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**CITY OF LIVONIA**  
**JACK E. KIRKSEY RECREATION CENTER**  
**HOUSE RULES**

**I. VISION STATEMENT**

The Jack E. Kirksey Recreation Center will serve as a focal point of community activity and pride and will reinforce the architectural context of Livonia. The Center, through its programs and services, will enhance the quality of life for all Livonia residents and reinforce “Families Come First”.

**II. RULES and REGULATIONS**

Rules and Regulations have been established for the use and operation of the Jack E. Kirksey Recreation Center building, facilities, and grounds. Knowledge of such rules is the responsibility of the guest. Failure to follow the established policies may be cause for suspension or termination of all privileges. The City of Livonia reserves the right to change Rules and Regulations in the best interest of the community center operations. Changes will be indicated by revised posting dates. Rules and Regulations are available upon request.

**III. GENERAL INFORMATION**

**A. HOURS of OPERATION**

**Regular Hours:** Day After Labor Day – May 31, Monday thru Friday, 5 a.m. to 11 p.m., Saturday 6 a.m. to 8 p.m., Sunday 7 a.m. to 7 p.m.

**Summer Hours:** June 1 – Labor Day, Monday thru Friday, 5 a.m. to 10 p.m., Saturday 6 a.m. to 6 p.m., Sunday 7 a.m. to 7 p.m.

**Holiday Hours:**

New Year’s Day:	7 a.m. to 2 p.m.
Easter	CLOSED
Memorial Day	7 a.m. to 2 p.m.
Independence Day	7 a.m. to 2 p.m.
Labor Day	7 a.m. to 2 p.m.
Thanksgiving Day	7 a.m. to 2 p.m.
Christmas Eve	7 a.m. to 2 p.m.
Christmas Day	CLOSED
New Year’s Eve	7 a.m. to 2 p.m.

**All hours are subject to change.**

**Maintenance shut down:** is held at the end of summer. The facility will be closed for needed maintenance and repairs, or a portion of the facility will be closed from time to time, as needed, for the comfort and safety of all.

Quarterly schedules shall be published detailing drop-in use and scheduled classes and programs. Facility use will be available beyond normal hours for special programs and rentals. The hours or facilities of the center may be cancelled or closed in the event of emergency or special conditions.

**B. USER DEFINITIONS**

The Recreation Center is owned and operated by the City of Livonia. Use of the building may in some ways be determined by resident, non-resident, property, business and corporate tax payer, and Member status. The following definitions are detailed for reference regarding other rules and regulations.

- 1. City of Livonia Residents** are defined as those persons living within the city limits.
- 2. Non-Residents** are defined as those persons not meeting any of the City of Livonia Resident criteria.
- 3. Members** are defined as those persons who regardless of residency have purchased a membership, which is current and valid at the intended time of use.
- 4. Daily Use Pass** entitles you to all open recreation facilities such as, open gym, open swimming, climbing wall, tree fort, fitness hub, and lounge, during designated times.
- 5. Open Use** includes activities that do not require an instructor or direct group leader. Open use will be designated by hours of use as posted. All activity area hours of operation are subject to change due to class activities, maintenance, staffing, or rentals.

### C. MEMBERSHIP CLASSIFICATIONS

General descriptions of Classifications are:

1. **Memberships are annual in time period, unless otherwise noted.** Exceptions may be granted by the Superintendent of Parks and Recreation or their designee for extenuating circumstances with written request.
2. **Youth** – Any person 4-13 years of age \*.  
\*Age 3 or younger is free with paying adult.
2. **Teen** – Any person 14-17 years old.
3. **Adult** - Any person 18-61 years of age.
4. **Senior** - Any person 62 years of age or older.
5. **Family** - Any combination up to six people all residing at the same address. At least one member must be 19 years of age or older. Families of seven or more will pay an additional fee per person.
6. **Adult + 1** - Two people residing at the same address.
7. **Business** - Any individual who works for a minimum of 30 hours per week for a business located within the City of Livonia and works out of the Livonia office. Company ID or confirmation of employment on company letterhead required.
8. **Corporate** - Any business within the City of Livonia who wishes to purchase memberships for their employees. Ten pass minimum. Passes would be generic for use by all employees. Employee must have card to enter the facility. Business rate will apply.
9. **Matinee Member** - Member will have access to all member benefits during the limited days and times of Monday-Friday, 8 a.m. to 3 p.m.
10. **Contractual Medicare Matinee Membership (ex. SilverSneakers)** – Eligibility is determined by Silversneakers.com or other partners. Member will have access to all member benefits during the limited days and times of Monday-Friday, 8:00 a.m. to 3:00 p.m.
11. **Summer Members** Any person who regardless of residency, have purchased a Summer Only Membership which is valid May 15- Labor Day regardless of date of purchase. Membership discounts apply to summer classes only.
12. **Military Personnel** – Individuals in the following classifications and military branches will pay the following rates. Military branches include Air Force, Army, Coast Guard, Marines and Navy.
  - a. **Active-Duty Classification** – Resident youth rate for Livonia residents (must prove Livonia residency and active-duty military ID). Non-resident youth rate for non-Livonia residents (must present active-duty military ID).
  - b. **Training Classification** – Resident youth/senior rate. An individual, who has signed a letter of intent (Induction Contract or Induction Agreement) to join the military, may train under the supervision of an authorized representative from a military branch.
    1. Authorized training representative must notify the facility manager of their training status with a verification letter from the designated military branch or contractor.
    2. Individuals should not only be under the supervision of the authorized representative, but also, in that person's presence.
    3. This is not available for recruiting purposes.
  - c. **On-Leave Classification** – No charge. Individuals who are on-leave and show their leave papers will be a guest of the facility, not to exceed 30 days per year.

### D. FEATURES

A general description of the Recreation Center features includes:

1. **Leisure/Competition Pool** - Zero depth entry, 250-foot water slide, lazy river, spa, water sprays, geysers, eight 25-yard lap lanes, diving board, 13-foot deep end, in water stairs/benches, spectator seating area, and sound system.
2. **Gymnasium** – Two Gymnasiums with hard wood floor and two gymnasiums with pulastic floor. Gym areas have baskets, volleyball courts, floor hockey, indoor soccer, lacrosse, and other sports available.
3. **Weight/Fitness Equipment** - Cardiovascular equipment (bikes, treadmills, ellipticals, etc.) selectorized machines, free weights, barbells, dumbbells and more than 2,000 pounds of weight plates.
4. **Running/Walking Track** - Three lanes, cushion track surface, 11 laps per mile.
5. **Aerobics** – Wood-floor, mirrors with ballet bars.
6. **Multipurpose Rooms** - Seating for up to 60 people available to rent for receptions, meetings, parties, showers, etc.
7. **Kid-Quarters** - Staffed childcare with activities such as computer games, board games, play structure. Drop-in during scheduled times. Two hour/ per day maximum.
8. **Men's, Women's, Family Locker Rooms** – Available for daily use only, opposite sex use is prohibited, exception the family locker room.
9. **Outdoor Facilities** - Two sand volleyball courts, Skate Park, inline skate rink and splash pad.
10. **Administrative Offices** - City of Livonia Parks and Recreation Offices will service the Recreation Center and Park

and Recreation programs.

11. **Climbing Wall** – 42-feet high with 13 stations.
12. **Indoor Soft Play Structure** - Tree Fort with climbing tubes, slides and mini climbing wall.
13. **Lounge** – TV and quiet room.
14. **Party and Activity Rooms** – All-purpose rooms.

#### **E. EXERCISE PRECAUTIONS**

Because exercise may place a stress on the body, certain precautions should be considered.

1. Participants are encouraged to consult a physician prior to engaging in exercise. Individuals should safely limit their activities, taking into account their physical condition, limitations, and skill levels.
2. Use all selectorized machines according to the instruction placards. Observe all rules.
3. Request assistance if there are any questions or problems with equipment.
4. The City of Livonia is not responsible for any injuries or damages, which may occur on or about the premises.
5. It is highly recommended that all users of the fitness hub go through an orientation session with an instructor. Free equipment orientations are included with your membership.
6. **EXERCISE AT YOUR OWN RISK.**

#### **F. FIRE/OTHER EMERGENCY EVACUATION**

In case of fire, sound alarm, use the nearest available exit and **DO NOT** use the elevator. For other emergency evacuations, use available exits and follow staff instructions. Signs for emergency evacuation are posted.

### **IV. FACILITY ADMITTANCE POLICY**

#### **A. GENERAL INFORMATION**

The general public will be admitted to the facility upon satisfying one of the following:

1. Present a valid Membership card.
2. Present a valid Ten Visit Pass.
3. Purchase a Daily Visit Pass
4. Check-in as a registered class/program participant.
5. Check-in as part of a group rental.
6. Present a special promotional guest pass or other document authorizing admittance.
7. Check-in as a Caregiver for no cost. Caregivers are classified as someone assisting a paying person who is physically or mentally disabled. There shall be no activity use by Caregiver other than aiding.
8. Youth ages 13 and younger must be supervised by a person 16 years or older, unless the 12-13 year old is a member.
9. Climbing wall requires supervision by a person 18 years or older.
10. Dropping off children is strictly prohibited.
11. Children 3 years and younger will be admitted free when accompanied by a paying person 16 years or older.
12. Use of the facilities and/or participation in programs is at your own risk.
13. Service Animals are welcome. Management has the right to exclude a service animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken.

#### **B. MEMBERSHIP ID CARDS**

Memberships are available to provide regular users with an option to purchase discounted activities and other privileges.

1. Membership will allow use of the facilities, including outdoor pools during "open use" times.
2. Members are eligible for "Member Rates" on all Recreation Center classes and programs. (See Fees and Charges Policy.)
3. Special registration privileges are available to Members. (See Registration and Kid-Quarters Policies.)
4. Membership renewals or new members will have a choice of two complimentary passes or two drop-in wristbands.
5. Members will be able to bring in a maximum per visit of two youth visitors (age 4-13) into the Recreation Center and be charged the appropriate resident rate day pass.
6. Members who refer a new member will receive a \$15.00 credit to their account. This credit would have no cash value. Contractual medicare (ex. **SilverSneakers**) members are not eligible for the referral program.
7. Memberships which have been expired for one complete year will be considered "New Memberships".
8. Memberships will be valid for a designated time period.
9. Members will be issued an ID card, which will be required for admittance and any other special privileges. ID cards are the property of the City of Livonia and may be revoked for just cause.
10. ID cards are not transferable. Misused cards may be confiscated, and member may be suspended.
11. Members who forget their cards may be admitted according to established policies. (See Forgotten ID Policy.)
12. Lost or stolen cards may be replaced. (See ID Replacement Policy.)
13. There will be no refunds, prorating, or other transfers of Membership fees. (See Refund Policy.)
14. Members must have their card in their possession at all times while in the facility.

**C. TEN VISIT PASS**

1. A Ten Visit Pass allows unlimited use, of the facilities during "open use" times.
2. A visit is counted each time you enter the facility.
3. A Ten Visit Pass is to be used by a person of the appropriate age group.
4. Fees are non-refundable.
5. Ten Visit Pass holders must have their card in their possession at all times, while in the facility.
6. A Ten Visit Pass does not give you Member rates for programs and activities.
7. Ten Visit Passes do not expire.

**D. DAILY VISIT PASS**

Daily Visit Passes are available for:

1. A Daily Visit Pass allows unlimited use of the facilities during "open use" times that do not require any direct staff. Does not include free wall climbing, Kid Quarter visits, climbing wall classes or outdoor pools.
2. Daily Visit Passes are valid for one visit and fees are non-refundable. Guests should check availability of activity areas, before purchasing a pass.
3. Guests ages 3 years old and younger are free with a paying adult.
4. Guests must keep wristband on at all times as proof of a paid entry.
5. Photos will be taken of all Daily pass individuals, for their safety they shall provide name, address and emergency contact information. A photo ID or parental verification is also required at each visit.
  - a. Information is updated at each visit.
  - b. Photo validation will take place at each visit.
  - c. Day pass party guests and school groups are exempt.
6. Day passes purchased for youth 13 years or younger must be accompanied by a responsible person 16 years old or older and remain in the building.

**E. SPECTATOR VIEWING**

The Recreation Center is designed for spectator events.

1. Spectators may be admitted to supervise, chaperone, or assist a person (caretaker) in a scheduled activity/program.
2. Spectators must check-in as such and remain in the proper spectator area.
3. There will be no use of activity areas or equipment for spectators.

**F. FORGOTTEN ID CARD POLICY/REPLACEMENT ID**

1. Members forgetting their ID card will be able to check in at the Front Desk and receive a wristband for entry into the facility. This wrist band is required to be on at all times, as it replaces your pass card, for the day. Please bring your ID card each visit to speed your entry into the facility.
2. If card is forgotten 3 times, a replacement card must be purchased. Pass cards lost, stolen, or damaged may be replaced for \$3.
3. Identification will be required to verify Member status.

**V. FEES and CHARGES**

**A. GENERAL INFORMATION**

The City of Livonia recognizes that there are costs involved in providing facilities and services. Fees and charges are intended to recover such costs from individual and group participants. Fees and charges vary based upon Resident, Non-Resident, and Member status. Fees and charges are subject to change and will be reflected in current brochures and printed materials.

1. **City of Livonia Residents**
  - a. Receive "Resident Rates" on the purchase of Memberships, Ten Visit Pass, daily visit pass, classes, programs and special events.
  - b. Residency is determined at the time of application.
  - c. Proof of residency will be required by a valid driver's license, State I.D., or current utility bill (Electric, Gas, or Cable only).
2. **Non-Residents of the City of Livonia**
  - a. Receive "Non-Resident Rates" on the purchase of, Ten Visit Pass, Daily Visit Pass, classes, programs, and special events.

**3. Members**

- a. Receive "Member rates" on all Recreation Center classes and programs regardless of residency.
  - i. Individual Members – "Member Rates" are extended to the Member and their children three years and younger.
  - ii. Family Members – "Member Rates" are extended to all family members eligible under the family membership plan.
  - iii. Summer Memberships – "Member Rates" are only available on summer classes and programs.
- b. Proof of current and valid Membership status required.

**B. REFUND POLICY**

The following refund policy including refunds, transfers, and pro-rations is in effect:

- 1. Refunding of a Membership can be completed with the authorization of the superintendent for the following reasons:
  - a. Within two weeks of purchase or 10 business days. The current administrative refund fee will be charged. If individual used the facility within the ten business days, the daily admission fee would be deducted for each visit.
  - b. Severe medical conditions with doctor documentation. Prorated from the date the request was made or in less severe conditions the Facility Manager can make adjustments to the expiration date.

- 2. There shall be no transfers for Membership purchases.
- 3. There shall be no refunds for daily visit or ten visit pass purchases.
- 4. Refunds will be issued for all **classes** and **programs** based on the following.

<b>Cancelled by Department</b>	Full Refund Amount
<b>Customer Cancels:</b>	
1. By 5 p.m. one week prior to class start date	Less \$10 processing fee
2. Prior to the second class	50% of class fee
3. After second class	No refund

*NO refunds on material fees, all sports teams and leagues. .*

**5. Refund Policy for Camps/Special Events/Clinics**

<b>Cancelled by Department</b>	Full Refund Amount
<b>Customer Cancels:</b>	
1. By 5 p.m. one week prior to class start date	Less \$10 processing fee
2. Prior to the second class	50% of class fee
3. After second class	No refund

- 6. Refunds for all rentals will be subject to a "rental cancellation charge". (See Facility Reservation Policy.)

**C. SATISFACTION GUARANTEE POLICY**

The City of Livonia Department of Parks and Recreation guarantees that you will be satisfied with the recreation classes, programs and services in which you participate. If you are not completely satisfied, simply fill out a Refund Request Form and we will arrange for one of the following:

- 1. Repeat the activity at no charge.
- 2. Receive credit that can be applied to any other activity at no charge.
- 3. Receive a refund. Requests for refunds for departmental programs may be subject to an administrative processing charge.

Valid for athletic and recreational program/classes which:

- 1. Are four weeks in length or longer.
- 2. The participant attends the first two classes.
- 3. Refund Request Form is submitted prior to the 3<sup>rd</sup> class meeting.

Does not apply to:

- 1. Sport league or entry fees.
- 2. All Memberships, 10 Visit Pass or daily visits.

Not valid for departmentally sponsored ticket sales involving theater productions, trips (including transportation), theme parks, season passes, golf green fees or permits (athletic field and picnic).

**D. INSUFFICIENT FUNDS**

A fee of \$25 will be charged for all failed payments.

## **VI. PARTICIPANT CODE OF CONDUCT**

We strive to provide premier facilities, programs, and services so that community members have the opportunity to participate in the highest quality of diversified fitness, recreation, social and educational opportunities. Guests and participants are entitled to responsive service in a welcoming, safe, and enjoyable atmosphere. At the same time, we expect reasonable and appropriate behavior from those who visit the facilities and attend programs. A zero-tolerance stance will be taken as it relates to criminal behavior. Failure to follow House Rules may be cause for suspension or termination of all privileges. (Refer to House Rules Violations Page 18.)

### **A. PARTICIPANT BEHAVIOR**

Participants are expected to be courteous to other facility users and to follow rules. The following actions will NOT be tolerated and may be cause for suspension or termination of all privileges and/or legal prosecution.

1. Harassment, intimidation, or similar actions towards patrons or staff.
2. Vulgar, obscene, abusive, derogatory, taunting, or demeaning comments and/or gestures.
3. Destructive, dangerous, or hazardous behavior to people, equipment or facilities.
4. Staff reserves the right to confiscate membership cards/daily passes or program registration of anyone whose behavior creates a disturbance for others or for repeated behavioral offenses. Any prepaid money for passes or memberships and programs will be forfeited if asked to leave, suspended or permanently banned from the facility.
5. If the offending individual is a minor (age 17 or younger), the parent/guardian will be contacted for removal from the facility or program and notified of the disciplinary procedure.
6. Smoking and/or use of the tobacco and other products are prohibited, including the use of e-cigarettes, vapor cigarettes or alternate smoking devices.

### **B. DRESS/HYGIENE**

Appropriate participant dress is required while using the facilities.

1. Gym clothing is preferred for all activity areas and programs other than the aquatic area.
2. Swimming attire shall include a lined bathing suit suitable for public use.
3. Attire worn in other activity areas will not be allowed in the aquatic area.
4. No wet clothing outside the aquatic area or locker rooms.
5. Shirts must be worn in all activity areas except the aquatic area. This includes the fitness hub, track, gymnasium, climbing wall, multipurpose room, aerobic room, and all common areas.
6. Marring dark soled street or gym shoes of any kind will not be allowed in the gym or aerobic room.
7. Shoes shall be clean of all dirt and grit before entering. Separate gym shoes are encouraged.
8. Proper workout attire is required.
9. Members/Guests must exhibit good taste and have nothing offensive or obscene in view. Staff shall be the judge.
10. Personal hygiene shall not be offensive.
11. Shoes must be worn in all areas except pool and tree fort.
12. Socks must be worn in the tree fort.

### **C. FOOD/BEVERAGE/GUM**

The following policies pertain to food, beverages, and gum:

1. Items purchased from the vending area will be limited to the atrium area, lounge and pool gallery.
2. Spill-proof, unbreakable water bottles containing **water only** will be allowed in activity areas.
3. There shall be no food or beverages allowed in any activity area.
4. Patrons are expected to use waste receptacles for disposal.
5. Accidental spills and stains should be reported immediately to arrange for clean-up.
6. Lost money or concerns associated with the vending machines should be reported to the front desk.

### **D. RECORDING DEVICES**

No cameras, cell phones or any other recording devices capable of taking still and/or video pictures shall be allowed in any locker room, family changing room or restroom.

### **E. REFUSAL OF ADMISSION**

Management reserves the right to deny admission or service to anyone who appears to be under the influence of alcohol or a legal/controlled substance or in violation of any facility/program rules or regulations.



## **VII. SAFETY ISSUES**

### **A. ACCIDENTS/INJURY**

Accidents and/or injuries should be reported to the front desk, or staff member.

1. First-Aid supplies (ice, band-aids, gauze, rubber gloves) will be available. These items shall be self-administered.
2. The swimming pool staff shall be trained in American Red Cross Lifeguard Training or another nationally recognized program, CPR, AED, and First Aid.
3. Building Supervisors shall be trained in CPR, AED and First Aid.
4. The staff will not provide transportation.
5. Staff is available to call for medical assistance, ambulance upon request. If the person is unconscious or unable to respond, 911 may be called at the discretion of the staff.
6. Accidents/injuries requiring assistance will require completion of an "Accident/Incident Report." Cooperation is requested.
7. The City of Livonia is not responsible for accidents/injuries, which are incidental to the activities and/or use of facilities or equipment. **PARTICIPATE AT YOUR OWN RISK.**

### **B. BAD WEATHER**

Severe weather conditions may require actions necessary to ensure guest safety.

1. During a tornado "watch", the staff will monitor local radio stations and/or maintain communications with the Livonia Police Department. All activities will continue as usual during a "watch".
2. During a tornado "warning", the staff will suspend or cancel all activities and monitor local radio stations and/or maintain communications with the Livonia Police Department until an "all clear" is issued. People will be instructed to go to the locker room areas. Avoid upper level and glass areas. Guests 18 years and older may leave at their own risk. Guests age 17 years and younger will be required to remain unless accompanied by their parent or adult guardian. Children in the Kid-Quarters area will be taken to the family locker room.

### **C. SNOW DAYS**

Every attempt will be made to maintain normal operations during extreme snowfalls.

1. Drop-in activities will continue as scheduled provided staff is available.
2. Scheduled classes and programs may be cancelled. Day and evening classes will be decided separately.
3. Watch Livonia TV for announcements or call the Recreation Center at (734)466-2900.

### **D. WEAPONS**

Weapons will be checked in at desk. Locking safes are provided.

## **VIII. CLASSES, PROGRAMS and, ACTIVITIES**

### **A. GENERAL INFORMATION**

While drop-in use of the facilities is a high priority, specific activity areas will also be scheduled for classes, programs, and special activities.

1. Scheduled activity areas will have priority over "drop-in" use.
2. Every effort will be made to develop and publish schedules quarterly, however, cancellations, rescheduling and other changes may be necessary.
3. All classes, programs, and activities are open to the public based on fee schedule.
4. There are three different rate schedules for classes, programs, and "special events". (See Fees & Charges Policy.)
5. Registrations for classes with limited enrollment shall be available in the following order:
  - a. Members.
  - b. City of Livonia Residents.
  - c. Non-Residents. (See Registration Policy.)
6. All "Fee" classes and programs are open to fully paid and registered participants only.

7. Non-Members registered for a class or program will be required to check-in as a registered class/program participant upon entering for that activity. A registration receipt may be required. (See General Admittance Policy.)
8. Non-Members registered for an activity will be admitted up to 15 minutes prior to the class or program. Participants are limited to the class or program only and not allowed to use other activity areas.
9. Youth younger than age 14 must be supervised by a person 16 years or older, unless the 12-13 year old is a member.
10. Spectators may be permitted to view a class or program, at the discretion of the instructor, and in designated areas only. (See Spectator Viewing Policy.)
11. Minimum and maximum attendance limits shall be established, for all classes and programs.
12. Unless otherwise stated, there shall be no make-ups.
13. Refunds, pro-rations, etc. shall be according to the established policy (See Refund Policy.)
14. Participants must follow all **House Rules**.

**B. REGISTRATION POLICY**

The following registration policy is established for classes and programs with limited enrollment:

1. **Members** shall have first priority.
2. **City of Livonia Residents** shall have second priority.
3. **Non-Resident** shall have third priority.
4. Specific registrations will be scheduled accordingly.
5. Proof of residency and/or Member status will be required and determined at the time of registration.
6. Classes and programs without enrollment limits will not have separate registrations.
7. Registrations are taken on a "first come" basis.
8. Fees must accompany the registration.
9. Attend the first class as scheduled - confirmations will not always be sent.
10. Present your class receipt or membership card, at the front desk, for admittance into the building.
11. Tots 3 and younger may register for classes based on their parent/guardian status.
12. Parent/Tot (3 and younger) classes may register based on either of the participants taking the class or by tot's parent/guardian status.

**C. CLASS MAKE-UP POLICY**

1. Classes canceled by the Department will be rescheduled or a refund issued to the customer's account.
2. There will be no make-ups for participants missing a scheduled class.

**D. GROUP FITNESS CLASS DROP-IN POLICY**

Space in Water Aerobic and Fitness and Wellness classes not filled by registered participants will be available for drop-in, based on enrollment.

1. Participants must pay a drop-in fee, the fee is only good for attending that specific class, and other activity areas are not included.
2. The drop-in wristband shall be presented to the instructor upon entering the class.
3. Certain classes will not be available for drop-in.

**E. BUSINESS BOOTH**

Livonia based businesses have the opportunity to participate in the business booth program. The booth is for informational purposes only. No selling can be done onsite. The booth consists of one 8-foot table. See current flyer for rates and guidelines.

**IX. FACILITY RENTAL**

All or specific areas will be available for rental provided the activities are compatible with the facilities and hours of operation, according to our Facility Usage Policy. .

**A. FACILITY AVAILABILITY**

1. Facilities may be available for rent when they are not in use during "regular hours" or during "after hour" times.
2. Facilities are not available for commercial gain. Any on site sales must have pre-approval.
3. Facilities will not be rented for any programs similar to City offered programs.
4. Facilities are available under a "private party" use arrangement. The applicant/sponsor of the activity is responsible for their groups' actions including any damages or losses caused to the facility.

**B. RESERVATIONS**

1. Reservations should be made at least seven days in advance and will be handled on a "first come" basis.
2. All application information must be filed, and appropriate fees paid. Special needs, such as furniture, equipment, etc. shall not be included unless specifically stated in the application.
3. The reservation time period shall include all set-up, activities and clean up
4. Specific guidelines are established for general rentals and after hour rentals.
5. Reservations will be confirmed upon approval by the Recreation Center.
6. Reservations may be considered up to one year in advance.
7. Organizations requesting a rental and additional contract services may be required to provide proof of liability insurance naming the City of Livonia as "Additional Insured" for the event.

**C. FEES**

1. Fees will be according to current policy.
2. Rentals totaling less than \$750 require full payment at time of application.
3. No business/personal checks will be accepted for rental fees of \$300 or more.
4. No business/personal checks will be accepted 21 days prior to a rental.
5. Rentals over \$750 will require a deposit of 50% of rental fee or \$500, whichever is greater.
6. Damage/Clean-up deposits shall be required for rentals.

**D. CANCELATION FEE**

The following options are available should your plans change:

**1. General Rentals:**

Within a minimum of a 14-calendar day notice, you are given the option to reschedule for another date, if the date is available. You will be charged a processing fee of \$25.

A refund will be issued under the following terms:

1. With 30-179 days or more notification you will be charged 25% of the required deposit.
2. With 14-29 days notification you will be charged 50% of the required deposit.
3. With 0-13 days notification you will have no refund of required deposit.

**2. After Hour Rentals**

A refund will be issued under the following terms:

1. With 180 days or more notification you will be charged 25% of the rental fee.
2. With 30-179 days notification you will be charged 50% of the rental fee.
3. With 0-29 days notification you will have no refund of required deposit.

*Note: A refund check will take 4-6 weeks to process.*

**E. SET-UP**

1. All furniture, equipment, decorations, and other needs shall be detailed in the application and approved in advance. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
2. All guests shall check-in at the front desk.
3. Events may be catered. Caterers will only be allowed use of the facilities during the approved time period. (See Catering Policy.)
4. Caterers must be approved by the Recreation Department and have a current Health Department license.
5. Security may be required at the discretion of the City. All costs are the responsibility of the renter.

**F. CLEAN UP**

1. Clean up shall be performed during the approved rental time period.
2. Clean-up shall include, but not be limited to:
  - a. Removal of all food, beverages, decorations, displays, equipment, or other materials.
  - b. Wipe tables, chairs, countertops, and appliances.
  - c. Clean-up spills and sweep floors.
  - d. Dumpsters are available, deposit trash in proper receptacles.
  - e. Any other clean-up necessary. Report special needs to the Supervisor.
3. Damage/clean-up deposits will be forfeited if the facility is not completely clean.
4. Supervisors shall inspect the room when cleanup is complete

## **G. GENERAL INFORMATION**

1. Guests must follow the established House Rules. Violations of such rules or misrepresentation of use may be cause for immediate cancellation of the rental, without refund. Future rentals may not be allowed.
2. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
3. Conduct shall not violate local, state, or federal laws and shall at all times be conducted in a mature and responsible manner.
4. Rentals shall not infringe on or restrict the use of other facilities in the Recreation Center.
5. Staff will perform their regular assigned duties; they are not available for group supervision.
6. Supervision shall be required for all youth groups including male chaperons for male participants and female chaperons for female participants. Minimum chaperons requirements are as follows:
  - a. **Ages 12 and Younger: Chaperones, 21 years minimum; ratio 1:10 minimum.**
  - b. **Ages 13 and Older: Chaperones, 25 years minimum; ratio 1:15 minimum.**
  - c. **In water Chaperone is required for non-swimmers; ratio 1:3 maximum.**
7. Entertainment, catering, or other agents of the group are the responsibility of the applicant.
8. Accidents occurring on the property must be reported immediately to the building supervisor on duty.
9. Smoking and/or use of the tobacco and other products are prohibited, including the use of e-cigarettes, vapor cigarettes or alternate smoking devices.
10. Selling merchandise, food, or other items requires prior approval.
11. No alcoholic beverages are allowed in the facility.
12. Only music suitable for a public facility will be allowable. The volume is subject to control by staff.

## **H. CATERING POLICY**

Use of the Service Pantry by individuals or commercial caterers will be subject to the following:

1. Use of the Service Pantry shall be the responsibility of the applicant renting the Service Pantry.
2. The Service Pantry shall only be available for use during the time period approved on the application.
3. Appliances shall only be used for their intended purpose.
4. Report any damages, malfunctions, or problems immediately to the building supervisor.
5. Do not overload outlets.
6. Completely clean up all surfaces, appliances and equipment affected by such use.
7. The City of Livonia is not responsible for lost, stolen, or damaged personal property.
8. All items shall be removed or disposed of in proper receptacles. There shall be no food or garbage, or other supplies left in the building (dumpsters are available).
9. Caterers must be approved by the Recreation Department and have a current Health Department License and insurance

## **X. AQUATICS POLICIES**

### **A. GENERAL RULES**

1. Always soap shower before swimming.
2. Youth younger than 14 must be supervised by a person 16 years or older, unless the 12-13 year old is a member. Non-swimmers must have a parent/guardian within arm's reach at all times.
3. River Run and Water Slide riders less than 48 inches tall must be accompanied by a parent or responsible person at least 16 years of age.
4. Avoid water activities if you have had diarrhea or a contagious disease in the past two weeks.
5. Children who are not toilet trained must wear swim diaper.
6. An appropriate lined bathing suit is required for swimming, no street clothes in the water.
7. Street shoes are prohibited on the pool deck.
8. Only Coast Guard approved lifejackets and floatation devices built into the bathing suit are allowed. The use of these items requires parent/guardian to be within arm's reach of the youth at all times
9. **In water Chaperone is required for non-swimmers; ratio 1:3 maximum.**
10. Toys and air-filled devices may not be brought into or used in the pools.
11. Food/Drink not permitted in the pool area. **Plastic water bottles only.**
12. No running, rough play, climbing on or hanging from the features, foul language, hypoxic training, holding of breath, spitting, pollution of the water, hanging on pool dividers/ropes and jumping or diving from deck into inner tubes.
13. Diving is only allowed in designated areas of the Lap Pool.

14. No handstands, flips, or somersaults in Leisure Pool.
15. Keep off the island except for emergency use.
16. Patrons are responsible for recognizing their own limitations and acting in the best interest of their own safety.
17. Please report all injuries to the pool office.
18. The Recreation Center is not responsible for personal belongings lost, stolen or damaged.
19. Personal belongings, gym bags, backpacks, etc. are not permitted in the aquatic area. Please utilize lockers.
20. Lifeguards are responsible for enforcing these and any additional rules, which are necessary for safety and control of the aquatic area.

**B. SLIDE**

1. **People with heart conditions, pregnancy or back problems are advised not to use the slide.**
2. Riders must be 48 inches or taller and able to reach the stairs without assistance to slide alone.
3. Riders must stay on the inner tube the entire ride.
4. Slide feet first only, on back or sitting.
5. Keep hands inside the slide and refrain from turning and stopping.
6. Rapid succession of sliding is not permitted.
7. Do not throw any items from the stairs or slide at any time.
8. Goggles, eyeglasses, watches and metal objects are not allowed on the slide.
9. Please exit the plunge pool immediately.
10. All other Aquatic Area rules must be observed.
11. Guards may restrict use of the slide as needed.

**C. RIDER SAFETY RESPONSIBILITIES**

**TO ASSURE YOUR SAFE ENJOYMENT RIDERS MUST COMPLY WITH THE FOLLOWING STATE LAW REQUIREMENTS.**

1. Obey the posted safety rules and oral instructions from ride operators.
2. Avoid any action that may injure you or others.
3. Stay within the limits of your ability.
4. Use safety devices.
5. Do not interfere with safety devices or disconnect/disable safety devices.
6. Do not alter the intended speed, course, or direction of the ride.
7. Do not touch the operator's control.
8. Do not extend your arms or legs beyond the carrier or seating area.
9. Do not throw or drop any objects from or toward a ride.
10. Get off ride properly at the designated time and place.
11. Control the speed or direction of the ride or your body as instructed.
12. Do not interfere with safe operation.
13. Do not swing or bounce on rides unless instructed.

**YOU MAY NOT GET ON A RIDE UNLESS YOU:**

1. Know how to get on, use and get off the ride.
2. Have read, understand and meet each ride's posted signs and requirements.
3. Know the limits of your ability and that the ride will not exceed your limits.
4. Are not under the influence of alcohol or drugs.
5. Are authorized by the operator to get on the ride.

**REPORT ALL INJURIES TO THE POOL OFFICE.**

**“STATE LAW REQUIRES RIDERS TO OBEY ALL WARNINGS AND DIRECTIONS FOR CARNIVAL OR AMUSEMENT RIDES AND BEHAVE IN A MANNER THAT WILL NOT CAUSE OR CONTRIBUTE TO THE INJURY OF THEMSELVES OR OTHERS. RIDERS MUST REPORT INJURIES PRIOR TO LEAVING THE PREMISES.”**

#### **D. SPRAY GROUND**

1. Food/Drink not permitted in spray ground area. **Plastic water bottles only.**
2. No rough play, climbing on, hanging from the features, spitting, pollution of the water, foul language and glass objects.
3. All other Aquatic Area rules must be observed.
4. No Lifeguard on duty in Spray Ground area.

#### **E. DIVING**

1. One person on board at a time and no one on the ladder until the diving board is cleared.
2. Do not dive until the previous diver has cleared the area below the board and has reached the side.
3. Dive in a forward direction only. No flips, twists, or summersaults.
4. No horseplay on the diving board.
5. Only one bounce on the diving board.
6. Swimmers must stay out of the diving area while board is in use.
7. The diving board may be closed at the guard's discretion.
8. Please do not dive from racing blocks without direct supervision and the training of a qualified person.

#### **F. LAP POOL**

1. Diving is allowed in designated areas, please watch for the movable floor depth markers.
2. During lap swim please observe lane speeds and swim in a circle pattern. Stay to the right side and swim in a counter clockwise direction.
3. When passing others please gently tap the foot of the swimmer ahead of you and then pass to the center of the lane. Watch for on-coming swimmers.
4. Swimmers who need to rest should sit on the side of the pool and avoid hanging on lane lines.
5. No swimming under the bulkhead.
6. All other Aquatic Area rules must be observed.

#### **G. HOT TUB/SPA**

Always soap shower before entering.

1. You must be at least 14 years old to enter unsupervised.
2. Youth ages 11-13 years are permitted with direct parental/guardian supervision depending on bather load, unless the 12-13 year old is a member.
3. Youth 10 and younger are prohibited.
4. Avoid putting your head underwater.
5. Pregnant women, the elderly, and those with heart conditions should consult a physician before using the spa.
6. **Do not exceed 10 minutes. Long exposure may result in nausea, dizziness, or faintness.**
7. **CAUTION WARM WATER:** May not be suitable for those with certain health issues or young children.
8. All other Aquatic Area rules must be observed.

#### **H. SAUNA**

1. You must be at least 18 years old to enter unsupervised.
2. Youth 17 years or younger are permitted with direct parental/guardian supervision.
3. Avoid sitting or lying directly on benches. Be in a bathing suit or sit on a towel.
4. **Do not exceed ten minutes. Long exposure may result in nausea, dizziness, or faintness.**
5. May not be suitable for those with certain health conditions, please consult your physician before use.
6. No personal grooming/shaving.
7. No water or other material may be placed on heater, rocks or sensors.

### **XI. INDIVIDUAL ROOM RULES**

#### **A. LOCKER ROOMS and LOCKERS**

1. Lockers are for day-use only. Locks remaining on lockers overnight will be cut, and items will be removed and placed in the lost and found.
2. Guests must bring their own locks or purchase a lock at the Front Desk. Lockers are available on a "first come" basis.

3. No glass, food, gum, or beverages are permitted in the locker rooms.
4. Personal soap and shampoo shall not be left in the shower area.
5. Individuals must completely dry off in the shower area before returning to the locker area.
6. Plugged in hair styling items may not be left unattended.
7. You must bring your own towel.
8. No opposite sex individuals in locker rooms. Please use family locker room.
9. Transgender or transitioning individuals, please use family locker room cabanas. Transgender or transitioning individuals identify with or express a gender identity that differs from the one which corresponds to the person's sex at birth.
10. The City of Livonia is not responsible for lost, stolen, or damaged items. It is recommended that valuables not be brought into the Center. Lock your locker.

**B. FAMILY LOCKER ROOM**

1. Children 9 years and older should use appropriate locker rooms.
2. Parent/Guardian must accompany children.
3. Please use cabanas quickly, as others may be waiting.
4. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
5. Please do not leave any personal items in cabanas. Please utilize lockers.
6. Locks left on lockers overnight will be cut off daily.
7. Hallway is under video surveillance.

**C. FITNESS HUB RULES**

1. Children aged 12 and younger are not permitted in the Fitness Hub. This includes strollers, baby carriers, and children sitting inside the fitness hub area while a parent/guardian is exercising.
2. Teens between the ages of 13-15 may use the Fitness Hub equipment when accompanied by a paying adult who is responsible for direct supervision. An adult needs to be immediately adjacent to the machine that the child is using. The adult may be using an adjacent machine or standing next to the machine that the child is on.
3. Teens 13-15 years of age may use the fitness room equipment without parent supervision by completing the Teens in Training class. Once completed, teens between 13-15 may exercise without direct adult supervision.
4. Non-marking rubber soled athletic shoes covering entire foot required. Sandals, spiked shoes, work boots, and flip-flop types of shoes are not permitted.
5. Shirts or appropriate attire must be worn at all times. Bathing suits are not permitted in the Fitness Hub.
6. Food/Drink not permitted in the Fitness Hub. **Plastic water bottles only.**
7. Please be considerate of others, wipe down equipment after each use.
8. Return weight plates and dumbbells to the racks provided.
9. Please allow others to "work in" (share) the circuit equipment in between sets.
10. Please be patient with other users when cardio equipment is full.
11. Staff reserves the right to inform patrons how to use equipment properly.
12. Report maintenance problems or other facility problems to staff.
13. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
14. Please store personal belongings, gym bags, backpacks, etc. in the Fitness Hub cubbies or lockers.
15. Observe instruction placards on the equipment.
16. Observe caution around weight machines with weight stacks, cardio machines, and free weights..
17. Do not add external weights to individual selectorized machine weights.
18. Do not drop or bang weights.
19. Headphones or ear buds are required for all personal music devices.
20. Television channels can be changed on an individual basis. Remote control is located at the Fitness Hub desk. When changing channels, please be considerate of others viewing.
21. **EXERCISE/LIFT AT YOUR OWN RISK.**

**D. TRACK RULES**

The track is designed for fitness use only. Participants should be courteous of other users.

1. Personal belongings, gym bags, backpacks, etc. not permitted on Track or Track area. Please utilize lockers.
2. Non-marking rubber soled athletic shoes covering entire foot required.
3. Stretching allowed in designated area only.

4. Slower traffic/ walkers please stay to inside. Pass on outside only.
5. In-line skates and scooters not permitted on Track.
6. Food/ Drink not permitted on Track. **Plastic water bottles only.**
7. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
8. Eleven laps to the mile.
9. Youth ages 13 and younger must be supervised by a person 16 years or older, unless the 12-13 year old is a member.
10. Proper attire is required including a shirt and clean shoes.
11. Headphones or ear buds are required for all personal music devices.
12. Stopping to observe activities in the gymnasium below is prohibited.
13. Strollers are only allowed on the track Monday-Friday, 8 a.m. to 3 p.m. and Sundays from 7 a.m. to 7 p.m.

#### **E. GYMNASIUM RULES**

The following gymnasium rules are in effect:

1. Personal belongings, gym bags, backpacks, etc., not permitted in hallways, lobbies, or activity areas in or around the gyms. Please utilize lockers.
2. Non-marking rubber soled athletic shoes covering entire foot required. Separate gym shoes are encouraged.
3. Shirts required at all times.
4. The following are prohibited:
  - a. Dunking or hanging on rims.
  - b. Spitting.
  - c. Fighting, abusive language, or disorderly conduct.
  - d. Shooting on baskets being used during full court games.
5. Sportsmanship is the golden rule. Treat others as you wish to be treated.
6. Food/ Drink not permitted in GYM. **Plastic water bottles only.**
7. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
8. Open wounds/bleeding must be covered to participate. Clothing soiled with bodily fluids must be changed.

#### **F. VOLLEYBALL RULES**

1. Games will be played to 15 points using rally scoring.
2. Teams who win two games in a row must sit out. Two new teams play the next game.
3. If players have lost in the previous game, they must sit out at least the next game unless the number of players prohibits this.
4. When player numbers and different skill levels exist, courts will be divided up into beginner/intermediate and intermediate/advanced.

#### **G. OPEN BASKETBALL RULES**

1. All games, full court and half court, end at nine points; one basket equals one point. Winning is by one point.
2. Spectators are not permitted to interfere in the game in progress in any way, such as shooting at the opposite basket during a game.
3. No dunking or hanging on rims.
4. The next game is determined by time of arrival and writing team name or representative on board provided in gym. If board is not available, next in line must call "next" or "winners". No one may sign up any other person.
5. Players on the losing team may not play in the following game if there are five or more people waiting in the gym to play.
6. If the number of players in the gym amounts to ten people per basket, the staff reserves the right to stop full court play in favor of half court games.
7. Inappropriate behavior or abusive language may result in teams or individuals being asked to leave the court or the building.
8. Any player who is cut or bleeding must stop playing. Please contact a building manager or a gym supervisor for any injury.
9. Winning team must relinquish court after two consecutive wins.
10. These rules will be enforced upon request. If you need assistance, please contact a building manager or gym supervisor.
11. If a player is not available when the game arrives, he/she loses that game and their name is removed from the board.



#### **H. KID QUARTERS RULES**

1. Maximum time limit of two hours.
2. The parent/guardian may not leave the building at any time.
3. Parent/Legal Guardian must sign children in and out of the Kid-Quarters. Once a child is in the Kid-Quarters, the child will not be allowed to leave until a Parent/ Legal Guardian signs them out. Parent/ Legal Guardian must let Kid-Quarters staff know if someone other than themselves will be picking up their child.
4. Picture I.D. will be required at time of check out.
5. Children are not to be brought to the Kid-Quarters, if they are ill. Children cannot be brought to the Kid-Quarters, if they are kept home from school, because of illness or not feeling well. If we notice any signs of illness, we will not accept your child in the Kid-Quarters. Child must be clear of illness, for a minimum of 24 hours, before returning to the Kid-Quarters.
6. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged. Any items brought from home should be labeled and kept to a minimum.
7. Kid-Quarters fees shall be published. All fees are paid at the front desk. Receipts shall be presented to the Kid-Quarters staff upon arrival.
8. Children must be at least 6 months of age, and not older than 12 years of age.
9. The ratio of attendants to children will be 1:10. Of those 10 no more than two children can be younger than 14 months old.
10. No food and/or drinks will be allowed in the Kid-Quarters. **Plastic water bottle or personal sippy cups only.**
11. Upon arrival, please attend to your child's bathroom and/or diaper needs. Kid-Quarters staff **DOES NOT** change diapers and children who are toilet trained need to wear loose fitting clothes to use the bathroom themselves. Parents will be summoned to take care of their child if needed. This policy is in effect to assure both child and staff safety in Kid-Quarters.
12. Parents will be responsible to take their child's coat, boots, hat, etc. with them to the locker room.
13. Excessive and/or uncontrollable crying is disturbing to your child as well as others. If this should happen, we may summon you and ask you to take your child from Kid-Quarters.
14. The staff will make every effort to correct a disruptive child, in a positive manner. The staff reserves the right to suspend childcare services to that child. The youth behavior guidelines will be followed.
15. In the event of a "Tornado Warning", all Kid-Quarters children will be taken to the Family Locker room area.
16. In the event of a fire or emergency evacuation, all Kid-Quarters children will be taken to the soccer field area directly outside Kid-Quarters play area.
17. These rules are intended to provide your child with a safe and fun time with us. If you have any questions, please ask.

#### **I. ACTIVITY ROOM**

1. Food/Drink not permitted in Activity Room. **Plastic water bottles only.**
2. Personal belongings, gym bags, backpacks, etc., not permitted in hallways or Activity Room. Please utilize lockers.
3. Non-marking, rubber soled athletic shoes covering entire foot required.
4. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.

#### **J. LOUNGE**

1. It is designed to be a quiet lounge. Please be respectful of those around you.
2. Volume on TV or radios must remain low.

#### **K. SPECTATOR GALLERY RULES**

1. No throwing of objects
2. Youth ages 13 and younger must be supervised by a person 16 years or older, unless the 12-13 year old is a member.
3. Sportsmanship starts here, be respectful to coaches, instructors, officials, and each other.
4. Profanity, abusive language, or other distracting activity is not accepted.
5. Always keep ramp access clear.
6. No leaning over the glass wall.

**L. AEROBICS ROOM**

1. Food/Drink not permitted in Aerobics Room. **Plastic water bottles only.**
2. Personal belongings, gym bags, backpacks, etc., not permitted in hallways or on Aerobics Room floor. Please utilize lockers or cubbies to store personal belongings.
3. Non-marking, rubber soled athletic shoes covering entire foot required.
4. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.

**M. CLIMBING WALL**

1. Climbers must pass a Belay and Safety Test, prior to climbing the wall for the first time.
2. Non-marking rubber soled athletic shoes covering the entire foot, climbing shoes, or hiking shoes permitted. No sandals or flip-flops.
3. Climbers must “sign in” prior to climbing.
4. Climbers ages 18 and older may boulder (climb un-roped) provided their feet are not higher than 60 inches off the floor. Climbing above these heights require use of harness, rope and belayer.
5. Minimum age to climb is 6 years old. Youth ages 13 and younger must be supervised by a person 16 years or older, unless the 12-13 year old is a member.
6. BEFORE participating or accessing the climbing wall, you must sign a Waiver and Release of Liability Form. Youths, ages 17 and younger, require a parent or guardian signature.
7. Report all loose holds to staff immediately.
8. Climbers are required to have their and their belayer’s setup and equipment inspected by a Wall Supervisor prior to climbing.
9. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
10. Personal belongings, gym bags, backpacks, etc. not permitted in climbing area. Please utilize lockers.
11. Do not enter the climbing area when it is closed.
12. Do not belay a climber that is more than double your weight. Tie-ins are available.

**N. TREE-FORT**

1. Socks must be worn at all times. Socks may be purchased at the front desk.
2. Please remove loose jewelry, strings, and tie cords.
3. The following are prohibited in any area of the Tree-Fort.
  - a. Running.
  - b. Rough Play/ Abusive language
  - c. Party/gift opening.
4. Food/ Drink not permitted in Tree-Fort. **Plastic water bottles only.**
5. Climbing on OUTSIDE of Tree-Fort.
6. The toddler area is restricted for children 3 and younger only.
7. Wash hands before and after playing in the Tree-Fort.
8. Children are not to play in the Tree-Fort if they are ill.
9. Personal belongings, toys, gym bags, backpacks, etc., not permitted in the Tree-Fort area. Please utilize lockers or shoe cubbies.
10. Please notify staff of any damage to the Tree-Fort.
11. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
12. The Tree-Fort is not designed for “childcare” substitution.
13. Maximum age in the Tree-Fort is 10 years old. Must be accompanied by a responsible person 16 years or older.

**O. MEETING/PARTY/ACTIVITY/MULTI PURPOSE ROOM**

1. Room must be left in same condition you found it.
2. No items can be attached to walls. Utilize wall hangers only.
3. No furniture can be moved from one room to another.
4. See facility Rental Policy.

## **XII. OUTDOOR FACILITY RULES**

### **A. SKATE PARK**

Skate boarding/rollerblading can be dangerous. **Skate at your own Risk.** In choosing to participate in this activity, you assume all risk.

1. Park hours vary by season. See front desk for hours.  
Park closed November 1 through March 31.  
Closing times are as stated or dusk, whichever comes first. Hours may change due to weather, light or other safety conditions. The Recreation Center reserves the right to close the park at any time.
2. Protective helmet is required for anyone on cement area. Elbow and kneepads are recommended. All equipment must be in safe working order.
3. Youth 11 and younger must be supervised by a parent.
4. All equipment must be in safe working order.
5. Food/Drink not permitted in the skate park area. **Plastic water bottles only.**
6. Personal belongings, gym bags, backpacks, etc. are not permitted on the skate park cement area.
7. No headphones. Music may be played at a low volume. Staff reserves the right to eliminate music at any time.
8. No smoking, tobacco products, or foul language.
9. Only one skater on the ramps at a time. Be courteous for equal time to all. Observe flow patterns.
10. Proper attire is required. Shirt and shoes are mandatory.
11. Please remove loose fitting jewelry or tuck inside clothing.
12. Management is not responsible for lost, stolen, or damaged personal property.
13. Report vandalism to the staff.
14. No motorized equipment.

### **B. IN-LINE SKATE RINK**

In-line skating can be dangerous. **Skate at your own Risk.** In choosing to participate in this activity, you assume all risk.

1. Protective equipment is recommended.
2. Youth 11 years and younger must be supervised by a parent.
3. Limit game time to 45 minutes when another group is waiting.
4. Food/Drink not permitted on the in-line rink. **Plastic water bottles only.**
5. Personal belongings, gym bags, backpacks, etc. are not permitted on the in-line rink.
6. No headphones, ear buds or amplified devices are allowed.
7. No smoking, tobacco products, or foul language.
8. The Recreation Center is not responsible for personal property lost, stolen, or damaged.
9. Report vandalism to the staff.
10. Please remove loose fitting jewelry or tuck inside clothing.
11. Use of this rink is free of charge. Recreation Department programs or permits have priority.

### **C. SAND VOLLEYBALL**

1. The Recreation Center is not responsible for personal belongings lost, stolen, or damaged.
2. Report all damage to the front office.
3. Recreation Department league play has precedence over recreational play.
4. Respect and good sportsmanship are encouraged.
5. Court hours are dawn to dusk.

### **D. JOG/WALK PATH**

1. No motorized vehicles allowed on path
2. Stay to the right of path.
3. Announce yourself when passing on the left.
4. No sitting or standing on path.
5. Pets must be on a leash no longer than six feet.
6. No sledding allowed.

### **XIII. GENERAL POLICIES**

#### **A. TELEVISIONS, RADIOS, SOUND SYSTEM**

The staff shall control all televisions, radios and other sound systems.

1. The staff shall have final say in determining the type and volume of all television programs and music approved for use in the facility.
2. Requests and/or problems may be reported to the front desk.
3. Personal listening devices will be allowed provided headphones are used. The sound shall be kept reasonable not to disturb others.

#### **B. COMPUTER USE**

1. The Recreation Center Internet services are intended for information gathering. Users put themselves at risk of criminal or civil liability when they use the Internet illegally in violation of local, state and/or federal law. Use of the Internet/LAN/Wireless/Computer Network contrary to this policy may subject a patron to loss of Internet/LAN/Wireless/Computer Network privileges, and/or ejection from the Recreation Center. These activities include, but are not restricted to:
  - a. Transmitting/accessing obscene materials.
  - b. Interfering with, disrupting, or destroying network users, services or equipment.
  - c. Computer fraud.
  - d. Distribution of unsolicited advertising or propaganda, or propagation of computer worms or viruses.
  - e. Hacking or spamming.
  - f. Infringement of copyright laws.

#### **C. LOST AND FOUND**

The City of Livonia is not responsible for lost, stolen, or damaged personal property of any kind.

1. Lost and found items will be kept for up to 14 days, after which they may be disposed of according to City Policy, turned over to charity, or discarded.
2. Valuables may be turned over to the City of Livonia Police Department immediately.
3. Personal care items and underwear may be discarded immediately.
4. Items left in lockers overnight will be considered "lost and found" property.

#### **D. PHONE USE and PAGING**

1. Paging requests will be limited to emergencies only.
2. Office phones are not for public use. A public phone is available.

#### **E. BULLETIN BOARDS**

Only approved flyers or literature will be allowed to be posted anywhere in the building or placed on the grounds.

#### **F. PETITION GATHERING AND LITERATURE HANDOUTS**

1. It is prohibited to gather petition signatures or distribute literature inside any recreation facility unless previously authorized by the Department. The Department will allow reasonable signature gathering outside the facilities as long as areas of entrance and exit are not blocked, no harassment, intimidation of people or general disruption of a person's normal conduct to utilize the facility is done.

### **XIV. VIOLATIONS**

House Rules have been established to provide consistent guidelines for the use and operation of the building, facilities and grounds. Knowledge of such rules is the responsibility of the patron. Failure to follow the established policies may be cause for suspension or termination of all privileges. While the actions listed on B. Violations are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct, which is intentionally done for the purpose of disruption, or is likely to result in disruption is forbidden. Appeals for suspensions or terminations may be made based on the Appeal Process.

#### **A. NOTIFICATION**

Violation of the House Rules may result in a suspension. The suspended individual shall receive a written notice of suspension citing the reason for suspension and appeal process. If the individual enters the property/program in violation of the notice, a warrant will be issued for their arrest. The suspended individual may not visit the facility/program from which they were suspended.

**B. VIOLATIONS**

This list is not exclusive but intended to be used for reference purposes only and is subject to discretionary adjustments.

<b>VIOLATION</b>	<b>RESULTING ACTION</b>
House Rule Violation	Maximum of one-year suspension from the facility.
Horseplay	Maximum of one-year suspension from the facility.
Verbal Abuse, Harassment, Intimidation	Maximum of one-year suspension from the facility. Contact of legal authority.
Unauthorized Entry	Maximum of one-year suspension from the facility. Contact of legal authority (trespass notice issued, legal action). Second offense permanent suspension.
Punching, Hitting, Fighting, Assault & Battery	Minimum of one-year suspension from the facility. Contact of legal authority.
Vandalism	Maximum of one-year suspension from the facility. Contact of legal authority (trespass notice and tickets issued) financial restitution to repair damage to facility, equipment or property.
Unauthorized use of recording device	Minimum of one-year suspension from the facility. Contact of Legal authority (trespass notice issued, legal action.)
Loitering	Maximum of one-year suspension from the facility. Contact of legal authority (trespass notice issued).
Discharge of Fire Extinguisher or False Fire Alarm	Maximum one-year suspension from the facility. Contact of legal authority (trespass notice and tickets issued), financial restitution to recharge or replace extinguisher and to repair any damage to facility.
Smoking in building	Immediate daily suspension from the facility. Contact of legal authority if a minor.
Stealing	Maximum of a permanent suspension from the facility. Contact of legal authority (legal action).
Possession, Sale or Distribution of a Controlled Substance Synthetic Marijuana, K2, Spice and any similar products	Maximum of a permanent suspension from the facility. Contact of legal authority (issuance of trespass notice, legal action).
Unauthorized use or inappropriate use of Computers	Maximum of a permanent suspension from the facility. Contact of legal authority

**C. APPEALS**

The suspended person (or their guardian) shall have the right to appeal within three business days from the date of the suspension notice. The appeal shall be made in writing to the Facility Manager. If you do not agree with the Facility manager's decision, you then may submit in writing, a request for an appeal to the Assistant Superintendent or Superintendent within five business days. Failure to request an appeal within the specified time will terminate the appeal process.

If the suspension is upheld through this appeal process, the individual may request a hearing before the Parks & Recreation Commission as a final resort as follows:

**D. REVIEW BOARD PROCEDURE**

1. Suspended individual (or their guardian) shall submit a written request for review within seven business days from the Assistant Superintendent or Superintendent's decision.
2. A meeting with the Parks and Recreation Commission shall be scheduled at the next scheduled monthly meeting. Meetings are held as posted at the Recreation Center conference room.
3. Parks & Recreation staff shall provide a copy of all reports, data and documents surrounding the incident and verbally present the facts in support of the suspension.
4. The suspended individual (or their guardian) shall have the right to present facts in opposition to the suspension.
5. The Commission shall review all information and announce their decision within two weeks.
6. Parks and Recreation Commission may decide to:
  - a. Uphold the original suspension
  - b. Uphold the suspension with a modification
  - c. Overturn the suspension
7. While all decisions of the Commission are final, the Commission will entertain a petition for reconsideration of a suspension given to a minor child (a child younger than 18 years old). In that instance the Parks and Recreation Commission may decide to:
  - a. Uphold the original suspension
  - b. Uphold the suspension with a modification
  - c. Overturn the suspension

**XV. ADDITIONS/DELETIONS**

Rules may be changed by management at any time to maintain safety and best use of the facility.