



COMMUNITY CENTER

24/7 (Unstaffed) Access Policies/Procedures

We have a key fob system to allow **Members** access to the Community Center's Cardio and Weight rooms during unstaffed hours. A key fob is assigned to each eligible individual member; and members may not share their fob with other Community Center members, or with family members, or with any other person. You are responsible for who uses your key. If you give it to someone else, your membership status will be reviewed and you risk having your membership revoked. If someone gains access with your key and causes damage or is involved with a theft, YOU will be held responsible.

We use closed circuit surveillance recording for the purpose of safety and security. However, the system is not monitored so in case of an emergency, call 9-1-1. The door access system is date and time stamped and so is the monitoring system. If there are any problems during un-staffed hours (non-member access, theft, damage, etc), we will review both systems to determine who was in the facility.

The following will be posted in the Cardio and Weight Rooms, but please review our policies below regarding 24/7 (Un-Staffed) Access to the Cardio and Weight Rooms.

24/7 (Unstaffed) Access Policies:

1. **All members must pay a \$15 fee for a key fob.** There is no sharing key fobs with family or other members. If your key fob is lost or damaged, you must purchase a new key fob. Membership consist of an Annual Memberships only. A member allowing unauthorized access with the fob may result in membership revocation.
2. Day Pass users or Punch Card users are not eligible to purchase a key fob for 24/7 access.
3. After-hours use is limited to those members and received an individualized fob.
4. Everyone must flash their key fob at the box located at the front entrance door, weight room door and cardio room door. If 2 people enter at the same time, both members must flash their card.
5. **NO GUESTS ARE ALLOWED!** Members allowing entry to non-members or members with-out a key fob will have their membership revoked (with-out refund). *Day Pass users or Punch Card users are not allowed to use facility during unstaffed hours.
6. Members must be 18 and older to have 24/7 access privileges.
7. Minor children of the member who are aged 14 to 17 may use the facility only when accompanied at all times by the member parent. The member parent must be in the same room as the minor child at all times. Minor aged members must be listed on this agreement. **Initials:** _____
8. Members 13 and under are not allowed to enter the facility during unstaffed hours, even if accompanied by a parent. **Initials:** _____
9. Use of free weight bench press is prohibited during unstaffed hours, unless there is a spotter present.
10. We will audit access of the facility and will investigate all improper entries.

11. Doors to the Pool, Gymnasium, Locker Rooms, Theater and Racquetball Courts will be locked during unstaffed hours. Entry is not allowed to these rooms during unstaffed hours.
12. A Weight and Cardio Equipment Orientation are required to be completed with SCC Staff and all waiver forms signed before SCC staff may issue a member a fob for after-hours access.
13. Please make sure the front door closes securely to avoid risk of damage and/or theft that can result from unauthorized access to the facility. Be aware of others using the facilities.
14. Members can report damage equipment or other items within the Community Center by dropping a note in the suggestion box or calling the community center during staffed hours.
15. I recognize that snow removal; ice and sand treatments are only performed during regular Community Center business hours. If the facility is closed or on a delayed start, the snow removal, ice and sand treatments may be similarly delayed. As a member with 24-7 access, I may be accessing the Community Center facility outside of regular business hours and I recognize there are risk inherent with that. **Initials:** _____
16. **Facilities are unmonitored after hours, but closed circuit video is occurring for security and safety reasons.**

I hereby release and hold harmless the City of Sturgis and the Sturgis Community Center and their agents, officers, and employees from any and all health claims, suits, losses or causes of action for damages, for injury or death; including claims for negligence, arising out of or related to my accessing the facility outside regular business hours.

I do hereby agree to comply with all 24/7 (Unstaffed) Policies and Procedures. I have read the policies that apply, reviewed them with SCC staff and had my questions answered. I further understand and agree that if it is determined that I have not followed those policies my SCC membership privileges can be revoked.

Signature _____ Date _____

Print Name _____ Fob # _____ Issued by _____

24/7 ACCESS FOR ACCOMPANIED MINOR CHILDREN AGES 14-17

The follow minor children aged 14 to 17 may accompany me so long as I am present and supervising their use at all times. For example, I cannot be in the Cardio Room while they are in the Weight Room. I must be the parent or guardian of the minor child.

Signature: _____

Child's Name: _____ Child's Birthdate: _____

Child's Name: _____ Child's Birthdate: _____

Child's Name: _____ Child's Birthdate: _____

Child's Name: _____ Child's Birthdate: _____