



**RULES AND REGULATIONS**  
**March 2010**

## **District Code of Conduct**

Patrons are encouraged to behave in an appropriate manner and should act in a way that will not injure another person physically or emotionally. Individuals who do not abide by facility and program standards may be asked to leave the facility and/or withdraw from a program. Actions interfering with or disrupting the Trails Recreation staff while trying to provide a safe and secure family environment will be cause for expulsion from all District facilities.

Patrons expelled from facilities or programs will not receive a refund.

## **Establishing Residency**

If you pay taxes to the District you are entitled to reduced rates at any District facility. A photo ID can be acquired at the Trails Recreation Center for \$5.00/person or \$10.00/family and is valid for 3 years. A current Arapahoe County tax statement, a valid driver's license or mail addressed to you from your utility or Phone Company is what we will accept to show proof of residency. Resident's must present a current District ID card to receive District rates.

## **Check In Process/ID Card Policy**

Individuals 16 years and older coming in for a day pass must present a Trails ID (to receive District rates), a student ID or a driver's license to enter the facility. A Trails I.D. card will be given to patrons who purchase a 20-visit, 40-visit or annual pass. ID's must be presented to the front desk staff each time you visit the facility. If a pass holder does not bring in their Trails ID card, they will be asked to bring it for their next visit. An alert will then be put on their account requiring that individual to purchase a replacement ID or present the original ID upon their next visit.

## **Facility Age Requirements**

Children 12 years of age and younger must be accompanied into the facility by an adult 18 years or older. Children not directly Supervised by an adult must be in the nursery or in a structured program. The center is not intended to act as a baby-sitting service or substitute for licensed daycare. Parents who permit children 12 years of age and younger to remain unsupervised at the Trails Recreation Center assume and bear full responsibility for all risks of harm to such children.

## **Visitors/Spectators**

Relatives and/or friends may visit the facility to observe a structured activity or program at no cost, but may not use the center for recreational activities at this time.

## **Outside Use**

No District facility may be used to conduct any activity, program or other event for profit by any business or person without express written consent of APRD Management. Examples of such activities include, but are not limited to, personal trainers (not on payroll by APRD), seminars or flyer distribution. (Please see our on premises training policy for situations relating to non-employees teaching lessons or personal training).

## **Incidents/Accidents**

Arapahoe Park and Recreation District is not responsible for any accident, damage to vehicles and/or theft of belongings occurring on property owned and operated by APRD.

## **Injury Accidents in Facility**

If a child 17 years and younger is injured in the facility and parents are unavailable, it is at the discretion of District staff to notify EMS dependent upon the injury. If there are any questions as to the severity of an injury, staff will automatically call 911.

## **Inappropriate Behavior**

Patrons not following policies or procedures, dependant upon the infraction, will be asked to leave the facility for the day. Continual disruption by the same patron may lead to an extended suspension period from the center. A trespass notice will be issued to the individual as well as the Arapahoe County Sheriff's Department. Parents of children 17 years old and younger will be notified by writing if possible. No refunds will be given during the suspension period.

## **Hours of Operation**

Monday – Thursday	5 am – 10 pm
Friday	5 am – 9 pm
Saturday	6 am – 8 pm (June – August)
Saturday	6 am – 6:30 pm (Sept – May)
Sunday	7 am – 8 pm

\*Hours may change due to programming

## **Animals**

No animals will be allowed in Trails Recreation Center with the exception of trained assist animals.

## **Food and Drinks**

Food and drinks will be allowed in designated areas only including the front lobby, game room and the aquatics area. Glass bottles and containers are not allowed at anytime, anywhere inside or outside the perimeter of the recreation facility.

## **Lockers**

All lockers are bring your own lock secured. Please be sure your lockers are locked prior to leaving the locker area. Lockers are day use only (no rental lockers are available). Locks must be removed from lockers prior to the facility closing each day. All remaining locks will be cut off and contents will be placed in the Trails Recreation Center lost and found.

## **Lost & Found**

APRD and Trails Recreation Center will not be responsible for lost or stolen articles. Information regarding lost items cannot be given over the phone. All lost articles must be identified and picked up in person. Lost and found items will be held for a period of thirty (30) days and then be donated to a local charity.

## **Game Equipment**

Game equipment may be checked out at the front desk. I.D. cards will be kept on file to ensure equipment is returned in the same condition as it was when checked out.

## **Program Registration**

There are four ways to register for classes: online, drop off, mail in or fax. Online registration is the fastest and easiest way to register and will get participants in their designated class at the time of registration. Drop-off, fax or mail in registrations may not get processed until the day after they are received.

## **Refunds/Credit Vouchers**

Once the Trails Recreation Center begins processing payments for programs and passes, the following policy will apply:

- A full credit voucher or refund check will be issued when a cancellation is made by the recreation center, a proven hardship has occurred, a documented medical/health situation arises or the participant (family member) has been relocated. Please allow two weeks for

a refund check.

- No cash refunds will be issued.
- No administration or cancellation fees will be assessed.
- Anytime a participant must withdraw from a class, a credit voucher will be issued.
- Credits issued after the program has begun will be prorated.
- Activities may be cancelled or consolidated if minimum enrollment figures are not met by the established deadline.

## **RULES AND REGULATIONS IN SPECIFIC AREAS:**

### **Facility**

- A strict I.D. policy will be enforced when entering the Trails Recreation Center. Please have your District photo I.D. ready in order to receive District rates.
- Children 12 years of age or younger must be in a supervised program or be directly accompanied by an adult (18 years or older) to be in the facility
- All patrons and participants are expected to behave appropriately and treat others with courtesy, dignity, and respect.
- Bicycles, roller blades, skateboards, scooters or pets are not permitted inside the recreation facility
- Consumption of food and/or drinks is limited to the lobby area, game room and aquatics area.
- Alcohol and/or drugs are not allowed anywhere on the premises.
- Glass containers are not allowed anywhere in the facility
- Smoking and/or use of any type of smokeless tobacco are prohibited in the facility. Smoking is allowed only outside of the premises and must be done 15 feet away from the building according to Colorado law.

### **Climbing Wall**

- The Climbing Wall is available during posted hours only
- All participants must sign the participant agreement, release and acknowledgement of risk form. Climbers and belayers under the age of 18 must have parent/legal guardian consent
- Climbers 12 years of age and younger must have adult supervision (18 years of age or older) at all times
- Groups of five (5) or more must go through a facility rental process
- Courtesy to others and appropriate use of language is expected
- No climbing is permitted without a spotter/belayer
- Proper climbing gear must be worn at all times
- Climbers must wear climbing shoes or athletic shoes with non-marking soles
- All jewelry must be removed prior to climbing or belaying
- All climbers climb at their own risk and are responsible for themselves and their children at all times
- Report any problems to the climbing wall staff on duty immediately
- Trails Recreation Center Staff reserves the right to dismiss any climber/belayer for unsafe practices and/or behavior

### **Gymnasium**

In order to provide a safe and pleasant family environment for all patrons, the Arapahoe Park and Recreation District has established a Code of Conduct for gym users. Please note that the Trails Recreation Staff will be enforcing a **ZERO TOLERANCE** policy when dealing with any conduct concerns in the gymnasium.

- Foul language is not acceptable under any circumstances

- Facility rules must be learned and abided by at all times
- Food and drink is prohibited
- No pushing, shoving or aggressive play is permitted
- No "trash talking," taunting or verbal intimidation will be allowed
- Fighting may result in disciplinary action up to and including a one year suspension or permanent expulsion from the Trails Recreation Center
- "Open Gym" and pick up game rules are posted and strictly enforced
- No dunking or hanging on rims and/or nets
- No full-court games are permitted during busy times
- Appropriate athletic attire must be worn. Soft soled, non-marking athletic shoes are required. Large or dangling jewelry is not recommended
- All personal belongings should be secured in a locker
- Soccer, baseball, football, Frisbee, Lacrosse and other activities deemed unsafe in a gymnasium environment are prohibited
- Do not lean, sit or pull on the divider curtain
- Scheduled APRD programs may take priority over open recreation. Do not disrupt classes, events or leagues
- Actions interfering with staff's ability to provide a safe environment will be cause for ejection

### **Racquetball Courts**

- Court Reservations may be made at the Front Desk. Reservations are 1 hour blocks only. 48 hours in advance for District residents and 24 hours in advance for Non-District residents
- Non marking soled shoes must be worn at all times
- Protective eyewear must be worn at all times. Goggles can be checked out at the front desk.
- No more than 4 people are permitted in courts for racquetball; 8 for wallyball
- Wallyball reservations may be made through the front desk
- Tennis and/or Lacrosse are not permitted in racquetball courts. This includes the use of tennis racquets in courts

### **Men's/Women's Locker Room**

- Children 6 years of age and younger must be accompanied by another responsible patron, at least 15 years of age, or older
- Children 5 years of age and older must use gender appropriate locker rooms or the family changing area
- Personal belongings should not be left in public areas. Please secure your items in a locker
- Keep your locker locked at all times
- Please report suspicious individuals and/or activity to facility staff
- No cell phones are permitted in the locker room
- Food, drinks, glass containers or breakable objects are not permitted in the locker rooms
- Locks must be removed from lockers prior to the facility closing each day. All remaining locks will be cut off and contents will be placed in the Recreation Center lost & found
- Arapahoe Park and Recreation District and the Trails Recreation Center are not responsible for lost or stolen items

### **Family Changing Area**

- Personal belongings should not be left in public areas. Please secure your items in a locker
- Keep lockers locked at all times

- No cell phones are permitted in the family changing area
- Please report suspicious individuals and/or activity to facility staff
- Food, drinks, glass containers or breakable objects are not permitted in the changing area
- Locks must be removed from lockers prior to the facility closing each day. All remaining locks will be cut off and contents will be placed in the Trails Recreation Center lost & found
- Arapahoe Park and Recreation District and the Trails Recreation Center are not responsible for lost or stolen items

### **Track**

- Walk/Jog/Run in the designated lane and direction only
- Cautiously pass slower walkers/runners in the appropriate lane
- Children 12 years and under must be directly supervised by an adult
- Appropriate running/walking shoes required. Proper workout attire is required (T-shirts, shorts, sweatpants, gym shoes – no jeans or street shoes)
- Please do not use the track as an observation area for other facility activities
- Baby joggers, snugglers and strollers are prohibited
- Enter and exit the track carefully, avoiding sudden stops
- No balls in, on or around the track including, but not limited to, basketballs, volleyballs, racquetballs, etc.

### **Nursery**

- Open to children 3 months to 9 years of age
- Service is available for a maximum of 2 hours per child
- Parents must properly sign their children in and out of the nursery
- Parents must remain within the recreation facility at all times while their child is in the nursery
- Sick children will not be allowed in the nursery.
- Nursery staff cannot administer medications – please make sure this is taken care of prior to coming into the nursery
- Children will not be released to anyone other than the person who dropped them off unless special arrangements are made with the Nursery Staff. I.D.s will be required

### **Cardiovascular and Strength Areas**

- Patrons using equipment in this area do so at their own risk
- Children 13 and 14 years of age must be directly supervised by an adult (18 years of age or older) to use the cardiovascular and/or circuit weight equipment. No one under the age of 13 will be allowed in the cardiovascular and/or circuit weight room
- Use of the free weight area is limited to patrons 15 years of age or older
- Observe proper weight room etiquette and demonstrate courtesy, dignity and respect towards others in the room at all times
- Please allow others to work in on weight equipment between sets
- Patrons are asked to adhere to a 30 minute time limit for each piece of cardiovascular equipment while people are waiting
- For the health and comfort of all patrons, please wipe down each piece of equipment after use
- Do not bang or drop weight stacks and return free weights to racks after use
- Proper work-out attire is required (i.e. t-shirts, shorts, sweatpants, gym shoes – no jeans or street shoes).
- Shirts and/or supportive athletic apparel and closed-toe athletic shoes must be worn at all times
- Water in closed, re-sealable plastic containers is encouraged. All other food and drink should be consumed in the lobby area

- Weight Belts are recommended when using free weights
- Equipment orientations and personal trainings are available and encouraged for all first time patrons
- Personal belongings should be secured in lockers
- Immediately report any injuries or equipment malfunctions to facility staff

### **Group Exercise Room**

- Please secure personal belongings in a locker or cubby
- Shirts, shorts and non-marking athletic shoes must be worn at all times during classes
- Tobacco/Drugs/Alcohol will not be tolerated anywhere in the facility
- No food (including gum) or drink is allowed (water bottles are encouraged)
- Patrons are expected to maintain proper hygiene while using the aerobics rooms
- Cell phones are not permitted
- Courtesy to others and appropriate language is expected
- Patrons must be at least 15 years of age to attend a class, 13 and 14 year olds must be accompanied by an adult (18 years or older) and be able to appropriately participate in the class
- Children and/or babies are not allowed to observe or sit in the back of the room
- All classes included with the pass are first come first serve 45 minutes prior to the start of class. There are a limited number of spaces dependent upon the type of equipment used in each. Passes will be forfeited if participant is not present when the class begins.
- Please report any injuries or equipment malfunctions to the instructor
- Please do not tamper with the cycling class bikes or other program equipment
- Bringing a towel to class is highly recommended
- Trails staff reserve the right to cancel any classes based on our subjective discretion

### **Aerobics Room**

- Please secure personal belongings in a locker or cubby
- Shirts, shorts and non-marking athletic shoes must be worn at all times during classes
- Tobacco/Drugs/Alcohol will not be tolerated anywhere in the facility
- No food (including gum) or drink is allowed (water bottles are encouraged)
- Patrons are expected to maintain proper hygiene while using the aerobics rooms
- Cell phones are not permitted
- Courtesy to others and appropriate language is expected
- Patrons must be at least 15 years of age to attend a class, 13 and 14 year olds must be accompanied by an adult (18 years or older) and be able to appropriately participate in the class
- Children and/or babies are not allowed to observe or sit in the back of the room
- All classes included with the pass are first come first serve 45 minutes prior to the start of class. There are a limited number of spaces dependent upon the type of equipment used in each. Passes will be forfeited if participant is not present when the class begins.
- Please report any injuries or equipment malfunctions to the instructor
- Please do not tamper with program equipment
- Bringing a towel to class is highly recommended
- Trails staff reserve the right to cancel any classes based on our subjective discretion

## **AQUATICS**

### **Swimsuit Guidelines**

All persons must have appropriate swimwear while swimming.

#### **Guidelines**

- Swimsuits typically have a mesh lining.
- Swimsuits are typically made of polyester, nylon and/or lycra.

- Swimsuits CANNOT be made of cotton.
- Swimsuits have drawstrings.
- Swimsuits DO NOT have exposed metal or plastic, buttons, zippers, or tabs that could cause damage to a slide.
- Participants that are not toilet trained MUST wear a swim diaper along with a defined swimsuit. \*Vinyl pants over swim diapers are recommended.  
\*Pool is required to close for a minimum of 60 minutes in the event of a fecal accident (per State Health Regulations 4.14).

### **Unacceptable Swim Wear:**

- Basketball shorts are not allowed.
- Jean shorts are not allowed.
- Cargo shorts are not allowed.
- Undergarments or sports bras in place of swimsuits are not allowed.
- A swim diaper in absence of a swimsuit is not allowed (vinyl pants recommended over diaper as well).
- Street clothing (jeans, sweat pants, dresses, skirts, etc...) over suit in pool water is not allowed.

### **Activity Pool**

- All users must shower before entering the pool
- Obey lifeguards at all times
- **Children ages 5 years and younger must have an adult (18 years or older) in the water with them at arms length at all times.**
- **Children 6-9 years old must be accompanied and cared for, at poolside, by a responsible individual 15 years or older**
- Courtesy to others and appropriate language is expected
- Conduct that infringes upon the safety and comfort of oneself or others is prohibited
- Non-swimmers must stay in shallow play areas
- Children who are not potty trained must wear swim diapers
- Persons with open sores or contagious infections are not permitted in the pool
- No spitting, spouting or nose blowing in the pool
- No running on deck or diving
- Consumption of food and/or drink in designated areas only. **NO GUM!**
- Appropriate swim attire (i.e. swimsuit, swim trunks, etc.) is required in the pool. No street clothes, cut-off shorts, athletic apparel or thongs
- Jewelry (except for watches and rings), band-aids and hairpins are not to be worn in the pool
- Water wings or other swimming aids are not allowed. Coast guard approved life jackets may be used with direct supervision from a responsible adult in the water with them at all times
- No camera or video equipment usage unless prior approval from Management
- Pets are not permitted in the pool area or outside deck area
- Use of specific areas of the facility may be restricted due to aquatic programming
- The aquatics area may close at the discretion of the Supervisor or head lifeguard on duty in the event of inclement weather (lightning/thunder) or in the presence of possible health concerns from waterborne or blood borne bacteria
- Additional rules and regulations may be implemented without notice at the discretion of the Arapahoe Park and Recreation District staff and any other guidelines deemed necessary for the safety and comfort of our patrons will be strictly enforced

### **Lap Pool**



- All users must shower before entering the pool
- Obey lifeguards at all times
- Children ages 14 and younger must receive permission from lifeguard to use lap pool
- Courtesy to others and appropriate language is expected
- Please be courteous at all times – this pool accommodates swimmers of all abilities
- Persons with open sores or contagious infections are not permitted in the pool
- When entering the pool, please note the lane speed and choose the appropriate lane according to your ability
- Circle swimming is recommended when more than 2 people are using one lane
- When joining a lane with one or more swimmers, announce your presence to avoid collisions
- Allow faster swimmers the opportunity to pass
- Appropriate swim attire (i.e. swimsuit, swim trunks, etc.) is required in the pool. No street clothes, cut-off shorts, athletic apparel or thongs
- Use of the lap pool may be restricted due to aquatic/fitness programming. Please be considerate and responsive if you are asked to move lanes or vacate area
- No spitting, spouting or nose blowing in the pool
- Check with management before using cameras or video equipment
- Do not hang on lane lines
- Please return kickboards and pull buoys to storage bin
- Running on deck and diving are prohibited
- Consumption of food and/or drink in designated areas only. No gum allowed
- Jewelry (except for watches and rings), band-aids and hairpins are not to be worn in the pool
- The aquatics area may close at the discretion of the Supervisor or head lifeguard on duty in the event of inclement weather (lightning/thunder) or in the presence of possible health concerns from waterborne or blood borne bacteria

### **Waterslide**

- Waterslide users must be 48" tall
- Follow the instructions of the waterslide attendants at all times
- One person at a time – No chains
- No head first sliding – stay seated or lying down (feet first) in the flume
- Do not stop in the flume
- Upon exiting from the slide, move out of the splash pool immediately
- Climbing on the island where slides are located is prohibited
- Persons with open sores or contagious infections are not permitted on the waterslides
- It is recommended that patrons who are pregnant, have a heart condition, have neck or back problems should NOT use the slides
- Lifeguards have the right to deny any usage by patrons

### **Spa**

- All users must shower before entering
- Children 15 years of age or younger are not allowed in the hot tub
- Youth 13 – 15 years of age may use the Spa with parent accompaniment
- For your safety, limit use of spa to a combined maximum of 15 minutes. Prolonged usage may result in nausea, dizziness or fainting
- Swimwear Required
- Please enter and exit spa slowly and cautiously
- People with open wounds or infectious diseases are not permitted in the spa
- Women who are pregnant and individuals with heart disease, abnormal/high blood pressure or epilepsy should consult a physician before using the whirlpool
- Do not use the hot tub while under the influence of alcohol or drugs

## **Sauna**

- All users must shower before entering sauna
- Children 15 years of age or younger are not allowed in the sauna
- For your safety, limit use of the sauna to a combined maximum of 10 minutes. Prolonged usage may result in nausea, dizziness or fainting
- Swimwear Required
- Please sit on a towel while in the sauna
- People with open wounds or infectious diseases are not permitted in the sauna
- Personal grooming is prohibited
- Women who are pregnant and individuals with heart disease, abnormal/high blood pressure and diabetes should consult a physician before using the sauna
- Do NOT use the sauna while under the influence of alcohol or drugs

## **Steam Room**

- All users must shower before entering steam room
- Children 15 years of age or younger are not allowed in the steam room
- For your safety, limit use of the steam room to a combined maximum of 10 minutes. Prolonged usage may result in nausea, dizziness or fainting
- Swimwear Required
- Please sit on a towel while in the steam room
- People with open wounds or infectious diseases are not permitted in the steam room
- Personal grooming is prohibited
- Women who are pregnant and individuals with heart disease, abnormal/high blood pressure and diabetes should consult a physician before using the steam room
- Do NOT use the steam room while under the influence of alcohol or drugs

## **On Premises Training**

In the operation of its park and recreation facilities, the Arapahoe Park and Recreation District (APRD) has a paramount concern for the public safety at those facilities. In order to advance the public safety of its residents and to minimize any liability to the park district, only employees of The Trails Recreation Center and/or the Arapahoe Park and Recreation District are authorized to provide training, instruction or lessons on premises owned and operated by the Arapahoe Park and Recreation District (APRD).

In the event a member of the Trails Recreation Center is being provided professional physical therapy, the member will be allowed to receive licensed physical therapy at the premises if the following conditions are met: the physical therapy services do not interfere with the normal operation of the Trails Recreation Center; that the member pay appropriate user fees; that only a maximum number of (3) three sessions be provided; and that permission was granted by the Trails Recreation Center management prior to the start of any therapy. At the time a request is made permission for physical therapy services, the therapist may be required to provide information as to the duration of treatment, professional credentials to provide such therapy and a release of liability and a statement of insurance coverage.

In addition, no District facility may be used to conduct any activity, program or event by any business or person without the express written consent of the Arapahoe Park and Recreation District (APRD) Management. Examples of such activities include, but are not limited to, seminars, workshops, ticket sales or flyer distribution.

**Additional rules and regulations may be implemented without notice at the discretion of the Arapahoe Park and Recreation District Staff and any other guidelines deemed necessary for the safety and comfort of our patrons will be strictly enforced. Violations of the preceding rules or any other conduct that may endanger the safety of patrons and/or staff may be cause for permanent expulsion from the Recreation Center at the discretion of Arapahoe Park and Recreation District Staff.**

