

BENT COUNTY COMMUNITY CENTER POLICY HANDBOOK



Approved: May 14, 2018

Bent County Board of County Commissioners

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Introduction

The Bent County Board of County Commissioners has established Policies and Procedures for the Bent County Community Center (the “Center”) to ensure Participants have a fun and safe experience while using the facility. Participants will adhere to all Center Policies and Procedures and will comply with directives from the Center Staff concerning safety and risk management. Any violation of Center Policies and Procedures may result in the Participant being asked to leave the Center.

Wellness Center Hours, Access and Passes

- Center hours are Monday through Friday from 8:00 a.m. to 8:00 p.m., and Saturdays from 8:00 a.m. to 5:00 p.m.
- Single-Use, Monthly, Quarterly and Annual Passes are available for purchase. Passes may be purchased at the Center Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Acceptable forms of payment are cash or check.
- A Pass allows Participants access to the Gym, Fitness Room and Weight Room. Please note the following:
 - Scheduled classes or activities take precedence for use of these rooms, so Participants are asked to check with Center Staff about room availability.
 - Group classes or individual training may require additional fees
- All Participants are required to enter and exit the building from the front (east) entrance and **sign in** at the Center Coordinator’s desk.
- Questions about the availability of services offered **at** the Center may be directed to Center Staff or Management.

General Guidelines

- Participation is voluntary; exercise at your own risk.
- Participants are encouraged to consult with a physician prior to beginning any exercise program.
- No food or drink allowed in the Fitness Room or Weight Room except for a non-breakable water bottle with a lid.
- No loitering on or around equipment.
- Use of Gym
 - Children age 12 and under must be supervised by an adult at all times.
 - Anyone age 13 and over may use the Gym unsupervised, subject to the provisions of this Policy.
- Use of Fitness Room and Weight Room
 - No children/youth under the age of 16 are allowed in the Fitness Room or Weight Room, except in the context of a supervised class.
 - Adolescents ages 16-17 may use the Fitness Room and/or Weight Room equipment, under the supervision of an adult 18 years or older, only after completing and returning a signed consent form from their parent or guardian.

Participant Responsibility / Rules for Use

The Center strives to provide an environment where people feel safe and respected:

1. Participants will respect the rights of others and display acceptable and appropriate behavior. Inappropriate behavior includes, but is not limited to: verbal abuse, physical abuse, harassment, obscene gestures or actions, abuse toward **Staff** in any form, profane and indecent language, or failure to abide by established policies and directions from **Staff**.
2. All Participants must **sign in** at the Front Desk upon entering the facility.
3. Individuals and teams utilizing the gym/fitness room/weight room must wear non-marking athletic shoes. Boots or street shoes are acceptable on these floors during non-athletic or sports events.
4. Shirts **MUST** be worn at all times.
5. Headsets are permitted. Participants are asked to not bring any source of audio equipment that may interrupt the concentration or workout of another participant.
6. No horseplay, running or loud behavior is allowed.
7. Profane language and/or abuse of equipment will not be tolerated.
8. Participants are asked to report any damage to facility or equipment to staff.
9. Alcoholic beverages and non-prescriptive drugs are not allowed in the building. Appropriate action will be taken for any person suspected of substance abuse while in the facility.
10. No bouncing balls in the hallways, lobby area, or rooms other than the gymnasium. **DO NOT** bounce the balls against the walls.
11. Neither Bent County nor the Bent County Community Center is responsible for lost or stolen articles. Participants are advised to leave all valuables in their car or at home. Any items left in the building will be secured by **Staff**. Participants are asked to check with the BCCC Coordinator regarding Lost and Found items.
12. No soliciting or distributing of materials allowed in the building or on the grounds of the community center.

Tobacco Products, Alcohol, and Drugs

The Center prohibits the use of tobacco products and drugs in or around the Center or on Center property. Use of alcohol is prohibited except when attending an event for which a Permission has been obtained from the Center.

The Center and Staff reserve the right to ask anyone using a tobacco product, or who is suspected to be intoxicated or under the influence of alcohol and/or drugs to leave the premises.

Firearms and Weapons

No weapons, including concealed weapons, are permitted in the Center or on the property.

Weight Room/Fitness Room

In order to avoid risk of injury, children and youth from 0 to 14 years of age are not allowed in the Fitness Room or Weight Room. **Delete: unless supervised by their parent or guardian.** Adolescents between the ages of 16 and 17 may use the Fitness Room and/or Weight Room equipment, supervised (**changed from unsupervised**), only after completing and returning a signed consent form from their parent or guardian. Center Staff has the right to ask for proof of age.

- All Participants must receive an orientation to the weight equipment prior to use.
- Participants must follow all safety procedures for equipment use.
- Unless a Personal Trainer or other qualified Center Staff Member is instructing, the standing overhead bar press with a barbell and Olympic lifts may not be used.
- Participants may not reserve equipment for personal use (i.e. marking equipment with a towel, sign, note, etc.)
- **Use of headphones is required when listening to personal music. (?)**
- Use of cardio equipment is limited to 30 minutes during peak hours.
- Participants agree to assume responsibility if an injury occurs while spotting for others.
- Participants are asked to allow those who are lifting weights the space needed to complete repetitions.
- Consideration of others should be shown when having a conversation, by keeping the volume of your voice low and your conversation short.
- No harmful or inappropriate behavior will be tolerated.
- Equipment must be wiped down after each use.
- Participants are responsible for return of equipment and weights to their proper locations.
- Do not drop the free weights/dumbbells on purpose when using.
- Collars are recommended for use on free weight bars with plates.
- **Please report if a Participant observes that any equipment is in disrepair, do not use it. Please report it immediately to a Center Staff Member. Clean Up**
- The Center is not responsible for injuries sustained while using equipment, even in the event of equipment failure, malfunction, or disrepair.
- Management reserves the right to ask anyone to leave the Center if the rules are not being followed.

Clothing

Appropriate athletic clothing is required to promote a clean and safe environment. While utilizing the Center, Participants must abide by the following guidelines:

- Jeans and cargo shorts/pants are not permitted.
- Clothing with any protruding metallic zippers, clasps, hooks, buttons or chains may not be worn.
- Dry, clean athletic shoes or sneakers are required at all times. Footwear must be closed toe and have non-marking soles.
- Shirts or tank tops must be worn at all times and cover the lower back, midriff and sides of the torso. Shirts that are manufactured or altered to expose the abdominal area or ribcage are not considered appropriate.
- Shorts must be long enough to cover the buttocks and groin area while exercising.
- The Center reserves the right to restrict the use of any apparel deemed unsafe or inappropriate. Participants may be asked to change their clothing or be asked to leave the Center if they do not comply with this policy.

Consequences for Breaking Rules

1st Infraction: Participant will receive a verbal warning

2nd Infraction: Participant will be removed for the day

3rd Infraction: Participant's privileges will be suspended for 3-30 days as determined by staff.

4th Infraction: Participant's Membership revoked for 1 year

NOTES:

1. If a Participant is directed to leave the Center, they must do so immediately. Failure to follow the instructions of Staff may result in the police being notified.
2. If Membership is revoked, any fees paid by Participant are considered forfeited. Membership Suspension or Revocation may be appealed to the Bent County Administrator within 7 days after the Participant has been notified of Suspension or Revocation.

Personal Liability

Individuals acknowledge that participation is at their own risk and assume responsibility for their own health and safety. Bent County is not liable for injuries sustained during participation in any activity at the Center. Participants are required to sign a **Participant Consent Form** before they are permitted to use the facility.

Participants are responsible for determining if utilizing the Center equipment, and various fitness programs is appropriate for their level of physical fitness. It is strongly recommended that all Participants consult with a physician and/or have a physical exam prior to participation.

Use of the Center equipment and programs is voluntary. The Center is not liable for injuries sustained during participation in any activity at the Center. The Center does not provide personal accident and/or health insurance. Participants are encouraged to secure their own insurance if desired.

Health and Safety

If a Participant has the flu, cold or any other contagious illness, he or she is asked to please not train in the Center. Using the Center with a contagious illness puts all Participants at risk. Illnesses cause an individual's system to become weaker and the likelihood for injury increases significantly when training under these conditions.

Changing/Shower Rooms

- The Community Center is not responsible for personal belongings.
- Participants should bring their own personal hygiene products, hairdryers, and other personal items that may be needed.

Bent County Community Center

Participant Consent Form

Name of Participant: _____

Date of Birth: ____/____/____.

I have received a copy of the Bent County Community Center (the "Center") Policies and Procedures. Center staff has answered my questions.

I agree:

- To follow the rules and guidelines as outlined in the Policies and Procedures.
- That I voluntarily use the equipment, and fitness programs at the Center at my own risk.
- That I use services at the Center at my own risk. Services may include fitness classes and use of equipment in the Fitness Room and Weight Room.
- That Bent County is not liable for injuries sustained during my participation in any activity at the Center.
- To release, indemnify and hold Bent County, Bent County Community Center, its Board, agents, officers, employees, representatives, and volunteers free and harmless from and against any and all liability, demands, claims, damages, suits, judgments, and decrees, costs, expenses, and attorney's fees, on account of injury to or death of myself or any person or damage to any property arising out of or related to my participation in services offered at the Center, including intentional or negligent acts, errors or omissions.
-

I understand:

- That Center Staff strongly recommend that I consult with a physician and/or have a physical exam prior to participation.
- That I am responsible for determining if using the equipment and/or participating in a fitness program at the Center is appropriate for my level of physical fitness.
- That participation is at my own risk, and that I assume responsibility for my own health, safety, and well-being when participating at the Center.
- I assume all risks incidental to my conduct.
- My written consent indicates that I know and understand the nature of physical training and the benefits I may expect, and the discomforts and/or risks which may be encountered and agree to participate on this basis.

Signature of Participant

Date

Bent County Community Center Staff

Date

Bent County Community Center
Adolescent (Ages 16-17) Participant Consent Form

I, the parent or legal guardian, give my permission for _____ (Name)

Date of Birth: ____/____/____ to participate at the Center and to use Center fitness equipment under the supervision of a parent, legal guardian, or the following named adult(s) who are 18 years of age or older:

I agree to assume full responsibility for him/her to use the Center under the supervision of an adult as described above and release Bent County of any liability. I understand that the Center is not liable for injuries sustained during my child's involvement in any activity relative to the use of the Center equipment.

I release, indemnify and hold the Center, its Board, agents, officers, employees, representatives, and volunteers free and harmless from and against any and all liability, demands, claims, damages, suits, judgments, and decrees, costs, expenses, and attorney's fees, on account of injury to or death of my child or damage to any property arising out of or related to his/her participation in services of every nature arising out of, or in connection with this his/her use of the Center equipment.

Signature of Parent/Legal Guardian

Date

Signature of Participant

Date

Bent County Community Center Staff

Date

BENT COUNTY COMMUNITY CENTER

Rental Guidelines

Thank you for selecting the Bent County Community Center (BCCC) for your event site. To ensure maintenance of the facility, the following guidelines have been developed for use of the BCCC. Bent County activities, including programs presented by other organizations affiliated with the County, have priority. During public use hours, when meeting rooms are not being used by the County, they are available for use by **for** individuals and organizations upon request.

Rental Hours:

Monday-Friday: 8:00 a.m. – 8:00 p.m. or by reservation

Saturday – 8:00 a.m.-5:00 p.m. or by reservation

Sunday: by reservation only

Rooms Available for Rental:

Kitchen

Dining/Meeting Room

Dining Room / Kitchen Combination

Fitness Room (also available for small meetings)

Weight Room

Gymnasium

Stage

FACILITY RENTAL FEES

Room	Public Use	Non-Profit Use	Deposit
Kitchen (Only)	\$50.00	\$0	\$50.00
Dining Room (Only)	\$50.00	\$0	\$50.00
Dining Room/Kitchen Combination	\$75.00	\$0	\$50.00
Gymnasium	\$100.00	\$0	\$100.00
Fitness Room	\$50.00	\$0	\$50.00
Weight Room	\$50.00	\$0	\$50.00

Notes:

A room is not considered reserved until fee and deposit are paid. Cash or checks will be accepted. Please make checks payable to *Bent County Community Center*.

Deposit is refundable upon completion of damage inspection and any necessary cleaning or repairs. All or a portion of the Deposit may be forfeited in the event of damage by the User, or if extraordinary cleaning is required.

To Reserve a Room:

- A facility use form must be completed at least five (5) days in advance. Contact the Community Center Coordinator (BCCC Coordinator) at 719-662-1235 for additional information.
- Approved reservations will be accepted on a first-come, first-served basis.
- If an event has been cancelled, applicants shall notify the BCCC Coordinator at least 5 business days in advance of the scheduled meeting. In the event of weather related cancelations, contact the BCCC Coordinator immediately.
- Bent County reserves the right to deny or cancel the use of its facilities when it is deemed necessary.
- Once the application has been approved and the required fees have been received, the applicant will be notified. Opening and closing of the facility as well as room set-up will be arranged by the BCCC Coordinator.

Applicant Responsibilities:

- Applicant (responsible adult over the age of 21) shall be present at all times and assumes responsibility for all activities conducted during the rental. If children are present, they must be supervised at all times.
- Applicant and guests only have access to the room(s) reserved on the rental agreement and for the times specified on agreement.
- Upon completion of the event, Applicant is responsible for cleaning up and leaving the room in the same condition as it was found. Any items brought into the center by Applicant are to be removed by the end of the rental period
- All decorations must be flame-proof or fire retardant.
- As other rooms may be in use, Applicant and guests are asked to respect this and keep the noise level in the lobby and hallways to a minimum.
- No group may consider the Bent County Community Center its permanent meeting place or use the facility as its mailing address.

Prohibited Activities

- Alcoholic beverages are not permitted in this facility or on this property without a special permit issued by Bent County Commissioners for a one-time use. Additional damage deposit may apply.
- No animals are allowed in the building except trained service animals.
- Use of hazardous materials is prohibited.

PERSONAL USE FEES (Pricing Based on per person basis)

	One-Time	Monthly	Quarterly	Annually
Individual (Adult or Student)	\$1.00	\$15.00	\$40.00	\$130.00
Family Dual (couple residing at same address)	\$1.00	\$25.00	\$60.00	\$195.00
Family (members residing at same address)	\$1.00	\$35.00	\$80.00	\$260.00
Seniors (65+): No charge for use of Gym for walking. For all other activities, refer to Personal Use Fees listed above.				

*Organized fitness classes may require additional fees, payable directly to instructor