outside DeKalb County.) | |

(Membership rates continued)

12. **Corporate Membership** **10% Discount**
(This membership requires that each business, company, or corporation has an employee base of 25 or more. The employer must provide proof of employment. The employee must join to get a discount.)
13. **A summer student (June, July, and August only) rate will be offered annually. Prices on this type membership are subject to change annually.**
14. **The Wills Valley Recreation Center also offers a childcare service to its members. This area of the building is called the Romper Room. There are no additional charges that come with this service.**

GUEST POLICY:

1. **A guest may enter the facility with or without a member.**
2. **The guest fee is \$5.00 per visit with a member and \$10.00 per visit if one is not with a member. This provides admission to the gymnasium, walking track, weight room, fitness areas, dressing rooms, lounge and game room. This policy is limited to **twelve** visits per year.**
3. **Any child who is a visitor in the Romper Room will pay the same fees as above.**
4. **Any person, under the age of 19, wishing to be a guest at the Wills Valley Recreation Center, must have an adult signature on the liability form. These individuals are still required to have the signature of an adult 19 years or older. **One time visits are limited to twelve visits annually per person.****

WEATHER EMERGENCIES

In the event of inclement weather or natural disaster, members must relocate to the downstairs hallway for further instruction and/or information.

E MAIL ADDRESSES

Greg Conkle - gconkle@fortpayne.org

Linda Smith - lsmith@fortpayne.org

Roger Ingle - ringle@fortpayne.org

Chaunda Greathouse - cgreathouse@fortpayne.org

- b) **Cleaning of the facility is broken down into sections. Anyone wishing to know who is responsible for certain areas of the facility may see the Administrative Assistant for that information.**

MISCELLANEOUS

- a) **Food or drinks will only be allowed in the employee kitchen, storage area, or game room.**
- b) **Employees may have bottled water in any area of the facility.**
- c) **The television in the front lobby will remain on any news, weather or sports channel and kept at a moderate volume.**
- d) **Televisions in the weight room, cardiovascular area and game room will be at viewer's discretion. All employees are to monitor these televisions and are allowed to deem what is appropriate for viewers.**
- e) **The television in the Romper Room must be used for viewing cartoons, Disney, age appropriate movies, PBS, or any other children's station.**

CONDUCT

- a) **All employees must act in a respectable manner at all times.**
- b) **No misconduct will be tolerated by members, visitors, or employees. Appropriate action will be taken for those who do not conduct themselves properly.**
- c) **Sexual misconduct will not be tolerated by members, visitors, or employees.**

EMERGENCIES

All employees are required in any case of emergency to fill out an accident report when an accident occurs. A copy of the accident report must be given to the Administrative Assistant, Membership Coordinator, and the Director; a copy should also go to the Risk Management Department at City Hall within 48 hours of the incident. Every effort should be made to check the status of the victim(s) within a 24-hour period.

MEMBERSHIP

- a. **Any person(s) wishing to join the Wills Valley Recreation Center for membership must complete all pertinent forms and applications provided at the Control Desk.**
- b. **There is a one time \$10.00 enrollment fee at the time of initial membership.**
- c. **A person(s) is obligated to an annual membership when signing the membership application. This is also clearly stated on the membership application. A member will only be released from a contract if they are moving from DeKalb County or if they provide a signed medical release from a certified physician. Any person or persons, not residing in DeKalb County when initially completing the membership application, may not be released from a contract unless they move from the state. A person must provide adequate proof that they will be leaving the area before they will be released from any contract. A person must provide a change of address, new phone number, and must turn in all identification badges. A member must provide the Membership Coordinator with a copy of a new power bill, phone bill, lease, voter registration card, etc. Any type of proof that has the person's name, along with the new address and phone number will likely be accepted.**
- d. **Any membership, paid in full at the time of joining, is entitled to a 13 month membership for the price of 12 months. A membership may be paid in full by cash or check.**
- e. **There is a monthly bank draft option. If using the bank draft option, a member will be prorated for the remainder of any month – depending on the date the person joins. If a person joins on the first or last day of the month, then they must pay the entire initial month of membership up front.**
- f. **If choosing the bank draft option of payment, a member must provide a voided check upon joining.**
- g. **There will be a \$27.00 service charge on all returned bank draft transactions.**
- h. **If a member has a returned bank draft which states insufficient funds, then they will be billed for that month**

along with service charge from city hall. Upon the third return of insufficient funds, a member will be billed for the remainder of any contract obligations. A member or members will not be allowed to use the facility until all unpaid bank drafts have been paid.

- i. If members have a returned bank draft indicating account closed, transaction denied, invalid account number or anything in which the Department does not have access to an account, then the member will immediately be billed for the entire amount of the contract obligation.
- j. All money transactions regarding returned bank drafts must be paid for at the Wills Valley Recreation Center.
- k. All membership privileges will be reinstated once a member has cleared all returned bank draft obligations at Wills Valley Recreation Center and the Membership Coordinator has received a receipt. Any person(s) wishing to join the Wills Valley Recreation Center must provide a copy of a **valid** United States driver's license and/or picture identification such as a Passport.
- m. Any person, under the age of 19, wishing to become a member at the Wills Valley Recreation Center, must be accompanied by a parent and/or guardian at the time membership application and liability forms are completed. No one under the age of 19 will be allowed to become a member of the facility without having first completed all paper work. This includes signatures from a parent and/or guardian. The parent and/or guardian must sign all paper work at the Control Desk.
- n. Members of the Wills Valley Recreation Center are not exempt from Fort Payne Parks and Recreation charges regarding registration fees, insurance fees, youth leagues, games, tournaments, etc. A member is also not entitled to a summer pool pass without additional fees.

upon entering the Recreation Center.

JOB DUTIES

- a) **ALL EMPLOYEES must check for identification badges or stickers on members and guests. This will be done throughout the facility.**
- b) All employees must greet each member and visitor to make them feel welcome each time they enter the Recreation Center.
- c) All fitness employees should be able to perform fitness instruction. Each fitness instructor is required to pass written and practical examinations upon being hired. All testing will be implemented by the fitness supervisor.
- d) **ALL EMPLOYEES** are required to serve the public in any way possible through answering phones and/or answering any questions about the Recreation Center.
- e) Fitness employees are required to perform any needed maintenance on any fitness equipment.
- f) **All fitness employees are to be First Aid / CPR certified.** It is strongly suggested that due to the nature of our jobs that all employees within the Recreation Department should be First Aid / CPR certified.
- g) All employees are responsible for implementing any and all Recreation Center rules.

FITNESS, CLASS AND ACTIVITY INSTRUCTORS

- a) Notify all appropriate staff at the Recreation Center
- b) Locate a replacement instructor
- c) If the class is cancelled, it is the instructor's responsibility to:
- d) Notify all appropriate staff at the Recreation Center
Post a message to notify all class participants

MAINTENANCE

- a) All maintenance done on weight machines, free weights or cardiovascular equipment is recorded and kept on file by the Fitness Supervisor.

GENERAL FACILITY RULES

- particular day.
- d) Members and/or guests will be allowed to rent or check out equipment from the Control Desk. This rental is only valid one day.
- e) All staff will monitor behavior and maintain discipline throughout the facility. Disciplinary action may be taken by any staff member, in any area of the facility.
- f) The staff will wear appropriate shirts and name tags.
- g) The staff will monitor the age of people using the facility.
- h) The staff will monitor the care of the facility periodically throughout the day. Any member or guest finding a problem with care throughout the facility should report it to the Control Desk.

ATTENDANCE

- a) All employees must be on time for their assigned shift. If an employee finds they will be late, they should contact their direct supervisor.
- b) All employees must work their assigned shift and sign in and out before and after the shift is over. All time sheets are kept at the Control Desk.
- c) Employees are not allowed, under any circumstances, to sign in or out for another employee.
- d) When changing shifts one must fill out a schedule substitute form and get approval from their designated supervisor before a shift change is official.

EMPLOYEE DRESS CODE

- a) Proper attire must be worn at all times. No Tank tops, cut-offs, etc. will be tolerated.
- b) Shorts must be no more than three inches above the knee. Any employee wearing shorts or pants that are inappropriate in any way will be asked to go home and change.
- c) Only tennis shoes will be worn by fitness employees.
- d) All employees must maintain good personal hygiene and be well groomed when working their assigned shift.
- e) All employees are required to remove hats, baseball caps, etc.

WARNING

Parents and/or guardians may not drop off children ages 1 year-9 years, to be left unattended, at the Wills Valley Recreation Center. Children ages 1 year to 9 years of age must be accompanied by a parent and/or guardian or an adult 19 years of age or older at all times. **As a safety precaution No child under the age of 9 shall be left by the parent or guardian unattended at the Wills Valley Recreation Center.** The City of Fort Payne and the Fort Payne Parks and Recreation Department and/or its employees will not be held responsible for any accidents as a result of the parent or guardian leaving their children unsupervised.

1. Children under the age of **9** must have adult supervision at all times. The Romper Room is available for children ages 1 year to 8 years old. A Romper Room employee will provide children ages 6-8 access to the gymnasium, game room, and restrooms if desired an staff is available.
2. Members and guests are required to visibly wear an identification badge in all areas of the facility. This will be monitored in both the downstairs and upstairs areas. There are **NO EXCEPTIONS** to members and guests not wearing an identification badge or sticker. A member is responsible for having their identification badge when arriving. If a member forgets their badge, they must wear a sticker. **After forgetting an identification badge for the third time, a member must purchase a new badge for a \$5.00 fee.**
3. Guests are required to visibly wear a sticker or badge while in the facility. One of these devices will be issued upon payment of visit at the Control Desk.
4. Shirts and shoes must be worn at all times in the facility.
5. Usage of the elevator must be reserved for the disabled, elderly, injured, or fatigued.
6. Food and drinks are allowed in the game room only. There are exceptions for closed water bottles in certain areas of

the facility. Individuals may not consume sports drinks, protein drinks, supplemental drinks, etc. while working out or using any part of the facility other than the game room.

Bottled water is the only drink allowed outside the game room area. There are **NO EXCEPTIONS** to this policy.

7. Members must provide locks and towels. Locks may be left on any rented lockers, but if a lock is placed on a small daily locker, then it must be removed upon departure. **The Wills Valley Recreation Center asks that ALL locks be removed the Friday prior to Thanksgiving.** All contents of lockers must be removed at this time. All lockers will be cleaned and sanitized during this time. All locks may be replaced on lockers following the Thanksgiving holiday. **PLEASE NOTE: If a lock is not removed as asked, then the staff will remove the lock and will not be responsible for replacing it.**
8. Wet or used towels must be removed daily from all lockers or locks are subject to removal.
9. Profanity, destructive or aggressive behavior will not be tolerated from members, guests, the general public or employees.

Gymnasium

Game Room/Lounge

Aerobics Room
Racquetball

2nd Floor

Fitness Office
Fitness Center

Cardiovascular

Indoor Track
Restrooms

Steam Rooms & Saunas
2 Regulation Basketball Courts
4 Regulation Volleyball Courts
Vending Machines
Video/Table Games
Table Tennis
Aerobics and Spinning classes
2 Regulation Courts
Spectator Viewing

Fitness Supervisor
Body Master
Body Master Weights
Stairmasters
Treadmills
Stationary bikes
1/10 Mile
Men's and Women's

DISCIPLINARY ACTION POLICY – DESTRUCTIVE, AGGRESSIVE OR DISRUPTIVE BEHAVIOR WILL RESULT IN THE FOLLOWING ACTIONS BEING TAKEN:

- a) The member's card will receive one hole punch and a verbal warning for the first offense. The offense will also be noted on a disciplinary action form that must be signed by the member, the employee enforcing the reprimand, an employee witness and the membership coordinator. It is at the discretion of all Wills Valley Recreation Center staff person or persons to interpret what they deem as destructive, aggressive, or disruptive behavior. If necessary a parent and/or guardian will be notified of such action.
- b) The member's card will receive a second hole punch and a two week suspension for the 2nd offense. The same procedure will follow as above.
- c) The member's card will receive a third hole punch and

EMPLOYEE OPERATIONS

GENERAL POLICY

- a) The staff will check all membership cards. A member or guest must visibly wear an identification badge **at all times for security purposes.** All staff members are required to visible wear an identification badge.
- b) The scanner and computer will process membership identification numbers. Please note, that the Recreation Center asks that individual members watch the computer monitor to insure that your name is properly entered upon scanning. (If the computer is down, the numbers will be processed manually.)
- c) All guests or visitors will check in at the Control Desk. The staff will provide all guests with a receipt and temporary visitor's card. The receipt and visitor's card will be their access to the desired activity and valid only for that

operational hours, the sponsor may be required to pay an additional hourly labor charge of \$15.00 per hour per employee. The number of employees will be limited to four. All rental functions at the Wills Valley Recreation Center must conclude prior to 11:00 p.m. (There may be exceptions for City of Fort Payne or Fort Payne City School functions.)

CANCELLATION

Cancellations may be made by phone, written notification or in person, prior to two weeks before the scheduled function. If two weeks notice is not given, your deposit will be forfeited and the function may not be rescheduled for another date or time.

METHOD OF PAYMENT

Check or cash will be accepted and all fees must be paid on or before the day of the function – unless other arrangements have been made with the manager. There will be a \$27.00 service charge on all returned checks.

The \$100.00 damage deposit will be returned if there are no damages to the facility while your rental agreement is in effect.

FEATURES OF THE WILLS VALLEY RECREATION CENTER

1st Floor

Control Desk	Member/Guest Check-In Games & Equipment & Purchases
Administrative Area	Four Offices: 1.) Director 2.) Membership 3.) Athletics 4.) Administrative Assistant
Meeting Rooms	Four Separate Rooms Adjacent Kitchen
Locker Rooms	Lockers Showers/Dressing Area

a two month suspension for the 3rd offense. The same procedure will follow as above.

- d) Upon return of privileges following suspension of the third offense, if the person is reprimanded again, privileges are revoked for one year with no type of refund being issued.
- e) All members are subject to suspension, regardless of age.

10. Age restrictions:

- a. Game Room and Gym – all children under the age of **9** must be supervised at all times.
- b. Aerobics Room and Racquetball Courts – all children under the age of **14** must be accompanied by their legal guardian. No one under the age of **9** permitted in these areas. This is being implemented as a safety precaution. A person must be **15** years of age to reserve a racquetball court.
- c. Fitness Rooms, Strength Equipment Rooms, Cardiovascular Area, and Indoor Track – Any member ages **12-13**, who has been certified in these areas, must be accompanied by a parent or guardian when using the equipment upstairs. Children ages **14-15** do not have to be accompanied by a parent or guardian while upstairs. No one under the age of **12** is permitted upstairs. This is implemented as a safety precaution.

- 1.) **YOUTH CERTIFICATION**– All children ages 12, 13, and 14 must receive instruction on each piece of equipment and pass a physical fitness exam before permission will be granted into these areas.
- 2.) Proper attire must be worn at all times. Shirts and tennis shoes must be worn at all times. Birth certificate is required!!
- 3.) There will be an additional cost of \$15.00 for the fitness exam. All tests must be scheduled and given by the fitness supervisor.
- 4.) Upon the completion of a fitness certification, proof

will be kept within the fitness department, at the Control Desk and with the Membership Coordinator.

5.) Children ages 12, 13, and 14 will not be permitted to use the free weights.

RACQUETBALL COURT RULES

- a) There will be no court rental fee.
- b) We strongly recommend that all participants wear protective eyewear.
- c) Black sole shoes or any shoe that marks the surface is not permitted.
- d) Shirts are required at all times.
- e) Court reservations are scheduled in weekly increments only, starting Monday at 8:00 a.m. A member may only reserve a court up to two times per week per person. The member must provide the Control Desk with two names when making a reservation.
- f) Reservations are for 1 hour only; however, players may play until bumped by next reservation.
- g) There will be a four person maximum on each court.
- h) Participants should provide their own equipment, but racquets are available for a rental charge of \$1.00 per racquet. A ball may be provided with rental, or a member may choose to buy a can of balls at the control desk. All racquets and balls must be signed out through an employee at the Control Desk. The rental will only be effective for the day it is signed out.
- i) In the event the participant does not have the proper eyewear, goggles can be bought at the Control Desk.
- j) The racquetball courts and basketball courts will close 15 minutes prior to the building closing. Please note if you have the last reservation of the evening, then you will only have 45 minutes to play and not one hour.
- k) **All children under the age of 14 must be accompanied or supervised by their legal guardian. No one under the age of 9 is permitted in these areas.**

WILLS VALLEY RECREATION CENTER FEES AND CAPACITIES

LOCKERS

- X - Large (70" x 10") - \$55.00 annually
- Large (58" x 10") - \$40.00 annually
- Medium (28" x 10") - \$25.00 annually
- Small (11 1/2 " x 10") - daily usage only
- The Wills Valley Recreation Center recommends that members purchase a lock for the use of locker rentals.

REGISTRATION LEAGUE FEES

- The following registration fees are effective October 1, 2003.
- The fees are applicable in basketball, baseball, softball, soccer and swimming.
 - \$40.00 1st child
 - \$35.00 2nd child
 - \$25.00 each additional child

ROOM RENTAL SPECIFICATIONS

- #1 (Single Meeting Room) 25'X14' = 350 square feet (25 people)
- #2 (Single Meeting Rooms) 25'X14' = 350 square feet (25 people)
- #3 (Single Meeting Rooms) 25'X14' = 350 square feet (25 people)
- #4 (Single Meeting Rooms) 25'X14' = 350 square feet (25 people)
- Two Meeting Rooms 25'X28' = 700 square feet (50 people)
- Three Meeting Rooms 25'X42' = 1050 square feet (75 people)
- Four Meeting Rooms 25'X56' = 1400 square feet (100 people)
- One Meeting Room: per hour - \$25.00 per day - \$75.00
- Two Meeting Rooms: per hour - \$50.00 per day - \$100.00
- Three Meeting Rooms: per hour - \$75.00 per day - \$125.00
- Four Meeting Rooms: per hour - \$100.00 per day - \$150.00
- Gymnasium (capacity 1500) - 4 hours or less - \$400.00
- Gymnasium (capacity 1500) - 4 hours or more - \$750.00

***If the use of the center is required before or after normal

place throughout the building to insure everyone's comfort and safety. Designated areas are available outside for smoking.

FIRE ALARM: For our patrons' safety, if the fire alarm is activated, it is mandatory that everyone evacuates the building immediately and in an orderly fashion.

SECURITY: If a function requires the use of security guards, it is the responsibility of the lessee to provide them. Proms, school dances, parties and concerts must have a minimum of two security guards in addition to parent and/or teacher chaperons. The size of your function will determine the number of chaperons that will be required. The Administrative Assistant will help you make this decision.

ITEMS AVAILABLE FOR USE:

TVs and VCRs: Prior notice should be given if the use of these items is necessary. These are available on a first-come-first serve basis.

Screen and Overhead Projector: The same stipulations apply to these items as previously mentioned.

Microphones and Podiums: There are a limited number of microphones and podiums available. These items must be requested in the rental agreement, and you are responsible for these items.

Tables: Six-foot tables are primarily used for function setups. Please specify the number needed in the rental contract.

Chairs: The number of chairs needed must be specified in the rental contract. If extra chairs are needed above what the Recreation Center can furnish, it will be the responsibility of the sponsor to obtain and return the additional chairs used.

GAME ROOM RULES

- a) Snacks are available in the vending machines. No alcoholic beverages or any type of illegal substances are permitted.
- b) **All snacks must be purchased and disposed of prior to leaving the game room.**
- c) Ping-Pong paddles are available to be checked out at the Control Desk. The rental for Ping-Pong paddles is \$1.00 a pair. There will be a ball machine for purchasing balls.
- d) All Wills Valley Recreation Center staff will oversee all activities in the game room.
- e) No destructive, aggressive or disruptive behavior will be tolerated. If reprimanded, the appropriate measures will be taken (*See Disciplinary Action.)
- f) Profanity will not be tolerated.
- g) Smoking is prohibited.
- h) Appropriate attire is required. (shirts and shoes)
- i) **Children under the age of 9 must have supervision at all times. The Wills Valley Recreation Center and the City of Fort Payne will not be held responsible for any child left unsupervised or unattended by a parent or guardian.**

ROMPER ROOM RULES

- a) Children ages 1 year through 8 years must use the Romper Room area.
- b) Each child must be signed in and out of the Romper Room.
- c) A parent or guardian must be inside the Wills Valley Recreation Center at all times when a child is left in the Romper Room.
- d) Children are required to visibly wear their identification badge.
- e) Each parent or guardian must provide food or drinks for the child. No food or drink is provided.
- f) The staff will not be responsible for administering any type of medication.
- g) Any special toys, blankets, pillows, etc. may be left with the

child.

- h) Please label all items. The Fort Payne Parks and Recreation Department and the City of Fort Payne will not be held responsible for missing items.
- i) If a child becomes disruptive, a parent or guardian may be asked to remove the child for the day.
- j) The hours of operation are:
 - 7:00 a.m. – 10:00 a.m. and 3:00 p.m. – 8:00 p.m.
 - Monday – Thursday; 7:00 a.m. – 10:00 a.m. and 3:00 p.m. – 7:00 p.m. Friday.
- l) A parent or guardian must provide a copy of birth certificate for any child that will be utilizing the Romper Room. The birth certificate must be provided upon joining the facility.
- m) Any information regarding the Romper Room is subject to change.
- n) Hours of the Romper Room are also subject to change.
- o) A Romper Room employee will provide children ages 6 – 8 access to the gymnasium, game room, and restrooms if desired and staff is available.
- p) Diaper changing will be at the discretion of the parent or guardian. A parent or guardian must sign a diaper changing release form before any Fort Payne Parks and Recreation Center employee will change a diaper. If a parent or guardian wishes to be disturbed during a workout to change their child's diaper, then they must indicate so upon joining the facility. Parent or guardian must supply diapers.
- q) Anyone finding the Romper Room in improper conditions should report this to the Control Desk and the Membership Coordinator.

CLASSES AND ACTIVITIES RULES

- a) Classes are to be offered on a short-term basis (4-6 week increments). This is to allow a variety of classes to be offered.
- b) Classes will be included for people purchasing an annual

balance. If a cancellation occurs two weeks prior to the rental date, a full refund will be issued.

DECORATIONS: Patrons are allowed to decorate for their function; however the use of nails or tape is prohibited from the walls and floors. Wall putty may be used. All decorations left in the facility will be destroyed. The Recreation Center will not be held responsible for any items left in the facility. The Wills Valley Recreation Center will not be responsible for providing such items as staplers, staples, scissors, tape, paper, batteries or any other office supplies that could be used in the decorating process. The Wills Valley Recreation Center **WILL NOT** provide a vacuum cleaner during clean up.

CLEAN-UP: The center will provide the initial set up of tables and chairs for rental functions according to arrangements made at the time of agreement. Clean up by the lessee includes disposing of all trash, removing all food items, and removing all decorations and table coverings. The Wills Valley Recreation Center will not be responsible for providing items to be used during the clean up.

SEATING CAPACITY: The Administrative Assistant will provide the lessee with the seating capacity of the room that has been booked. The center reserves the right to make necessary adjustments in seating arrangements to ensure the safety of guests and personnel.

MUSIC, ENTERTAINMENT AND CATERERS: The sponsor must contract all of the mentioned. Entertainers must remove their equipment immediately after the event unless other arrangements have been made with the Administrative Assistant.

ALCOHOLIC BEVERAGES: Alcoholic beverages are strictly prohibited. Persons or functions using intoxicants of any kind will be escorted from the premises.

NO SMOKING: Smoking is prohibited in the building. Signs are in

- d) **Members and guests are required to cover themselves when entering the sauna or steam rooms.** A towel, underwear, sports attire, a bathing suit, etc. are the recommended types of garments for these areas at all times.
- e) **No one under the age of 12 is allowed in the locker rooms or showers.**
- f) Any locks placed on a daily locker will be cut and removed. These lockers are not for rent and are only available for daily use. In the event of an emergency, the Recreation Department holds the right to remove locks from any size locker.
- g) Any items removed from over due rental lockers will be held in storage for 4-6 weeks then discarded.

GENERAL INFORMATION FOR FACILITY RENTALS

To ensure a successful function, arrangements should be processed through our administrative office. The hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Initial arrangements for a function may be made by telephone or in person. A function booked by telephone is tentative until the sponsor comes to the center and signs a contract and pays a deposit. At the time of booking, all function details will be coordinated and decided with the Administrative Assistant. In order to guarantee your function is a success, please be sure all requirements are addressed in the contract. This is to eliminate confusion before and during your function. For large groups – one individual should be designated to coordinate all requirements with the Administrative Assistant. This person will be referred to as the group's sponsor. To prevent unnecessary complications in the arrangement process, all changes to a contract must come from the designated rental sponsor.

DEPOSIT: There will be a \$100.00 deposit on all auditorium and room rentals to secure dates. This is not a damage deposit unless damages occur. The deposit may be applied to the rental

membership. A guest may attend a class or activity up to a maximum of twelve (12) visits per year. The required guest fees will be applicable. Anyone wishing to attend a class or activity more than twelve times per year must purchase an annual membership.

- c) The class areas will be open to the class participants only.
- d) No infants or infant seats are allowed in the rooms during aerobics, spinning, etc.
- e) Membership badges or guest passes must be visibly worn during all classes.
- f) To minimize the risk of injury, participants are asked to continue the class through the cool-down.
- g) The instructor will be responsible for keeping an attendance record each class and turning it in to the appropriate person at the end of each session.

GYMNASIUM RULES

- a) **No food or drinks are allowed in the gym.**
Bottled water only.
- b) Shoes that mark the surface are not allowed. No sandals, clogs, etc. may be worn. Proper basketball or running shoes must be worn for safety purposes.
- c) Profanity will not be allowed.
- d) No spitting will be tolerated.
- e) Disruptive, destructive or aggressive behavior is not allowed.
- f) Smoking is strictly prohibited.
- g) Balls may be checked out from the Control Desk. All balls must be returned before leaving the facility.
- h) The gymnasium will be monitored through periodic checks from staff members and by the camera system.
- i) If different age groups are occupying the gymnasium simultaneously, the staff reserves the right to separate such groups to maintain order and safety.
- j) **ABSOLUTELY NO DUNKING, HANGING ON THE RIMS, NETS, ETC. will be tolerated.** Disciplinary action will be taken. This will be monitored by all staff members.
- k) The gymnasium and the racquetball courts will close 15

minutes prior to the building closing.

- l) Children under the age of 9 must have supervision at all times. The Wills Valley Recreation Center and the City of Fort Payne will not be held responsible for any child left unsupervised or unattended by a parent or guardian.**

FITNESS CENTER RULES

**(I.E. WEIGHT ROOM, CARDIOVASCULAR AREA,
ANY OTHER WORKOUT AREAS)**

- a) We strongly recommend that anyone beginning a cardio, strength or fitness program should first consult their physician. Members and guests under a doctor's care must provide a waiver upon using the facility. A copy must be presented to the membership coordinator, fitness supervisor and facility supervisor.**
- b) Proper attire must be worn at all times. Shirts and shoes must be worn at all times. No swimsuits, sandals, flip-flops, blue jeans, cargo shorts or cut-off shorts, jeans, pants, etc. of any type are allowed. These clothing stipulations do not apply to members or guests using the walking track only.**
- c) Weight plates and dumbbells must not be dropped.**
- d) All plates and dumbbells must be re-racked when finished.**
- e) Plates and dumbbells must remain in the weight room or track area at all times.**
- f) Cardiovascular equipment is available first-come-first serve.**
- g) No food and drink are allowed – with the exception of covered water bottles.**
- h) Anyone wanting to begin a resistance-training program should ask prior to instruction. Fitness instructors are available at all times to assist members and guests with any equipment in the upstairs areas. Fitness instructors are included with the annual membership fee.**
- i) No infant seats or strollers are allowed in the upstairs areas.**
- j) Membership badge or guest sticker must be visibly worn at all times while in the facility. Any staff person may ask to see an identification badge.**
- k) It is recommended that everyone bring his or her own towels**

to wipe off equipment after each use. Towels are available for purchase at the Control Desk.

- l) Be considerate by allowing others to work in between your multiple sets (2 or more) or repetitions (over 15). This applies to both free weights and machines.**
- m) Groups must be no more than 3 lanes wide on the track.**
- n) Walkers should stay to the inside of the track, while runners should stay to the outside.**
- o) All televisions in the cardiovascular area must remain on MUTE. Members are asked to wear walk men with headphones to hear the televisions. If a member wishes not to wear headphones, then they may choose to read along with closed captioning.**
- p) Fitness instructors are always available to members at no additional fees.**
- q) It is recommended that all children ages 12 and 13 are to be accompanied by their legal guardian. No one under the age of 12 is permitted upstairs. A person falling in this age group must take a youth certification to go upstairs. These certifications are available by appointment only. Please contact the fitness supervisor to make an appointment. The fee is \$15.00 and a birth certificate must be presented. The youth certification should be paid for and receipted at the front desk.**

SHOWERS, LOCKERS, SAUNA AND STEAM ROOMS

- a) Do not adjust thermostats in these areas. Anyone wishing to adjust a thermostat should ask for assistance from a staff person.**
- b) No one should stay in these areas more than 10 - 15 minutes. If a person begins to feel dizzy before the end of 15 minutes, they should exit. NO ONE UNDER THE AGE OF 15 IS ALLOWED IN THE SAUNA OR STEAM ROOM.**
- c) These areas are available for persons to use at their own risk. It is recommended that anyone wishing to use these areas consult his or her physician prior to usage.**