

Participant Handbook



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Hours of Operation

Fitness Center

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

Fitness Center (Summer)

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

Child Watch

Monday - Saturday	8:30 - 11:30am
Monday - Thursday (evenings)	4:30pm - 7:30pm

Group Fitness Areas (Catalpa Rooms A & B)

- Group fitness classes have priority and change often.
- Pickleball available most Tuesday or Thursday afternoons
- Open Recreation time - TBD

Park Office (Located within Community Center):

Monday - Friday 8:00am - 4:00pm
(Closed on Saturday, Sunday & City observed holidays)

Important Contact Information

- ▶ Administrative Office Front Desk (Community Center)
 - (260)749-2212 X 0
- ▶ Fitness Front Desk
 - (260)749-2212 X
- ▶ Fax
 - (260)493-6382
- ▶ Fitness email
 - fitness@newhaven.in.gov
- ▶ Fitness Center Entry Door
 - Door #12

Building Layout

▶ Fitness Center

- Check in Desk
- Equipment Room – Ellipticals, treadmills, bikes & weight machines
- Free Weight Area
- AED
- Classrooms
 - Catalpa Room A
 - Catalpa Room B
 - Catalpa Room Full

▶ Community Center

- Front Desk
- Administrative Offices
- Oak Room – large gathering area
- Tulip Room – Small, quaint gathering area
- Apple Orchard – enclosed kitchen and gathering space
- Hickory Room – Dedicated Senior Citizen space
- Willow Room – Classroom
- AED

▶ Common Space

- Men's & Women's Restrooms
- Lounge area with vending
- Water Fountains

▶ Emergency Exits

- Emergency Exits exist in each area of the Fitness Center. Please make yourself aware of the location of each of these doors.

Fitness Center Participation Definitions

1. Member Punch Pass – 5 visits for \$30. Not specific to any one person.
2. Senior Punch Pass – 5 visits for \$10. Not specific to any one person.
3. Base Membership – Use of fitness equipment only. Membership is per month.
4. Premium Membership – Use of fitness equipment and some fitness classes. Membership is per month.
5. Classes Only – Participants may register for a class only. Check in at desk still required. Hand will be stamped.
6. Specialty Classes – Are not included in membership and require registration and/or an additional fee.

Membership Payment Options

Manual Pay – Pay at the time of registration. This option is for the next 30 days.

Annual Pay – Pay the annual membership fee. This option is discounted and is the best deal.

Auto-Enroll – Sign up for Auto – enroll and your credit card will be charged on the first of every month until you cancel your membership.

Enrollment Fee – Fitness members will pay a one time enrollment fee. As long as the membership doesn't lapse more than 30 days, you will not need to pay this enrollment fee again. Enrollment fee is per household.

Participant Code Of Conduct

In order to facilitate positive life experiences while at the NHFC, mutual respect between participants and staff is required at all times. Failure to observe these policies will result in disciplinary action and or termination of membership privileges. NHFC personnel have the right to refuse service to anyone deemed disruptive or abusive.

1. To use the fitness equipment or enroll in a fitness class, participants must be at least 14 years of age.
2. Refrain from the use of foul language, and inappropriate behavior.
3. Wipe equipment down after use.
4. No glass containers and no containers over 50oz allowed in fitness facility unless they are in a spill proof container.
5. Do not use equipment in a manner other than which it was intended.
6. Personal property such as bags back packs must be stored in lockers and secured with your own lock. Bags will not be permitted to be stored in the fitness facility. New Haven Parks & Rec and its affiliates are not responsible for lost or stolen property.
7. Proper workout attire is required in fitness area. Any clothing with logos or messages must be acceptable in a family setting. Gym shoes (closed toe, rubber sole) and shirts are required.
8. Weight belts are not permitted on upholstered exercise equipment to prevent premature wear and tear.
9. For the prevention of injury to yourself or others, and damage to floor or equipment, weights may not be dropped or thrown.
10. In consideration of other members turn off, return, replace and re-rack weights and equipment to its original location and condition when you are not using it, even temporarily.
11. Do not move or rearrange weights or equipment.
12. Any filming or photography in Recreation facilities or of programming must be pre-approved by a member of management.
13. No horseplay.
14. Silence cell phones and please limit phone conversations in the Fitness Center.
15. Lost membership cards must be reported. For loss or damage of membership card will require a replacement fee.
16. Alcohol and/or drugs are not permitted on Park Property.
17. Smoking and/or use of any type of smokeless tobacco are prohibited in the facility.
18. Weapons of any kind are forbidden in the facility or on facility grounds.
19. Bicycles, roller blades, skateboards, scooters or pets (excluding service animals) will not be allowed inside the facility.
20. No gum permitted in the Fitness Center.
21. NHFC staff will not be permitted to handle cash or checks. All of these transactions must take place at the Park Office. Credit Cards are accepted in the fitness facility.
22. New Haven Parks and Recreation reserves the right to remove anyone who contradicts these policies.

Fitness Center Policies

Facilities & Services

- **Towels**- New Haven Parks & Recreation Fitness Center does not offer towel service. We ask that you bring your own towels with you when you work out.
- **Day Lockers** – Day lockers are available while you are using the facility. Please bring your own lock.

Fire Alarms Whenever a fire alarm is sounded, immediate evacuation of the building is the appropriate response. If there is a fire alarm while you are using the facilities, you must immediately leave the center through the main doors and remain outside until it has been announced that it is safe to reenter.

Emergency Exit The doors indicated as emergency exits are only to be used as an **emergency** exit. Use door #12 to gain access to the fitness center. Allowing anyone access to the second floor doors will result in immediate suspension of membership.

Health and Safety If you have the flu, a cold, or any other contagious illness, please do not use the facility. Using the Fitness Center with a contagious illness puts you and all other members at risk. Illness causes an individual's system to become weaker and the likelihood for injury increases significantly when training under these conditions. Furthermore, given the nature of physical training, the transmission of contagious diseases occurs quite readily. Disinfectant wipes are available in the fitness center for cleaning perspiration from the pads and benches. Please be courteous of fellow Fitness Center members and use the supplies provided in the areas that you use.

Injuries Any member who incurs an injury or becomes dizzy/ill while using the centers should immediately contact a Fitness Center staff person for assistance. A first aid kit is kept in the Fitness Staff Office for minor injuries. In cases requiring more extensive first aid, fitness center staff will contact the appropriate persons for assistance. It is important that fitness center staff be notified of any cases of injury or illness so that proper procedures can be initiated.

Fitness Center Policies *continued*

Lost and Found Articles lost in the facility are kept behind the front desk as you enter the center. The facility offers day lockers and is not responsible for any lost or stolen articles or for any items left at the front desk while you are exercising.

Inclement Weather

During times of inclement weather and school cancellations, the Fitness Center will make every effort to remain open. There may be times, however, that the Fitness Center will be closed or a class cancelled. Please feel free to call the Fitness Center during these times to check on their status. Ultimately, we want you, the participant, to use your best judgement when deciding if the weather should keep you home.

Age Requirements

- All Fitness Center Participants must be 14 years of age or older.
- Specialized youth classes are the exception to this age requirement
- A person is considered a Senior at the NHFC beginning at the age of 60.

Residency Requirements

- Membership is not limited to New Haven residents, however, all members must have a current, active household set up in our system.
- To establish a household a member must provide proof of residency by providing a valid government issued ID or two other forms of identification, at least one of which must show your current residing address.
- Members must have at least one current and valid emergency contact established on their household.

Miscellaneous

- New Haven-Adams Twp. reserves the right to refuse anyone who does not adhere to these policies.

By entering New Haven Fitness Center, you are entering at your own risk and agreed to abide by the policies and procedures set forth by the Fitness Center Supervisor and listed in the handbook. Any participants' failure to adhere to the fitness center policies and procedures will lose their privilege of using the facilities.