

The Center of Clayton

User Guide



Building a Healthy Community

Version 10 12-1-09

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Section 1 - General Information

Clayton Recreation Sports and Wellness Commission Inc. (CRSWC)

The Center of Clayton is a shared usage facility with 149,000 square feet devoted to sports, fitness, swimming, recreation, education, and wellness enhancing programs. This unique facility was created through a partnership between the School District of Clayton and the City of Clayton. The Center of Clayton is attached to Clayton High School and is utilized for athletic programs, classes, and recreational needs of the students. The Clayton Parks and Recreation Department manages the day to day operations of the Center, as well as, the traditional Parks and Recreation indoor and outdoor programs. The Clayton Recreation, Sport, & Wellness Commission, Inc. governs the Center of Clayton by setting the policies and giving a unified direction to this multi-use facility.

Commission Members:

Steve Singer, President, Board of Education
 Judy Goodman, Vice President, Board of Alderman
 Sonny Buttar, Secretary, Board of Education
 Michelle Harris, Secretary, Board of Alderman
 Michael Whittle, Treasurer, Citizen At-Large
 Sonny Buttar, Board of Education
 Bernard Gerdelman, Citizen At-Large
 Craig S. Owens, Ex-Officio
 Don Senti, Ex-Officio

*Any Clayton resident desiring to be considered for a Citizen-At-Large position with the CRSWC should contact the Director of Parks and Recreation.

The Mission: The Center of Clayton will serve the evolving needs and interests of all constituencies of the City of Clayton and the School District of Clayton by providing a broad range of recreation, sports, wellness and community-based programs.

Contact Information

General phone number: (314) 290-8500
Mailing Address: The Center of Clayton
50 Gay Avenue
Clayton, MO 63105
Web Page: www.centerofclayton.com
General Center of Clayton email address: thecenter@ci.clayton.mo.us

Staff Phone Numbers

Director of Parks & Recreation - Patty DeForrest (314) 290-8464
Superintendent of Parks & Recreation Operations - Toni Siering (314) 290-8506
Superintendent of Recreation - Eric Gruenenfelder (314) 290-8509
Administrative Assistant - Denise Ucinski (314) 290-8516
Aquatic Supervisor – Jason Quinton (314) 290-8572
Assistant Aquatic Supervisor – Operations – Patrick Mcgee (314) 290-8510
Assistant Aquatic Supervisor – Programming – Chris Cholley (314) 290-8507
Athletic & Facilities Supervisor - Darren Noelken (314) 290-8519
Assistant Athletic Supervisor – Liz Hickox (314) 290-8503
Community Recreation Supervisor – Ann Jacobs (314) 290-8505
Community Resource Coordinator – Sarah Umlauf (314) 226-9893
Coordinator of Inclusion Services – Mary Furfaro (314) 505-8607
Event Specialist - Janet Eiserle (314) 802-7763
Fitness Supervisor – Christi Gleason (314) 290-8511
Assistant Fitness Supervisor – Melissa Weideman (314) 290-8514
Assistant Marketing Supervisor – Dan Krewson (314) 290-8512
Membership Services Supervisor - Valerie Egel (314) 290-8502
Assistant Membership Services Supervisor – Linda Sowder (314) 290-8533

Facility Phone Numbers

Aquatic Center	(314) 290-8520
Fax (Center Fax Machine)	(314) 290-8517
Fitness Desk	(314) 290-8524
Inclement Weather Hotline	(314) 290-8561
Personal Training	(314) 290-8522
Rentals	(314) 290-8504
Welcome Desk	(314) 290-8500
Youth Activity Center	(314) 290-8580

Hours of Operation

Monday - Thursday	5:30 am - 10:00 pm
Friday	5:30 am - 9:00 pm
Saturday	7:00 am - 7:00 pm
Sunday	7:00 am - 6:00 pm

Adjusted Holidays Hours

Memorial Day	Close at 6:00 pm
Independence Day	Close at 6:00 pm
Labor Day	Close at 6:00 pm
Thanksgiving Day	Closed
Christmas Eve	Close at 4:00 pm
Christmas Day	Closed
New Year's Eve	Close at 6:00 pm
New Year's Day	Closed

Note: The Center of Clayton is open regular hours for holidays not listed.

Laws

The Center of Clayton is under the jurisdiction of the City of Clayton and the State of Missouri laws.

OASIS

OASIS is a national education organization dedicated to enhancing the quality of life for mature adults. The Center of Clayton is proud to house the St. Louis office for OASIS. For more information, a list of current program offerings or to become a member, please visit the OASIS offices located on the second floor of the Center of Clayton.

Parking

Parking is available for those participating in activities at the Center of Clayton. Vehicles may not be left on the parking lot overnight. Patrons must park in designated spaces only. Vehicles parked along curbs or other areas not designated for parking may be ticketed and/or towed. During special events, the Center of Clayton often designates special parking for its members; a Center of Clayton membership card may be required to access the parking lot during these times. Parking is not permitted in the circle drive; vehicles left unattended will be ticketed and/or towed. Motorcycles and scooters should be parked in the parking lot and not left at the bike rack or on sidewalks. The Center of Clayton is not responsible for lost or stolen items left in vehicles or damage to vehicles parked in our parking lot.

Facility Closing and Maintenance

In order to maintain the building and equipment it is necessary to close for cleaning and/or equipment maintenance. Every effort will be made to minimize closing and try to offer other alternatives. The Center of Clayton does not refund membership due to scheduled maintenance or equipment failure.

In the case of snow/ice storms, the Center of Clayton's decision to open will be determined by the actions of the Clayton School District. If the Clayton School District is closed or on a snow schedule, the Center of Clayton will tentatively open at 9:00 am. If overnight weather conditions improve or worsen, this opening time may change.

On weekends or days when school is not in session, the decision to open will be based upon the safety of our members and staff. For the latest facility closure information, please call the Clayton Parks and Recreation Inclement Weather Hotline at 314-290-8561. As conditions change, this recording will be updated.

For special events or in unusual circumstances the Center of Clayton may adjust its hours. Every effort will be made to minimize these adjustments and to communicate the change of hours to our members and participants.

Section 2 - Membership

Membership

Membership is the best way to enjoy all the Center of Clayton has to offer. Members have access to all fitness equipment, pools, running track, gymnasiums, locker room facilities and towel service. Additionally, members receive a discount on most classes and programs offered within the Center of Clayton.

Membership Fees

Resident	Annual Fee	Monthly Draft
Youth (3 - 17)	\$217	\$19
Adult	\$342	\$30
Senior (60+)	\$262	\$23
Family	\$593	\$52
Corporate		
Youth (3 - 17)	\$251	\$22
Adult	\$376	\$33
Senior (60+)	\$285	\$25
Family	\$650	\$57
Non-Resident		
Youth (3 - 17)	\$285	\$25
Adult	\$490	\$43
Senior (60+)	\$342	\$30
Family	\$832	\$73

Platinum Membership

The platinum membership gives you access to The Center of Clayton, Shaw Park Aquatic Center, Shaw Park Ice Rink and the Shaw Park Tennis Center. *Platinum memberships are only sold as annual passes.*

Platinum Membership Fees

Resident	Annual Fee
Youth (3 - 17)	\$299
Adult	\$459
Senior (60+)	\$349
Family	\$799
Corporate	
Youth (3 - 17)	\$359
Adult	\$529

Senior (60+)	\$399
Family	\$899
<i>Non-Resident</i>	
Youth (3 - 17)	\$469
Adult	\$729
Senior (60+)	\$519
Family	\$1249

Payment Options

Annual: Individuals who choose to pay up front for 12 months save 5% off the monthly membership fee. Annual payments are non-refundable.

Monthly Draft: A \$25 start up fee is applied to all new memberships using the draft option. The set up fee and first month’s membership fees are due at time of joining. Monthly draft membership is continuous and requires written notice to stop the membership. All termination requests received by the 25th of the month will end the last day of the current month. Termination requests received after the 25th of the month will end the last day of the following month. Memberships which are terminated or suspended more than 60 days will be charged the \$25 start up fee upon reinstatement. Drafts can be made on MasterCard, VISA, checking or savings accounts. (Voided check needed to set up checking or savings account draft). Please check your bank/credit card statements regularly. If you notice a discrepancy in your bank draft/credit card statement, notify us promptly. Refunds are not issued for discrepancies over 90 days.

Membership Category Definitions

Youth: age 3 - 17 **Adult:** age 18 - 59 **Family** § **Senior:** age 60+

§ (Families are defined as up to 2 adults who live in the same household and their dependents who are ages 25 & under who reside in the same household.

Resident: Individuals or families who live within the Clayton School District boundaries, own property within the Clayton School District or attend a Clayton School District School.

Corporate: Individuals who work within the Clayton School District boundaries.

Non-Resident: Individuals or families who do not work, own property or live within the Clayton School District boundaries.

Who Is Eligible For Membership Program Discounts

Membership program discounts are available to persons listed on the membership. For example, a person with an adult membership cannot purchase swim lessons for his/her daughter at the member rate because the daughter is not a member. Their daughter will be charged the appropriate rate based on residency.

Eligibility

Residents need to present a current state ID verifying current address within the Clayton School District boundaries along with an unpaid utility bill or proof they attend a Clayton School District school. Property owners need to present proof of ownership of property within the Clayton School District in addition to a current state ID.

Corporate employees need to present a recent pay stub verifying employment at an address within the boundaries of the Clayton School District in addition to a current state ID.

Member In Good Standing

In order to maintain eligibility for all the benefits of Center membership, members must remain in good standing. A member in good standing has:

- 1) On file, a signed 'Acknowledgement of Risk and Waiver Form' (applicable to each member 18 years and older);
- 2) Account information up to date (i.e. name, current address, emergency contact number);
- 3) Membership fees paid-to-date (monthly draft) or in full (annual payment).

Member Not In Good Standing

Center membership benefits will be revoked if a member is not in good standing. A member not in good standing may have:

- 1) Failed to pay membership fees (i.e. one year has lapsed since last payment, credit card not able to be processed, or bank account has insufficient funds);
- 2) Moved job or residence out of the Clayton area without informing the Center (i.e. Resident membership should now be a Non-Resident Membership);
- 3) Chosen to not follow the policies and rules of the Center resulting in the termination or suspension of membership privileges. Members will

receive written notification their membership has been suspended or terminated.

Clayton Advantage Cards

A Clayton Advantage Card is a photo ID that is issued to Clayton residents and corporate employees free of charge. Clayton Advantage Cards allow the card holder to receive the resident or corporate rate on memberships, seasonal passes, programs, and daily fees at the Center of Clayton and all outdoor facilities. Documentation under ELIGIBILITY (Section 2, page 12) must be presented before the card will be issued.

Resident Advantage Card: allows you to be eligible for resident rates on memberships, season passes, daily fees or programs.

Corporate Advantage Card: allows you to be eligible for corporate rates on memberships, season passes, and daily fees.

Daily Fees

Visitors or individuals who do not wish to commit to a membership have the option of paying a daily fee. Daily fees are for one time use only and do not cover access to any classes or special pay activities. Retain your receipt for same day re-entry. Daily fees are nonrefundable. Category definitions found under membership apply to the daily fee terms below. Clayton Advantage Cards must be presented to receive the Resident/Corporate Rate.

Note: Children ages 2 and under are admitted free of charge.

Daily Fee

Resident

Youth (3 - 17)	\$6
Senior (60+)	\$6
Adult	\$8

Corporate

Youth (3 - 17)	\$7
Senior (60+)	\$7
Adult	\$9

Non-Resident

Youth (3 - 17)	\$8
Senior (60+)	\$8
Adult	\$10

Age Limits

Age 8 and under: Children age 8 weeks - 8 years can participate in programs led by an instructor without a parent present in the program space or stay within the Kid Center while their parent uses the facility. Children ages 7 – 8 may also use the Youth Activity Center. Children within this age category will not be permitted general admittance to the Center or utilization of any area of the facility without the supervision of a parent or responsible individual age 15 and older.

Note: Children in this age category are not permitted access to the hot tub, power-lifting room or fitness center.

Age 9 - 11: Children age 9 - 11 can swim in the Leisure Pool, use the Youth Activity Center, use the track, swim laps in competition pool and participate in programs led by an instructor without a parent present in the program space. Children in this category may not utilize any area of the facility other than the leisure pool, track or competition lap lanes without the supervision of a parent or responsible individual age 15 and older.

Note: Children in this age category are not permitted access to the hot tub, power-lifting room or fitness center.

Age 12 - 13: Children ages 12 and 13 can use the cardiovascular equipment with a parent after successful completion of an orientation with a fitness center attendant; they may also use the track and Youth Activity Center, swim in the leisure pool, lap swim in the competition pool, utilize the gymnasiums for open play and participate in programs led by an instructor - all without direct supervision.

Note: Children in this age category are not permitted access to the hot tub, power-lifting room or fitness center stack weight equipment.

Ages 14 and up: Full facility access.

Entry

All Center of Clayton members, program participants and daily paying guests must enter and exit through the main lobby near the Welcome Desk. All other emergency exits are alarmed; passing through an alarmed door is prohibited except during emergency evacuations. Allowing entrance to a non-member or non-paying guest through any door other than the main lobby is a violation and will result in suspension of membership.

Note: All members are required to present their membership card to the Welcome Desk when entering the building.

Refunds

The Center of Clayton strives to provide quality programs. If you are not satisfied, please contact us at 314-290-8500. All refund requests must be made in writing to the Center of Clayton, 50 Gay Avenue, Clayton, MO 63105.

- Membership fees are non-refundable.
- A full refund will be given for classes cancelled by the Parks and Recreation Department or if a registrant is restricted from participating in a program due to a change in program dates or times.
- A full refund may also be given if a registrant is unable to attend due to illness or injury, when a physician's statement is presented. If the program has already begun, a pro-rated refund will be issued.
- A service fee of \$5 per participant, per program will apply to all refunds initiated by the customer.
- No refunds will be given for registration cancellations requested fewer than 5 days before the start of the program. For Youth Sports programs, the first date of practice is considered the start of the program.
- No refunds or make-ups will be given for missed lessons, classes or practices – except those cancelled by the department.
- Refunds of \$10.00 or less will be credited to the customer's Parks and Recreation account for future use.
- Refunds over \$10.00 will be issued in the form of original payment including credit on account, check or credit to original credit card used. Original payments made in cash will be refunded via check.
- Please allow 2-3 weeks for refund processing.

Membership changes due to illness or injury

If an individual becomes injured or is having a medical procedure that will prohibit utilization of the facility, Center of Clayton members can request to have the membership extended. Members will be required to present a doctor's note stating that he/she is unable to exercise, noting the date the

member is expected to return. Upon approval, the Center will extend the membership for that period of time. Please note that during the injury/illness time, the membership is not valid. The Center of Clayton understands that it can be difficult to notify our office of this situation. However, retroactive extensions will only be granted for a period of three months.

Note: Family memberships may not qualify for extension, as other members of the family will continue to utilize the Center of Clayton during this time.

Section 3 - Conduct and Attire

Standard of Conduct

Center of Clayton members and guests assume an obligation to conduct themselves in an appropriate manner. When individuals agree to join the Center or purchase a guest pass, the person indicates, by their registration, that they agree to act responsibly, cooperate with staff and display sportsmanship-like behavior while utilizing the Center. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Guidelines of Conduct include, but are not limited to, the examples outlined below.

Control

Failure to comply with the Center of Clayton rules and regulations will result in a suspension. Revocation of privileges to use the Center of Clayton may range from a minimum of one day to a maximum of indefinite membership termination.

Offensive Words and Actions

Use of obscenity, insulting language, swearing, or profanity is prohibited. Harassment and/or hazing of other members or staff are prohibited. Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual. Spitting on floors, equipment or in drinking fountains is prohibited.

Alcohol / Drugs / Smoking

The Center of Clayton is an alcohol, drug and smoke free facility. Members or guests suspected of being under the influence of alcohol or drugs shall be

directed to exit. Exception, alcohol use in meeting rooms is only available through the use of our preferred caterers.

Stolen Items

All suspected stolen items should be reported to the Center of Clayton staff immediately. It is the responsibility of member or guest to file a police report. The Center of Clayton is not responsible for stolen items. We recommend that all patrons lock their belonging in lockers while using the Center.

Disorderly Conduct

The Center of Clayton staff has the authority to demand that unruly Center of Clayton members and/or guests leave the Center of Clayton if their conduct necessitates such action. Examples include, but are not limited to: vandalism, theft, spitting on the floors, hanging from basketball rims, yelling, fighting, dropping weights, and/or violating the Center of Clayton rules and regulations.

Fighting

Any Center of Clayton member or guest who, in the judgment of the Center of Clayton staff, engages in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressor) or verbally threatens another member, guest or Center staff shall have their privileges / membership revoked according to the Center of Clayton's Disciplinary Guidelines. Privileges include entrance into the Center of Clayton and participation in programs and classes. In addition, such actions will be reported to the Clayton Police Department.

General Exercise Attire

Exercise attire is required. Appropriate exercise attire includes comfortable, loose-fitting clothing, as defined below.

1. **Pants:** Short or long exercise/warm-up pants are acceptable. Pants with belts, cut-off pants and/or jeans with metal rivets are dangerous and not allowed. Street clothing and/or business attire (suit & tie or skirt) compromises the safety of the wearer and reduces the acknowledged atmosphere of the Center of Clayton and is not allowed.
2. **Shirts:** For hygiene purposes and to preserve a family environment at the Center of Clayton, a shirt, which covers the torso, is required at all times. Cut-offs, sports bras, string tank tops, halter-tops or altered shirts of any kind that allow the full torso to show are not permitted.

3. **Shoes:** For safety purposes, closed-toed athletic footwear is required in all areas of the Center of Clayton, except the pool, shower/locker rooms or during Yoga and Pilates classes. In an effort to minimize damage to the wood & rubber floors and carpet, the following footwear is prohibited:
- dark-soled shoes which may damage or mark the wood floor/carpet;
 - any shoe suspected of damaging or marking the wood floor / carpet;
 - all leather-soled street shoes;
 - open-toed athletic footwear, sandals or flip-flops;
 - muddy, dusty or dirty shoes;
 - spikeless golf shoes;
 - Astroturf shoes, cleats or metal/rubber spiked shoes; running shoes.
 - If wearing SPD compliant cleats for Spinning, please wear regular shoes to the Health Classroom and change into your cleats next to your bike for minimal contact with the floor.

Note: Adherence to the above policy will provide for fairness of all members and/or guests to wear non-marking colored or dark-soled shoes while preserving the wood & rubber floors and carpet from undue damage. If a participant is found to be wearing unacceptable shoes, he/she may not continue their activity unless they change footwear; members and/or guests may not continue to participate in socks or bare feet.

Section 4 - Clayton High School Student Use

Eligibility

During the school year, students who attend Clayton High School (CHS) and are in good standing will have open access to the Center of Clayton and its facilities during regular school hours, Monday – Friday, 7:15 a.m. to 4:45 p.m. except during Winter sports season. During the Winter sports season the Center will close to CHS students at 3 pm. From time to time CHS might determine that the Center is closed to students. Announcements will be to students at the high school and signs will be posted on the link doors. A CHS Student Privileges card is required when entering through the Link doors and the Welcome Desk check-in. CHS Student Privileges cards may be obtained free of charge at the Welcome Desk. During evenings, weekends, holidays,

breaks and summer vacation or when CHS has closed access to the Center, students are required to have a valid family or individual membership or pay a daily fee to gain access to the Center of Clayton and its facilities.

Areas of Access

Students have access to Stuber gymnasium, one court located in the Center gymnasiums, track, weight room, fitness area and aquatic area provided there is space available and use does not interfere with member use or CHS team use.

Care of Center Property by Students

Students are expected to act responsibly in caring for Center property. Students shall pay for supplies, equipment or other property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the Director of Parks and Recreation or designated person, in accordance with the price of the equipment or other article lost or damaged. Any student who carelessly or intentionally defaces or damages Center property shall be required to pay for all damages, and may be subject to additional disciplinary action.

Student Discipline

The Center of Clayton supports the Board of Education Student Code of Conduct which is designed to foster student responsibility, to promote respect for the rights of others, and to ensure the orderly operation of district schools. Students who interfere with the rights of others or seriously impair their own academic and personal development are subject to disciplinary action.

Suspension of Students

Students who are under suspension from the Center of Clayton and/or CHS will not be allowed to use the Center of Clayton facilities during regular school hours.

Student Safety and Supervision

Principals and all members of the school staff and school contracted agents are responsible for the safety of students on school grounds, including the Center of Clayton, during school hours, 7:15 a.m. – 4:45 p.m. (5:55 p.m. for team practices) and at all school-sponsored activities.

Student Property

The Center of Clayton assumes no financial responsibility for the loss of personal property from its premises. Students should be informed that they

leave their personal property or school property assigned to their care at the Center at their own risk.

Reporting Child Abuse

The Center of Clayton supports the Board of Education in that it requires its staff to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse.

Visitors to the School

Students are permitted to have visitors at the Center if they obtain permission from the principal or his or her designee. Visitors will be required to have a guest pass to enter the Center.

Section 5 - Aquatic Center

General Rules

Certified lifeguards are on duty at all times the Aquatic Center is open. Patrons must obey lifeguards at all times. Additional rules (other than those presented here) may be established and enforced to ensure patron safety.

Supervision

- Children 8 years of age and younger must be accompanied by a person 15 years of age or older wearing a swimsuit.
- Large groups require at least one adult in the water for every five children under the age of 9, and one adult in the water for every 10 children ages 9 and older.
- All large groups and their chaperones must check in with the Head Lifeguard for an on-deck orientation prior to entering the water.

Attire

- Proper swimsuit attire is required.
- Swim diapers are required for all children not completely toilet trained. Swim diapers may be purchased at the Welcome Desk.
- Diaper changing is not permitted on the pool deck. Diaper changing stations are located in the locker rooms.
- Street shoes and strollers are not permitted on the pool deck.
- Any person with a cast, open wound, rash, or infectious communicable disease will not be admitted into the pool.

Personal Items

- Chewing gum is not permitted in the pool area.
- Glass containers are not permitted in the pool area.
- Food and drink are permitted in designated areas only.
- Balloons are not permitted in the Aquatic Center.
- At times, personal toys may not be permitted in the pool; the lifeguard may inspect any personal toys and determine whether they will be permitted, based on the size and type of toy and the activity in the pool.
- Flotation aids (water wings, backpacks, etc.) are permitted with adult supervision.
- All personal items should be stored in a locker. Towels may be hung on hooks provided in the pool area.
- A woman may, with as much discretion as possible, breastfeed her child in any public location where she is otherwise authorized to be at the Center of Clayton.

Leisure Pool

- Diving is not permitted in the Leisure Pool.
- Jumping into the pool is permitted only in designated areas.
- Running/horseplay is not permitted in or around the pool.
- Climbing on the tiled ledges of the pool is strictly prohibited.
- Sitting, climbing, or standing on the yellow fountains in the Leisure Pool is prohibited.
- Use of water treadmill is restricted to adults engaging in proper use of the equipment.
- During periods of low attendance, some Leisure Pool attractions may be closed.

Water Slide

- Slide use is limited to one person at a time.
- The lifeguard will direct riders to enter the slide.
- Riders must go down the slide feet first, sitting or lying down.
- Riders may not stop on the slide.
- Once finished, riders must move away from the bottom of the slide and exit the catch pool immediately.
- Masks, goggles, flotation devices, and swimsuits with metal rivets are not permitted on water slides.

Large Yellow Slide

Patrons must measure at least 48 inches tall to use the slide. Riders must keep hands and feet inside the slide.

Small Orange Slide

Patrons must measure less than 48 inches tall and weigh less than 150 pounds to use the slide. Slide use is restricted to independent swimmers; patrons are not permitted to catch children exiting the slide.

Hot Tub

- Patrons must be at least 14 years of age to use the Hot Tub.
- No more than 12 people are permitted in the Hot Tub at a time.
- Proper swimming attire is required to use the Hot Tub.
- Spa temperature is 104°F, and prolonged exposure may result in nausea, dizziness, or fainting. A 15-minute time limit is recommended.
- Any person that is elderly, pregnant, has high blood pressure, or is on medication should consult a physician prior to using Hot Tub.
- Due to high amounts of chlorine used to sanitize the Hot Tub, prolonged use may cause swimsuit to fade. The Center of Clayton is not responsible for suit damage.

Diving Boards

- When diving boards are in use, the deep area is restricted to diving only.
- Diving board use is limited to one person at a time; divers must wait on deck until the previous diver exits the diving area.
- Divers must exit the water immediately using the closest ladder. Divers may not cross an adjacent diving area.
- Divers may dive or jump forward off the end of the diving board, not off the side of the board.
- Divers are permitted only one bounce per dive.
- The adjustment of diving board fulcrums is prohibited unless participating in a supervised diving program.
- Safe diving practices are required. Cartwheels, handstands, and seat drops are prohibited.

Lap Lanes

- All persons using lap lanes must demonstrate independent continuous swimming.
- One lane accommodates 6 swimmers at one time.

- Patrons should select a lane with swimmers of similar speed.
- Swimmers should swim in a counterclockwise circular direction, staying to the right side of the lane to avoid collisions with other swimmers.
- Swimmers should maintain a reasonable distance between swimmers and practice careful and courteous passing at the end of the lane.
- The practice of lane splitting is considered to be dangerous and is not permitted.
- Use of fins is restricted to lap swimming.
- Patrons are not permitted to hang, sit, or climb on lane lines or railings.
- At times, areas of the pool may be closed for swim practice or other aquatic programs. Patrons are encouraged to consult a lap lane availability chart to assist them in planning their lap swimming accordingly.

Competition Pool

- No diving of any kind is permitted in the shallow end.
- Starting blocks may be used only during scheduled practices and competitions and only under direct supervision.

Personal Training/Private Instruction

Personal Training/Private Instruction at the Center of Clayton is permitted by Center of Clayton employees only. Any unauthorized Personal Training (personal training, coaching or advising another person on training for any sport for money) is strictly prohibited. Failure to abide by this policy will result in revocation of membership and/or daily fee privileges.

Locker Rooms

- All persons age 6 and older must use gender-appropriate locker rooms.
- Children ages 6 and younger must be supervised by a parent or guardian when using locker rooms. If needed, please use the Family Locker Room.
- Large parties must have male and female chaperones to monitor appropriate locker rooms.
- All children should use restroom before entering the pool.
- Running, horseplay, and excessive noise are prohibited in the showers and dressing rooms.
- Food, drink and glass containers are not permitted.
- Patrons should use receptacles for disposal of towels and waste.

- The Center of Clayton is not responsible for lost, stolen, or damaged items, as lockers are available at this facility. Locks are available at the Welcome Desk.

Section 6 Gymnasium

Age

Children under 12 years of age shall be accompanied by a responsible person age 15 or older.

- Children in the gym under the age of 12 shall be enrolled in a supervised program if not accompanied by an adult.
- No children will be allowed in the gymnasium during adult programming unless directly supervised by an adult who is not participating in the program.

Dunking & Hanging on the Rim

There is no dunking allowed on any net lower than ten feet. Patrons may not hang on the rims at any time. Violations of this rule may result in removal from the facility for the day.

Food & Drink

No food or drink is allowed onto the gym floors. Only sealable water bottles may be left behind the benches.

Net Heights

All basketball goals will remain at ten feet in height at all times, unless the goal is being used for a program.

- Any patron wishing to shoot on a lower basket shall ask for a staff person to lower the basket for them.
- Once they are finished shooting at the basket, the patron shall notify the staff person so that the basket is raised back to ten feet.

Personal Training/Private Instruction

Personal Training/Private Instruction at the Center of Clayton is permitted by Center of Clayton employees only. Any unauthorized Personal Training (personal training, coaching or advising another person on training for any sport for money) is strictly prohibited. Failure to abide by this policy will result in revocation of membership and/or daily fee privileges.

Court Usage

In concern for the safety of our patrons and the condition of our courts, the following lists detail the activities permitted in the gymnasiums at the Center of Clayton (based on gymnasium availability):

Wood Floor (Courts #1 and #2):

- Basketball
- Volleyball
- Rubber playground ball

Rubber Floor (Courts #3 and #4):

- Basketball
- Volleyball
- Rubber playground
- Tennis (including ball and racquet)
- Lacrosse (including stick and ball)
- Soccer (must use felt ball)
- Football
- Field Hockey (Note: Sticks must be covered with sock)
- Baseball/Softball (Note: Bats are not permitted)
- Badminton
- Please note: Equipment may not be used in any way which may cause damage to the facility or injury to other patrons (including throwing balls against mats, walls, dividers, etc. or throwing through other activities in progress).

Open Court Policy - Basketball

Staff will make every effort to ensure one court will be available for open drop-in use during all hours of operation at the Center of Clayton. Gym schedules are located at the Welcome Desk and posted on the Center of Clayton's website. Schedules are subject to change. Facility Managers or Managers on Duty may make exceptions to the schedule at their discretion.

Adult Pick-up Basketball Rules

1. Players must be 18 years old or older to participate.
2. At the start of pick-up, if there are more than 10 people two teams are selected.
3. Everyone who is not playing and new players who come to the gym must sign up on the board for next game.
4. The winning team plays the next five players who have signed up.

5. Players who are currently playing cannot write their name on the board until their team loses.
6. The first game is played to 16 points; subsequent games are played to 12 points.
7. Any person caught erasing any names so that they can play next game or change teams will be removed from the gym.
8. Verbal or physical altercations will not be tolerated.
9. The Center of Clayton reserves the right to enforce additional rules that may be necessary for the safe and courteous operation of the gymnasium.

Open Court Policy – Volleyball

- If there is more than one open court available, every attempt will be made to set up a volleyball net. **Please note: due to maintenance and staff schedules, it may take up to 30 minutes to set up volleyball net.**

Section 7 - Climbing Wall

Requirements

- All participants must have a waiver on file at the Center. Parents/Guardian shall sign for participant under the age of 18.
- Anyone over 5 years of age is eligible to climb.
- Belayers between the ages of 13 and 17 must have passed both the youth certification program and the safety test.
- Belayers 18 years of age or older must pass the safety test.
- No one under the age of 13 is allowed to handle a belay at the Center.
- Bouldering (climbing without ropes) is allowed to a maximum height of 12 feet. Staff reserves the right to modify the maximum height of bouldering due to age or ability.
- All equipment used must be International Mountaineering and Climbing Federation (UIAA) approved.

Open Climb

Open Climb is time set aside for patrons to use the wall. Center staff will supervise and maintain a safe environment. Center staff will also administer safety tests during these times. Equipment is available to rent during open climbing. For an additional fee certified staff will offer belay and limited instruction during this time.

Section 8 - Fitness

Age Requirements

- Ages 8 and under are allowed to use the track with adult supervision. No access to fitness areas.
- Ages 9 – 11, allowed to use the track. No access to fitness areas.
- Ages 12 and 13, allowed on the track and on cardio equipment with adult supervision.
- Ages 14 and up allowed to use all fitness areas after an orientation.

Fitness Center and Power Lifting Room

- Lockers must be used for personal items. Wall hooks are provided for temporary placement of outerwear only.
- Close-toed athletic shoes and shirts must be worn at all times (mid-drift must be covered).
- Posted sign-in guidelines to use the cardiovascular equipment are strictly enforced. Participants may only sign in within 5 minutes of using the machine.
- 30 minute time limit on all cardiovascular equipment.
- Cell phone usage while on cardio equipment can disrupt the operation of heart rate monitoring devices and contact sensors on machines and is not permitted.
- When resting between multiple sets, always allow another person to "work in" while you are using a machine or bench.
- Keep food and drinks out of the fitness center with the exception of closed water containers.
- Wipe down machines after use.
- Always use spotters and spring collars when using the power lifting stations and benches.
- Re-rack plates and dumbbells after use.
- Changing the stereo volume or station, or television stations is not permitted. Please ask the Fitness Center Attendant to make such changes.

Attire

All patrons must wear appropriate exercise attire while using all fitness areas. Athletic shoes and a shirt must be worn at all times (mid-drift must be covered). The Center of Clayton promotes family values and persons wearing attire deemed to be unacceptable will be notified by the staff on duty. See

Section 3 for specific details.

Fitness Center Orientation

Center members are encouraged to attend a complimentary fitness orientation which includes a brief explanation on beginning an exercise routine, a demonstration of a beginner workout, and a chart to track progress. Orientation content will be based on physical abilities. To receive an orientation, please schedule an appointment at the fitness desk. If you are interested in a custom-designed exercise routine, please inquire about our personal training services

Fitness Orientation Hours

Fitness orientations can be scheduled during the following hours:

Monday - Friday	7:00am - 8:00pm
Saturday	8:00am - 1:00pm
Sunday	10:00am - 3:00pm

Personal Training/Private Instruction

Personal Training/Private Instruction at the Center of Clayton is permitted by Center of Clayton employees only. Any unauthorized Personal Trainer (personal training, coaching or advising another person on training for any sport for money) is strictly prohibited. Failure to abide by this policy will result in revocation of membership.

Track

- The inside lane of the track length is approximately one-eleventh (1/11) of a mile.
- Strollers are not allowed.
- Patrons using the track must follow track direction signs. Track may not be changed by patrons.
- Walkers should use the inside lane.

Aerobic Studio and Health Classroom for Group Exercise Classes

- Only class participants or personal trainers are permitted to use room.
- During adult group exercise classes, children are not permitted in the Aerobic Studio or Health Classroom.
- General Fitness Center Rules apply.

Section 9 - Kid Center

General Policies

The Center of Clayton provides quality childcare services for children ages of 8 weeks through 8 years for members and participants in Center Programs. Social interaction is encouraged through activities and free play. Parents or Legal Guardians must remain in the building while children are in the Kid Center. Fees for the service are payable at the time service is rendered.

Children may not bring snacks due to food allergies. However, drinks are permitted. Drinks must be kept in a sealed container with the child's name printed on the cup.

Note: Diapers and wipes are not supplied by the Center of Clayton.

The Center of Clayton has the right to refuse childcare services for sick children. Children with a fever, diarrhea, green or yellow discharge from the nose or vomiting may not use the Kid Center for a minimum of a 24-hour period.

As a courtesy to the Center's staff and members, please adhere to your reservation times. Not adhering to reservation times impairs the Center Staff in providing the best care possible. It also creates congestion in the Kid Center and may result in a late fee.

Reservation Procedures

Since space is limited in the Kid Center, reservations are required. We recommend that reservations be made 24 hours in advance. Reservations are made and paid in one hour increments. There is a five minute grace period before and after the reserved time. A late fee of \$1.00/minute will be made for exceeding the grace period. Reservations may be made by calling 314-290-8500. You may pre-register up to 14 days in advance.

Check-in Procedures

Parents must check-in with the Kid Center staff upon entering the Kid Center. The procedure is as follows:

- 1) Present either a receipt or a Kid Center chance card to a member of the Kid Center staff.

- 2) Locate your child's name on the daily sign in/out sheets located at the Kid Center desk. Please enter the time you arrived and sign your name.
- 3) List the location in the Center in which you will be (cardio area, leisure pool, etc.) in case we need to speak to you.
- 4) Place a name tag on your belongings so the Kid Center staff can readily locate any necessary items which they may need to care for your child.
- 5) If someone other than you will be signing the child out, please make a notation on the daily sign in/out sheet.

Cancellation Policy

Reservations must be cancelled at least 2 hours in advance. If reservations are not cancelled in advance a \$3.00 fee will be charged to your account or a punch will be removed from your Kid Center punch card.

Reporting Child Abuse

The Center of Clayton supports the Clayton School District in that it requires its staff to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse.

Section 10 – Youth Activity Center

General Policies

The Youth Activity Center is designed to meet the wellness need of the youth in our community. It includes several electronic games to attract the interest of today's children while encouraging active play. The Youth Activity Center has a Dance, Dance Revolution, game bikes, Nintendo Wii, Strive Strength equipment and a Sportwall. Children are supervised in the Youth Activity Center by trained attendants. See current brochure for current open hours and program options. The Youth Activity Center is included in Family and Youth memberships. There is no time limit to a youth's usage of the Youth Activity Center.

- The Youth Activity Center is for children ages 7-13 or those children younger who are at least 51" tall. Parents/Guardians of children 8 or younger must remain in the facility. Children 9 – 13 may be dropped off.
- Open play ratio of children to attendant is 12:1.
- Check-in required. Parent/guardian must sign children in and out.

- To participate in open play hours children must participate in an orientation.
- No food or drink allowed in the Youth Activity Center.
- Comfortable clothes and closed toe shoes required.
- If parents wish to watch their children play, they may observe from the lobby.
- Children may have to rotate activities depending on number of participants present.

Strength Equipment

- To use strength equipment, children must participate in an orientation.
- Only one person on a machine at a time.

Gamebikes

- Children must be at least 51” to ride on the Gamebikes.
- All kids must pedal when on the Gamebikes.

Reporting Child Abuse

The Center of Clayton supports the Clayton School District in that it requires its staff to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse.

Section 11 - Miscellaneous

Animals / Pets

Animals are not permitted to enter the Center of Clayton, except for guide dogs, service or signal animals. We ask that you do not leave unattended animals outside of the Center of Clayton.

Fire Alarm (Public Address Warning)

If an alarm sounds, staff will initiate immediate emergency procedures as necessary. Patrons should follow staff instructions and utilize established evacuation routes as possible. Proceed to the parking lot at least 300 feet from the building. In the event a fire alarm is questionable staff will initiate “fire” procedures until a false alarm is confirmed. Patrons may then return to activities. Pulling a fire alarm falsely is strictly prohibited and is punishable under law.

Lost and Found

Lost and found valuables will be stored for up to thirty days in the safe. Members should contact the Welcome Desk to have the safe checked for lost valuables. After 30 days lost and found valuables will be turned over to the Clayton Police Department for one year. Due to storage constraints, lost and found items not considered “valuables” are stored for two weeks before being donated to charity.

Equipment Checkout Card

We will accept member cards, Clayton Advantage cards, non-government photo IDs and the Equipment Check Out ID that a non-member may purchase for \$5 for equipment checkout. For more information, please see the Welcome Desk.

Sales / Advertising

No banners, sales brochures, advertising (flyers, posters, signs, displays, banners, etc.) or promotional material of any kind are allowed in the Center of Clayton.

Telephones

A courtesy telephone is located in the Center lobby. As a courtesy to other patrons, please limit calls to a maximum of 3 minutes. All other phones are for business use only.

Cell Phone Usage

Please be aware that cell phone usage while on cardio equipment can disrupt the operation of heart rate monitoring devices and contact sensors on machines. Lengthy and loud phone conversations reduce the enjoyment of others’ exercise experience and may disrupt concentration and reduce awareness of “safe” machine usage. Taking pictures in any area of the facility with cell phones is prohibited by City ordinance (Sec. 215-045).

Weapons / Firearms

NO weapons or firearms of any kind are allowed in the Center of Clayton. Members or guests possessing any weapon or firearm will be denied access and asked to leave the property.

Audio / Video

The use of musical instruments and/or amplified sound is prohibited. Video use of cameras, stereo boom box radios, cell phone cameras, television and/or movie camera usage is prohibited unless either previously approved or used to record a family member.

Computer / WiFi

Center visitors are invited to use their personal computers at the Center using the free WiFi service provided. Persons utilizing personal computers within the Center are required to use them in an appropriate manner. Persons who “surf” pornographic or sexually explicit web sites, engage in explicit or illegal chat room dialogue, and/or download explicit pictures onto the screen will lose their membership and/or access privileges to the Center of Clayton.

Visitors / Spectators

- **Daily Users:** All non-members wishing to access the facility are required to pay an admission fee upon entry at the Welcome Desk.
- **Spectators:** Activity spectators are permitted access to the event area they are viewing without having to pay a daily admission to the Center. Guests entering as spectators may not utilize the facility free of charge. Spectators who are found to be utilizing the facility without payment will be asked to leave the facility immediately.

Food and Beverages

With the exception of the lobby area and sealable plastic water bottles, no food and drink are permitted in the Center of Clayton. Non-breakable, plastic, leak proof drinking containers, which hold water, are allowable. Glass containers/bottles are strictly prohibited.

Breastfeeding

A woman may, with as much discretion as possible, breastfeed her child in any public location where she is otherwise authorized to be at the Center of Clayton.

Smoking

The use of tobacco (cigarette, pipe, chewing and cigar) or tobacco products in any form is prohibited in the Center of Clayton.

Lockers / Locks

The Center of Clayton strongly recommends that all personal items be locked in a locker. The Center is not responsible for lost or stolen articles.

Lockers are designed for daily use only and items are not to be left overnight due to space constraints. A notice will be posted on any personal locks left on lockers at the end of the evening. If lock is not removed within one week, lock will be cut off. Personal items removed from lockers will be bagged and turned into Lost and Found.

Locks are available for loan at the Welcome Desk and can be checked out in exchange for a member or non-government photo I.D. Lost or stolen locks or locks not turned back in will be charged a replacement fee to the patron who has checked out the lock. If the lock is found or patron turns it in at a later date the fee will be refunded.

Fitness Center lobby lockers are available for smaller items. Users create their own code to re-open the lockers. Please see the Fitness Center Attendant if you are having problems with the Fitness Center lobby lockers.

Locker Room Usage

Center of Clayton locker rooms are provided for the convenience of members, guests and participants. Center locker rooms are defined as follows:

- Member locker rooms are provided for men and women. Families with young children are required to use the Family locker rooms.
- Family locker rooms are provided for the convenience of families with children under the age of 6 not accompanied by same-sex parent or persons needing assistance. Family locker rooms are located between the member locker rooms.
- Team locker rooms are for student, PE and athletic use and rentals. Center of Clayton members are not permitted in the Team Locker Rooms.

Personal Property

Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) may NOT be stored in any of the activity areas or gymnasium floors. Center of Clayton members and guests are responsible for the security of their personal property.

Note: It is highly recommended that all personal items be secured in a locked locker. Locks are available for use at our Welcome Desk.

Paging / Messages

The paging system is designed for Center of Clayton closing and emergency announcements. Patrons will not be paged except under emergency conditions.

Bikes, Rollerblades, Roller-skates and Skateboards

For the safety of others, bicycles must remain outside the Center of Clayton. The use of rollerblades, roller-skates and skateboards is prohibited within the Center of Clayton.

Dangerous Activity or Equipment

In concern for the safety of our patrons and the condition of our facility, activity or equipment brought in by our patrons that is destructive, appears to be unsafe or may cause injury are prohibited and will result in retribution of repair costs and expenses relating to the destructive or dangerous act.

Incident / Accident Reports

All injuries (minor and major) sustained within the Center of Clayton must be reported to the nearest staff member immediately. In addition, we ask that our users report all unsafe conditions to a staff member.



Changes to User Guide Disclaimer

The Center of Clayton reserves the right to establish and enforce additional rules that may be necessary for the safe operation of the Center of Clayton.