

# Policy 6.1.1: Spearfish Recreation and Aquatics Center Operations Policy

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Date Signed: **March 21, 2022**  
Effective Date: **March 21, 2022**  
Last Revision Date: **March 8, 2022**  
Department of Primary Responsibility: **Parks and Recreation**

## II. General Information:

This pertains to the Spearfish Recreation and Aquatics Center (SRAC) and all equipment and furnishings contained within the SRAC.

The SRAC is intended as a multi-functional community center for participants of all ages. The City's priority is to offer a safe environment and safe programs for all.

The following policies and procedures may not cover every situation that may occur within the facility. The interpretation and application of this policy is the responsibility of the Parks and Recreation Director, SRAC Facility Superintendent, or administrative staff to maintain the safety and well-being of all staff and customers.

### Facility Hours:

The hours of operation will be determined by the Spearfish City Council, City Administrator, Parks, and Recreation Director, or SRAC Facility Superintendent. Hours may be extended or reduced for special events, observance of holidays, or any other purpose.

**The normal hours of operation for the Recreation Center are:**

**Winter Hours: Tuesday after Labor Day through Friday before Memorial Day**

Monday - Friday	5:30 AM - 9:00 PM
Saturday	8:00 AM - 6:00 PM
Sunday	Noon - 6:00 PM

**Summer Hours: Saturday before Memorial Day through Labor Day**

Monday - Friday	5:30 AM - 9:00 PM
Saturday	8:00 AM - 7:00 PM
Sunday	Noon - 7:00 PM

**HOLIDAY HOURS (modified or closed)**

Thanksgiving Day: closed  
Friday after Thanksgiving: closed  
Christmas Eve: 5:30 AM to 12:00 PM  
Christmas Day: closed  
New Year's Eve: 5:30 AM to 7:00 PM  
New Year's Day: closed  
Easter Sunday: closed  
Memorial Day: 11:00 AM to 7:00 PM  
Juneteenth: 11:00 AM to 7:00 PM  
Independence Day: 11:00 AM to 7:00 PM  
Labor Day: 11:00 AM to 7:00 PM

**\*No fitness classes or programs are offered on national holidays\***

\* Hours are subject to change. Such changes will be posted.

**III Facility Closures:**

1. Areas within the SRAC may be closed up to two full weeks annually for maintenance purposes.
2. Unanticipated closures may also occur in the event of unsafe conditions or other community emergencies. The closures will be posted on the City's website <http://www.cityofpearfish.com/recreation> and the City's social media pages.
3. The SRAC is utilized as a shelter during emergencies. Areas within the rec center may not be accessible to patrons during these times.

## IV Weather Policy:

The SRAC has a standardized method of cancellation and notification in the event of bad weather.

1. Facilities:
  - a. The SRAC will remain open during normal operating hours whenever possible.
  - b. The SRAC will be closed when the Mayor, City Administrator, Parks and Recreation Director or SRAC Facility Superintendent announces a closure or when other City offices are closed due to weather.
  - c. Closures will be posted on the website and the City's social media pages.
2. Programs/Classes
  - a. Programs and classes may be canceled at the discretion of the Parks and Recreation Director or SRAC Facility Superintendent even if the SRAC remains open.
  - b. Attempts may be made to reschedule canceled programs or classes.
  - c. Cancellations will be posted on the website and the City's social media pages.

## V General Policies

SRAC policies are available at the front desk upon request and are posted on the City's website.

### Locker Rentals:

1. SRAC offers locker rentals on a daily or long-term basis.
2. All personal belongings and valuables should be stored in a rented locker. The SRAC is not responsible for lost, stolen, or damaged items.
3. Daily locker rentals are available for \$0.25 per use. Long-term locker rentals are available for \$5 per month for short lockers and \$10 per month for a tall locker. Patrons may rent long-term lockers by paying in full or recurring payments.
  - a. Personal locks are not allowed on the lockers and will be removed by staff. The City will not reimburse for removed personal locks.

### Locker Rooms:

1. The locker rooms are designed to provide members and paying guests with dressing and showering facilities. The locker rooms are open for use during all operating hours.
2. Camera use is **NOT ALLOWED** in the locker rooms or family change rooms.
3. Roughhousing in the locker room may result in removal from the property.

### Dress Code:

The SRAC dress code's goal is to maintain a safe and appropriate environment for all patrons and to prevent disease transmission. Appropriate attire must be worn while participating in activities at the SRAC.

1. Any patron wearing attire deemed inappropriate by SRAC staff will be asked to change or leave the facility.
2. Shirts that cover the entire stomach and chest must be worn while in the SRAC except in the locker room or aquatics center.
3. Clean and non-marking athletic shoes must be worn.
4. Outside dirty shoes are not to be worn on the walking track, in the gym, or the fitness rooms.

### **Alcohol, Drugs, and Tobacco:**

Alcohol is prohibited on the SRAC grounds at all times.

1. Anyone under the influence of alcohol will be asked to leave the facility immediately.
2. Anyone under the influence of or in possession of any illegal substance will be asked to leave the facility. Law enforcement officials will be contacted.
3. Smoking and the use of chewing tobacco are not allowed on the SRAC property or grounds including the building, outdoor aquatics area, parking areas, sidewalks, or grass areas.

### **Bicycles, Skateboards, and In-line Skates:**

1. Rollerblades, skates, and shoes with wheels can be used in the Lookout Room.
2. Skateboards, longboards, and bikes may not be used inside the SRAC.
3. Bike and skateboard racks are available but patrons must use their own lock. The SRAC is not responsible for lost, stolen, or damaged property.

### **Bounce Houses**

Bounce houses may be brought into the SRAC for special events, rentals, and parties. The responsible party must obtain a certificate of insurance that specifically covers the bounce house and lists the City of Spearfish as an additional insured. The responsible party and all participants must sign a waiver holding the City of Spearfish harmless.

### **Pets**

Pets are not allowed in the SRAC unless permission is obtained for a special event. Service animals and police service dogs are exempt.

### **Public Displays of Affection/Inappropriate Touching**

Patrons are reminded to show respect for fellow patrons by avoiding inappropriate displays of affection including inappropriate touching or kissing in the building or on SRAC grounds.

### **Lost and Found**

The SRAC is NOT responsible for the loss, theft, or damage of personal property of any kind.

1. Items found or turned into lost and found will be held at the SRAC for 30 days, after which these items will be discarded or given to charity.
2. Personal care items, beauty items, and undergarments will be discarded immediately.

### **Rules and Procedure Enforcement:**

The SRAC staff on duty has the authority to enforce all policies, rules, and procedures.

1. All accidents or incidents occurring within the SRAC and its grounds must be reported and written up by the SRAC staff on duty and given to the SRAC Facility Superintendent.

### **Spectators:**

Spectators will be welcomed into the facility during special activities and programs. Each spectator must remain in the designated area. If spectators are found outside of the designated area, they will be asked to pay the daily pass fee or leave the facility. Spectators less than 9 years of age MUST have adult supervision.

## **VI Inappropriate Behavior:**

Staff reserves the right to refuse service or programming to anyone with or without cause.

1. The unauthorized use of cameras or other filming devices is strictly prohibited. Persons taking nude or other inappropriate photos will be suspended or have membership privileges revoked immediately.
2. All patrons using the SRAC must display courteous and considerate behavior. Foul language, abusing membership privileges, and disregarding facility rules may result in suspension or revocation of membership or expulsion from the facility.
  - a. Upon the first infraction of SRAC policies, the patron may be asked to leave the facility and the incident will be documented.
  - b. Upon the second infraction, the patron will be given a written warning of the infraction and consequence and the patron will be asked to leave the facility. The infraction will be addressed by a supervisor or the SRAC Facility Superintendent and, if applicable, the parent(s) or legal guardian will be notified.
  - c. Upon a third infraction, the patron's privileges may be terminated and their ability to enter the SRAC may be revoked at the discretion of the SRAC Facility Superintendent or the Parks and Recreation Director.
  - d. No refunds will be given.
2. Major disciplinary problems may result in immediate loss of membership privileges or permanent banishment from the facility.
3. Visitors to the SRAC must use it for its intended purposes and follow all rules and policies. Violators will be asked to leave the SRAC and will not receive a refund.

## VII Membership:

1. Upon completion of a written agreement, members will be issued a membership with an expiration date and individual membership ID Scan Card and code to access the facility.
  - a. Applications for youth memberships (ages 0-17) require the signature of a parent or legal guardian at the time of enrollment.
  - b. Memberships are non-transferable and non-refundable and are limited to use by the member only.
2. Members must present their card each time they use the facility to gain admittance to the SRAC.
  - a. Lost or stolen cards may be replaced for a \$5.00 fee.
3. **Recurring Auto Pay Memberships:** Recurring monthly membership dues must be paid via electronic funds transfer from a checking, savings, or credit/debit card account on the 15<sup>th</sup> of each month. Prorated current month dues are paid at the time of enrollment. It is the responsibility of the member to contact the SRAC when payment information has changed or the credit card has expired. A 5% late charge may be assessed.
4. **Insufficient Funds:** The SRAC reserves the right to charge a \$40.00 non-sufficient funds fee on all transactions. Memberships will be suspended if payments are declined or returned due to insufficient funds. Memberships that lapse for more than 30 days will be required to pay the remaining account balance in full including any additional fees before reinstatement.
5. **Cancellation Policy:** Members must give **30 days advance written notice of cancellation or change in membership. The notice must be dated and signed by the member. A \$30.00 cancellation fee per member** will be assessed for the early termination of contracts.
6. **Voluntary Membership Suspension:** Members may suspend their membership for medical reasons for up to 90 days if the member provides a note from their provider stating the member is not to partake in physical activity.

## VIII Corporate Memberships

The SRAC strives to partner with local businesses to assist them and their employees with their wellness needs. Corporate memberships are available for those businesses that register ten or more employees for membership. The following discounts will be given in exchange for the business providing membership information and committing to a twelve-month membership.

- 10-25 memberships = 10% discount per member
- 26-50 memberships = 15% discount per member
- > 50 memberships = 20% discount per member

## **IX Children**

1. Except for those children participating in a certified recreation program; children **under 9 years of age** must be supervised by someone who is at least 12 years of age. Anyone between the ages of 12 to 17 may not supervise more than 2 children under 9 years old.
2. If a child is not picked up by closing time, two attempts will be made to contact the parent or guardian. If the child is not picked up within 30 minutes of closing, the Police Department will be contacted.

## **X Fitness Classes and Personal Training:**

The SRAC offers a range of fitness classes for all levels of fitness including personal training sessions. Class schedules are available on the website and at the front desk. Class length, description, and location are available on the schedule.

1. If a class has 2 or fewer participants that class may be canceled.
2. **SRAC may charge additional fees for fitness classes.**

## **XI Kids Point Rec Member Hourly Care**

The SRAC has partnered with Kids Point Daycare to offer our members an hourly care option. Contact Kids Point the day prior by text to 605-641-3367. You must have the application and vaccine records on file before use.

## **XII Gymnasium**

The gymnasium is intended to serve the various needs of the public through a continuous offering of a wide range of programs. The gymnasium may be used for open recreational use, rec center group fitness classes and activities, and private gym rentals.

The gymnasium is also available for special events or community activities. The gymnasium may be closed to general use during sports leagues and tournaments.

General Usage Rules:

1. Only non-marking athletic shoes may be used on the gym floor. Proper, clean shoes must be brought in and worn in all areas.
2. Food and beverages, other than water bottles, are not permitted in the gym.
3. Misuse of any equipment or furnishings in the gymnasium is cause for expulsion from the SRAC and the damage may be charged to the patron.
4. Hanging from or “popping” the basketball rims or nets is not permitted. Charges may be assessed to the patron for broken equipment.

### **XIII Suspended Track**

The suspended track is available for walkers and runners. Spectators are not permitted on the track during normal operating hours. Cameras and video recording equipment are not permitted on the track during normal operating hours. Exceptions may be made during tournaments or special events.

1. Clean, close-toed shoes must be worn at all times. Dirty or wet shoes damage the surface.
2. Slower walkers or runners should remain in the inside lanes. Always pass on the outside.
3. Stretching should be done in the southwest area of the running track and not on the running track itself.
4. Parents with single-width strollers are permitted if the track is not crowded.
5. Youth under 9 years of age may only use the suspended track with an adult who is within arms reach at all times.
6. The walking and running directions are posted on the track.

### **XIV Group Fitness and Multi-Purpose Room**

The group fitness and multi-purpose rooms may be used for both individual and instructor-led programs. Participants are responsible for the proper use of all equipment.

1. If participants feel uncomfortable or unsure of what they are doing, a complimentary equipment orientation is available.
2. No food or drink is allowed in any of the fitness areas, except for a closed-lid water bottle.
3. Participants are responsible for wiping down equipment after each use. Towels are provided for this purpose.
4. Clean indoor athletic shoes must be worn when utilizing the cardio, group fitness, or training rooms.
5. Rental of these rooms are available for a fee and are based on availability.

### **XV Cardio Area**

The cardio area may be used for both individual or instructor-led programs.

1. Children under 10 years of age are not permitted in the cardio room.
2. Children between the ages of 10 and 12 are allowed with direct supervision from a parent/guardian.



3. Fitness Equipment Orientation Class: All members between the ages of 12 and 17 must complete a mandatory orientation class before using any exercise equipment. Following the completion of the Fitness Equipment Orientation Class, members ages 12-17 may use the cardio room without parent supervision (some restrictions may still apply). If a member has restrictions, it will be noted on their membership file, and they are not permitted to participate in the restricted activity. Class schedules are available at the front desk.
4. Participants are responsible for the proper use of all equipment. If participants feel uncomfortable or unsure of what they are doing, a complimentary equipment orientation is available.
5. Food or drink is not permitted in the cardio area, except for a closed-lid water bottle.
6. Participants are responsible for wiping down equipment after each use. Towels and disinfectant spray are provided for this purpose. Spray the towel with the provided cleaning solution; do not directly spray the equipment.
7. Clean indoor athletic shoes are to be worn when utilizing the cardio room.
8. Patrons are required to return all equipment after use to its proper place. Please respect the equipment and other users by cleaning up after yourself.
9. During peak times, cardio equipment will be limited to 30-minute intervals. During slow times, equipment may be used for longer periods if it doesn't affect the use by another patron.

## **XVI Training Room**

The training room may be used for both individual and instructor-led programs.

1. Children under 10 years of age are not permitted in the training room.
2. Children between the ages of 10 and 14 are allowed with direct supervision and spotting from a parent/guardian.
3. Fitness Equipment Orientation Class is mandatory for all participants ages 14 to 17 years old before using any equipment. Some restrictions may still apply. After the Orientation Class, members ages 14-17 may utilize the training room without adult supervision. Class schedules are available at the front desk.
4. Proper use of all equipment is mandatory. Equipment orientation is available and encouraged for all ages.
5. All participants under 18 must have an adult spotter (over age 18) when using the squat rack or bench press.
6. Food or drink is not permitted in the training room, except for a closed-lid water bottle.
7. Clean indoor athletic shoes must be worn.
8. Weights and rubber plates may not be dropped on the floor.
9. Please re-rack all weights and return any equipment used to its proper place.
10. Except for the music equipment provided, patrons must use earbuds or headphones when listening to personal devices.

11. Proper gym etiquette must be followed at all times. No grunting or loud noises, no horseplay, and do not spend too much time on one machine. Be courteous to others.
12. Patrons are responsible for wiping down equipment after each use. Towels and disinfectant spray are provided for this purpose. Spray the towel with the provided cleaning solution, do not directly spray the equipment.

## **XVII Lookout Room**

The Lookout Room may be used for individual or instructor-led activities. The Lookout Room is an open space room that is used for many different purposes including skate nights, pickleball play, rummage sales, blood drives, etc. Rentals and events will take priority over other activities that are otherwise allowed to take place in the Lookout Room.

## **XVIII Batting Cage**

1. All hitters are required to wear a helmet inside the batting cage. Patrons who are behind the pitching screen do not need to wear a helmet.
2. While operating the pitching machine, patrons must stand behind the pitching screen.
3. Liability waivers must be signed by anyone using the batting cage as a hitter, pitcher, or spectator.
4. The cage may be rented during posted open hours. The cage is not available to rent between 3:00 p.m. and 4:45 p.m. during the school year.
5. No other patron may use the batting cage during a private rental.
6. Users may not turn the baseball machine past 70 mph or the softball machine past 40 mph.
7. Batting cage users must go through an orientation before use.
8. A bucket of balls specific to the machine will be provided.
9. Moving or dismantling the pitching machines may result in loss of batting cage privileges.
10. The pitching machine operator must be at least 18 years old. No children are allowed near the ball sleeves on the machine.
11. Only throw north to south. Do not throw toward the sheetrock walls, the door, or towards the block wall by the gym doors.

## **XIX Climbing Wall/Bouldering Area**

1. All climbers and/or parents must read and complete the waiver/release form. Minors under the age of 18 must have the waiver completed and signed by their parent/guardian. Parents must be present when children are 9 and under during open climbing. All climbers must participate in a short training session with SRAC staff.
2. All climbers MUST abide by the judgments of the SRAC staff.

3. Three strikes and you're out. You will be suspended for misconduct. The first offense will be a one-week suspension from the climbing wall. The second offense is a one-month suspension. The third offense is a one-year suspension from the Climbing Wall.
4. Staff reserves the right to inspect any personal climbing equipment and prohibit its use.
5. Climbing or traversing beneath another climber is prohibited.
6. No open-toed shoes, Crocs, bare feet, skirts/skorts, or dresses allowed to climb. Shirts, pants/shorts, and climbing shoes, or athletic shoes are always required.
7. All incidents, accidents, wall damage, and equipment damage MUST be reported to an SRAC staff member immediately.
8. Tightening, loosening, or moving holds is not permitted without authorization from the climbing staff.
9. Please report any loose holds, bad wear spots on ropes, and anything else you may believe is a safety hazard so we can correct it.
10. No jumping to grab handholds.
11. Do not grab the top area or the wall or reach for other areas above the wall.
12. Downclimb as much as possible.
13. Make sure your drop-down area is clear before you start to climb.
14. Start slow and climb within your abilities.

## **XX 24-Hour Access**

1. All 24-hour users of the SRAC must have a valid 24-hour membership. 24-hour users are not permitted to bring in guests during unstaffed hours. If you are caught bringing persons without a 24-hour membership into the facility during unstaffed hours, you will be automatically billed for their entry along with the loss of your 24-hour access as described below.
2. 24-hour access is available for junior members ages 12-17 with the following restrictions:
  - a. Junior members must complete a fitness orientation training with a parent/guardian and SRAC fitness staff before they are issued a key fob. Junior members must **always** be accompanied/supervised by an adult with a valid 24-hour membership.
  - b. Junior members under 14 are not allowed in the training/weight room.
3. Do not loan or allow anyone to borrow your key fob. If there are damages or theft caused while you allowed someone to use your key fob, you will be held responsible for the damages or theft along with the loss of your 24-hour access as described below.
4. Every person must scan their key fob to gain entry. You must also scan your membership scan tag at the check-in station. If more than one person enters at the same time, each member must scan their key fob and membership tag.
5. Please make sure doors are completely closed when entering or exiting the facility. The entry door is connected to your key fob and you will be held responsible if any damages occur.
6. Members must enter and exit through the door labeled "24-hour Access Entrance." Entry or exit through any other door during unstaffed hours is prohibited.

7. 24-hour access is not available for day-pass users.
8. Surveillance cameras are located throughout the building. The door access system monitors and records key fob usage. If there are any problems during the unstaffed hours (non-member access, theft, damage, etc.) we will review both systems to determine who was in the facility at that time.
9. 24-hour access includes the locker rooms, weight room/training room, and Lookout room. This includes the cardio equipment, pickleball courts, and the batting cage (the pitching machine is not available, and you must provide all equipment to use the batting cage).
10. Doors and gates to the pool, rock wall, and gym areas of the facility will be locked during unstaffed hours. Entry to unauthorized areas is prohibited.
11. SRAC requires all 24-hour users to be courteous facility users:
  - a. All equipment must be left in good condition and returned to its proper location after use
  - b. Clean all equipment before and after each use, cleaning towels and spray bottles are available
  - c. All damage to equipment or machines, or machines that are not working properly, must be reported immediately
    - i. Please complete the damage report form located in the hallway across from the training room and place it in the dropbox. A staff member may contact you if additional information is needed.
  - d. Any user found to be improperly using equipment will be responsible for the costs of repair or replacement of damaged or missing equipment.
12. The SRAC dress code applies during staffed and unstaffed hours. You must wear appropriate clothing including shirts, bottoms, and closed-toe shoes.
13. SRAC is not responsible for lost or stolen items.
14. Users of the facility must use the equipment and programs offered in a manner appropriate to their physical condition and limitations.
15. Members will be required to have an active credit card on file to have 24-hour access.
16. Your 24-hour access will begin the day you sign up and will be good until your membership expires.
17. If the camera system is not working, SRAC staff may suspend 24-hour access until the camera system is in working condition.
18. The parking lot and sidewalks will not be maintained between the hours of 9:00 P.M. and 5:30 A.M.
19. You will be required to have a current photo on file.
20. The replacement cost for the key fob is \$15.
21. In case of a medical emergency, call 911.
22. Any violation of this policy will result in the loss of your 24-hour access for one month with no refund. A second violation will result in the loss of your 24-hour access for 6 months with no refund. A third violation will result in the loss of your 24-hour access indefinitely with no refund. SRAC also reserves the right to terminate for any reason any membership immediately without notification or refund.

## XXI Responsibility

It is the responsibility of staff and patrons to adhere to this policy. It is the responsibility of the Parks and Recreation Director or designee to review and update this policy as needed. Any substantive changes must be approved by the City Council.

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Tyler Ehnes, Parks and Recreation Director

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Date