

## St. Henry Community Center Rules and Regulations

The St. Henry Consolidated Local School District seeks to provide the greatest possible access and quality experiences in the Community Center to the community, while also relieving the space and time constraints that inhibit the district's athletic, physical education, and classroom needs. For this reason, the following regulations and expectations shall be enforced:

### **Community Access:**

1. Membership and access is restricted to St. Henry community members, alumni, and school staff.
2. Members must be at least 18 years of age and out of High School. Current students and/or children of members must be accompanied by an adult/coach.
3. St. Henry Schools has the right to deactivate the fobs of members who violate the regulations and expectations of the Community Center.
4. Community groups can schedule the facility by requesting a date and time to the facilities coordinator.
5. The walking track is available when the building is open with the exception of special events (i.e. paid tournaments – bleacher obstruction, camps, etc), or when school teams are practicing.
6. The building is closed from 11 p.m. to 5 a.m. every day.

### **Memberships:**

1. Memberships are valid from August 1 to July 31 regardless of when they are purchased.
2. The initial cost of membership is \$200. This fee is waived for anyone who donated \$200 or more to the community center. 2<sup>nd</sup> year membership and beyond is \$20 per year payable to St. Henry Consolidated Local Schools. (A 2<sup>nd</sup> fob may be added to your membership for an additional \$10 per year)
3. Membership fees will be earmarked for equipment purchases/upgrades to the building.
4. Fobs are for your household only and should not be shared.
5. Members must sign a use agreement and release of liability form.
6. Members will be provided a keyless entry fob to access the building at the main entrance. All fobs will be deactivated on August 1 of each year. Fobs will be reactivated upon receipt of payment for the annual membership and completion of the required forms.
7. Members wishing to cancel or not renew membership are requested to return their fob to the district office.
8. There is a \$10.00 charge to replace a lost or damaged fob.

### **Use of Facility:**

1. Depending on the nature of the workout, members should have a suitable work out partner or spotter. Proper training on the use of equipment is the responsibility of the member.
2. When finished with a workout, return all equipment to its original location: remove weights from bars and re-rack them. Wipe down equipment.
3. Return sports equipment to its designated location.
4. Do not drop bars or lean plates against the equipment, racks, or benches.
5. Use machines and weight racks for their intended purpose. Never alter the use of equipment.
6. Report missing, broken, and misuse of equipment to the district office.
7. School appropriate workout attire must be worn at all times, including appropriate shoes and shirt.
8. Horseplay, unsafe activity, and offensive language are not permitted. Report offenders to the district office.
9. Ear buds or head phones must be used by those who choose to listen to music while working out.
10. Food is not permitted in the fitness center, gym, and locker rooms. Water is permitted in these areas. Alcohol, Tobacco or any banned substance are not permitted in the building at any time.
11. Do not prop open any external doors in the facility.
12. Scheduling principles are intended to maximize the number of school/community members who can use the facility.
  - a. The fitness center will be closed when in use by school teams, a schedule will be listed on the school website. The most common team times are 6-7:30 a.m. and 3-4:30 p.m.
  - b. The courts/track will be closed when in use by school teams, these times may fall from 3-6 p.m. on school days. An updated schedule will be on the school website.
  - c. If no school teams are scheduled during the above windows, community activities can be scheduled during those times.
  - d. Community priority scheduling windows will be during all other times between 5 am and 11 pm.

- e. "Open" gym times will be on the 2nd and 4th Wednesday of each month from 6-8PM. Nothing will be formally scheduled in the building at this time - the facility is completely open for anyone to use with a FOB.
  - f. If the gym is not scheduled 24 hours in advance, it is considered open and available to anyone with a FOB.
  - g. Extended windows of blocked time may be difficult to accommodate during peak demand periods and may need to be adjusted to maximize usage.
  - h. Any special athletic event requiring extended use of the facility (>2 hrs) must have advanced approval by the Facilities Coordinator (i.e. tournaments, etc).
  - i. The facility is not available to rent for personal use (i.e. birthday parties, reunions, etc).
13. For reservation(s) of the courts, please contact the Facilities Coordinator, currently Dennis Wendel at [wendel.dennis@sthenryschools.org](mailto:wendel.dennis@sthenryschools.org) or 419-678-4834 ext 2201
14. Rules/regulations are subject to change based on need/new circumstances