

THE FOLLOWING ARE GENERAL FACILITY RULES

1. Please check in at control desk with appropriate I.D. NO REFUNDS.
2. Facility hours and schedule may change depending on program demand and season.
3. Children under 3rd grade must be accompanied by an adult for drop-in usage.
4. Locks and equipment may be checked out at main desk.
5. Please report any injuries at once to the staff.
6. Not responsible for lost or stolen items.
7. To keep facility clean, a second pair of shoes is needed.
8. Appropriate dress required; shirts in all areas of the building except sauna, steam room and gym.
9. Proper language and behavior is expected.
10. Building and parking lot is a smoke and tobacco free environment.
11. No glass containers allowed.
12. Concession items only in main hall, Activity Room, multi-purpose room and meeting room.
13. Alcoholic beverages and anyone under the influence are prohibited.
15. Cameras or video cameras permitted in facility only with staff permission.
16. Patrons wishing to return later in the day must stop at the Front Desk prior to leaving.



EXERCISE ROOM

1. Must be 16 or older to use equipment.
2. Everyone must have a shirt or top that covers the midsection.
3. Athletic shoes must be worn at all times.
4. Towel dry equipment after use.
5. Food and gum are not allowed. Water bottles are permitted.
6. No loitering.
7. Keep hands, towels, and clothes away from cables and moving parts.
8. Please store clothes or bags in the locker room.
9. Please notify staff if equipment is not functioning properly or becomes worn.
10. Please ask staff for assistance if you are unsure how to operate the machines.
11. Please report any injuries at once to staff.
12. Please contact staff if you have a previous injury or limitations.

RUNNING/WALKING TRACK/CARDIO ROW

1. 14 laps = 1 mile
2. Odd dates & Even dates alter direction
3. Must be at least 12 years old to use the track and 16 to use the Cardio Row equipment.
4. Walkers please stay to the inside. Runners please stay to the outside.
5. Parents should not bring small children with them on the track to run/walk.
6. Food, drink and gum are not allowed. Water bottles are permitted.
7. The track is not an area for horseplay or spectating.
8. This area is only for running, jogging and walking.
9. Please stretch before entering.
10. No items may be thrown from the track.

GYMNASIUMS

1. Do not hang from nets or rims.
2. Dunking or stuffing the basketball is not permitted.
3. No strollers allowed in the Gym
4. Use sink to spit only if necessary.
5. Avoid using any shoes that will leave marks on the gym floor.
6. Please store gym bags in the locker room.
7. Check at control desk for open gym schedule.
8. During adult open gym time MWF 11:00am-1:00pm the big gym may be used for full court games, individuals may shoot in the FitGym.
9. Anyone causing damage to the rim, backboard or windows will be responsible for repair and any costs.





RACQUETBALL

1. Eye guards recommended.
2. Court shoes only.
3. Shirts must be worn at all times.
4. Abusive language prohibited.
5. Enter and leave courts at scheduled times.

LOCKER ROOMS

1. Not responsible for lost or stolen items.
2. Locks may be checked out at main desk.
3. Please use drying areas after showering.
4. Food, drink and gum are not allowed.
5. Horseplay and loitering is not allowed.
6. Items left overnight will be removed; no overnight storage.
7. Any padlocks left on lockers after closing will be cut off at owner's expense.
8. Phone use is prohibited.

SAUNA

1. This is a co-ed facility.
2. Appropriate dress required; shirts in all areas of the building except sauna, steam room and gym.
3. Food, drink and gum are not allowed.
4. No exercising or horseplay.
5. Must be 16 to utilize this area

STEAM ROOM

1. A key must be checked out with an ID.
2. Appropriate dress required; shirts in all areas of the building except sauna, steam room and gym.
3. Towel Required
4. Food, drink and gum are not allowed.
5. No exercising or horseplay.
6. Must be 16 to utilize this area

ADMISSION PROCEDURES

1. To gain admission to the Cedar Falls Recreation Center, you must have a current membership card, a punch card, or pay the daily fee. By having a membership card or paying the daily fee, a person is allowed to use the gym, exercise room, track, sauna, steam room, locker rooms, and may check out equipment.
2. Staff will keep the person's membership card or I.D., and attach the proper card according to the item checked out. The I.D. or card will be returned to them upon receipt of the equipment. Failure to return the equipment will result in a charge for the missing item.



GUEST POLICY

1. A Cedar Falls Recreation Center member may bring one non-resident into the facility as a guest by paying the resident rate. Each person in the family may do this with their card.
2. There is no "free" guest policy for members.
3. The office staff may occasionally give out complimentary guest passes signed by one of them. These are good for one daily admission.

FIRE ALARM

Office panel - enunciator:

1. Green flashing light is normal.
2. Yellow light indicates trouble in the system. Light will turn off if problem is fixed.
3. When alarm goes off, enunciator will indicate which one of the eight zones has a problem. The far right column has a description of the different zones.

SMOKE DETECTORS THROUGHOUT THE BUILDING WILL OCCASIONALLY FLASH RED. THIS IS NORMAL!!

If the fire alarm goes off:

1. Check to see which zone has a red light.
2. Grab fire alarm key - red tag, center file cabinet, middle drawer.
3. Quickly go to the proper zone.
4. Look for fire, smell for smoke.
5. Upon seeing or smelling smoke:
 - Call 9-911
 - Clear building using P.A.
 - Leave building after patrons are out.
 - Meet and direct fire department.
 - Aid fire department, if possible.
6. If you are positive there is not a fire:
 - Inform those people in building that things are O.K.
 - Look for pulled fire alarm and reset with key.
 - Check for solid red light on smoke detector; it may be dirty.
 - Go to electrical room in basement and unlock door using key #4.
 - Unlock fire alarm panel using fire alarm key.
 - Push "signal silence" button to stop horn.
 - Push "system reset" button to reset system.
7. Call Sports Supervisor, Recreation Center Manager, or Director to inform.
8. Document what happened and what you found. Put note in Manager's mail slot.

TORNADO PROCEDURES

A **tornado watch** means that the weather conditions are favorable for a tornado and the public should be on alert. During a tornado watch, notify persons within the Recreation Center that we are in a tornado watch, and we will keep them informed.

A **tornado warning** indicates that a tornado has touched down within the county. In the event of a tornado warning in Black Hawk County, the sirens in Cedar Falls will sound. The Indoor Warning System Receiver (the small gray monitor on top of the P.A. System) will sound when a tornado warning has been issued for Black Hawk County.

If you notice that the weather is starting to look bad, be sure that you turn on the radio and television to listen for weather alerts. That way you can be aware and alert of what is happening with the weather around you.

The Recreation Center employees must take the following steps when a tornado warning occurs:

1. The National Weather Service issues a tornado warning when the Doppler radar locates or when a law enforcement officer confirms a sighting of a tornado headed towards Cedar Falls or the immediate surroundings. The Indoor Warning System will be activated and you will be informed of the location, direction and speed of the tornado. If the report does not come on after the alarm has gone off, you can activate it by pushing the weather button.
2. Alert persons in the building that a tornado has been sighted in the immediate area and the sirens are sounding, by pushing the red emergency button on the P.A. System.
3. Make sure that the radio on the P.A. System is turned on in the basement by flipping button 003 up to the orange and that the radio is turned up enough to hear.
4. Have persons assemble in the basement against the walls leaving the middle open for emergency traffic. If a person that is 16 years old or older refuses to stay in the building, we cannot make them stay but strongly encourage

them to.

5. During a tornado, the pressure outdoors becomes less, making the pressure greater inside, which could result in the building exploding. Therefore, all outside doors must be latched open. There are rubber/wood doorstops at the control desk to keep the doors open.

6. Remain in the basement until the tornado warning for Black Hawk County has expired. Try to keep everyone as calm as possible.

SNOW AND ICE REMOVAL

Parking Lot:

- The Parks Division will clear the parking lot of snow. Their normal schedule calls for them to start work at 5:00am on weekdays. The Recreation Center parking lot will be the first one cleared. On weekends they will plow the lot as needed.
- To avoid the city vehicles from being plowed in, we will need to move them as needed in the parking lot. There is a set of keys for all city vehicles in the safe. Return the keys to the safe when finished in case back office staff calls and asks you to do this.

Sidewalks:

- It is our job & responsibility to see that no more than 1/4 inch of snow ever collects on the sidewalks leading from:
Our main entrance to the parking lot.
From the Print Shop to the parking lot.
The sidewalk running north and south between 13th Street and the storage/receiving driveway.
- NO ONE IS EXEMPT FROM SHOVELING, come to work prepared i.e. boots/mittens

Equipment/Ice Melt:

- If they are not in the front vestibule, Snow shovels are stored inside the storage/receiving room outside doors in the northeast corner.
- Ice melt is located just inside the storage/receiving room outside doors on the south side. The ice melt is in a five gallon bucket or in plastic bags. Please use this sparingly because it is expensive. If the supply gets low, leave a note for back office staff. Don't wait until it's all gone to leave a note!
- It is our responsibility to ensure that our patrons are able to get into the building without slipping or falling on ice or snow. Also, by keeping the walks clean, less dirt and grime will be tracked into the building.

Gym:

- The cost of refinishing the gym floor is very expensive. It is your responsibility to make sure that participants wipe their feet well, if not change shoes before entering the gym. If you see any individual leaving marks on the floor, it is your responsibility to see that the individual cleans up the marks before being allowed further usage of the facility.
- The gym floor should be swept daily, keep an eye on rugs to see if they need to be vacuumed