

RecPASS MEMBERSHIP POLICIES AND CODE OF CONDUCT

MEMBERSHIP DEFINITIONS

YOUTH- Youth Ages 14-17. During the initial registration, it is mandatory for youth to be accompanied by a parent or guardian. This is essential to verify residency, collect emergency contact information, and obtain the necessary signatures on waivers including our code of conduct.

ADULT- Adults Ages 18-54

OLDER ADULT- Older Adults Ages 55+

FAMILY- Is considered two adults, and their minor children in one immediate family, one household. A maximum of six people living at the same address. Adult Children ages 18-25 must show proof of residency at time of purchase and renewal of membership.

CITY STAFF- is defined as a person who works for the City of New Berlin.

Children (5-13 years old) not covered under a valid membership plan are required to purchase a gym and track day pass and must always be supervised by an adult.

Anyone registered/paid for recreational programming will not be required to pay the Center's admission fee. However, recreational program participants may not access any other areas of the facility unless they have a valid membership or purchase a day pass.

RESIDENCY AND PROGRAMS

A City of New Berlin Resident is anyone residing inside the City Limits of New Berlin. All others are Non-Residents. Proof of residency will be required for new members or when changing addresses. Membership does not include programs. You do not need to be a member to register for a program. Program fees are separate from membership fees.

GUEST PASSES

Guests are welcome to come with you by purchasing a day pass. \$3 for New Berlin Residents, \$5 for non-residents, regardless of age.

GYM & TRACK MEMBERSHIPS INCLUDE

- Use of the Lion's Club Track
- Use of the Wellness Mezzanine
- Open Gym for use of the Lion's Club Gym, when available
- Monthly newsletter with helpful information

PLAYGROUND MEMBERSHIPS INCLUDE

- Use of the Playground (Kelman Kids Zone)
- Monthly newsletter with helpful information

FACILITY HOURS (FEB-AUG)

Monday-Thursday:	7:00am-9:00pm
Friday:	7:00am-6:00pm
Saturday:	9:00am-4:00p
Sunday:	CLOSED

EQUIPMENT CHECK OUT POLICY

- Daily Passes are not permitted to check out Recreation equipment.
- Monthly and Yearly Gym & Track Members may check out equipment daily from the front desk with their membership card.
- Participants may only check out ONE sport at a time. For instance, a participant can check out a basketball or volleyball but not a basketball and volleyball at one time. More than one piece of equipment can be checked out for a participant if they are checking out equipment for a friend or guest (i.e 2 basketballs for the participant and their guest)
- Participants will be charged for equipment not returned by closing and will be charged replacement fees for lost, broken, or damaged equipment. Participants may not be able to use the Activity and Recreation Center again without paying their damaged equipment fee.

DAMAGED EQUIPMENT PRICE LIST

- Basketball \$70
- Volleyball \$50
- Pickleball Paddle \$30

CANCELLATION POLICY

Annual Passes are non-refundable and non-transferable.

Monthly Passes- Can be billed on a monthly reoccurring payment. The 1st payment is due at time of registration and each payment after will be charged the same day each month unless cancelled. To cancel, you must cancel in person at the New Berlin Activity and Recreation Center at least 14 days prior to the next payment. Cancellations can only be made for the entire household membership. Cancellations for memberships can only be requested once in a 12-month period.

The New Berlin Activity and Recreation Center Code of Conduct

The New Berlin Activity and Recreation Center is a public facility intended for the use of residents of New Berlin, City of New Berlin Staff, as well as residents of surrounding communities. The Recreation Center is intended to be a welcoming and safe place for individuals to congregate, recreate and socialize. Participants of the New Berlin Activity and Recreation Center are expected to conduct themselves in a manner that most people would find reasonable and that is safe and does not infringe on the well-being and enjoyment of other participants. While an exhaustive list of inappropriate activities is impractical, the following outlines the basic principles of appropriate Recreation Center use.

Participants agree to observe the following when attending the New Berlin Activity and Recreation Center:

- Smoking/vaping/and the use of other nicotine containing products, e.g. the use of chewing tobacco is not permitted in the Recreation Center at any time.
- Alcohol and the use of recreational drugs is not permitted in the Recreation Center at any time.
- Offensive language or gestures is not permitted in the Recreation Center.
- The Recreation Center structure, grounds, furnishings, and fixtures must always be treated with care and respect. This includes no dunking on the basketball courts.
- Obtain entry through proper membership, daily admission fees, or City programs and events. Unauthorized entry will result in loss of facility privileges.
- Children must be at least 14 years of age to be allowed in the Center unsupervised, otherwise all children must be under the direct supervision of their parent or guardian.
- No commercial activity, including requesting donations, private instruction or classes, the sales of a product, or soliciting on behalf of individuals for agencies, personal services, or businesses or the posting of signage. The Activity and Recreation Center is considered a limited public forum, and the City reserves the right to impose restrictions on its use to protect public health, safety, and welfare.
- Not to leave items unsecured (on the floor, bleachers, etc.). Doing so will be at the participants own risk; it is strongly recommended that members do not bring valuables into the Activity and Recreation Center, the City does not offer storage lockers.
- Federal, State and local policies, laws and regulations must always be observed.

Participants are expected to:

- Comply with the direction of Recreation Center employees in accordance with the rules and regulations outlined in this code of conduct, as well as any other direction staff may deem necessary to maintain the safety and enjoyment of all patrons.
- Be able to function on their own or with the assistance of an escort, but independently from City of New Berlin Staff or Recreation Center volunteers.
- Maintain personal hygiene that is healthy and inoffensive.

- Wear clean, appropriate attire that must cover the chest and backsides. Clothing with profane language or offensive content is prohibited. Closed-toe, non-marking, activity appropriate footwear is required.
- Do your part to keep our facility clean especially during inclement weather (winter months), please bring a change of footwear to wear while being active.
- Use voice, language and behavior that will not offend or disturb other participants or staff.
- Treat others with respect, courtesy, and consideration.
- Get permission for any photography or videography, personal, commercial, or otherwise, from staff prior to their filming.
- Observe all Federal, state, and local laws, policies, ordinances, and regulations.
- Immediately report all injuries and incidents to Recreation staff to initiate an incident report form.
- Comply with any direction from the New Berlin Activity and Recreation Center staff and follow any other rules that they deem necessary and appropriate to provide patrons a safe, healthy, and welcoming environment.
- Failure to comply with staff requests, directions, or instructions will result in loss of privileges, including removal from the building and the bringing of appropriate civil or criminal charges. Based upon the severity and/or continuing nature of the conduct said removal and loss of privileges may be permanent. No refund of fees will occur in such instances.

The staff of the City will make the final determination of whether a policy is being complied with and what the appropriate response should be for said noncompliance.

Questions regarding the New Berlin Activity and Recreation Center code of conduct can be directed to the Assistant Recreation Manager or Recreation Manager.

Welcome to New Berlin Recreation Center Wellness Mezzanine!

To ensure the best safety for not only you as a patron, but all patrons attending the facility we have created these guidelines to help direct the appropriate behavior that should be followed while attending our facility. Please read over these guidelines as follows:

1. Safety first.

- a. Anyone, doing anything that is potentially harmful to other members is unacceptable.
- b. No harassment of any form will be tolerated. Patrons must adhere to the New Berlin Activity and Recreation Center Code of Conduct.
- c. We ask patrons to use the facility as a workout facility as intended.
- d. We also ask that patrons make sure to respect the equipment provided.
- e. Children between the ages of 14-17 must have had a wellness mezzanine orientation with one of the Recreation Staff.
- f. Wear closed-toe, non-marking, activity-appropriate footwear is required; street shoes, backless shoes, and boots are not allowed.
- g. No food, open drink containers (cans), or glass. Water bottles only.

2. Share the equipment.

- a. Equipment is considered communal property; because of this we ask that patrons not sit on a machine while resting between sets. Talking on cellular devices or sending text messages are an example of behaviors to avoid while on machines.
- b. Reservations are not allowed on any signature or seated equipment. The machine currently being used by a patron is the one piece of machinery they are allowed to continue using without disruption. That use will be on a first come, first served basis. Please limit sessions to 30 minutes per piece of machinery when others are waiting.
- c. Reservations for machines are not allowed. Patrons are not allowed to set up circuits with multiple pieces of equipment and reserve them for future sets or reps.
- d. Please place the equipment back where you found it.
- e. Report all equipment issues to Recreation staff

3. No CLUTTER is allowed in Wellness Mezzanine

- a. Small gym bags and small back strap bags are allowed, but anything larger than 12x12 in size we ask patrons to use the hooks and cubbies to hang up their belongings.
- b. Any excessive items or large gym bags seen as potential TRIPPING HAZARDS will not be allowed in the Wellness Mezzanine area.
- c. In our hallway, any bag not touching the wall or inside a cubicle holder will be asked to be removed to a hook or cubby.

4. Wipe down equipment

a. Wipe down equipment after use with towel and disinfectant spray; instead of spraying equipment directly, spray directly to the towel and then wipe the machine.

5. Track etiquette

a. Inside and middle lanes are walking lanes.

c. Outside lane is the running/jogging lane. Please look for signage and follow the indicated direction of travel.

d. Recreation provided Strollers are allowed on the track, but only in the inside walking lanes. No strollers are allowed in the middle or outside lane since those are designated for jogging and/or running.

e. No personal Strollers are allowed on the track.

f. Recreation provided Strollers are allowed on the track, but NOT allowed to remain on the track while the user stops or gets on ANY piece of machinery along the track. Liability causes us to enforce this rule and as a result, we cannot have anyone younger than the age of 14 parked near any of our exercise equipment in a stroller.

g. Body baby carriers are allowed on the track, but not in any other area of the fitness floor. No babies in arms.

h. Acceptable track exercise formats are either walking or running motions.

i. NO free weight, dumbbell, or Olympic bar equipment is allowed on the track.

j. NO spitting or food/drink is allowed on track, only water in water bottles.

k. Children must be supervised by an adult while on the track.

l. Prohibited activities on the track include:

- Standing or blocking on the lanes of the track

- Watching first floor activities from the track

6. Minimum age limits.

a. NO ONE is allowed to be ANYWHERE upstairs in the wellness mezzanine that is under the age of 14 without a parent or guardian.

b. Children between the ages of 14-17 must have had a wellness mezzanine orientation with one of the Recreation Staff.

Even those who are 14+ and are not in the fitness mezzanine to work out or following the guidelines listed above will be asked to leave the fitness mezzanine floor.

We as the Recreation staff are committed to providing the best experience possible for you as a fitness patron. We also invite you to come and enjoy all the amazing amenities we have to offer here at our recreation center.

New Berlin Activity and Recreation Center GYM POLICIES AND PROCEDURES

1. The following are prohibited in the New Berlin Recreation Center GYM:

- a. Amplified music – headphones/earphones are required for personal use. Playing music via Bluetooth speaker or from a phone is not allowed. If you are using earphones or headphones you must maintain an awareness of your surroundings and those around you in order to avoid collisions
- b. Any activity or exercise that may damage facility floors, walls, or equipment.
- c. Pets (except for service animals and service animals in training)
- d. Rollerblades, roller skates, skateboards, Heelys, and Hoverboards.
- e. Organized or informal recreational activities may be stopped in the hallways and corridors if deemed unsafe to patrons or harmful to facility.
- f. Kicking or throwing any equipment against walls or windows in the facility.
- g. Firearms and weapons of all kinds are prohibited in all New Berlin Activity and Recreation Center facilities.
- h. The New Berlin Recreation Center is alcohol, tobacco, and drug-free; alcohol, drugs, e-cigarettes, tobacco products, and vaping devices of any kind are prohibited.
- i. Members and guests suspected of being under the influence of alcohol or drugs will be directed to exit. No refunds of fees paid will be given for persons who are expelled or suspended from use of the facility

2. GYM POLICIES

- a. Inappropriate or foul language will not be tolerated.
- b. Hanging on basketball rims and or nets is not permitted.
- c. Dunking is not allowed.
- d. Food and drinks (other than water in covered bottles) are not permitted.
- e. Spitting or chewing gum is prohibited.
- f. During Open Gym, the activity designated on the Gym schedule has court priority; New Berlin Recreation Center staff reserves the right to stop all activity other than the designated sport.
- g. There will be no shooting or throwing of any ball or equipment from the track to the gym courts.
- h. Attire
 - i. Clean, appropriate athletic attire is required at all times. Attire must cover the chest and buttocks.
 - ii. Clothing with profane language, and/or offensive content are prohibited in the facility.
 - iii. Closed-toe, non-marking, activity-appropriate footwear is required; street shoes, boots, dress shoes, and sandals are not allowed; please bring a change of footwear.
 - iv. During the winter months, please bring a change of footwear while working out.
- i. Bags
 - i. Small gym bags and small back strap bags are allowed on the bleachers, bags are not allowed to be on the court floor.
 - ii. The New Berlin Recreation Center is not liable for any lost/stolen bags or personal items.
- j. Disorderly and Disruptive Conduct

- i. The following is prohibited in the New Berlin Recreation and Activity Center:
 1. Use of obscenities and insulting language or gestures
 2. Spitting
 3. Harassment and/or hazing of other members or staff
 4. Vandalism
 5. Fighting
 6. Verbal Altercations
 7. Bullying
 8. Taunting

3. SPORT EQUIPMENT

- a. Basketballs, Volleyballs, and Pickleball Paddles will be available to check out at the front desk. If equipment is not returned, members will be fined and charged for the value of the equipment. Members will not be allowed to enter the building until the fine and replacement costs are paid.
- b. All equipment must remain in its designated location. No bouncing or kicking of any type of sport ball is allowed outside of the gym courts.

4. OPEN GYM

- a. Open Basketball
 - i. No full court games allowed. One basket games are permitted as long as only one basket is being used and players are being respectful to others using different areas of the gym.
- b. Open Volleyball
 - i. Designated courts: Court 1 is designated for ages 14-18 and Court 2 is designated for 19 years and older.
- c. Open Gym
 - i. No pick-up basketball games allowed. No setting up of volleyball, pickleball, or tennis nets. No playing catch with baseball, softball, and or football. Basketball shoot around, passing of soccer ball, and passing of volleyball are allowed during open gym times.
- d. Full Court Pick Up (18+)
 - i. Full court games must be inclusive of any potential participants.
- e. Open Pickleball
 - i. **Payment/Sign-In:** All participants must sign-in at the front desk prior to entering the gym. Open Gym Pickleball is only available to Daily, Annual, or Monthly RecPass holders. DO NOT enter the gym earlier than the designated "Open Gym Times".
 - ii. **Court Designations:** When all courts are in use, there are a total of 9 Pickleball Courts. Courts will be clearly labeled (example: 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, and 3C) and will be designated solely for social, intermediate, or advanced play based on need.
 - iii. **Open Gym Guidelines:**
 - a. Unless not all of the courts are in use, a doubles format should be used at all times.
 - b. **Rule of 2:** Unless otherwise instructed, each player should only play a max of 2 consecutive games, regardless of who wins the game. A team that has not played two games should stay on the court and split up. If there is no one waiting to play, no one needs to sit out.

- c. Anyone waiting to play must place their paddle in the designated paddle holders or on the bleachers in an orderly manner to be in line to play. Please have your name on your paddle to assist with the participant rotation process.
- d. **Be conscious and respectful of the differing skill levels on the court at a given time.** If playing "down" (at a lower skill level than your own), please adjust your style.
- e. If you hear someone yell "Ball!" - STOP PLAY IMMEDIATELY. To return an errant ball, please follow these steps: (1) temporarily stop your play (2) determine which court the errant ball came from (3) courteously return the ball to one of the players on that court without interrupting other games in progress. For everyone's safety, please DO NOT just bat/kick an errant ball off your court; follow the steps listed above to help ensure the safety of all participants.
- f. NEVER yell at, swear at, or speak a hostile or sarcastic word to any player in anger or otherwise! Multiple or severe incidents of this will be reported to the Recreation Department for further action.
- g. Please be respectful of the courts, facilities, fellow players, and the volunteers! Reoccurring violations of the above policies may lead to participant removal from the program by the City of New Berlin Recreation Department.
- iv. **Scoring:** Games will be played to 11 (win by 2). Once, the paddle queue reaches a predetermined amount of participants waiting to play (number will be communicated by a volunteer or gym supervisor), games will be played to 9 (first to 9 wins).
- v. **Shoes:** It is MANDATORY that all participants bring two pairs of shoes when using the gym space: one pair to wear into and out of the gym, and another pair strictly to play in. For the sake of the gym floor and also for the safety of the participants, please do not wear your snowy/wet/salty/dirty shoes from outside onto the courts.
- vi. **Balls:** All participants will be required to bring at least ONE BALL to participate each day. For consistency purposes, an Onix Fuse Indoor Pickleball (orange) will be the ball of choice. Balls are available for purchase at the front desk for \$3.00 per ball.
- vii. **Rentals:** Paddle rentals are available at the front desk of the Activity and Recreation Center, but we strongly advise bringing your own. All rented equipment must be returned before leaving the facility.

5. Consequences

Failure to comply with these policies may result in a suspension or permanent expulsion, the length of which will be determined by New Berlin Recreation Center professional staff based on the circumstances surrounding the conduct and any prior violations. The Recreation staff shall have final say as to the interpretation and application of these rules. Their determinations shall be final and binding on all Recreation Center users.