

## Williams Wellness Center Rules and Regulations

Our goal is to provide every person with a positive experience at our community wellness and recreation facility where people and families of all ages and abilities are welcome and encouraged to visit.

**SMOKING AND ALCOHOL** are not permitted in and/or around the facility.

**DISCIPLINARY POLICY:** Everyone must behave responsibly and treat the equipment, staff and other patrons with respect. Failure to do so will result in disciplinary actions including removal and/or suspension from the facility. Proper language is expected.

**RECEPTION DESK AND CHECK IN:** All patrons are expected to enter through the south doors and must check in at the front desk for records as well as monitoring safety. Each patron will scan their key tag OR pay daily admission and sign in.

**STAFFED HOURS:** All patrons are welcome to use the facility after purchase of a membership or day pass during staffed hours. 24 hour access can be added on to an annual membership. Any members who do not have 24 hour access must leave at closing.

- **REGULAR**
  - Monday-Thursday 5:30 am – 8:30 pm
  - Friday 5:30 am – 6:00 pm
  - Saturday 7:00 am – 4:00 pm
  - Sunday 11:00 am – 7:00 pm
- **SUMMER (Memorial Day – Labor Day)**
  - Monday-Thursday 5:30 am – 8:30 pm
  - Friday 5:30 am – 6:00 pm
  - Saturday 7:00 am – 12:00 pm
  - Sunday 3:00 pm – 7:00 pm
- **OBSERVED HOLIDAYS**
  - New Year's Eve - Close at 1pm
  - New Year's Day – Closed
  - Easter - Closed
  - Memorial Day – Closed
  - Oelwein Celebration – Close at 10 am
  - Independence Day – Closed
  - Labor Day - Closed
  - Thanksgiving – Closed
  - Christmas Eve – Close at 1 pm
  - Christmas Day – Closed

### FACILITY AGE REQUIREMENTS

- All children 6<sup>th</sup> grade and younger must be accompanied by an adult when entering the facility.
- Children 2<sup>nd</sup> grade and under must be supervised directly by someone 7<sup>th</sup> grade or older at all times and in all areas of the facility.
- Children 3<sup>rd</sup> grade through 8<sup>th</sup> grade may use the gym, walking track and racquetball courts respectfully without direct supervision.
- Children 3<sup>rd</sup> grade through 7<sup>th</sup> grade can utilize the cardio equipment under direct supervision of an adult as long as equipment is used properly.
- Students 9<sup>th</sup> grade and older have full use of the facility including the weight machines, cardio room and free weight room as long as they are used properly.
- Any student that is in the facility and not under direct supervision of a OCSD teacher or coach must have a membership or day pass.

**LOCKERS:** Any patron may utilize daily use lockers in the locker rooms by securing with a padlock. Locks must be removed by the end of each day. The WWC is not responsible for lost or stolen personal items and members are discouraged from bringing valuables into the facility.

**TOWELS:** Sweat towels are available at the front desk. Towels must be returned to the basket at the entrance or in the locker rooms.

**ATTIRE:** Patrons are expected to wear appropriate attire at all times including a shirt and shoes. Clothing that expresses any profanity or inappropriate message is not allowed. To keep the facility clean, please bring a second pair of shoes especially during the winter months. Open toe sandals and bare feet are not allowed except during designated classes.

**MUSIC:** Headphones must be used when listening to personal music. Volume level and station of radios in the weight room and gym will be operated by WWC staff only. Staff reserve the right to ask patrons to turn music down or off if deemed too loud or offensive.

**FOOD & DRINK:** Drinks are allowed in all areas of the facility provided they are in a capped and sealable plastic container. Food and glass containers are prohibited.

**VIDEO SURVEILLANCE:** Video cameras are used throughout the facility to record activity, with the exception of locker rooms and restrooms.

**CELL PHONE USAGE:** Cell phone usage is prohibited in the locker rooms. Please be courteous of other patrons and take calls in the lobby or hallway.

**INCLEMENT WEATHER POLICY:** In the event of inclement weather, updates regarding facility closure can be found on our Facebook page and will be emailed to our mailing list. Fitness class and recreation program cancellations will coincide with Oelwein Community School closures. If school is delayed, all classes/programs before 10 AM are cancelled; if school dismisses early, all evening classes/programs are cancelled; if school is closed for the day, all classes/programs for the day are cancelled. School cancellation information can be found on local media channels.

**GYM USAGE:** The gym floor is available on a first come first served basis unless there is an approved activity, such as a recreation program or fitness class, scheduled by the WWC. Gym schedules will be released each month so members are aware of when the gym will be in use. Unless stated otherwise, the walking track and circuit weight machines are available when the gym floor is reserved.

**FITNESS ORIENTATION:** It is recommended to schedule a complimentary orientation before beginning an exercise program and using the equipment. Appointments can be scheduled with any personal trainer.

**FITNESS CLASSES:** Fitness classes are included in the price of a membership or day pass unless stated otherwise. Classes are drop-in style and open to all. Monthly schedules will be released with class days and times. All schedules are subject to change. Updates regarding class cancellations or changes will be communicated via our Facebook page and email list.

**EXERCISE EQUIPMENT:** Patrons must use the equipment in the manner intended by the manufacturer. No dropping or slamming of any weights or machines. Follow instructions and posted signs carefully. Equipment should be wiped off with provided cleaning solution after each use. Patrons are expected to return all free weights, weight plates, benches, attachments and other accessories to their original location. All equipment is on a first come, first served basis. During busy times please limit use to 30 minutes.

**YOUTH PROGRAMS/CLASSES:** The WWC is a shared venture with Oelwein Community School District and The City of Oelwein. These entities utilize the facility at various times throughout the year for PE class, athletics practice and youth recreation programs.

**LOST KEY TAGS:** A fee of \$2 will be assessed to replace a lost key tag. A fee of \$15 will be assessed to replace a lost 24 hour key fob.

## AREA SPECIFIC POLICIES

**WALKING TRACK:** Direction of traffic depends on the day (even or odd). Walkers are encouraged to stay on the inside lane and runners on the outside lanes. Please avoid side by side walking/running during heavy usage times. Strollers and walkers are welcome; however the track/gym floor cannot accommodate 'recreational wheels' such as bikes, skateboards, etc.

**GYM FLOOR:** Do not hang from nets or rims. Dunking or stuffing the basketball is not allowed. Please ask for assistance when moving hoops, setting up volleyball nets or lowering batting cage. No kicking or throwing of any balls or equipment towards the ceiling and/or track. Please pull curtains around area in use as to not disturb walkers and other exercisers.

**CIRCUIT WEIGHTS:** Use machines in a controlled manner which avoids slamming. Wipe down machines after each use.

**CARDIO ROOM:** Limit time on machines to 30 minutes when room is busy. Wipe down machine after each use.

**FREE WEIGHT ROOM:** The free weight room is shared with the high school PE classes and athletics. All users are welcome at any time; however student usage can be heavier from 6-8 am, 11 am-12:30 pm and 3:30-6 pm. All weights and equipment must be returned to proper location after each use. Closed toe shoes must be worn. No chalk permitted.

**FITNESS CLASSROOM:** This room is reserved for fitness classes during indicated times. Patrons can request to utilize the room and equipment outside of class time; however it is only to be used for exercise purposes. Please do not disrupt a class to retrieve equipment.

**RACQUETBALL COURT:** Racquets and balls are available to check out at the front desk. Court is available on a first come, first served basis. For your safety, WWC strongly recommends wearing protective eyewear. Avoid striking the court floors and walls with racquet.