

Larson Recreation Center Pass Holder Handbook



Dear Larson Recreation Center Pass Holder,

Welcome! We are excited to have you as a pass holder and hope to see you often. You will find our facility and staff to be top notch. From our basketball courts to our fitness area to the indoor track, you will not find a nicer facility in our area. Whether it is instruction on our state-of-the art fitness equipment or assisting you in enrolling your child for a fantastic youth program or activity, our staff is eager to assist you.

We welcome your feedback, suggestions, and questions. We have a suggestion box at the front desk with cards and would love to hear from you. You may also send us an email to let us know how we are doing and/or what we can do to make your experience more enjoyable at the Larson Recreation Center.

We are happy to have you as a pass holder and invite you to start your healthy journey today!

Sincerely,

Carrie Hoiness

Recreation Superintendent

610 S Yakima Ave

Moses Lake, WA 98837

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I. Facility Passes The Larson Recreation Center is a pass-based facility open to all residents and its surrounding visitors in the area.

Types of Passes

LRC Facility Passes					
Pass Type	Annual	6-Month	Monthly	Daily	Punch Card (12 punches)
Adult (18 & Older)	\$360	\$204	\$36	\$5	\$48
Senior (65 & Older)	\$276	\$162	\$28	\$4	\$36
Teens (11 - 17 Years)	\$276	\$162	\$28	\$4	\$36
Youth (7 - 10 Years)	\$150	\$87	\$15	\$3	\$24

*All prices exclude sales tax

Passes Include:

Adult, Teens, and Seniors

- Access to Track
- Access to Fitness Area
- Open Gym: Basketball, Volleyball, Pickleball, and Badminton
- Select Group Exercise Classes
- Family Open Gym Nights

Youth

- Access to Track
- Open Gym: Basketball, Volleyball, Pickleball, and Badminton
- Select Youth Group Exercise Classes
- Family Open Gym Nights
- Select Youth Special Events

Indoor Track: 7-10 years old must be accompanied by an adult.

Fitness Room: 11-15 years old must be accompanied by an adult.

Gymnasium: 7-10 years old must be accompanied by someone 16 years or older in the facility. Ages 3-6 must be always accompanied by an adult. Ages 2 and under have no access unless permitted.

Payment Policies

- A. *Methods of Payment:* Moses Lake Parks, Recreation & Cultural Services consent the acceptable methods of payment shall be limited to the following:
1. Check - All returned checks are subject to \$35 return fee.
 2. Cash
 3. Credit
 4. Debit Card

Changes in Fees, Schedules, Policies, & Hours of Operation

The LRC will review and revise policies as it deems necessary and under its sole discretion. Programs, schedules, policies, and hours of operation are subject to change without prior notification. Notification will be given 30 days in advance of any membership fee change. Refunds will not be given for changes in hours or days the facility is closed.

I. LRC Pass Holders

A. Pass Identification

1. *General Policy:* Monthly, 6-month, and annual pass holders will be issued an ID card. Pass holders scan their ID each time they visit the LRC.
2. *Deactivation:* IDs are deactivated upon membership cancellation, expiration, or misuse of facility equipment, policies, and procedures.

B. Facility Entry for Non-Pass Holders (general admission)

1. *Day Passes:* Non-pass holders may seek to purchase an initial day pass.
2. Punch passes available for use of the facility.
3. A spectator is considered someone coming to watch a participant or program. The spectator must confirm upon entry what program they are there to view.

C. Pass Holder Renewal

1. Pass holders will have a monthly renewal option and registration may be completed at the LRC front desk or online.
2. A pass holder's account will not be renewed when an Auto-Renewal has failed on said pass holder's account resulting in an amount due.

D. Pass Holder Termination/Cancellation

The LRC reserves the right to cancel a pass at any time at its discretion if the actions or behavior of a pass holder violate the rules of the facility or are deemed to be disruptive to the LRC, its pass holders, or its patrons.

1. Passes will run continuously unless a cancellation is approved by the LRC. Upon verification, a 6-month or annual pass holder, in good standing, may cancel and be eligible for a refund if he or she meets one of the following conditions:
 - a. Passholder has moved/relocated more than 30 miles out of the area. Proof of residency is required, in the form of a utility bill for new address.
 - b. Passholder has a medical condition preventing them from using the facility. Documentation from provider is required.
 - c. Passholder has been or will be deployed on military leave. Documentation of deployment is required.
2. Annual and 6-month passes Cancellations: Must be received in writing within 30 days of the date they wish to cancel the pass. Pass holder can:
 - a. Submit written request or complete Cancellation Request Form (available at front desk or online, www.mlrec.com) and deliver in-person to the LRC front desk or mail to Parks, Rec & Cultural Services at PO Box 1579, Moses Lake, WA 98837. Supporting documentation of cancellation reason will be required with request.
 - b. Send an email to info@mlrec.com. Supporting documentation of cancellation reason will be required with request.
 - c. Requests will be reviewed within 48 hours of the date request is received and notification will be given to primary member on the pass. In the case of a Youth Pass (ages 7 – 17),

notification will be sent to the parent or guardian of the minor.

- d. If approved, pass holder will receive pro-rated refund of pass cost (i.e., if 3 months remain for an annual pass at time of approval, pass holder will receive refund equal to 3-months use of the facility.).
 - e. Refund will either be transferred back to the purchasing credit/debit card or issued via check for cash. Check payments will come from the City’s Finance Department within approximately 15 – 30 days.
5. Monthly, Day, and Punch Passes Cancellations: Can be accepted via verbal or written request. No refund will be issued for these passes, **NO EXCEPTIONS**.
 6. Refunds will not be given for no-show or unused passes.
 7. Activity/Program Refund: No refunds will be issued for participant-initiated cancellations. Please review the Activity Refund Policy for more details.

I. Recreation Center Operations

The LRC is pleased to provide quality customer service to all its members and guests. Customer service and accountability are guiding principles. Balancing the need to control entry to the facility with ideal customer service is the goal of the LRC front desk staff. Spectators/visitor policies will allow for convenient entry while not compromising the integrity of pass holders’ access to the LRC. Transactions made at the LRC front desk will be professional, friendly, accurate, and timely.

A. Hours of Operation The LRC will be open to patrons seven days a week, except for specified holidays. Hours of operation will be posted. Any change in hours will be communicated to pass holders in a reasonable amount of time by posting a notice in the facility or on the web site.

Monday - Friday 6:00 am – 9:00 pm
 Saturday..... 7:00 am – 8:00 pm
 Sunday 10:00 am – 6:00 pm

Holidays Observed

Memorial Day	Thanksgiving
4 th of July	Christmas Day

B. Admittance Procedures

1. Pass Holders: All monthly, 6-month, and yearly LRC pass holders are to be verified by displaying swiping their pass ID upon entrance to the facility to ensure the safety and security of the pass holders, program participants, and the facility. If a pass holder has forgotten their pass ID, pass may be verified by photo ID on file in the computer or another form of Photo ID, such as a driver’s license or school ID. After the fifth time a member fails to produce their ID in a six- month period (January to June or July to December), a member upon entering must have their pass ID or pay \$10 for a new card.
2. *Tours*: Any new member or potential member will be given a tour if needed. No patron shall walk throughout the facility unattended.

- C. Age Limits** *Each area of the facility has specific guidelines for children's use. No child under the age of 7 will be allowed to enter the facility without being accompanied by a parent or guardian, who is 18 years old or older. Parents bringing in youth for fitness classes, leagues and programs must enter the facility with their child to ensure that no changes have been made to the schedule.*
1. *The Fitness Center:* Children under the age of 11 will not be permitted in the fitness center area. Children ages 11-15 can use all equipment if they are accompanied by a person 18 years of age or older. Ratio of one (1) adult to two (2) children.
 2. *The Track:* Children 7-12 years must be accompanied by a person 18 years of age or older. The track is to be used for its intended purposes only; no standing or viewing from the track. Runners are to use the outside lanes and the walkers are to use the inside lane. Side-by-side walking or standing is not allowed. The direction of the track will change daily. Ratio of one (1) adult to two (2) children 7-12 years.
 3. *The Gymnasium:* Children 7-10 years must be accompanied by a person 16 years or older. Children 9-11 must have a parent/guardian in the facility.

D. Gymnasium

1. Gymnasium equipment is available for checkout at the LRC front desk. Members must provide their pass, or their keys and day-pass users will need to provide their first and last name to check out equipment.
2. Types of equipment available for checkout include basketball, volleyball, pickleball paddle, pickleball, badminton racquet, and shuttlecock. Only one item can be checked out per person at a time.
3. The exact equipment type, and number must be returned to the LRC front desk. Any item(s) not returned to the LRC front desk by the end of the day will result in a "HOLD" being placed on the pass holder or day-pass user's account until the correct piece of equipment is returned. If the item(s) are not returned within 48 hours of checkout or damaged the user will be notified and charged for the damaged or missing equipment if it has been lost. Users who refuse to pay the replacement fee for lost equipment will not be allowed to checkout equipment in the future. This applies to all members of the user's household. The prices are as follows:
 - a. Basketball: \$40
 - b. Volleyball: \$30
 - c. Pickleball Paddle: \$30
4. Any items that are returned in a damaged state will be charged to the pass holder or day-pass user who was in possession of the equipment.
5. Only basketballs, volleyballs, badminton racquets/shuttlecocks and pickleball paddles/balls are allowed in the gymnasium. Equipment for any other sports/activities is not allowed in the gymnasium at any time unless approved for LRC programming. Equipment that is not permitted includes tennis racquets, soccer balls, footballs, baseball/softball equipment, etc.
6. Designated open gym play will be specifically labeled. Nets and goals will not be adjusted upon request on open play courts.

- E. Attire** *The LRC is a community-oriented facility. Patrons are expected to dress in attire appropriate for a family friendly facility. Please be mindful of individuals with a sensitivity or allergy to perfumes or products with fragrances.*
1. *Gymnasium and Fitness Room*
 - a. Participants should always wear athletic apparel and closed-toed athletic shoes.
 - 1) Dress shoes and sandals are not allowed.
 - 2) Pants or shorts with zippers, snaps, and buttons can damage weight training equipment; therefore, patrons are prohibited from wearing such clothing when exercising on strength machines with pads
 - b. Clothing must be appropriate for all ages.
 - c. Shirts must always be worn and should not be removed outside of a locker room/changing room area.
 - d. Undergarments (i.e., sports bras, bras, underwear, etc.) must be always covered.
- F. Fitness Classes** *The Fitness Class schedule will offer several different types of classes to accommodate any patron. Classes include Zumba, Yoga, Cardio & Weights, Fitness for Health, Bootcamp, HIIT and more. Class times and days may change without notice. Please arrive early for class. The instructor may not allow a patron to enter a class once it has begun.*
1. *Fees:* Most large group fitness classes are included in your pass. Additional offerings will have associated fees. Register online or at the front desk before class on a first come first serve basis.
 2. *Cancellations:* The LRC reserves the right to cancel a class at any time for any reason.
 3. *Class Etiquette*
 - a. Arrive 5 minutes before the start of your class. Your class spot may be filled if you are not present 5 minutes prior to the start of class.
 - b. We strongly encourage pass holders to place all items in a cubby or locker. The LRC is not responsible for lost or stolen items.
 - c. Please inform the instructor if you are leaving class early. Please utilize the back row and leave in polite manner to help not disrupt other patrons in the class.
 - d. No food, gum, or drink is allowed apart from water or a sports drink in a sealable, non-glass, leak-proof container.
 - e. To preserve the flooring, and equipment, please bring shoes that are for exercise use only. Street shoes bring in rocks, water, and dirt that cause extreme wear on the floor and equipment. No pass holder has the right to reserve a specific spot during class, spots are available on a first come first serve basis.
 - f. Please do not enter the room until the previous class has exited the room.
 - g. Do NOT enter the classroom if the door is closed and the “class in progress” sign is visible.
 - h. All group fitness rooms are multi-purpose rooms and are intended for LRC programs. We reserve the right to close a room for maintenance, training, or program set up prior to a program beginning.

4. *Fitness Class Cancellation Policy*

- a. All cancellations must be done 60 minutes prior to the class you intended to take if classes are full. Pass holders who do not cancel prior to their class will follow a three-step warning policy:
 - 1) First offense is a written warning.
 - 2) Second offense will remove privileges of reserving your spot in **ANY** class for one week.
 - 3) Third offense will remove privileges of reserving your spot in **ANY** class for one month.
- b. Instructor's will check the roster at the beginning of each class and will make sure each member registered for class gets signed in.
- c. Scanning your card **WILL NOT** sign you in for class.

G. Code of Conduct *Passes to the LRC is a privilege which can be revoked for due cause. Pass holders caught violating policy or rules, vandalizing property, stealing, or engaging in illegal or disruptive activities will lose their pass. If a pass holder's conduct results in the need for public safety or police assistance, legal charges may apply. Suspension and/pass revocation will be handled by the Larson Recreation Center Recreation Coordinator/Recreation Superintendent on a case-by-case manner. The following are breaches of the proper safety precautions and practices:*

1. Destruction of property or theft.
2. Sharing your pass ID with others.
3. Providing means of unauthorized access to non-pass holders.
4. Being in possession or under the influence of alcohol or drugs:
5. Sexual misconduct, disorderly conduct, and physical fights.
6. Verbal or other forms of harassment.
7. Selling or promoting products and services without authorization by management at the LRC.
8. Failure to pay pass fees.
9. Any behavior that is determined to be unacceptable by the LRC, and disruptive to those we serve. Such conduct will be grounds for immediate suspension or termination of your pass.
10. The LRC is a tobacco-free environment. Use of any type of tobacco will not be permitted in or on the grounds of the center.
11. Inappropriate language will not be tolerated. Patrons may be asked to leave the facility; and
12. Vandalism will not be tolerated. Violations will be reported to the Moses Lake Police Department for investigation. Vandals will be prosecuted to the fullest extent of the law. The violator's pass will be revoked.
13. The LRC is a vape-free environment. Vaping of any kind is prohibited.

H. Food & Drink

1. Only containers with water and sealable tops are permitted in fitness areas.
2. Food and drink can be purchased at the vending machine.
3. Glass containers and coolers are not permitted.

I. Non-Discrimination Policy Moses Lake Parks, Recreation & Cultural Services and the LRC are an equal opportunity agency, and do not discriminate based on race, color, creed, religion, national origin, gender, marital status, and status with regard to public assistance, membership, or activity in a local commission, disability, age, veteran status, genetic information, gender identity, or other legally protected status. The LRC does not tolerate any type of harassment—physical, bullying,

verbal, or sexual—of our members, guests, or employees. The LRC reserves the right to deny access to the facility and its programs to those who refuse to abide by these policies.

- J. ADA Compliance** Moses Lake Parks, Recreation & Cultural Services and the LRC prohibits the discrimination based on race, color, national origin, sex, gender, age, religion, pregnancy status, disability, sexual orientation, veteran status, and other status protected by law in employment and its programs, activities, and services. The LRC complies with the Americans with Disabilities Act (ADA), under which qualified individuals with a disability may be entitled to reasonable accommodations in programs, activities, and services of the LRC. Any request for accommodations under the ADA or any grievances, please contact:

Recreation Coordinator

610 S Yakima

Moses Lake, WA 98837

(509) 764-3814

Persons with hearing and/or speech disability may register for programs online at www.mlrec.com.

Persons with a visual impairment who want to register for a program, or need other Larson Recreation Center documentation, will be aided as requested. Forms may be converted to large print.

- K. Parking** Free parking is available on the LRC grounds. Pass holders are permitted to use the parking lot only when they are utilizing LRC facilities. Owners of illegally parked vehicles will be reminded and then towed at the owner's expense if necessary. Please use our parking lot responsibly: park in designated areas, observe the "pick up/drop off" and "handicap" areas as well as the fire lane, drive slowly, and please watch out for pedestrians.
1. Skateboards, Hover boards, and In-line skates are not permitted on the LRC's property.
 2. The LRC is not responsible for lost or stolen belongings left in vehicles parked on or near the grounds.
- L. Annual Maintenance Program** The LRC will close portions of the facility periodically for annual preventative maintenance, cleaning, and revitalization. Patrons will be notified throughout the facility concerning upcoming facility closings.
- M. Pets** There are no pets allowed inside the LRC. Service animals are permitted.
- N. Wireless Internet Use Policy**
1. The LRC provides free wireless public Internet access. This will allow users to connect to the Internet from their laptop computers, phones, and tablets when sitting within range of the access points. Users are responsible for configuring their own equipment. The LRC does not provide technical support for establishing or maintaining a connection or equipment configurations. The LRC is not responsible for any changes made to an individual computer's

settings and does not guarantee the user's technological compatibility. The LRC is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electronic surges, security issues, or consequences caused by viruses or hacking. All wireless access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.

O. Locker Rooms Use *Lockers are designed for day use. We do not offer monthly rentals. Staff will work to ensure the cleanliness and safety of the locker rooms.*

1. Family locker rooms are provided for the convenience of families with children or persons needing assistance or extra space.
2. Each night the locker room will be cleared of all materials in the open locker room area.
3. Each morning, lockers will be checked, and any locks secured on a locker, will be logged. If a lock remains on a locker for 24-hours, staff will cut the lock off and all items within will be placed in the lost & found at the LRC front desk. The lock will be disposed of once it has been cut.
4. The LRC is not responsible for any items left in the locker room.
5. Locks are not provided. Please bring your own or purchase one at the LRC front desk.
6. To protect the privacy of our patrons, the LRC prohibits the use of any electronic, mechanical, manual, digital, voltaic or other devices, instrument or means capable of recording, producing, duplicating, reproducing, storing, copying, transmitting or displaying any visual video, photographic, electronic digital, recorded, or other visual image, picture, or representation, including but not limited to any camera, photographic camera, video camera, fiber optic camera, motion picture camera, television camera, camcorder, videotaping device, or camera cell phone, in any restroom, locker room, lavatory, bathroom, shower facility, or dressing room, in any facility, or dressing room, in any building owned, leased to, or under the control of the LRC. If a patron violates this policy staff will ask them to leave the facility, and their pass will be reviewed for possible suspension or termination.

P. Lost and Found

1. Valuable lost and found items may be stored for up to fourteen (14) days.
2. Lost and found items not considered valuables are stored for up to seven (7) days before being donated to Goodwill or the Senior Center.
3. Some valuable lost and found items may be stored in the safe until retrieved by owner.
4. A patron must describe item in detail, including the date it was lost, to retrieve it from our lost and found.

Q. Paging Announcements

1. The paging system is designed for LRC closing and emergency announcements only.
2. Patrons will not be paged except under emergency conditions. A closing announcement will be made prior to closing.

R. Solicitations

1. Selling of external goods and services is not permitted at the LRC. Individuals may not circulate any petition or subscription list, solicit business, place any advertisement or leaflets, or exhibit any article for sale at any time on the LRC grounds including cars in the parking lot and on the corner of the street/parking lot.
2. Announcements or posters may not be circulated or placed anywhere on the LRC grounds without the consent of the Recreation Superintendent.
3. If you are promoting a not-for-profit event or program and would like to advertise in the facility, please get the item approved through the Recreation Superintendent.

S. Weather Alerts In the event of snow or icy weather, LRC staff will make every effort to open the facility but may operate on a snow schedule. The staff will decide on programs during the inclement weather. The LRC voicemail will be updated and contain the most recent information regarding closures.

T. Vending Machines

1. Vending machines will be stocked with a variety of different snacks and drinks.
2. If items purchased do not dispense correctly, please contact the vending company
3. If an "Out of Order" sign is on the machine, please do not insert money. You will not be given a refund.

II. Fitness Center Policy

The LRC staff strive to balance customer service with risk management and cleanliness. This area of the facility is a main selling point for passes and is open to pass holders during all hours of operation of the facility. Staff will strive to help all patrons feel comfortable with the exercise equipment.

A. Fitness Area Features The Larson Recreation Center Fitness Area offers something for everyone of all fitness levels. Covering over 1450 square feet, it offers weights, cardio, TRX System, strength machines, and Nexersys equipment.

B. Youth Fitness Orientation (YFO) The YFO introduces young pass holders ages 11-17 to the Recreation Center Fitness Room, teaching them gym etiquette and protocol, proper machine and equipment use, Fitness Room rules, and of course safety.

C. Rules Fitness center rules have been established to govern the use of the fitness area. All rules were established with patron safety and security in mind. It is the responsibility of the staff to always enforce these rules consistently and fairly.

1. No one under the age of 11 may use equipment or be on the fitness floor.
2. Ages 11 to 15 MUST be by a parent or guardian 18 years or older when using equipment.
3. Re-rack your weights and return your equipment

4. Wipe down equipment after use
5. No dropping or slamming of weights, loud machine use, or excessive noise
6. No saving equipment and allow others to work in between sets
7. 30-minute time limit on cardio during peak times, or when people are waiting
8. No outside equipment (bands, chains, or attachments) unless approved
9. Gym bags or personal items must be stored in lockers or cubbies and off the floor
10. Unauthorized personal or group training is prohibited
11. Offensive language, horseplay, or inappropriate/disrespectful behavior is not allowed and will not be tolerated.
12. Headphones are required for all personal listening devices and should be at a low/moderate volume so as not to be heard by others
13. Shirts, appropriate workout attire, and athletic shoes required. Open-toed shoes and jeans are prohibited
14. No food or drink except water or sports drinks.

D. Private lessons are prohibited in any LRC park or facility unless written permission is granted.

Those lessons include but are not limited to the following: personal training, basketball, volleyball, pickleball, or any other program/activity.

III. Gymnasium Policy

The Larson Recreation Center Gymnasium is where play and purpose come together. This large 7,425 square foot gymnasium is a true multi-purpose space that serves as home to open gym sports, youth activities, fitness classes, and special events.

- A. Features** The Larson Recreation Center Gymnasium area includes the following: six Basketball hoops, with 4 easily adjustable (8'-10'), one main court and two basketball short courts, volleyball standards for one full-size court or two side-by-side courts, and two pickleball/badminton courts.
- B. Schedule** The gymnasium schedule is subject to frequent changes, please check prior to availability prior to use. Our goal is to have one court available for public open gym as much as possible.
- C. Gymnasium Rules** Gymnasium rules have been established to govern the use of the court areas. All rules have been established for patron safety and security. It is the responsibility of the staff to always enforce these rules consistently and fairly. Any behavior determined to be unacceptable by the LRC, and /or disruptive to those we serve may result in removal from the facility for the day. Repeat violators may lose court privileges and/or have their pass revoked.
 1. Children ages 7-10 years must have a parent/guardian in the facility.
 2. The gymnasium is open for members and individuals who have a pass or have paid for daily admission.
 3. Parks, Recreation & Cultural Services Department programs take precedence over all other activities and gym availability is subject to change.
 4. Individuals utilizing the gym must wear non-marking shoes only. Street shoes are discouraged.
 5. Hanging on nets, rims, or equipment is prohibited.
 6. No slam dunking.
 7. Kicking or throwing balls at gymnasium walls is not permitted.

8. No personal items are to be placed on the court floor.
 - a. We strongly encourage members to place all items in a cubby or locker.
 - b. LRC is not responsible for lost or stolen items.
9. Court equipment is available for checkout at the LRC front desk.
 - a. All equipment used on the courts should be used appropriately and safely.
10. Only basketballs, volleyballs, badminton racquets/shuttlecocks, and pickleball paddles/balls are allowed on the courts.
11. Profanity, threatening, or intimidating behavior is prohibited. Fighting is strictly prohibited.

D. Net Heights - All basketball goals will always remain at 10 feet in height, unless otherwise coordinated by staff for a specific program or rental. All volleyball net heights will remain at 7'4" in height, unless otherwise coordinated by staff for specific program or rental. Patrons will not adjust volleyball net or basketball goal heights.

E. Private lessons/coaching Unauthorized training or instruction is prohibited in any park or facility unless written permission is granted. Those lessons include but are not limited to the following: personal training, basketball, volleyball, pickleball, or any other program/activity. Organized practices are not allowed during open court times.

IV. Indoor Track Policy

The Larson Recreation Center Indoor Track goal is to provide each patron with a pleasant experience in a safe and healthy environment. Patrons can use the track at their convenience.

- A. Features** The Larson Recreation Center Indoor Track area includes two lanes. The inside lane is for walkers (17 laps = 1 mile) and the outside lane is for joggers/runners only (16 laps = 1mile).
- B. Lap Direction** On Monday, Wednesday, Friday and Sunday, patron will enter to the right when using the track. On Tuesday, Thursday and Saturday, patrons will enter to the left when using the track.
- C. Indoor Track Rules** Gymnasium rules have been established to govern the use of the court areas. All rules have been established for patron safety and security. It is the responsibility of the staff to always enforce these rules consistently and fairly. Any behavior determined to be unacceptable by the LRC, and /or detrimental to those we serve will result in removal from the facility for the day. Repeat violators may lose court privileges and/or have their pass revoked.
 1. You must be at least 13 years of age to use the track. Children 7-12 years old must be accompanied by an adult. No children under the age of 7 years old are allowed on the track. Strollers and walkers are prohibited.
 2. Be aware of the safety of participants around you.
 3. Be courteous to fellow participants when using the track.
 4. Crossover/Passing in the Lanes – Beware of people crossing over lanes and passing. Remember, for your safety as well as others, look behind, to the side, and in front of you before passing so collisions can be avoided.
 5. Two people abreast per lane maximum – Passing must be done in single file. When being passed,

you must move single file and go to the inside of your lane. Hanging on nets, rims, or equipment is prohibited.

6. Entering/Exiting the Track – Look in both directions before entering or exiting the track. For those on the track, watch for participants entering and exiting the track.
7. Dress Code – Shirts, short/pants, and shoes must always be worn.
8. Shoes – The only shoes allowed are gym shoes. Street shoes, sandals, boots, etc., are not permitted.
9. Food and/or Drink – Food and/or drinks are not permitted in the track area due to health and safety reasons. (Except water)
10. Music – Personal radios, iPods, or music players with headphones are welcomed but no other radios/speakers are permitted. Please be respectful and keep volumes to a low/moderate level so as not to disturb other patrons.
11. Spectators – The track area is strictly for participants; spectators are not permitted.
12. Language – Participants should refrain from using abusive or foul language. Note: If track etiquette is not followed, the participant causing the infraction will be informed of proper use. Actions will be taken if inappropriate behavior continues.
13. Cell Phones – Out of respect for all participants, we ask you to please turn off your phone (or keep it on vibrate) while using the track. Should you need to take a phone call, please respond to it outside the track. Headphones are required for all personal listening devices.

V. Program Registration

Staff of the LRC will ensure accurate and efficient registration for LRC programs.

- A. All registrations must be completed in accordance with the program or membership enrollment of choice. Participants can enroll in one of two ways:
 1. In-person at the LRC front desk
 2. Online at www.mlrec.com
- B. Forms of payment accepted:
 1. Cash
 2. Check – All returned checks are subject to \$35 return fee.
 3. Credit/Debit Card

VI. Facility Rentals *The LRC will have multiple locations throughout the facility available to rent for a fee. Facility rentals may not be available depending on the needs of the facility. Each room will have a specific rate by the hour. Each rental agreement will be signed and returned before the rental date. A facility rental must be completely out of the space by the “end-time” agreed upon on the rental contract. A deposit may be asked depending on the size and space needed of the rental. Management reserves the right to enter space rented at any time. Please inquire at the LRC front desk for more pricing, availability, and rental applications process.*