

ADDISON ATHLETIC CLUB

DRAFT



MEMBER POLICY

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WELCOME TO THE AAC!

Welcome to Addison Athletic Club. As a resident of the Town of Addison (“Addison”), the facilities of the Addison Athletic Club (AAC) are available to you. The mission of the Addison Recreation Department is to provide diverse year-round leisure opportunities through our recreational facilities and programs for the Addison residents. The benefits of leisure services are especially designed to meet the physical, mental, cultural, and social needs of our residents, while enhancing the overall quality of life in Addison.

CONTACT INFORMATION

Addison Athletic Club
3900 Beltway Drive
Addison, TX 75001

Phone: 972-450-7048

WEBSITE

www.addisonathleticclub.com

ONLINE ACTIVITY & RESERVATIONS

apm.activecommunities.com/addisonclub/Home

FACEBOOK

www.facebook.com/AddisonAthleticClub

STAFF DIRECTORY

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RULES & POLICIES

CODE OF CONDUCT

The following Code of Conduct is applicable to all who visit or participate in Athletic Club programs, services and activities. As a member, participant, or guest you shall:

1. Understand that the AAC is a controlled access facility. All persons entering the facility must have a current membership or be a guest of a member. Vendors and visitors must check in at the front desk. Vendors must sign in and out on the vendor log book.
2. Behave in a courteous and respectful manner towards others at all times, including AAC staff members. All users are required to conduct themselves in a manner that does not interfere with another person's enjoyment of the facility.
3. Refrain from behavior, dress or language that is abusive, aggressive, threatening or disruptive to others.
4. Respect personal belongings of others and AAC property. Destruction or defacement of Town property, including litter, is prohibited, and member shall be responsible for the replacement or repair cost and labor (if any) of damaged equipment, personal property or real property.
5. Responsibly secure one's own personal belongings. The AAC is not responsible for lost, stolen, or damaged items.
6. Act honestly. Sharing membership cards is considered theft of service and falsifying AAC membership forms is considered forgery. It is also your responsibility to notify staff in a timely manner of any address, phone number or household changes.
7. Keep the AAC a drug, alcohol and tobacco-free environment and promptly report all illegal drug, alcohol and tobacco usage immediately.
8. Not photograph or video of any individuals or images in the facility.
9. Refrain from using cell phones or go to a private area away from other members to talk.
10. Refrain from using the speakers on personal music players. The use of headphones is required.
11. Keep account current. Accounts in arrears will result in suspension of membership until all payments in arrears are paid.
12. Keep the AAC clean by wiping of fitness equipment and surrounding area with the provided gym wipes, paper towels or personal towel. Return equipment and mats to their designated areas. Place refuse or trash in proper receptacles where provided.
13. Not post or advertise about private instruction or solicit individuals in the AAC for personal businesses, services or agencies.
14. Follow all written rules and guidelines as well as verbal directions by staff.

The Addison Athletic Club staff is authorized to take all necessary steps to enforce this Code of Conduct. Failure to comply with this Code of Conduct may result in, including but not limited to, the suspension and/or revocation of your club privileges and forfeiture of paid fees, including any other rights available at law or in equity. Recreation staff has the right to ask a member or guest to leave a facility at any time for violation of the Code of Conduct, or when conduct is considered by staff to be improper or dangerous to the facility, other members, guests, or staff.

The member has the right to appeal such suspension or revocation to the city manager or his designee in writing within ten days from the member's receipt of notice. Written notice of such suspension or revocation shall be mailed by certified mail or delivered to the member directly.

CODE OF CONDUCT VIOLATIONS

An individual may appeal a suspension, revocation or denial of membership by notice in writing to the city manager or his designee within ten (10) days after written receipt of suspension, revocation, or denial.

LEVEL I OFFENSE

The following actions will result in a warning or a three month suspension:

- Verbal abuse toward staff or other members/guests;
- Smoking or vaping;
- Cursing, swearing, or using indecent language;
- Creating a disturbance or unnecessary or boisterous noises;
- Throwing racquets, metal objects or other items manufactured of hard material in on or around the basketball courts, tennis court, racquetball courts or track;
- Spitting anywhere inside the facility or pools;
- Failure to cooperate with staff;
- Noncompliance with established policies and rules;
- Obscene gestures;
- Clothing with offensive images or wording;
- Littering;
- Photography or video without consent; or
- Other behavior deemed a Level I offense as determined by the Director.

LEVEL II OFFENSE

The following actions may result in up to a (1) year suspension:

- Disorderly conduct;
- Physical aggression;
- Verbal or written threats;
- Behaving in a manner or performing an act which is likely to endanger or is endangering the health, safety or welfare of himself or of other users, guests, employees of the Town or other persons;
- Public intoxication, indecency and/or lewd behavior;
- Repeated Level I infractions; or
- Other behavior deemed a Level II offense as determined by the Director.

LEVEL III OFFENSE

The following actions may result in permanent cancellation/revocation of membership or denial of membership:

- Physical violence including striking, pushing, kicking or hitting;
- Fighting;
- Possession or use of alcohol or illegal drugs;
- Abuse of staff of any kind;
- Harassment;
- Public intoxication, indecency and/or lewd behavior;
- Sexual misconduct or harassment;
- Theft;
- Unlawful activity and any other behavior deemed offensive or unacceptable;
- Destruction of Town property or equipment;
- Nudity;
- False representation of residency;
- Repeated Level II infractions; or
- Other behavior deemed a Level III offense as determined by the Director.

AGE REQUIREMENTS

CHILDREN'S ACTIVITY CENTER

- Youth age 3 months–7 years are permitted in the Children's Activity Center. Parent/guardian must remain in the AAC, outdoor pool or tennis courts

GYM AND MULTIPURPOSE ROOM

- Youth age 3 months–7 years may use the gym and multipurpose room with adult supervision
- Youth age 8–11 may use the gym and multipurpose room without supervision if parent is on the premises. Youth may also check out games from the front desk
- Youth age 12 and older may enter the facility, use the gym and multipurpose room, and check out games without adult supervision

INDOOR POOL

- Youth age 15 and younger are only allowed to use the indoor pool with adult supervision

OUTDOOR POOL

- Youth age 3 months–11 years are only allowed to use the outdoor pool with adult supervision
- Youth age 12 years and older may enter the outdoor pool without adult supervision and use only the outdoor pool. They will not be permitted to use the indoor pool

AEROBIC STUDIO AND TRACK

- Youth age 3 months–11 years are only allowed to use aerobic studio and track with parent or adult supervision
- Youth age 12 years and older may enter the facility and use the aerobic studio and track without adult supervision

FITNESS WING

- Youth age 14 and younger are not allowed in the fitness wing
- Youth age 15 and older may use the fitness wing without adult supervision

LIGHTNING POLICY

As a precautionary safety measure, both the Indoor and Outdoor Aquatic facilities will be closed when lightning is present in the area. This is determined by seeing lightning or hearing thunder. Closure signs will be posted by staff. The pools will re-open when the area has been cleared of lightning and thunder for a minimum of 30 minutes.

PHOTOGRAPHY

The Town of Addison reserves the right to take photographs and video recreation activities and use these for Town of Addison promotion and advertising. Members, dependents, and guests consent to this policy by virtue of their recreation membership. The use of cameras, video, and cell phones is prohibited in the locker rooms.

SOLICITATION/BULLETIN BOARD USES

Any type of commercial solicitation or promotion is prohibited

- The bulletin board in the AAC entry is reserved for Addison programs or sponsored events only.
- The bulletin boards in the locker rooms are reserved for resident-posted information, Town of Addison, and Athletic Club information. All posting must receive approval from the Recreation Manager or his/her designee. Resident posting is limited to personal items for sale, members seeking sports opponents, or members seeking services like a babysitter or house sitter. All postings must be initialed and dated by staff and posted for a maximum of 30 days.
- The bulletin board located in the aerobic studio is reserved for health and fitness information and must be approved by the Fitness Coordinator.
- Posting of events will be limited to Town of Addison sponsored events and local running/walking/cycling events.

ELECTIONEERING

Electioneering is not permitted in the Addison Athletic Club building. Please see the Ordinance No. 010-002 for definitions and details.

https://library.municode.com/tx/addison/codes/code_of_ordinances?nodeId=PTIICOOR_CH54OFMIPR_ARTIINGE_S54-4ELPUBU

BICYCLES, SKATES, SKATEBOARDS & SCOOTERS

Bicycle racks are provided at the main entrance to the building and outdoor pool. Do not bring bicycles inside the building. Skates, skateboards, and scooters may not be used within the facilities.

LIABILITY

The Town of Addison shall not be responsible or liable to members, their dependent(s) or guest(s), for articles damaged, lost or stolen in or about the facilities, fields, courts or lockers, for loss or damage to any property including but not limited to automobiles and the contents thereof. Valuables cannot be held at the front desk; rather, lockers are available in the locker rooms of the facilities to secure valuables.

Members, dependents, and guests use the Addison recreation facilities at their own risk. Improper use of spa equipment, athletic equipment and participation in athletic programs may be hazardous. Members, dependents, and guests are required to read and follow instructions for proper equipment usage. All members are STRONGLY urged to have a complete physical examination before participating in any physical activity. Physical exams should be performed annually and should include a stress EKG as part of the exam.

FACILITY USE

In order to fulfill the mission of the Town of Addison Recreation Department, recreation programs and classes take priority over all other activities in the following areas including but not limited to the pools, gymnasium, aerobic studio, free zones, multipurpose room, conference room, racquetball courts, and at times other areas of the building for special programs or events. For indoor pool classes, one lane may be open for non-class participants while the class uses the rest of the pool. Non-class participants will be asked to share the open lane during classes. At times, full closure of the indoor pool may be necessary. Members may not engage in any activities that interfere with Recreation programs, classes, or events. Members who become a nuisance or disruptive will be subject to membership suspension and/or cancellation.

The Addison Athletic Club may be open to the general public for Town sponsored events that are approved by the Parks and Recreation Director.

AMERICANS WITH DISABILITY ACT

The Town of Addison ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Ashley Mitchell, ADA/504 Coordinator, at 972-450-7010, or Relay Texas at 1-800-735-2989.

VENDING AND PEDDLING

No person on Athletic Club property including the parking lot shall expose or offer for sale any article or thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Concessionaires acting by and under the express written authority and regulation of the director are excepted for Parks and Recreation events and programs.

EMERGENCIES

- **SHELTER** – The Addison Athletic Club is a certified shelter for the American Red Cross. The AAC may be opened as a shelter if it is determined this is the best decision in a disaster relief effort, but the Town is under no obligation to open as a shelter and has the right to refuse the request of the American Red Cross.
- **ACCIDENT OR ILLNESS** – Report accidents or illnesses to staff immediately. Call 911 if needed. AED equipment is located at the front desk, outdoor pool front desk, and in the 2nd floor fitness area. Staff will attend to the needs of the individual until relieved by paramedics. Staff will complete an accident/incident report.
- **LOSS OF POWER OR WATER** – If the Addison Athletic Club loses power or water, members will be asked to evacuate the facility. Since life safety features depend on power and water, the building will be closed until these utilities are restored. Notices will be placed on the front doors and on social media.
- **FIRE ALARM** – In the event of a fire alarm, members should evacuate the building by using the closest exit. Staff will assist with the evacuation process with the priority of assisting with disabled persons and children as needed.
- **TORNADO/STORM** – In the event of a tornado warning being issued, staff will follow these Fire Department approved procedures:
 - Move patrons away from the perimeter of the building and exterior glass.
 - Leave exterior offices and close the door.
 - Relocate patrons to the nearest area of refuge (stairwell, Men's and/or Women's locker rooms, and gymnasium)
 - Sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.
 - DO NOT stay in the Lobby. Get away from areas with glass walls, windows, and ceilings.
 - Should you be caught in an outside perimeter office, seek protection under a desk, pulling a chair toward you for protection from flying glass.
- **LIGHTNING/THUNDER** – In the event of lightning or thunder, the following action will take place:
 - If lightning is spotted or thunder is heard in the area, evacuate the pools and spa.
 - Close the Natatorium and Outdoor Pool.
 - The Natatorium and Outdoor Pool may be re-opened after 30 minutes has passed without lightning or thunder.

HOURS OF OPERATION

GENERAL FACILITY HOURS

MONDAY-THURSDAY 5:30am – 10pm

FRIDAY 5:30am – 8pm

SATURDAY 8am – 8pm

SUNDAY 1pm – 6pm

CHILDREN'S ACTIVITY CENTER (CAC)

MONDAY-THURSDAY 9am – 1pm and 4pm – 8pm

FRIDAY & SATURDAY 9am – 1pm

Closed Sunday

OUTDOOR POOL HOURS

The Outdoor Aquatic Center Season is Memorial Day weekend through Labor Day weekend.

MONDAY-SATURDAY 12pm – 8pm

SUNDAY 1pm – 6pm

HOLIDAYS

The AAC is closed on:

- New Year's Day
- Memorial Day (outdoor pool will be open)
- Independence Day (outdoor pool will be open)
- Labor Day (outdoor pool will be open)
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve
- Christmas Day

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MEMBERSHIP INFORMATION

MEMBERSHIP FEE

- A one-time \$10 administrative fee will be charged for membership as long as the individual continues to reside in Addison.
- Membership must be renewed annually but is free of charge after providing proof of residency as described below. Parents must renew their dependent children’s memberships.
- Expired members will not be permitted to use the AAC facilities until their membership is renewed.
- A \$10 replacement fee will be charged for each lost card.

RESIDENCY

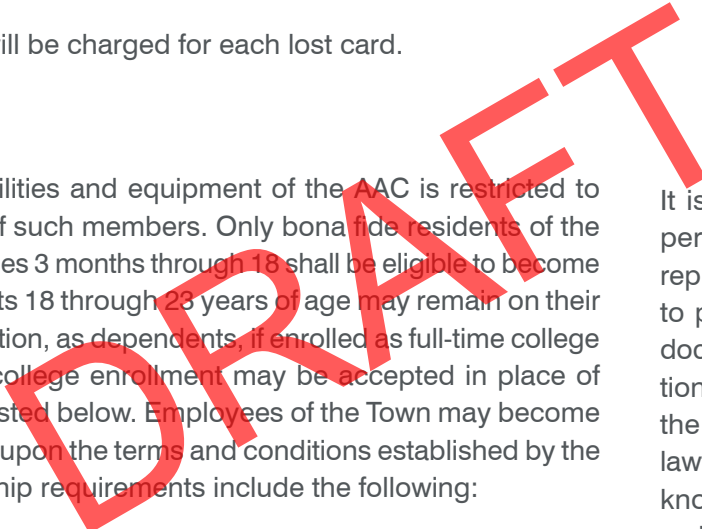
The use of the grounds, facilities and equipment of the AAC is restricted to current of AAC and guests of such members. Only bona fide residents of the Town and their dependents ages 3 months through 18 shall be eligible to become members of AAC. Dependents 18 through 23 years of age may remain on their parent’s membership application, as dependents, if enrolled as full-time college students. Proof of full-time college enrollment may be accepted in place of the minimum requirements listed below. Employees of the Town may become conditional members of AAC upon the terms and conditions established by the director. Minimum membership requirements include the following:

1. A valid state department of public safety driver’s license or state department of public safety identification card which shows a current residential address within the corporate limits of the Town;
2. A current document such as a utility bill, vehicle registration, voter’s registration, credit card statement, vehicle insurance, or other document, as approved by the director which shows the same address as in (1) above; and
3. If an applicant is living in an apartment, a signed leasing office verification form from the owner or manager of the apartment.

INELIGIBILITY AND FALSE REPRESENTATION OF RESIDENCY

Individuals with an Addison business address or hotel address, including extended stay, are not eligible for membership.

Owners of residential properties are not eligible for membership unless they currently reside on the property or at another Addison residence.



It is unlawful and an offense for a person to knowingly make a false representation on any document or to present to Town employees any document containing false information in order to gain membership in the Addison Athletic Club. It is unlawful and an offense for a person to knowingly give false verification of residency of a tenant of rental property to Town employees in order for the tenant to gain membership in the Addison Athletic Club.

EXCEPTIONS

All membership applications must pass residency verification as provided for herein, with the exception of the following:

1. Individuals subject to the Texas Department of Public Safety, Confidentiality Program; or
2. Individuals and their family members who are active military and living in Addison.

Individuals who meet these exceptions as determined by the Director of Parks and Recreation, or his/her designee, shall provide proof of residency in a form that is satisfactory to the Director of Parks and Recreation, or his/her designee.

The Director of Parks and Recreation or his/her designee, may require additional proof of residency. Birth certificates of dependent children may be requested in order to establish age.

Upon the completion of residency verification, your membership application will be processed and an identification photo card will be made for each member. There is a \$10 administrative fee for processing the ID card and membership. These cards must be presented each time you come to use any of the club facilities. ID cards on cell phones are permitted. If you lose your card, a \$10 replacement fee will be charged. Members are permitted a maximum of 3 visits in a 30 day period without a membership ID card before a new ID is required to be purchased.

TOWN OF ADDISON EMPLOYEES

Town of Addison employees may become conditional members of the Addison Athletic Club upon the terms and conditions established by the Parks and Recreation Director. Family members are not eligible.

LOSS OF MEMBERSHIP

If you move outside of the Town of Addison, your recreation membership will become invalid. If you move within Addison, you must notify the AAC and complete a change of address form.

Proof of residency will be required for your new address, including a current Driver's License or Texas ID card with your current Addison address.

Addison Recreation membership ID cards may not be used by anyone else; doing so may cause loss of membership of the card holder.

INVOLUNTARY CANCELLATION, SUSPENSION AND EJECTION

Any member who, at the sole determination of the Director of Parks and Recreation, or his/her designee, violates the facility rules and regulations, this policy, or whose conduct is improper or dangerous to the facility or other members, is subject to cancellation or suspension. Written notice will be sent by certified mail or delivered directly to the individual to the address provided on the membership application, and an opportunity for a written response will be made available at that time according to the notification letter. Final review and consideration will be made by the City Manager or his/her designee. The Recreation Manager or designated staff member has the right to ask a member or guest to leave a facility at any time.

GUEST POLICY

Guests may utilize the facilities in the company of an Addison resident after paying the age appropriate guest fee. Residents may only bring two guests per visit and all guests must sign in and sign a waiver prior to utilizing the facility. Four guests may be brought to the outdoor pool. Resident members are required to remain with their guests at all times.

CAREGIVERS

If a member needs to bring in a caregiver that is not a current member of the Athletic Club, refer the member to a Recreation Supervisor or the Recreation Manager. Caregivers are allowed to assist members while they are in the Athletic Club and the guest fee will be waived providing the caregiver is not working out themselves and at the Athletic Club to provide care. Caregivers are required to sign the guest waiver each time they come into the Athletic Club and the guest rules apply.

LOST AND FOUND

The AAC assumes no responsibility for lost items. Personal items that are left at the club are collected and stored in a basket in the front desk closet. The Club holds these items for 30 days, after which time they will be donated. The Club will only keep dry items in the lost and found area. All wet items will be disposed of for sanitary reasons. Cash money and other valuables are marked with a date when found and put in the safe until claimed. After 30 days, the Recreation Manager will take unclaimed valuables to the Addison Police Department lost and found.

TOWEL SERVICE

Towels may be rented. These towels must be returned to the desk upon leaving. Failure to do so will result in a fee assessment for a replacement fee.

GROUP EXERCISE CLASSES

Group exercise offers a variety of benefits you might miss out on if you choose to work out on your own. Some of the benefits include exposure to a social and fun environment, a safe and effectively designed workout, a consistent exercise schedule, an accountability factor for participating in exercise, and a workout that requires no prior exercise knowledge or experience. See the front desk or www.addisonathleticclub.com for a current schedule of group exercise classes.

Group exercise class sessions are offered weekly to members. It is not required that you sign up in advance for group exercise classes. There are three ways to attend:

1. **PAY AS YOU GO:** pay a drop-in fee for classes attended.
2. **PURCHASE A PUNCH PASS:** good for 15 aerobics classes.
3. **PURCHASE A 3 MONTH PASS:** available at the front desk.

50 PLUS

The 50 Plus is a senior adult activity group. If you are 50 or over and would like to participate or need more information, please Deena Israel at 972-45-7048. The Town of Addison sponsors these programs and activities. Space is sometimes limited, so register early.

INDEMNIFICATION

Member agrees to hereby release, indemnify and hold harmless The Town of Addison and AAC (collectively referred to hereinafter in this paragraph as "Town"), its officers, agents, employees, successors and assigns, from any loss, liability, damages, costs or injuries sustained by Member in connection with the membership to the AAC or use thereof. Member shall further indemnify and hold harmless and defend Town, its officers, agents, employees, successors and assigns, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the membership to the AAC or use thereof, where such injuries, death or damages, are caused by Town's sole negligence or the joint negligence of Town and any other person or entity. It is the express intention of the parties hereby, both the Member and the Town, that the indemnity provided for in this paragraph is indemnity by Member to indemnify and protect Town from the consequences of Town's own negligence, whether that negligence is the sole or concurring cause of the injury, death or damage.



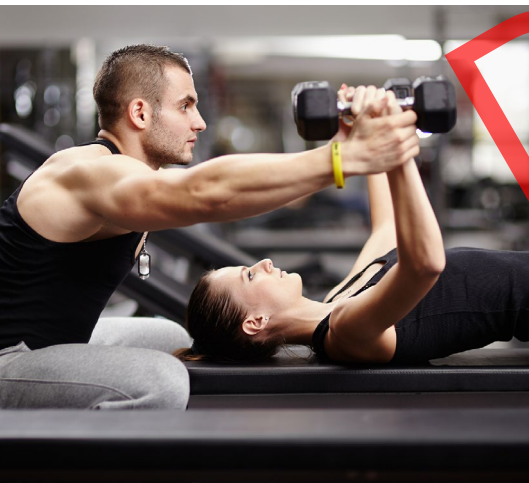
MISCELLANEOUS

- Smoking, tobacco products, and electronic cigarettes are not allowed on the premises of the AAC.
- Alcoholic beverages and/or illegal substances are not permitted at the AAC and persons using or under the influence of these substances will be asked to leave. Staff may call the Addison police department, if necessary.
- These policies may be changed, amended or modified without notice at any time by the City Manager or his/her designee.
- Pets are not permitted on the premises of the AAC unless it is an authorized Recreation department program. Service animals are welcome.

SERVICES & RENTALS

PERSONAL TRAINING

No matter what your personal goals are, whether it is reaching your ideal weight, training for a marathon, toning or better overall health, the personal trainers at the AAC will create a program that is right for you. Personal training, teaching, coaching, or instructing at the AAC are restricted to those individuals that are contracted as personal trainers, instructors, or employed with the Town of Addison. Ask the front desk for more information on setting up a consultation with one of the personal trainers.



LES LACS PAVILION RENTAL

Residents pay a \$150 refundable deposit. Businesses within Addison pay a \$150 refundable deposit, plus a rental fee of \$75 for 3 hours and \$25 for every additional hour. Pavilion reservations may be made in person at the Addison Athletic Club or by calling 972.450.7048.

OUTDOOR POOL PAVILION RENTAL

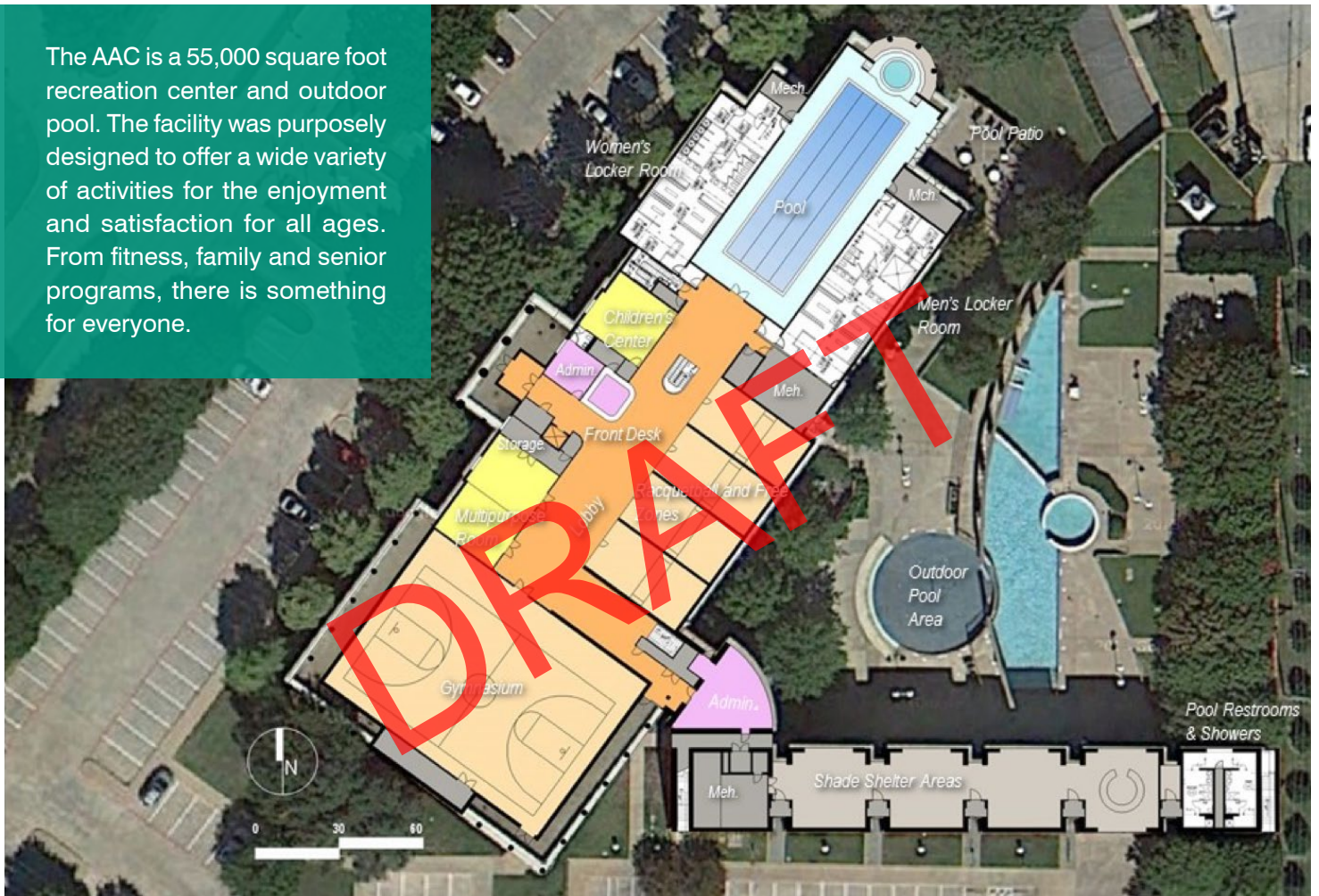
There is one shaded area available for rent in the outdoor pool area. The fee is a \$50 refundable deposit and an hourly fee of \$50/hour up to 20 people, or \$75/hour for 21-30 people. Pavilion reservations may be made in person at the Addison Athletic Club or by calling 972.450.7048.

LIBRARY CARDS

Addison offers commitment to service by providing easy access to library membership. Residents may obtain a library card from the Farmers Branch Library or Dallas Public Library. Membership is free of charge to Addison residents. Proof of residency is required (Driver's license, rental agreement, utility bill, etc.). Library card membership is renewed on a yearly basis. Only one card per household will be issued. Library cards are issued at the front desk of the Addison Athletic Club.

FEATURES & ELEMENTS

The AAC is a 55,000 square foot recreation center and outdoor pool. The facility was purposely designed to offer a wide variety of activities for the enjoyment and satisfaction for all ages. From fitness, family and senior programs, there is something for everyone.



FIRST FLOOR

GYMNASIUM & RACQUETBALL POLICIES

- Court and exercise shoes only. Black soled non-court shoes are prohibited
- Shoes and shirts must be worn at all times. Ragged shorts and/or ragged T-shirts are not allowed
- Balls shall be bounced in gym only and shall not be kicked or thrown against walls
- Dunking or touching the basketball rims is prohibited
- Sports equipment should only be used in the area intended for the sport

- If the need arises, due to a crowded basketball court, a team sign up board is provided in the gym. Games will be limited to eleven points; the winners will stay on the court while the losers come off. Once you have played a game and lost, you may sign up again
- Racquets must have a safety thong and racquet guard. All racquetball players are strongly recommended to wear eye guards

- Food or drink is not permitted on the courts
- SPITTING is prohibited
- Suspension will be assessed on the second violation of these rules
- The management may prohibit use of any equipment felt to be potentially dangerous

RESERVATION PROCESS FOR RACQUETBALL & TENNIS COURTS

- Reservations are available up to 3 days in advance by calling 972-450-7048 Monday–Friday from 6am–12pm
- Reservations are for one hour beginning on the hour, and two names are required to reserve a court
- No back-to-back reservations will be taken
- Only one reservation per member per day can be honored. Double booking or back to back booking is not allowed
- A member who makes a court reservation but fails to use the court or cancel one hour in advance shall be placed on a no-show status and shall lose reservation privileges for one week
- Courts are available on a first come, first serve basis when there are no reservations
- Online reservations can be made by members at:
<https://apm.activecommunities.com/addisonclub/Home>

CONFERENCE & MULTIPURPOSE ROOMS

Since the AAC is an Addison resident only facility, use of these rooms is primarily for AAC programs. AAC programs receive the first priority for reservations. Addison Home Owners Associations may request either of these rooms for meetings. Other resident only groups may request usage of the room for a public meeting. All requests will be reviewed on a case by case basis by the Parks and Recreation director or his/her designee. Guest policy and fees may be waived for Town sponsored public meetings and events. Food and drink are allowed, but not provided by the AAC. These rooms are not available for private rentals.

RESERVATION PROCESS

- Requests for use of the rooms are to be directed to the Recreation Manager or his/her designee
- The rooms will be reserved on a first come, first serve basis and no more than 3 months in advance
- Facilities may be used during normal hours of operation only, with the exception of AAC programs.
- Limited tables and chairs are provided. It is the responsibility of the group using the room to set up and clean up the space. The room is expected to be left in a clean and orderly condition at the end of the reservation. Future reservations may be denied if the room is not cleaned up and put back in an orderly fashion.
- The Parks and Recreation director has full authority to refuse reservations for use of the rooms to any person, group or organization who in his/her opinion maybe be a conflict of interest or not appropriate use of facilities or will misuse or who has misused or damaged the facilities, refused to cooperate or otherwise violated AAC policies or any part of city ordinances.

CHILDREN'S ACTIVITY CENTER (CAC)

The Children's Activity Center (CAC) is available to members of the Athletic Club and their children ages 3 months–7 years.

CAC MEMBER POLICIES

- Visits to the CAC are limited to one visit per child per day
- Parents are required to complete the CAC registration form and waiver for each child prior to utilizing the CAC
- Parent/guardian must remain in the AAC, outdoor pool or tennis court. If using the outdoor or tennis court, you must notify staff at check in and leave a cell phone number
- There is absolutely no outside food allowed in the CAC. Spill proof bottles and juice cups labeled with your child's name are allowed. Snacks are provided by the CAC. It is the responsibility of the parent or guardian to advise staff of any dietary restrictions or allergies affecting a child.
- Staff will change diapers for children up to 3 years of age. Parents will be notified if a diaper for a child 3 or older needs to be changed. Parents must provide diapers.
- Children are to be signed by closing or a late fee may be assessed. Late fees must be paid in full in order to continue using the CAC.
- Ratio of staff to children is 10 children at a time, including 2 infants to 1 staff member. The only appointments that are guaranteed are those who make reservations ahead of time. Walk-ins are welcome up to one (1) hour before closing. In the morning walk-ins are welcome from 9:00 a.m. to Noon and in the afternoons walk-ins are welcome from 4:00 to 7:00 p.m. ONLY if space is available. If space is not available, members will be asked to schedule an appointment at a later time when space is available. Walk-in appointments may not get the full two hour appointment based on space.
- The CAC charges \$1 per child/per visit. Two hours of care are available each day/per child. Late fees are as follows: 1 to 14 minutes \$10.00, 14 to 29 minutes \$20.00, and 30 to 59 minutes \$50.00.
- A discount card for 30 visits is available for \$20 at the front desk.

CAC GUEST POLICIES

- Guests are permitted and parent/legal guardian of the guest must be present and remain in the AAC.
- Parents are required to complete the CAC registration form and waiver for each child prior to utilizing the CAC.
- The CAC does not charge for guests ages 3 and under and charges \$2 for guests ages 4–7.

CAC RESERVATION PROCESS

- Reservations are mandatory for infants (ages 3–11 months) and must be made 24 hours in advance. Reservations are optional, but recommended, for ages 1–7 years.
- Reservations may be made up to 3 days in advance.
- All reservations are allowed a 2 hour maximum from the beginning of the set reservations, not the time of arrival if tardy. Appointments will be held for up to 15 minutes before cancelling.
- Drop-ins are welcome for ages 1–7 years if space is available. Drop-in appointments start at the time of arrival.
- Drop-ins are accepted up to one hour before closing.
- A \$1 fee will be assessed for reservations for no show appointments.

CAC WELLNESS POLICY

Please do not bring your child to the CAC if:

- Child currently has a fever;
- Child has had a fever in the past 24 hours;
- Child has diarrhea; or
- Child has a green runny nose.

The CAC staff will kindly ask the parent to reschedule at a time when the child is not ill or running fever.

All toys are sanitized daily to prevent germs from spreading.

LOCKER ROOMS

Lockers are provided for members and guests in the men's and women's locker rooms. These lockers are for use on a per visit basis only. Any content stored overnight will be placed in lost and found. Located in both locker rooms are a steam room, sauna and showers for member and guest usage.

LOCKER ROOMS & FAMILY CHANGING SUITES POLICIES

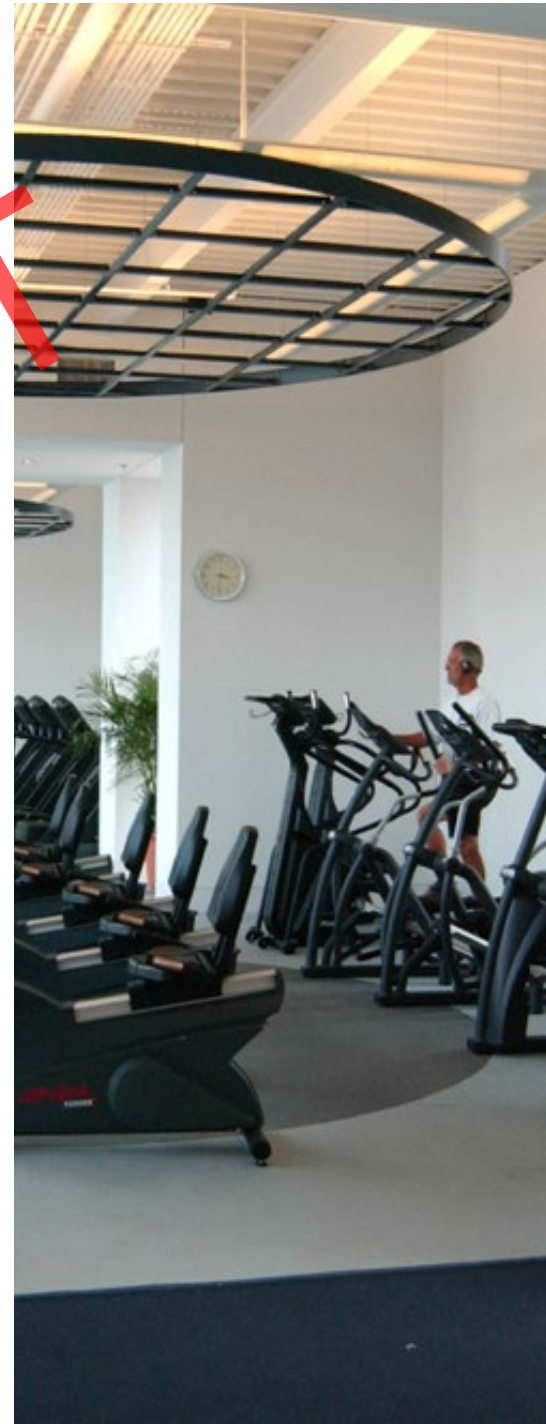
- Children of the opposite gender over the age of 3 are not permitted in the Men's and Women's Locker Rooms. Please use the Children's Center Bathroom.
- Lockers are available for use by members and guests. Membership cards that have a hole punched in them are used to lock the lockers
- **The Town of Addison is not responsible for lost or stolen items in lockers or locker rooms.**
- The use of cameras, video, and cell phones is prohibited in the locker rooms.
- No food or drinks are permitted in the locker rooms with the exception of water bottles.

FRONT DESK

The welcome center for the entire facility. Our friendly staff will get you scanned in and answer any questions that you may have. Register for programs and the front desk. Towels are also available for rental and must be returned to the desk upon leaving. Failure to do so will result in a fee assessment for replacing.

FREE ZONES

Located next to the racquetball courts are two free zones. One room contains a variety of equipment and the other has the large adult "jungle gym." These rooms are open to members, ages 15 and older, at any time that there is not a class using them.



SECOND FLOOR

FITNESS WING

Prepare to be amazed! We offer 6,000 square feet of dedicated fitness space. This area houses over 100 state-of-the-art cardiovascular equipment, machine weights and free weights.



FITNESS EQUIPMENT POLICIES

- Children under 15 years of age are not permitted to use the weight or exercise equipment.
- Please wipe down equipment after each use with the provided gym wipes, paper towels or your personal towel. You are an active participant in keeping our facility clean.
- Refrain from yelling or making loud noises.
- Please set weights down gently. It's very distracting to other members and damaging to the weights when they are dropped. Use a spotter to help your progression.
- Weights must be returned to appropriate racks after each use.
- Proper attire must be worn at all times. Everyone is required to wear closed-toe athletic shoes in the workout areas.
- Please share. Allow other members to use equipment or "work in" while you are resting. Saving equipment with a towel, water bottle, etc. is not permitted.
- Keep cell phone calls to a minimum. Cell phone calls may be bothersome to other members. Please keep calls to a minimum or find a private area away from other members to talk. Staff are authorized to request members or guests to leave the area if a phone call is excessive in time or sound.
- Report equipment irregularities or malfunctions to the front desk immediately.
- Safe and proper use of equipment is required at all times.
- Staff reserves the right to enforce other rules as necessary to ensure the comfort and safety of our guests.

AEROBIC STUDIO

Our aerobic studio stays busy with the group exercise classes. The room is 900 square feet. This room may be used by members when classes are not in session. Please see the front desk for a complete schedule.

CONFERENCE ROOM

The conference room is available for individual use when not occupied by a program or meeting. Also, there is a volunteer run, free lending library.

INDOOR TRACK

All users must wear appropriate athletic shoes. No hard soled shoes or spiked heels are permitted. 17 laps around the track equals one mile. Participants are required to stay to the inside by the railing except when passing. Avoid blocking the track by walking more than 2 abreast. Lap rotation varies and a sign is posted on the track to instruct participants. Strollers are allowed only on the inside lane of the track to allow other participants to pass.

INDOOR NATATORIUM FEATURES

- **HOT TUB** – The Hot Tub is available for members 8 years and older.
- **INDOOR POOL** – This 25 yard pool is designed to accommodate lap swim, aquatic classes and open swim.

OUTDOOR AQUATIC CENTER FEATURES

- **THE LEISURE POOL** – Two levels for your enjoyment and leisure.
- **THE ZERO DEPTH ENTRY POOL** – Perfect for younger children since it is shallow and they can walk or wade in this pool.
- **THE VORTEX** – Located as part of the Leisure Pool, children will never want to leave this area. This large circular area spins around and around.
- **SHADED PAVILIONS** – The outdoor shaded pavilions are a perfect spot to take a break from the sun. One pavilion is available for party rental.

AQUATIC CENTER POLICIES

AQUATIC GENERAL RULES

- The pool is the property of the Town of Addison. Only persons with AAC memberships and permitted users are allowed to use the pool.
- Except as otherwise provided by Addison rules and regulations, all persons entering the AAC must display to Addison personnel their AAC membership card, and be individually checked in at the pool entry or at the AAC front desk.
- Children under 15 years of age must be accompanied in the pool area by an adult 18 years or older.

- Guests must be personally known to their hosts; in no event may a resident extend guest privileges to a person soliciting entry.
- Proper swimming attire should be worn. For example, cut-offs or ragged shorts are not permitted.
- Proper swimming attire should be worn. For example, cut-offs or ragged shorts are not permitted.
- Pool and spa users should shower before entering water.
- Follow the lifeguards' instructions at all times.
- Lifeguards are responsible for enforcing all rules, and any additional rules that are necessary for safety and control of the pool area.
- Avoid distracting lifeguards while they are on duty.
- Do not enter the water unless a lifeguard is on duty in the outdoor pool.
- The lifeguard stands are for use by the lifeguards only.
- All injuries on the premises should be reported to the pool supervisor or lifeguards immediately.
- In the event of an emergency or other necessary events, the pool may be cleared.
- Profanity, fighting, and any other inappropriate behavior as determined by Addison Staff will result in immediate removal from the property.
- Running and jumping into the water is not allowed.
- Diving into a pool or hot tub is prohibited.

- Persons using a pool or hot tub may not sit on each other's shoulders.
- Please walk on pool deck at all times.
- No tossing people into the air.
- Rough play, running, pushing, acrobatics, dunking, wrestling, excessive splashing, and other such objectionable and/or dangerous behaviors are prohibited.
- Inflatable toys, rafts, buoys are not permitted. U.S. Coast Guard approved life jackets only are permitted. A limited number of life jackets are available.
- Members and guests may be asked to leave the facility and suspended from using the facility for inappropriate behavior.
- Public displays of affection, such as kissing, hugging, or other bodily contact (other than holding hands) except for a brief, momentary period of time, are not allowed.
- Persons under the influence of alcohol or drugs shall not use the pool or spa.
- Soft plastic balls of reasonable size, noodles, snorkels, and facemasks are permitted at the discretion of the lifeguards.
- All non-potty trained children must wear a swim diaper.
- Anyone with diarrhea should not use the pool.
- People with an open wound or a communicable disease should not use the aquatics facilities.



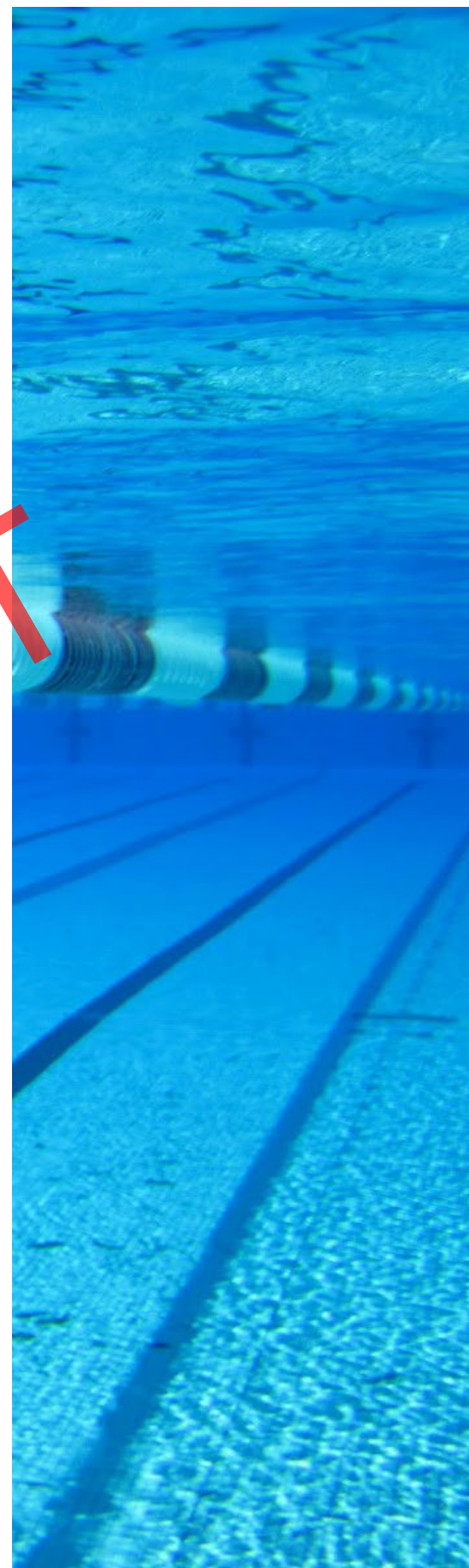
- No spitting.
- Persons using prescription medications should consult a physician before using pool or spa.
- Children who cannot swim must have a parent within arms-length at all times.
- **Parents are responsible for the actions of their children and other children who are their guests, this includes knowledge of the ability of the child to swim unassisted.**
- Children over the age of 3 years are not allowed in opposite sex restroom.
- No glass containers.
- Possession and/or consumption of alcoholic beverages is prohibited.
- No smoking.
- No food or drinks at the side of the pool.
- Do not chew gum in the pool area.
- Animals are not allowed in the facility (Service animals are an exception).
- The indoor and outdoor pools will be closed during thunder and lightning for a minimum of thirty minutes; when necessary for maintenance operations, or as determined by the pool management for the health and safety of pool users.
- Use of the pool at times when it is closed is prohibited.
- The Town of Addison and its employees are not responsible for lost or stolen articles.
- No one is allowed to teach swimming or other aquatic lessons for financial gain.

INDOOR LAP SWIMMING RULES OF ETIQUETTE

- Absolutely no diving.
- Circle swimming when more than 1 person to a lane. Stay on right side of lane.
- Do not enter water until all swimmers are a safe distance away from the end wall.
- To pass – touch foot of lead swimmer. Lead swimmer should stop at end wall and immediately move to far side of lane. Allow a safe distance (10 feet) between swimmers before re-entering traffic.
- Do not cross into opposite side of lane to pass.
- Maintain 10 foot spacing unless passing.
- Do not stand or stop in middle of pool. Rest only at end wall near lane rope to avoid contact with others.
- **No lifeguard on duty. Members and guests swim at their own risk.**
- No one under 15 allowed without an adult 18 years of age or over.

HOT TUB RULES

- Hot tub users must shower before entering water.
- Do not submerge entire body in hot tub.
- Please, no more than 15 minutes should be spent in hot tub.
- No food, gum, glass containers, or band-aids in hot tub please.
- Please do not engage in horseplay, running or fast walking in spa area.
- Children under 8 years old are not allowed in hot tub. Children ages 8 to 14 must be accompanied in the hot tub by an adult 18 years of age or over.
- Elderly persons and those suffering from high blood pressure, heart disease, or diabetes should consult a physician before using the hot tub.
- Pregnant or nursing women should not use the hot tub without consulting a physician.
- People with an open wound or communicable disease shall not use the aquatic facilities.
- Persons using prescription medicines should consult a physician before using hot tub.
- Persons under the influence of alcohol or drugs shall not use the hot tub.
- Inflatable devices are not allowed in the hot tub.
- Users should not engage in public displays of affection.
- No spitting.
- Proper swimming attire should be worn. For example, cut-offs, ragged shorts, and/or underwear are not permitted.



RECREATION FEE SCHEDULE

MEMBERSHIP FEES

One-Time Membership Administration Fee <i>(Non-refundable)</i>	\$10
Replacement ID Card	\$10

CHILDREN'S ACTIVITY CENTER (CAC)

CAC Drop In	\$1
CAC Punch Pass <i>(15 Punches)</i>	\$10

LATE PICK UP FEE

1 to 14 minutes	\$10
15 to 29 minutes	\$20
30 to 59 minutes	\$50

GROUP EXERCISE CLASSES

3 Months	\$75
3 Months <i>50 Plus</i>	\$37.50
15 Punch Pass	\$40
15 Punch Pass <i>50 Plus</i>	\$20
Drop In Group Exercise	\$4
Drop In Group Exercise <i>50 Plus</i>	\$2

LIBRARY CARDS

Choice of Farmers Branch or Dallas <i>(One card per household)</i>	\$0
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MISCELLANEOUS FEES

Small Towel Rental	25¢	Guest Fee Ages 8–14	\$4
Large Towel Rental	50¢	Guest Fee Ages Under 7	\$2
Towel Punch Pass	\$15	Lost Key	\$10
Lost Large Towel	\$14	Independent Contractor Reimbursement	20%
Lost Small Towel	\$5	Equipment Replacement/Damage	
Outdoor Pool Guest Fee	\$3	<i>Based on replacement or repair cost</i>	
Guest Fee Ages 15 & Older	\$8		

SUMMER CAMP

Weekly Fee	\$125
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LATE PICK UP FEE

1 to 14 minutes	\$10
15 to 29 minutes	\$20
30 to 59 minutes	\$50

OTHER PROGRAM FEES

50 Plus Trips and Programs	<i>Fees Vary</i>
Children's Programs	<i>Fees Vary</i>
Fitness and Adult Programs	<i>Fees Vary</i>

PAVILION RENTALS

OUTDOOR POOL (MAX 4 HOURS)

Refundable Deposit	\$50
20 people	\$50/hour
21 to 30 people	\$75/hour

LES LACS PARKS RESIDENT (MAX 3 HOURS)

Refundable Deposit	\$150
3 hour maximum	\$0

LES LACS PARKS BUSINESS (MAX 8 HOURS)

Refundable Deposit	\$150
First 3 hours	\$75
Each additional hour up to max of 8	\$25

