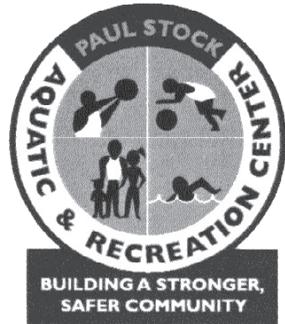


# THE RULES OF THE GAME

## POLICIES & PROCEDURES

307.587.0400  
MARCH 2016



### MISSION: FUN FOR EVERYONE!

The City of Cody Parks, Recreation & Public Facilities Department provides attractive parks, facilities and innovative recreational opportunities to enhance the quality of life for everyone.

### OPERATING SCHEDULE

Normal operation hours for the Recreation Center are available by calling 307.587.0400 or visiting [www.cityofcody-wy.gov](http://www.cityofcody-wy.gov) or [www.facebook.com/codyreccenter](http://www.facebook.com/codyreccenter). The Aquatic & Recreation Center may be closed annually for maintenance purposes. Unanticipated closures may also occur in the event of unsafe conditions or other community emergencies.

### RULES & PROCEDURES ENFORCEMENT

City staff on duty has the authority to enforce all rules and procedures. All accidents or incidents occurring within the Recreation Center and its grounds must be reported and documented by the staff on duty and given to the Director.

### RESIDENTS & NONRESIDENTS

Residents are defined as any person living within Park County, WY. Acceptable proof of residency include a Wyoming Driver's license with a Park County address, rental property receipt, property tax receipt, automobile registration, copy of valid voter registration, current utility bill or City staff verifying residency.

### PETS

Pets of any kind are not allowed in the Recreation Center. Assistance dogs and police service dogs are exempt from this policy.

### RIGHT TO REFUSE SERVICE

The City reserves the right to refuse or revoke the membership of any person, and/or remove any person from the facility, or refuse entry to any person if the City reasonably determines the person has violated the Rules of the Game, or otherwise poses a threat to the health, safety and welfare of other users of the facility. Such determination may be based on evidence of the person's conduct and statements, including but not limited to conduct and statements which occurred outside of and unrelated to the facility.

### GENERAL OPERATING PROCEDURES

The facilities of the City of Cody affected by this Procedures Manual include:

- The Paul Stock Aquatic & Recreation Center (Recreation Center),
- All designated parking areas, and other adjoining City lands.

The Aquatic & Recreation Center is intended as a multi-functional community center for participants of all ages. It is a priority to offer a safe environment and safe programs for everyone. Some areas of the facility will be limited by numbers of participants and/or their ages.

1. The Recreation Center does not provide direct adult supervision for daily visits or self-directed activities. Children 7 years old and younger are encouraged to have responsible supervision.
2. Our facility is not intended as a drop-off child-care service.
3. Personal training and fitness class instruction are limited to city employees or those who have contracted with the City to provide those services.
4. The City of Cody reserves the right to take and use photographs of individuals using the Cody Recreation Center and/or participating in programs sponsored by the City of Cody. Such photographs are the property of the City of Cody, and may be used in brochures, advertisements and other promotional materials.
5. The City of Cody Parks, Recreation & Public Facilities Department complies with the Americans with Disabilities Act. Anyone needing reasonable accommodations is encouraged to notify the office at 307-587-0400.
6. The City of Cody does not provide medical insurance to cover participants during any activity.

### COMMUNITY BULLETIN BOARD

The City provides a bulletin board for non-profit

groups to post their events. This board is NOT available for any service or sale announcements.

### BICYCLES, IN-LINE SKATES & SKATEBOARDS

Skating, skateboarding and biking are not allowed on sidewalk areas near main entrance or in the Aquatic & Recreation Center.

### ALCOHOL & DRUGS

Alcoholic beverages are not allowed in the Recreation Center or on its grounds without approval from Cody City Council. Anyone under the influence or in possession of any illegal substance will be asked to leave the facility. Law enforcement officials will be contacted immediately.

### SMOKING & CHEWING TOBACCO

Smoking and the use of chewing tobacco are not allowed in the Aquatic & Recreation Center. Smoking is permitted in parking areas and bench areas away from the main entrance to the Aquatic & Recreation Center.

### WEAPONS

Any person bringing a firearm into the Recreation Center shall comply with all local, state and federal laws pertaining to firearms, and shall keep their firearm securely on their person at all times. All local, state and federal laws pertaining to firearms shall apply. No person under the age of 18 shall possess or carry a firearm into the Recreation Center. No person may brandish any firearm or other weapon or item in a manner that threatens or intimidates another. Any person violating this policy, or violating local, state or federal laws pertaining to weapons may be removed from the Recreation Center, and is subject to arrest and prosecution.

### BAD WEATHER POLICY

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

1. The Center will remain open during its normal operation hours at all times possible.
2. Attempts will be made to make up any classes or programs canceled due to poor weather conditions.
3. Recreation Center patrons are urged to listen to local radio stations for closures due to weather conditions.

### LOCKER ROOMS

The locker rooms are designed to provide users with dressing and showering facilities, available for

use during all operating hours. Membership cards, driver's license, student ID or keys may be left as a deposit. Long-term locker rentals are also available.

### CLOTHING

Appropriate attire must be worn while participating in activities at the Recreation Center. Anyone displaying vulgarity or inappropriate attire will be asked to change or leave the facility. Street shoes are not allowed on the track, weight areas, gyms or racquetball courts, or pool deck. Proper (non-marking) shoes must be worn.

All clothes and personal belongings must be stored in a locker or cubby. Coat racks are available near the main entrance of the facility and in the walking track area.

### LOST & FOUND

The Recreation Center IS NOT responsible for the loss, theft or damage of personal property of any kind.

Unclaimed items of value (billfolds, keys, purses, jewelry, etc.) will be held at the Recreation Center for 90 days, after which they may be discarded or given to charity. Currency turned in will be documented and sent to Administrative Services for tracking and processing. As per City of Cody Lost and Found Policy:

1. Unclaimed items (towels, suits, clothing, shoes, etc.) will be held at the Recreation Center until the 1st and 15th of each month, after which they may be discarded or given to charity.
2. Personal care, beauty items and garments will be discarded immediately.

### MEMBERSHIP

All Recreation Center memberships will be for a designated time period. Upon completion of a written contract members will be issued a membership card and key fob with an expiration date. In addition, each family member included on the membership will be issued an individual ID card. Lost or stolen cards may be replaced for an additional fee of \$10.

Members shall be provided with a complete set of policies and procedures at the time of membership purchase or upon request. **Memberships are non-transferable and non-refundable.** City may grant exceptions based on hardship situations.

### SPECTATORS

Spectators will be welcomed into the facility during special activities and programs. Each spectator must sign-in at the registration desk and must remain in the designated area; otherwise they will be asked to pay the daily fee or leave the facility.

## EQUIPMENT RESERVATIONS

The Department rents out equipment for personal use such as volleyball sets, horseshoe set, balls and bats, etc. These items can be reserved in advance. A full list of equipment is available at the front desk.

## FACILITY RENTAL POLICIES

The Recreation Center facilities may be rented for activities and events during normal operating hours and after hours with an extra charge for additional staff, a damage deposit and a facility usage form is required. Reservations are secured when payment and paperwork is received by the appropriate City staff. All paperwork for facility rental must be completed before the scheduled reservation. Facilities may be rented at the discretion of the Director or appointed City designee. There will be a 25% administrative charge to any canceled facility reservation. Advanced notice is appreciated for internal review.

## USE POLICIES

Facility rental setup is the responsibility of the user. The user must clean areas immediately after use. Cleaning must include:

1. Removal of all items/trash from floor, fixtures, tables and chairs.
2. Removal of all food and beverages, and clean up of all spills.
3. Trash deposited in appropriate receptacles and area is setup like it was before usage.

## DISCIPLINE & INAPPROPRIATE BEHAVIOR

All Recreation Center patrons are expected to display courteous and considerate behavior. Foul language, abusing membership privileges and disobeying facility rules are prohibited.

- For minor infractions of policies the patron will be asked to leave and the incident documented. Upon the second occurrence the patron will be asked to leave the facility, given a written warning as to the consequences of further infractions and will be talked to by a supervisor and parents will be notified. If the behavior continues or worsens, the patron's privileges may be terminated and the privilege to enter the Center revoked.
- Unauthorized use of cameras or other filming devices is strictly prohibited.
- Major disciplinary problems may result in immediate loss of membership privileges and/or permanent banishment from the facility.

## MULTIPURPOSE ROOM

This room will provide a variety of activities catering to the needs and interests of the community. All classes and activities will be scheduled during normal operating hours of the Recreation Center unless the room is being rented according to the set rental fee schedule. This room is available for meetings/activities for organizations following approval from the City staff.

## CHILD CARE

The Recreation Center provides drop-off child care for your convenience while a parent or guardian is using the facility. This service is open to children 3 months to 6 years of age on a first-come, first-serve basis.

- A fee will be charged to those wishing to use the child care. The fee will be reviewed by staff and adjusted periodically to cover or reduce costs associated with the services. Payment options include a daily rate, discounted punch cards, or if there is enough interest an annual family rate may be available.
- Child care is limited to 2 children under the age of two and up to a total of 10 children at one time.
- Children using the child care facility must be dropped off and picked up by the same parent or adult unless prior arrangements have been made with the City staff.
- Child care operating hours are subject to change based upon usage and demand.

## GYMNASIUM POLICIES

The gyms are intended to serve the varying needs of the public through the continuous offering of a wide range of programs. In most cases, a minimum of one gym will be available for drop-in use.

- Only non-marking athletic shoes may be used on the gym floor.
- Food and beverages must be contained to the concession area. Water is permitted in the gyms.
- Misuse of any equipment or furnishings in the gyms is cause for expulsion from the Center.
- Hanging or popping the basketball rims is not permitted.
- Staff reserves the right to eliminate activities unsuitable for the gyms.

## AQUATIC POLICIES

The pools provide an opportunity for recreational and competitive activities, diving, fitness classes, therapy and special events.

- Use of the pool by participants is regulated by designated schedules of activities.

- In most cases, one or two lanes will be provided for lap swimmers daily.
- The pool features will be opened and closed at the discretion of the lifeguard on duty.
- Adults and parents who wish to observe their children swim may do so from the area in the lobby, outside the windows.
- All users must be appropriately dressed. Cut-offs and street shoes on the pool deck are not permitted.
- Infants in diapers must wear waterproof pants or swim diapers while swimming. Swim diapers are available for sale at the front desk.
- Food and beverages, except water, are permitted only in the concession area.
- Glass containers are not permitted.
- Individuals must be 3'6" tall, 8 years old, or pass a swimming test administered by a lifeguard to enter the pool area without adult supervision in the water.
- Spa usage is for individuals 13 years and older.
- The therapy pool is designed for users older than 18 years old or with therapeutic needs.
- The wet steam room is for patrons 18 years of age and older.
- Only U.S. Coast Guard approved flotation devices are permitted in the pool.

## RACQUETBALL COURT POLICIES

Racquetball courts are available for racquetball, squash, handball and wallyball.

- Reservations may be made in one-hour increments and up to 30 days in advance; however, players may only occupy one reservation at a time. You must play your first court before making an additional reservation.
- Protective eyewear is mandatory and must be worn appropriately.
- Equipment (balls, racquets and protective eyewear) may be purchased or rented at the front desk.
- Only non-marking athletic shoes may be used in the courts.
- In the event a court is "available," usage will be on a first-come basis.

## WALKING/RUNNING TRACK POLICIES

The suspended track is available upstairs, above the gymnasium, for walkers and/or joggers.

- Athletic shoes must be worn at all times when using the track.
- Slower runners/walkers should occupy the inside lanes. Always pass on the outside.
- Stretching should be done in the exercise area

to the south of the running track and not on the track itself.

- Walkers with single-width strollers are permitted whenever the track is not crowded. Running with strollers is not permitted.
- Spectators and video recording are NOT permitted on the track.
- Adult supervision is required for youth 13-16 years old who have not taken the youth equipment orientation course.
- Children confined in car seats or strollers need to be within arms reach at all times.

## WEIGHT & EXERCISE AREA POLICIES

This weight and exercise areas are used for both supervised and unsupervised programs.

- Patrons must be dressed in appropriate exercise attire. Shirts and proper shoes are required at all times. Clean athletic shoes must be worn at all times when using the equipment. Open-toed shoes are not permitted.
- Equipment users must be 16 years and older. Youth 13 to 15 may use the equipment if accompanied and directly supervised by an adult, 21 years of age or older or if they have successfully completed the Youth Equipment Orientation course with the City's Fitness Coordinator.
- Participants are responsible for proper use of the equipment. Please be courteous to others and wipe down equipment after use and DO NOT drop weights on the floor.
- Children confined in car seats or strollers need to be within arms reach at all times.
- During busy times please limit the use of cardio equipment to 30 minutes and allow others to rotate sets on weight equipment and benches. Do not rest on machines.
- Personal trainers are not allowed unless provided by the department.



**CITY OF CODY**  
**WYOMING**

