

# Clubhouse Rules

*Adopted by the Board of Directors on May 26, 2015  
Revised on May 22, 2015*

## I. INTRODUCTION

### A. The Positive Impact of the Mt. Park Clubhouse

The amenities of the Clubhouse provide a positive impact for all users on both a social and physical level. To ensure that we maintain this positive impact, it is necessary to have rules and guidelines. The intent is to guarantee an environment that enhances the lives of all users. These rules are not intended to diminish the positive experience, but are put in place to guarantee its existence.

### B. Definitions

**“Member”** shall mean every person or entity which holds membership in the Association as defined in Article III Section I of the Declaration of Restrictions of the Mountain Park HOA.

**“User”** shall mean any person who qualifies under User guidelines discussed in Section III below. A User is entitled to enjoy all the privileges and facilities of the Clubhouse, tennis courts and all other outside space adjacent to the Clubhouse building (collectively, “Clubhouse”), subject to the restrictions contained in the Codes, Covenants and Restrictions of Mountain Park Corporation and these Clubhouse Rules. The Clubhouse Rules have been established for the comfort, safety and enjoyment of all Clubhouse Users.

### C. Topics:

- Introduction
- Compliance with Clubhouse Rules (Section I)
- Clubhouse Authorized Users (Section II)
- Clubhouse (Section III)
- General Rules (Section IV)
- Facilities (Facilities V)
- Emergency Procedures (Section VI)
- Rule Violations (Section VII)

## II. COMPLIANCE WITH CLUBHOUSE RULES

- A. All Users are expected to understand and follow Clubhouse rules. These rules govern each User’s conduct while on Clubhouse premises, when participating in MPHOA sponsored activities and events outside the Clubhouse.
- B. Users are encouraged to report any violation by a User to Clubhouse management. While Clubhouse Users may politely remind fellow Users of Clubhouse rules, Users should not confront fellow Users for infractions they observe, and should instead enlist the assistance of Clubhouse staff.
- C. If a User violates a Clubhouse rule, Clubhouse personnel will bring the infraction to the attention of the User. The User may be referred to the Clubhouse Committee for review and possible sanction.
- D. Clubhouse management is authorized to remove any User from Clubhouse premises or activities for a reasonable time for conduct that is in violation of the Rules after receiving an initial warning. Clubhouse management may, in its judgment, remove any User without warning if their conduct threatens the immediate safety of any User(s), Staff, or MPHOA property.
- E. Rules are updated on a regular basis and delivered to each owner. An electronic notice informs User(s) that the Rules have been updated and to check the website for the latest rules. If requested, User(s) will be provided hard copies of the Rules.

- F. **Disclaimer** - Users are required to sign a release and acknowledgement before using the Clubhouse, which includes the agreement to abide by the MPHOA Clubhouse Rules and understanding that there are inherent risks with certain facilities in the Clubhouse. Unauthorized use or misuse of the Clubcard, may result in loss of Clubhouse privileges as well as civil and/or criminal prosecution.

### III. CLUBHOUSE AUTHORIZED USERS

#### A. **Types of Clubhouse Authorized Users**

##### 1. **OWNER**

The annual dues for ownership in Mt. Park include one household use of the Clubhouse.

**Classification:** The deed holder – or deed holders -- (each is an “Owner” and collectively, the “Owners”) of the Mountain Park property (the “MP Property”) who holds the right to enjoyment of the Clubhouse included in the annual dues. Owners have the right to use the Clubhouse unless the Owner no longer is a resident in the MP Property and the Owner transfers the right to use the Clubhouse to a tenant.

**Expiration of Usage of Rights:** Transfer of the deed or transfer of clubhouse rights to a tenant after becoming a non-resident.

##### 2. **TENANT**

**Classification:** A non-Owner who resides in the MP Property owned by Owner who has transferred his/her right of enjoyment; person(s) who resides in an apartment and is registered by the apartment manager of the complex where the person resides; a person residing in the MP Property with Owner or Tenant.

**Expiration of Usage of Rights:** Removal of right of enjoyment by Owner; deletion from registration by the apartment manager, or deletion of registration by the Tenant

##### 3. **PATRON**

**Classification:** A person who is not a Mountain Park resident who subscribes to a month-to-month program giving them rights of access to the Clubhouse. Patron members are Users as long as their membership is active.

**Expiration of Rights of Usage:** Upon termination of membership or non-payment.

##### 4. **GUEST**

###### a. **Day Guest:**

**Classification:** A person who accompanies the owner or tenant to the Clubhouse. Guests under 18 must have a waiver signed by a parent or legal guardian. A maximum of 6 day guests per household are allowed at any given time. **Expiration of Rights of Usage:** Upon days end of the Day Guest Pass.

###### b. **House Guest:**

**Classification:** A person who is registered as a House Guest by a User as described in Sections III.A.- III.E. House Guests must live outside a 25 mile radius of Mountain Park. Maximum of 6 House Guests at any given time per household are allowed. Exceptions to the rule are on a case-by-case basis and must be approved by a manager. Passes for House Guests are limited to 6 consecutive months. **Expiration of Rights of Usage:** Upon non-payment of House Guest Pass.

- B. **Status Change of Authorized User** - Users are responsible to provide MPHOA with accurate and current personal information. Within 30 days of a status change, Users must notify MPHOA of any changes that require a change of Authorized User status as defined in the Clubhouse rules. The Clubhouse Committee investigates any failure by a User to give proper notification.

- C. **Clubcard** - All Users must check in at the Front Desk. With the exception of Day Guests and House Guests, Users 10 years and older are required to obtain a Clubcard. Users scan or present

their Clubcard upon entering the Clubhouse. Clubcards are not transferable and may not be loaned. Lost Clubcards will be replaced for a nominal fee. To enhance the efficiency of check in, Users are encouraged to bring their Clubcards on each visit. If a User fails to bring their Clubcard five (5) times within one (1) year, the User will be issued a new Clubcard and charged the lost card fee. Owners and Tenants on the Association's records must show a valid picture identification to obtain a Clubcard. Owners and Tenants may request additional Clubcards for any minor children residing with the Owner or Tenant. Patrons must show a valid picture ID and if under 18 years of age, have a parent or guardian signature, to obtain a Clubcard upon payment of Patron Fees.

#### **D. Rights of Enjoyment**

1. A User who has not transferred his/her membership rights of enjoyment may use all of the facilities of the Clubhouse provided his/her assessment accounts are current and the User is in good standing.
2. A Resident of Mt. Park to whom a Member has transferred rights of enjoyment (Transfer of Rights "TR") per Article IV, Section 4 of the Declaration of Restrictions of MPH OA may use all of the facilities of the Mt. Park Clubhouse, provided the Member's assessment accounts are current and the Member is in good standing.
3. A Patron or Guest may not transfer rights of enjoyment.

#### **E. Fees**

##### **SEE APPENDIX**

The Mountain Park CC&R's grant the Association the right to charge fees to use the Clubhouse. All Users will be charged fees according to the fee schedule approved from time to time by the Board of Directors.

#### **F. Age Categories**

##### **For reasons related to safety, the following age categories will be used:**

**Ages 0-9:** Supervision required by a responsible person at all times. For purposes of these rules, the term "responsible person" means that the person is able, in his or her reasonable judgment, to ensure that the person being supervised is kept safe while in the Clubhouse.

**Ages 10-13:** Use of Pools (when Lifeguards are present), Fitness Studios/Group Exercise, Sports Court, Game Room, Locker Rooms, Tennis Courts, and Common Areas of the Clubhouse.

Use of Pool (when Lifeguards are not present), Hot Tub, Steam Room/Sauna, and Weight/Cardio Room(s) requires supervision by a responsible person.

#### **G. Caregivers**

This Section provides for special rules governing Clubhouse access and use by a person who is employed by a User to assist and watch a User or a User's adult relative or child ("**Caregiver**"). The rules under this Section do not apply if the Caregiver is also a User by virtue of being an Owner, Tenant, Guest or Patron.

1. A Caregiver is permitted to bring Users into the Clubhouse for classes, events and activities but only with a valid Caregiver Registration Form filled out by User and Caregiver.
2. A Caregiver is not allowed to use the Clubhouse facilities unless it is necessary for the activity in which the User or User's adult relative or child is participating. The Caregiver is not allowed in the Clubhouse alone and may not bring guests into the Clubhouse.
3. A Caregiver will be added to User's record for a specific time period and may be renewed by the User for whom the Caregiver works for subsequent fixed time periods until the Caregiver's employment is terminated. It is the responsibility of the User to inform MPH OA when a Caregiver's employment has been terminated.

4. Caregiver registrations expire on the earlier of the date the fixed time period ends or the date of termination of Caregiver's employment.
5. Caregivers must check in at the Front Desk upon entry to the Clubhouse.

### III. CLUBHOUSE

A. **Hours** - Regular hours of operation for the Clubhouse are as follows:

<b><u>Monday – Thursday</u></b>	<b><u>Friday</u></b>	<b><u>Saturday</u></b>	<b><u>Sunday</u></b>
5:30 am – 9:00 pm	5:30 am – 7:00 pm	8:00 am – 6:00 pm	Noon – 6:00 pm

All Users must vacate the Clubhouse no later than the time of closure. Clubhouse hours are subject to change to accommodate holidays, inclement weather, and other special occasions. We will post any schedule changes on the website and in the Clubhouse.

- B. **Holidays** - The Clubhouse observes holiday closures on New Year's Day, Thanksgiving Day and Christmas Day. Additional closures or reduction in operating hours may occur. Contact the Clubhouse for further information.
- C. **Inclement Weather** - Every effort is made to keep the Clubhouse open in inclement weather. In the event that inclement weather prevents the Clubhouse from opening or restricts operating hours, a notice will appear on the association website and the main phone line will be updated with a message.
- D. **Entering/Leaving the Clubhouse** - Users are required to register or scan their own valid Clubcard upon entering the Clubhouse. Users must enter and leave via the main entrance.

### IV. GENERAL RULES

- A. **Alcoholic Beverages** - Consumption or possession of alcoholic beverages in the Clubhouse is prohibited except when being served at MPHOA sponsored events and as specifically authorized on an approved Clubhouse room rental contract.
- B. **Attire and Footwear**
1. Users should use their best judgment in their choice of attire for the public areas of the Clubhouse and consider safety and performance issues in their choice of athletic gear and footwear for physical activity
  2. Shirts and shoes are required at all times in all areas except when transitioning between the locker rooms and aquatics area.
  3. Always wear closed-toed athletic shoes in the fitness center and when participating in any sport or group fitness class. If participating in group fitness classes such as yoga or Pilates, which are performed barefoot, wear shoes to and from the studio.
  4. When in fitness areas wear shoes designed for court play with non-marking soles.
  5. Exercise attire should not be overly revealing and fabrics or accessories should not cause damage to the upholstery on fitness equipment.
  6. Swimwear is appropriate only in the aquatics area and locker rooms.
- C. **Cameras**
1. Photographic imaging or video recording is prohibited in the following areas: family changing rooms, locker rooms, restrooms, saunas, steam rooms, hot tub, swimming pools, balconies, and pool decks.
  2. Personal photography or video recording is permitted in other areas of the Clubhouse for personal use, or a specific MPHOA purpose and with the permission of the subject.
  3. Non-Users and organizations filming or photographing in the Clubhouse must obtain prior

approval from the Manager on Duty.

4. MPHOA has surveillance cameras in select areas; however, the cameras are not consistently monitored.

**D. Cancellations of Programs and Classes**

1. Personal Training and Private Swim Lesson cancellations require a 24-hour notice. Refunds will not be given for “no shows” or cancellations the day of the session.
2. Group Swim Lessons, Camps, and month long programs require a 2-week cancellation notice prior to the start date of the session to receive a refund.
3. Refunds may be given upon receiving written notification from a medical practitioner. Refunds, for any reason, will only be given within 3 months from the date of purchase. No refunds will be given after 3 months.
4. MPHOA reserves the right to cancel programs and classes due to low participation. Registered Users will be notified of changes and will receive a full reimbursement for cancellation of paid programs and classes.

**E. Cell Phones/Electronic Devices**

1. All phones/electronic devices must be turned off or set to silent mode while in the Clubhouse. A courtesy phone is located in the lobby for use by Users for brief local calls only.
2. Use of cell phone or similar device is strictly prohibited in the locker rooms, saunas, steam rooms, family changing rooms, restrooms, the weight/cardio room, pool deck, pool patios, and fitness studios during classes.
3. Users may use their cell phones/electronic devices in the lobby and amenity rooms on the main level of the Clubhouse, excluding restrooms and the pool balcony. Users receiving calls in restricted areas must move to a cell friendly spot to continue with their calls. Users should exhibit common courtesy to those around them by conversing in low tones.
4. Texting and sending/receiving email are allowed in call restricted areas (with the exception of restrooms, locker rooms, saunas, and steam rooms).

**F. Conduct** - Inappropriate, offensive, potentially dangerous, or illegal conduct is not permitted. This is your Clubhouse and your assistance in identifying and reporting destructive behavior is greatly appreciated.

**G. Glass & Ceramic Items**

1. Glass and ceramic items, including glasses, cups, dishes, and water bottles, are permitted only in the upstairs lobby and amenities rooms.
2. Glass and ceramic items are not permitted in restrooms, the pool observation deck, and all areas on the lower level of the clubhouse and decks.

**H. Lost & Found** - Mountain Park is not responsible for unattended personal items. Lost & found items are held for a maximum of 30 days, after which Mountain Park will donate or recycle all unclaimed items. Valuables with personal information (e.g., wallets, ID’s, credit cards) are kept in a secure location. If possible, Mountain Park will attempt to contact the owner via phone or e-mail. Perishable items such as food and personal care items will be disposed of immediately. Contact the front desk for assistance in claiming your lost articles.

**I. Music Devices** - Users may use personal music devices with headphones while in the Clubhouse. Stereos and radios are not permitted.

**J. Parking**

1. Restricted Clubhouse parking areas, include fire lanes, employee parking area, loading zones are

clearly designated. Parking is not permitted, at any time, in the red fire lanes and misuse of the loading zone areas is not allowed. Overnight parking is not permitted on any property owned by MPHOA.

2. MPHOA is not responsible for damage or loss that may occur to vehicles or their contents while in the parking area. Users are encouraged to remove valuables from and lock their vehicles.
3. Bicycles must be parked in designated areas and may not be locked to any railing of the Clubhouse.

**K. Personal Belongings**

1. Users are discouraged from bringing valuables into the Clubhouse. MPHOA and personnel are not responsible for lost or damaged items.
2. Lockers are available for personal belongings and should be kept locked while using the Clubhouse.

**L. Pets** - Pets are not allowed in any area of the Clubhouse; this includes being tied up outside or left in vehicles unattended for more than 5 minutes.

**M. Skateboards** - Skateboards, roller blades, scooters and other such belongings are not allowed to be used in, or around the Clubhouse.

**N. Smoking** - The Clubhouse is a smoke-free facility; smoking, including electronic cigarettes, is not permitted on Clubhouse premises, including the parking lot and surrounding common property.

**O. Surveillance Cameras** - Note that MPHOA has placed video cameras and recording equipment in designated areas of the Clubhouse. Those cameras will be recording activities in the areas, but are not monitored.

**P. Solicitation** - We do not allow solicitation of any kind (i.e. charitable, religious, political, and business) by any Clubhouse User or personnel on MPHOA property. Outside materials may not be posted or distributed on Clubhouse property, unless authorized by management.

**V. FACILITIES**

**A. Aquatics – General Rules**

1. Mountain Park Personnel may stop any activity which may cause injury to or conflict with another User. For everyone's safety and enjoyment, running, pushing, dunking or general dangerous behavior in the pools or on the pool decks are not permitted.
2. All Users must wear appropriate swimwear. Cut-offs, shorts, thong suits, and cotton clothing are not permitted in the pools and hot tub.
3. Electronics, including cell phones, in the pool area are not permitted.
4. All incontinent swimmers must wear swim incontinence products and/or rubber pants.
5. Users must restrain from profanity or excessive public displays of affection.
6. Users using floatation devices are strongly recommended to have direct supervision by a responsible person.
7. Mt. Park provides Coast Guard approved life jackets for use.
8. State Health Regulations require all Users to shower before every entrance into the pools or hot tub and must shower and rinse off all sun tan oils or lotions before entering the pools or hot tub.
9. Diving into the pool is only allowed in the 7 foot section of the lap pool. Entrance into the pool

must be done in a forward facing manner, thus flipping, jumping backwards, or spinning off the edge of the pool are not permitted. Standing or sitting on the shoulders of other Users is not permitted. Excessive breath holding and hypoxic training are not permitted. Swimming the length of the pool under water is not permitted.

10. Mountain Park pool equipment is available for all Users if used properly.
11. Keep personal belongings (other than towel/swim gear) in the locker rooms and not on the pool deck. Towels, swim gear or anything brought onto pool deck must be stored in provided storage spaces. The facility is not responsible for lost or stolen items.
12. Do not stand, sit, or cut through the lane lines at any time.
13. Lap lanes are for continuous lap swimming. When lap pool is busy, swimmers must share lap lanes, and should circle swim.
14. Users wearing adhesive bandages or those with skin infections, open wounds, or any communicable diseases that are easily transferable through the water may not enter the pool.
15. Use of gum, alcohol, tobacco products, food and drink are not allowed on the pool deck. Liquids in a shatter-proof container are permitted. Non-shatter proof containers are strictly forbidden on the pool deck or patio.
16. Mountain Park reserves the right to schedule programming (group fitness classes, swim lessons, birthday parties, camps, summer events, etc.) or private rentals in the pool area at any time with or without notice.
17. Per State Health Regulations, no person suffering from a communicable disease transmissible via water or under the influence of an intoxicating liquor or drug shall use the aquatics area. Individuals who are or appear to be under the influence of mind altering substances will be asked to leave the facilities immediately and may be referred to other authorities for further action.
18. Per State Health Regulations no animals may enter the water at any time.
19. MPHQA employs a team of trained instructors to provide our Users with safe health and fitness training; therefore, instruction or training by unauthorized personnel is prohibited.
20. The center wall separating the lap and leisure pools is not to be used unless directed by MPHQA staff. Hanging on the basketball rim is prohibited.
21. Climbing, sitting, standing, kneeling on the center white walls in the leisure pool is not allowed.
22. Violations of any rules, regulations, policies, or codes of conduct may result in removal from the clubhouse for the day. Such determination shall be made by the MPHQA management staff and/or the Clubhouse Committee.

#### **B. Aquatics - Outdoor Pool Patios**

1. Entry or exit through outdoor gate or climbing over the fence is not permitted.
2. Food and non-alcoholic beverages are permitted. Liquids in a shatter-proof container are permitted.
3. Gum, alcohol, tobacco products, smoking (including e-cigarettes) or smokeless tobacco is not permitted in or on the pool patios.
4. Stereos and radios are not permitted, but personal listening devices with headphones are permitted.

#### **C. Aquatics - Water Slide**

1. All riders must be at least 48" tall, per manufacturer recommendations. Maximum rider weight is 300 pounds, per manufacturer recommendations.
2. All riders must go down the water slide feet first in a seated or lying down position.

3. Riders must await lifeguard instruction before starting down the water slide.
4. Only one rider at a time is permitted on the water slide. No running, standing, kneeling, rotating, tumbling, propelling yourself in the ride or stopping in the slide.
5. No tubes, mats or life jackets are permitted on the water slide.
6. No combs or foreign objects are allowed in pockets while riding the water slide. Only approved swim suits allowed.
7. The line should form on the deck and remain waiting at the bottom of the stairs until guided by a lifeguard.
8. Riders who are not in good health or who are pregnant are encouraged to consult with a medical professional per manufacturer recommendations.
9. Stay off of the water slide when closed. If the gate is closed, the water slide cannot be used. Leave the area under the water slide promptly after entering.

**D. Aquatics - Hot Tub**

1. All Users must shower before entering the hot tub.
2. Per State Health Regulations, no one under the age of 14 can enter the hot tub without supervision by a responsible person.
3. Submerging under water, splashing, and swimming in the hot tub is not permitted
4. The hot tub is used for relaxation and therapy. Be respectful of everyone using the hot tub. No more than 18 people are permitted in the hot tub at a time. Be courteous if people are waiting.
5. Users are encouraged to consult with a medical professional per manufacturer recommendations before entering the hot tub.
6. State regulations and instructions for use will be posted near the hot tub. Read the instructions fully and carefully prior to use.

**E. Aquatics - Inner Tubes**

1. Only one person per inner tube and one inner tube per person is permitted. No standing or kneeling allowed while on inner tubes.
2. No flipping of inner tubes in the lazy river or close to any wall. Inner tubes are not allowed in the vortex or on the water slide.

**F. Sports Court**

1. Unless participating in a MPHOA sponsored and supervised event, Users must be at least 10 years old to use the Sports Court without supervision. Users under the age of 10 must be supervised by a responsible person while using the Sports Court.
2. Beverages in shatter proof, non-spill containers are required in the gym; no food, candy or gum. To protect the wooden gym floor surface, non-marking athletic shoes are required.
3. Any equipment provided by MPHOA may not leave the gym or facility.
4. All items used on the Sports Court should be indoor-approved and left to final approval of MPHOA staff. Users shall be responsible for the condition of equipment after use.
5. Use of a locker to store your athletic bags or other personal items is required.
6. Do not hang on the basketball rims or volleyball nets.
7. Throwing or kicking balls against the walls or ceiling that is not meant for that purpose is not allowed.
8. The posted Sport Court schedule must be followed. The Sports Court is a multi-purpose area hosting many sports and activities, which must share court time.
9. MPHOA reserves the right to schedule programming (leagues, tournaments, camps, etc.) or private rentals in the Sports Court area at any time with or without notice.
10. MPHOA employs a team of trained instructors to provide our Users with safe health and fitness training; therefore, instruction or training by unauthorized personnel is prohibited.
11. Any abuse or misconduct will lead to disciplinary action up to the loss of use of the Sports Court and/or Clubhouse.

## **G. Weight/Cardio Rooms & Equipment**

1. Due to limited space and reasons related to safety, Users should only enter the Weight/Cardio Rooms if using the equipment for exercise.
2. Users using the weight room need be in proper gym attire, which includes closed-toed shoes and clothing that allows movement, including shirts.
3. To ensure safety, no one under the age of 14 is allowed in the Weight/Cardio Room nor use equipment without supervision by a responsible person.
4. Beverages in shatter proof, non-spill containers are permitted in the Weight/Cardio room; no food, candy or gum.
5. Use of a locker to store your athletic bags or other personal items is required.
6. Orientations are recommended for all new Users of the weight/cardio rooms. In the orientation they will cover proper gym etiquette, safety procedures, and instruction on how to use equipment correctly.
7. When others are waiting, Users must adhere to a 30-minute time limit on cardio equipment.
8. The Clubhouse provides assorted magazines and newspapers for those interested in reading while using the exercise equipment. Return reading materials to the magazine racks after use.
9. Return all cardio equipment to zero speed and elevation (where applicable) after use. Never exit a treadmill with the belt still moving, or step onto a treadmill with a moving belt.
10. Perform weightlifting exercises properly, safely, and under control at all times. Do not drop or slam weights.
11. Users must refrain from loud grunting and/or yelling.
12. Users must wipe off equipment after use. Paper towels and sanitizing spray are provided. All equipment is to be returned to correct original or storage location after use.
13. When performing more than one set on weight equipment, allow others to work in between your sets. No equipment (i.e. dumbbells, physio balls, stretching mats, etc.) in the Fitness Center may be taken to other parts of the clubhouse.
14. MPHOA employs a team of trained instructors to provide our Users with safe health and fitness training; therefore, instruction or training by unauthorized personnel is prohibited. If you are unfamiliar with any piece of equipment, ask for help.
15. Refrain from sitting on equipment, unless you are using the equipment. Fitness equipment brought in from outside the Clubhouse is strictly forbidden.

## **H. Fitness Studios/Group Exercise**

1. Users using the fitness studios need to be in proper attire suitable to the class taking place in the rooms. If there are any questions on what is proper attire for a class, please ask the instructor or fitness staff.
2. Private usage of the stereo/sound system is not permitted.
3. All personal belongings must be stored in a locker during use of the studios. Only towel, shatter proof, non-spill water bottles and equipment for the class are allowed in the studio at all times.
4. All strength and studio equipment is to be returned to correct storage locations and cleaned after use.
5. Classes will be taught by a qualified Mt. Park employee. In case of illness, or emergency; a replacement instructor will be found or members will be informed of cancellation.
6. During class times, the Fitness Studio(s) are reserved for use by the class participants only.
7. Users must register in person, if a class requires registration.

8. Wait for a class in progress to officially end before entering the studio for the next class.
9. When Users arrive for class, they may set up their own equipment (step, mat, etc.) but they may not save a space or set up for another User.
10. Be prompt for class. For safety reasons, do not enter a class more than ten minutes late. If Users are late, they should not interrupt the flow of the class, and take responsibility for their own warm-up.
11. Follow the instructor's direction and the class format, with allowances for modifications due to physical limitations or fitness levels.
12. As a courtesy to the instructor and fellow Users, do not engage in long or loud conversations during class.
13. If a User is just beginning an exercise program or has any medical concerns, they should inform their instructor prior to class.
14. The group exercise classes may be added, cancelled or shortened due to participation and feedback. Notice of changes will be posted in advance.
15. MPHQA employs a team of trained instructors to provide Users with safe health and fitness training; therefore, instruction or training by unauthorized personnel is prohibited.
16. Any abuse or misconduct will lead to disciplinary action up to loss of use of fitness studios and/or clubhouse.

#### **I. Game Room**

1. The Game Room is for all Users, but those under the age of 10 must be supervised by a responsible person.
2. If someone is waiting, be courteous and limit use of all games and equipment to 30-minutes.
3. No excessive yelling, running, or dangerous activities that threaten the immediate safety of Users, Staff, and Property are allowed.
4. Users must be fully dry prior to entering game room because of slipping hazards. Removal of any items located in the Game Room must be approved and completed by MPHQA Staff.
5. Game Room equipment may be checked out at the Front Desk or Fitness Office. Clubcard or ID card is required. Users shall be responsible for the condition of equipment; fees for unreturned or damaged equipment may be assessed.
6. MPHQA reserves the right to schedule programming (leagues, tournaments, camps, etc.) or private rentals in the game room with or without notice.
7. Beverages in shatter proof, non-spill containers are permitted in the game room. Food will be allowed per Mt. Park Staff approval and must be fully cleaned up before leaving the game room.
8. Lights are not to be turned off during hours of operation.
9. Any abuse or misconduct will lead to disciplinary action up to loss of use of the game room and Clubhouse.

#### **J. Locker Rooms & Lockers**

1. Children over the age of 5 must use the gender appropriate bathrooms and locker rooms.
2. Day use lockers are offered on a first come, first served basis. Locks and locker contents must be removed daily prior to Clubhouse closure. Users need to bring their own locks. Locks left on lockers past closing time will be cut off. Lockers are available to rent on a monthly basis. Check in at the front desk for more information.
3. Be considerate of others waiting when using the showers, restroom stalls or hair dryers. Do not use the restroom stalls as changing booths.
4. Refrain from using personal hygiene products that may create strong odors, spills and stains.
5. A towel must be used when coming into contact with locker room seating surfaces.

#### **K. Family Changing Rooms**

1. Limit of 20 minutes is recommended to reduce wait times for others in need of using the facilities. Lock door for privacy.
2. All belongings must be placed in a locker after using the Family Changing Room.

3. Refrain from using personal hygiene products that may create strong odors, spills and stains.

**L. Steam and Sauna Rooms**

1. Located in the locker rooms, the steam and sauna rooms, for safety reasons, require supervision by a responsible person for Users under the age of 14.
2. Anyone using the steam/sauna rooms should be in good physical health and are encouraged to consult with a physician before using the steam/sauna rooms.
3. Anyone using these rooms must first shower and must use a towel when coming in contact with any seating surfaces.
4. Instructions for usage of both the steam and sauna rooms are posted outside each entrance. Read the instructions carefully prior to use.
5. No food, gum or drink other than water may be brought into the steam and sauna rooms. Water containers brought into the steam or sauna room must be shatter proof.
6. No personal hygiene products or procedures are allowed in the sauna and steam rooms. This includes but is not limited to: shaving, brushing hair, dressing, brushing teeth.
7. The steam and sauna rooms must not be used as a clothes dryer or changing facility.
8. Water or other liquids are not to be poured on the sauna rocks as this will damage the heating element. Please consult an employee if the temperature does not seem hot enough.
6. Tampering with or covering up of the thermostats or vents in the steam or sauna rooms will result in immediate loss of Clubhouse privileges.
7. To enhance privacy, no cell phones or electronic devices are allowed in the Sauna/Steam Rooms at any time.

**M. Drop in Childcare / The Playschool Express**

1. The Playschool Express is a drop-in child care facility for children ages 12 months-7 years. Visits are limited to 2 hours maximum.
2. Playschool Express will allow a 10:1 staff to child ratio for children 2 years old and up and a 5:1 ratio for children less than 2 years old.
3. Upon each visit to the Playschool Express, children are to be signed in and out at the counter with parent's name and child(ren)'s names, time, and parent's location in the Clubhouse.
4. No outside food or beverages are allowed. Feed your child(ren) prior to going to the Playschool Express.
5. Children must follow the direction and instruction of personnel. Behavioral problems, such as biting, fighting or other incidents that require discipline and compromise the safety of other children may result in suspension of childcare privileges for a defined period. Appropriate action will be determined on a case-by-case basis.
6. Ensure that diapered children are dry and clean before bringing them to the Playschool Express. If a child needs to be changed, personnel will request parental assistance.
7. Unless prior arrangements have been made, children will not be allowed to leave with anyone other than the parent or guardian who signed them in
8. Parents/guardians need to stay on the premises while their child is in the Playschool Express.
9. If a child is upset or uncomfortable for a period of 20 minutes or longer, personnel may request parental assistance. Prompt return by the parent will help keep the Playschool Express environment positive.
10. A charge of \$1 per minute will be charged for children not picked up by closing time.
11. For the health and safety of children, families, personnel and the community, the Playschool Express cannot accept children who have a fever, heavy cough, runny nose or other contagious ailments. Children must be free of illness for at least 24-hours prior to attending.
12. An emergency contact sheet needs to be completed for each child prior to their first visit.

**M. Room Rentals - Rooms are available to Users to rent for private functions and scheduled community events. Contact our events manager for pricing and availability.**

**N. Tennis Courts** - There is one double court in Mountain Park. It is located on Jefferson Parkway just north of the Clubhouse.

1. Courts may be reserved by Users up to one 1 week in advance. Users may sign up for one hour time slots only with no back-to-back reservations. If a reservation cannot be kept, call the Clubhouse. Reservations will be cancelled if players are more than 10 minutes late. Contact the Clubhouse to make your reservation.
2. No food or glass containers allowed on the courts. Alcohol is not permitted on the courts. Smoking is not permitted on the courts.
3. Volleying against the fence is not permitted.
4. For safety purposes, spectators must be seated when in the court area.
5. Courts must be relinquished to the next reservation.
6. Pets are not permitted on the tennis courts.
7. Skateboards, bicycles, roller blades, scooters and other such belongings are not allowed to be used in, or around the tennis courts.

## **VI. EMERGENCY PROCEDURES**

- A. Your safety is our first concern. Take a moment to review these emergency procedures. If you witness an emergency or accident, advise personnel immediately.
- B. If a User becomes injured while at MPH OA, club personnel are not permitted to provide transport. MPH OA reserves the right to call emergency rescue services.
- C. In the event of a facility-wide emergency (i.e. fire, bomb threat, earthquake, etc.) we require the cooperation of all Users in the Clubhouse to follow the direction of Clubhouse personnel and to evacuate the building immediately, if requested to do so.

## **VII. RULE VIOLATIONS**

- A. Users found in violation of the rules and regulations set forth herein, found vandalizing Mt.Park properties, or exhibiting aggressive and threatening behavior may be subject to suspension from the Clubhouse and/or other privileges, and will be liable for damages.
- B. All vandalism is reported to law enforcement. At the discretion of the Executive Director, a User's Clubhouse privileges may be suspended, pending a hearing before the Clubhouse Committee.
- C. **The Clubhouse Rules are subject to revision at any time.**

## APPENDIX "A"

Revised May 22, 2015

### MPHOA Rate Sheet for Rights of Usage

Owner:	no additional charges
Tenant:	no additional charges
Patron:	call Clubhouse for more information
Guest (day):	\$5 ages 3 and up for fitness day pass, no additional guest charges for social events. Six (6) guests maximum per day, per household.
Guest (house):	\$12.50 per week, for the first house guest, \$6.25 for each additional; or \$50 per month, \$25 for each additional. Six (6) house guests maximum per household.
Lost/Replaced Clubhouse Card:	\$5 per card.