



# User Guide

*Building a Healthy Community*

Version 18 5-29-19

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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 94,400 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 recreations needs of the students. The Clayton Parks and Recreation Department manages the day to day operations of The Center and the School District of Clayton maintains the building and grounds.

The Clayton Recreation, Sports and Wellness Commission, Inc. (CRSWC) governs The Center of Clayton by setting the policies and giving a unified direction to this multi-use facility. On the panel of six, two are members of the School District of Clayton's Board of Education, two are members of the City of Clayton's Board of Aldermen, and two are Citizen-At-Large. The Commission meets at 8:00 a.m. the fourth Friday, quarterly at The Center of Clayton.

### **Commission Members:**

Ira Berkowitz

Joe Miller

Amy Rubin

Ken Shapiro

Todd Thomason

Mark Winings

Sean Doherty, Ex-Officio

Craig S. Owens, Ex-Officio

Any citizens desiring to be considered for a Citizen-At-Large should contact the Assistant 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

**Phone number:** (314) 290-8500  
**Mailing Address:** The Center of Clayton  
50 Gay Avenue  
Clayton, MO 63105  
**Web Page:** [www.centerofclayton.com](http://www.centerofclayton.com)  
**Email address:** [thecenter@claytonmo.gov](mailto:thecenter@claytonmo.gov)  
**Fax:** (314) 290-8517

## Staff Phone Numbers

<b>Director of Parks &amp; Recreation - Patty DeForrest</b>	(314) 290-8464
<b>Assistant Director of Parks &amp; Recreation - Toni Siering</b>	(314) 290-8506
<b>Recreation Manager – Lori Rice</b>	(314) 290-8511
<b>Parks &amp; Recreation Admin Manager-Valerie Egel</b>	(314) 290-8502
<b>Assistant Membership Supervisor – Todd Stover</b>	(314) 290-8533
<b>Administrative Specialist - Denise Ucinski</b>	(314) 290-8516
<b>Aquatic Supervisor – Karen Herbig</b>	(314) 290-8572
<b>Athletic &amp; Facilities Supervisor – Patrick Magee</b>	(314) 290-8510
<b>Assistant Athletic &amp; Facilities Supervisor–David Willey</b>	(314) 290-8508
<b>Community Recreation Supervisor – Ann Jacobs</b>	(314) 290-8505
<b>Coordinator of Inclusion Services – Malory Smysor</b>	(314) 290-8507
<b>Fitness Supervisor – Molly Troy</b>	(314) 290-8514
<b>Assistant Fitness Supervisor – Vacant</b>	(314) 290-8509
<b>Marketing Specialist – Dan Krewson</b>	(314) 290-8512

## Facility Phone Numbers

Aquatic Center	(314) 290-8520
Fitness Desk	(314) 290-8524
Personal Training	(314) 290-8522
Rentals Directory	(314) 290-8504
Sports Hotline	(314) 290-8
Welcome Desk	(314) 290-8500
Youth Activity Center	(314) 290-8580



## ***Hours of Operation***

Monday - Thursday	5:15 am - 10:00 pm
Friday	5:15 am - 9:00 pm
Saturday	7:00 am - 7:00 pm
Sunday	7:00 am - 6:00 pm

## ***Summer Recess Hours of Operation***

The Center of Clayton recognizes Clayton School District summer recess with the following hours

Monday - Friday	5:15 am - 9:00 pm
Saturday - Sunday	7:00 am - 6:00 pm

## ***Adjusted Holidays Hours***

Easter	9:00 am to 5:00 pm
Memorial Day	9:00 am to 5:00 pm
Independence Day	9:00 am to 5:00 pm
Labor Day	9:00 am to 5:00 pm
Thanksgiving Day	Closed
Day after Thanksgiving	9:00 am to 9:00 pm
Christmas Eve	Close at 4:00 pm
Christmas Day	Closed
New Year's Eve	Close at 4:00 pm
New Year's Day	Noon to 5:00 pm

Note: The Center of Clayton is open regular hours on 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.

Phone: (314) 862-4859

Website: [www.oasisnet.org](http://www.oasisnet.org)

## ***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 to offer other alternatives. The Center of Clayton does not refund membership due to scheduled maintenance or equipment failure.

In the event of inclement weather, The Center of Clayton may open late or close early based upon the impact of road and weather conditions on the safety of our patrons and staff. Decisions about altering The Center's hours are made independently with information drawn from School District of Clayton cancellations and Missouri Department of Transportation advisories. Late opening times may be as early as 9:00 am and will be reevaluated every three hours as conditions change.

Every effort will be made to hold programs that start and end during The Center of Clayton's adjusted hours. Programs held wholly or partially outside of the adjusted hours will also be cancelled. A refund will be issued to all registered participants for any cancellations.

Inclement weather schedule alterations can be found on our website at [www.centerofclayton.com](http://www.centerofclayton.com). In addition, regular email updates will be sent through the CenterLine newsletter, so check with the Welcome Desk to ensure your best email address is in our system.

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 with the exception of the team locker rooms. Additionally, members receive a discount on most classes and programs offered within The Center of Clayton.

### **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.*

### **Payment Options**

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

**Monthly Draft:** A \$25 startup fee is applied to all new memberships using the draft option. The startup 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. Termination requests received 5 or more days before the draft date will be effective at the draft date. Termination requests received fewer than 5 days before the draft date will be drafted and effective for one additional month until the following draft date. Memberships which are terminated or suspended more than 60 days will be charged the \$25 startup fee upon reinstatement. Drafts can be made on a credit card, checking or savings accounts. (Voided check needed to set up checking or savings account draft). The Center of Clayton will access a service charge for any monthly draft returned. Please check your bank/credit card statements regularly. If you notice a discrepancy in your bank draft/credit card statement, notify us promptly. Refunds/Credits are not issued for discrepancies over 90 days.

### **Membership Category Definitions**

**Youth:** age 3 - 17      **Adult:** age 18 - 59      **Family**<sup>§</sup>      **Senior:** age 60+

<sup>§</sup> (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.

## ***Membership Program Discount Eligibility***

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.

## ***Clayton Advantage Status***

Advantage status is provided to Clayton residents and employees of businesses within the city to receive the appropriate resident or corporate rates for memberships, programs, and daily fees at all of Clayton's recreation facilities. The following documentation must be presented before the card will be issued:

**Resident Advantage Status:** allows you to be eligible for resident rates on memberships, season passes, daily fees or programs. 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 Advantage Status:** allows you to be eligible for corporate rates on memberships, season passes, and daily fees. 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 and/or Advantage Cards, members and/or Advantage Card holders 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. All fees paid-to-date (monthly draft) or in full (annual payment).

## ***Member Not In Good Standing***

Membership and/or Advantage Status benefits will be revoked if a member is not in good standing. A member and/or Advantage Card holder not in good standing may have:

- 1) Failed to pay membership fees (i.e. annual membership has expired and has not been renewed, 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 or Corporate 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 that their membership has been suspended or terminated.

## ***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. All daily fee users age 18 or older must present a photo id at the time of admission. Clayton Advantage Cards must be presented to receive the Resident/Corporate Rate.

**Note:** Children ages 2 and under are admitted free of charge, unless they will be in the Kid Center (See page 29 for details).

## ***Age Limits***

**Age 8 and under:** Children ages 8 weeks - 8 years can participate in programs led by an instructor without a parent present or stay in the Kid Center (See page 29 for details) while their parent uses the facility. Children ages 6 – 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 presence of a parent or responsible individual age 15 and older. If the child is

not registered in a program, in the Youth Activity Center or Kid Center, a parent or guardian must be directly supervising them at all times. **Note:** Children in this age category are not permitted access to the hot tub, free weight room or fitness center.

**Age 9 - 11:** Children ages 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, free weight room, equipment on the perimeter of the track 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, free weight 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, any refund amount would be pro-rated based on the number of classes that have already been held.
- No refunds will be given for withdrawal requests fewer than 5 days before the start of the program if the program would fall below the minimum number of registrants.
- For Youth Sports Leagues, a full refund will be given prior to the first practice, or a 50% refund will be made if the request is less than two weeks before the first game.
- Registrations are non-transferable. 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.
- A service fee of \$5 per participant, per program will apply to all refunds initiated by the customer.

## ***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 their 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.

- **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, unless walking on the track only.
- **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. Altered shirts include any shirts that have cut-off sleeves, neckline or bottom. Shirts that are not altered but show the torso due to oversize armholes are also not acceptable.
- **Shoes:** For safety purposes, closed-toed closed-heeled 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, unless you are using the track; high heel shoes are not permitted;
- open-toed or open-heeled athletic footwear, sandals, Crocs 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 Mind-Body Room 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 3:00 p.m. 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 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.

## ***Responsibility of 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.

Students are expected to demonstrate courteous behavior when utilizing shared space including but not limited to the Fitness Center, Running Track and Power Lifting Room in both action and language. Signs regarding proper gym etiquette are posted though out the facility and can be used as a guideline.

## ***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 and under may not be left unattended in the pool area.
- Children ages 5 and younger must be directly supervised by a parent or guardian in the water.
- Children ages 6 to 8 must be accompanied on the pool deck 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.
- During periods of low attendance, some Leisure Pool attractions may be closed.

## ***All Water Slides***

- 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, floatation devices, and swimsuits with metal rivets are not permitted on water slides.

## ***Large Slide***

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

## ***Small Slide***

Patrons must measure less than 48 inches tall and weigh less than 150 pounds to use the slide. Patrons are 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.
- 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) 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 the 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) 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 ball
- 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).

## ***Use Definitions***

- Open Gym: general court use for all ages
- Adult Pick-up Basketball (Ages 18+): full court play
- Family Play: no organized basketball games, open to all ages with priority for families with younger children

## **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.

### **Etiquette**

- At times, the courts become extremely busy, and during these times, we ask members and guests to work together to come to a mutually agreeable compromise or solution. If this cannot be achieved, please refer to the following guidelines when a court is designated as "Open"
- Each court is available on a first-come, first-served basis
- We kindly ask that players allow others to join in (with like sports) when other court space is not available
- In the event of a large amount of people on one court, full court basketball will not be permitted.

## **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 5 years of age and older 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 or equipment on the outside perimeter of the track.
- Ages 9 – 11, allowed to use the track. No access to fitness areas or the equipment on the perimeter of the track.
- Ages 12 and 13, allowed on the track and on cardio equipment only with adult supervision. Permitted to use equipment only if accompanied by a personal trainer.
- Ages 14 and up allowed to use all fitness areas after an orientation.

### **Fitness Center and Free Weight Room**

- Lockers must be used for personal items. Wall hooks are provided for temporary placement of outerwear only.
- Close-toed closed-heelled athletic shoes and shirts must be worn at all times (mid-drift must be covered).
- Please limit cardio machine use to 30 minutes at busy times.
- Please keep phone conversations quiet and to a minimum.
- No videos or photos are allowed to be taken without consent.
- 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. No glass 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.
- Do not drop or slam weights
- Please report any equipment issues to the fitness center staff immediately.

- Changing the stereo volume or station in the Power Lifting Room, or television stations in the Fitness Center is not permitted. Please ask the Fitness Center Attendant to make such changes.
- Loitering is not permitted.

## ***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. Patrons who perspire excessively are asked to change their shirt after completing their cardio exercise and clean up after themselves. This includes equipment and floors.

## ***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. To receive an orientation, please schedule an appointment at the fitness desk or call 314-290-8524. If you are interested in a custom-designed exercise routine, have specific needs or have prior injuries, please inquire about our personal training services.

Fitness orientations can be scheduled during the following hours:

Monday – Friday	6:00-10:00 am, Noon-2:00 pm and 5:30- 8:00 pm
Saturday	9:00 am - 4:00 pm
Sunday	8:30 am - 3:00 pm

## ***Personal Training/Private Instruction***

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

## ***Track***

- The inside lane of the track length is approximately one-eleventh (1/11) of a mile.

- Strollers and walking poles are not allowed.
- Patrons using the track must follow track direction signs. Track direction may not be changed by patrons.
- Walkers should use the inside lane.

## ***Aerobics Studio and Mind-Body Room for Group Exercise Classes***

- Aerobic and Mind-Body Studios are only available for Center managed group fitness classes, personal training or rentals that have been arranged through the Fitness Supervisor.
- During adult group exercise classes, children are not permitted in the Aerobics Studio or Mind-Body Room. Minimum age to participate in group fitness classes is 14.
- Please do not enter the room until the class prior has ended. Please do not loiter after classes. Classes are stacked back to back.
- All class participants must obtain an admission card from the Welcome Desk in order to attend class. Please present the card to the instructor as you enter class.
- Please wipe down equipment after use.
- 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 minimum of a 1-hour reservation and a maximum of a 2-hour reservation. 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.

## **Kid Center Hours of Operation**

Monday - Friday	8:00 am – Noon*
Monday - Thursday	4:00 pm - 8:00 pm*
Saturday	8:00 am – 12:30 pm*
Sunday	Closed

\*If there are no reservations the Kid Center will close 1 hour earlier than scheduled time.

## **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 card to 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 \$5.00 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 needs 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 two Nintendo Wii U's and a Sportswall. Children are supervised in the Youth Activity Center by trained attendants. See current brochure for current open hours and program options. Access to the Youth Activity Center is included in Family and Youth memberships. Non-members must pay a daily fee. There is no time limit to a youth's usage of the Youth Activity Center; however, it is recommended that parents do not leave children for an excessive length of time in order to maximize the child's enjoyment of our facility.

- The Youth Activity Center is for children ages 6-13. Parents/Guardians of children 11 or younger must sign your child in and out of the Youth Activity Center and remain in the facility. Children 12 – 13 may sign themselves in and out.
- Open play ratio of children to attendant is 12:1.
- Check-in required. Parent/guardian must sign children 11 or younger in and out.
- No food or drinks are allowed in the Youth Activity Center.
- Comfortable clothes and athletic, closed toe shoes are required. Open toed, open heeled shoes, Crocs, and flip flops are not permitted.
- If parents wish to watch their children play, due to space constraints, they may observe from the lobby. Children may have to rotate activities depending on number of participants present.

- Our staff reserve the right to sit out children who are being disruptive and contact parents to remove their children, if needed.

## ***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. Due to storage constraints, lost and found items not considered “valuable” are stored for two weeks before being donated to charity.

## ***Equipment Checkout Card***

We will accept Clayton Parks & Recreation cards and non-government photo IDs. 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 except those created by the parent organizations.

## ***Cell Phone Usage***

Please be aware that cell phone usage should be quiet and kept to a minimum. 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. A replacement fee will be charged for lost, stolen and unreturned locks. If the lock is found or patron turns it in at a later date the replacement 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.

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



**Code of Conduct:** The Center of Clayton strives to create an atmosphere of respect and courtesy. Appropriate social behavior and treatment of others is expected of all employees, patrons and participants. Physical, mental, verbal and/or emotional abuse will not be tolerated by anyone visiting the facility or participating in an activity.

Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using the facility or participating in activities or programs for a period of time (including a permanent ban) as determined by staff on the circumstances of a specific incident.

Thank you for your cooperation and for making The Center of Clayton a safe and enjoyable place to be!

## ***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.