



**City of Saginaw
Recreation & Community Services Dept.
633 West McLeroy Blvd.
Saginaw, Texas 76179
Phone (817) 230-0350, Fax (817) 232-0855**

***SAGINAW RECREATION CENTER
POLICIES AND PROCEDURES***

1.0 DEFINITIONS

The Saginaw Recreation Center provides a wide range of leisure opportunities for the citizens of Saginaw and surrounding communities through its amenities, programs and activities by promoting fitness, wellness and a higher quality of life. The center offers a full-sized gymnasium, a fitness room, a racquetball court, locker rooms with showers, four multi-purpose rooms, children’s play room, rental rooms, and recreational programs.

The following definitions apply:

- a. **Resident:** any person who lives within the corporate city limits of the City of Saginaw, Texas and pays taxes and a water bill to the City of Saginaw.
- b. **Nonresident:** any person who does not live within the corporate city limits of the City of Saginaw, Texas and pays taxes and a water bill to another municipality
- c. **Youth:** under age 16
- d. **Adult:** age 16 through 54
- e. **Senior:** age 55 and over
- f. **Family:** two adults and two youth

2.0 PURPOSE

The Saginaw Recreation Center is utilized primarily for activities and programs promoted, sponsored and coordinated by the Department of Recreation and Community Services. When not in conflict with Recreation programs, the Saginaw Recreation Center will be available for open play usage and/or private reservations.

3.0 LOCATION

Saginaw Recreation Center, 633 W. McLeroy Blvd., Saginaw, Texas 76179, 817-230-0350.

4.0 HOURS OF OPERATION

- Monday – Friday 6:00am to 9:00pm
- Saturday 8:00am to 4:00pm
- Sunday Closed

5.0 FEES & CHARGES

5.1 FACILITY MEMBERSHIP CARD FEES (effective October 1, 2015)

All persons wishing to utilize the Recreation Center must have a City of Saginaw Facility Membership Card. To obtain a card you must register your name, address, telephone number, age, and show proof of residency (driver’s license and City of Saginaw water bill). All persons will be required to pay the appropriate amount as

directed by the City of Saginaw to the staff at the Recreation Center office. Once you receive the card, you must present your card to the Center staff before using the facility. Cards must be renewed within one (1) year from the date of registration. Registration for children under the age of 18 must be completed and accompanied by a parent or legal guardian.

a. Saginaw Resident Usage Fees

- Adult Membership (ages 16 - 54) \$ 40.00 annually
- Youth Membership (ages 15 and under) \$ 30.00 annually
- Senior Adult Membership (ages 55 – 64) \$ 10.00 annually
- Super Senior Adult Membership (ages 65+) FREE
- Family Membership (family of four) \$125.00 annually
 - Additional Family Member (Youth) \$ 20.00 annually
 - Additional Family Member (Adult) \$ 35.00 annually
- Daily Fee (non-membership, all ages) \$ 5.00 per day

b. Non-Resident Usage Fees

- Adult Membership (ages 16 - 54) \$130.00 annually
- Youth Membership (ages 15 and under) \$ 60.00 annually
- Senior Adult Membership (ages 55 and up) \$ 40.00 annually
- Super Senior Adult Membership (ages 65+) \$ 30.00 annually
- Family Membership (family of four) \$325.00 annually
 - Additional Family Member (Youth) \$ 40.00 annually
 - Additional Family Member (Adult) \$ 75.00 annually
- Daily Fee (non-membership, all ages) \$ 10.00 per day

c. Other Usage Fees

- Racquetball Court Reservation Fee \$ 3.00 for 1 hour
- Replacement Cards (all members) \$ 5.00 per card/per loss
- Forgotten Card Fee \$ 1.00 per visit

5.2 REGISTRATION FEES

Fees must be paid by cash, check, or money order at the time of registration. Please make checks payable to the “City of Saginaw”. Returned checks will be subject to a \$25.00 charge. All program fees are regulated according to the cost of the Instructor, supplies, and minimum class enrollment. Some programs may require additional fees or supplies. No programs are held on holidays recognized by the City of Saginaw. All fees collected support and finance these programs. (Note: You do not have to be a member or purchase a membership to participate in our classes, programs or activities.)

5.3 RECREATION CENTER RESERVATION FEES (effective October 1, 2015)

The Saginaw Recreation Center is available for rentals after normal business hours. All rentals require a 2-hour minimum. The Gymnasium and the Multipurpose Rooms cannot be reserved by the same group or person for consecutive weekends. All rental deposits are refundable if no damage occurs to the rental area and the cleaning checklist is complete. The reservation/rental fees are listed below:

- Deposit \$100.00 per rental

- Rental Attendant \$ 15.00 per hour (a mandatory fee for after business hour rentals Sunday only)
- Rental Attendant \$ 25.00 per hour on holidays (a mandatory fee for after business hour rentals Sunday only)
- 1 Room \$ 50.00 per hour
- 2 Rooms \$ 70.00 per hour
- 3 Rooms \$ 85.00 per hour
- 4 Rooms \$ 95.00 per hour
- Full Court Gym \$ 90.00 per hour
- Stage \$ 35.00 per hour

6.0 GENERAL RULES & REGULATIONS

- 6.1** The general public will not be permitted entrance to the gym before or after scheduled hours of operation except for private reservations.
- 6.2** Food and drinks will be permitted in the lobby and classrooms only. Only water and sport drinks will be allowed in the fitness room.
- 6.3** Smoking and smokeless tobacco products are prohibited in the facility.
- 6.4** Shirts and shoes must be worn in the lobby area at all times.
- 6.5** Children age 7 and under must be accompanied by an adult guardian at all times while in the Saginaw Recreation Center.
- 6.6** Shoes must be worn in gym. Hard sole and/or black sole shoes are prohibited from the gym. Only non-marking Indoor court shoes will be allowed.
- 6.7** Athletic cleats (shoes) will be prohibited from the facility.
- 6.8** All ball playing (basketball, volleyball, etc.) will be confined to the gym floor. No ball bouncing will be allowed in the lobby and/or hallways.
- 6.9** Dodge ball, bombardment, wall ball, etc., is prohibited.
- 6.10** During school hours, no school-aged children will be permitted in the gym without authorized permission from the parent. "Home-schooled" children will be allowed in the facility during school hours only if accompanied by their teacher/parent.
- 6.11** Running or general rowdiness will not be permitted in the lobby or fitness center.
- 6.12** Chewing gum will be prohibited in the Recreation Center.
- 6.13** Alcoholic beverages are NOT permitted in any City of Saginaw Facility, including the Saginaw Recreation Center.
- 6.14** The fitness center may be used by participants 16 years and over. Youth ages 13 - 15 must be accompanied by an adult (parent or guardian over the age of 21 during entire use) to use the fitness center.

- 6.15 Profanity and abusive language are strictly prohibited.
- 6.16 Misuse, abuse or damages to the facility, a staff member or any equipment will be grounds for suspension.
- 6.17 The City of Saginaw has the right to close the gym for any reason to accommodate programs, classes, rentals and special events.
- 6.18 Hanging on nets and/or rims is prohibited.
- 6.19 No roller blades, roller shoes, skateboard or scooters are allowed in or outside the Recreation Center Facility.

7.0 SPECIFIC ROOM RULES

- 7.1 **FITNESS CENTER:** All cardiovascular/exercise machines, stationary bikes, stair climbers, and treadmills are available for use by individuals 16 years of age and older. Individuals 13 - 15 years of age may use the fitness center if accompanied by an adult parent or guardian over the age of 21. Maximum usage of any cardiovascular machine is 20 minutes per machine.
- 7.2 **RESERVATION RULES:** All rentals that are open to the public, that advertise, or generate revenue whether for profit or charity, must have prior approval from the Director of Recreation & Community Services before the rental date will be booked. Any rental charging a fee must have prior approval as above and is subject to a 15% charge of income, plus the rental fee.
 - a. User agrees to indemnify and hold harmless the City of Saginaw, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Facility and its premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind of character, whether real or asserted, occurring in connection with the use of the Facility or its premises by User, his or its agents, servants, employees or subcontractors. The City of Saginaw assumes no responsibility for any property placed in or about the Facility.
 - b. User agrees to assume all responsibility for any damages to premises, even above the deposited amount. Once reservation has ended a facility inspection will be performed. The rental deposit will be refunded if no building damage is detected. The refund will be processed and returned within two weeks of the rental date.
 - c. User shall comply with all federal, state, and local laws. User may not physically attach materials in the facility. This includes using tape or tacks on a painted surface.
 - d. User may not collect fees on the premises without previous approval by Director of Recreation & Community Services.
 - e. User agrees to leave premises in the same or better condition than that which existed prior to usage. This includes putting away all equipment, removing decorations, spot mopping floors, sweeping and taking trash out to the dumpster.

- f. The user is responsible for set-up and clean-up of facility and this time is included in the overall reservation time reserved on the written contract. Additional services and equipment are the responsibility of the user. If the building is not vacated at the specified time on the contract, additional time will be charged. City staff is not responsible for setting up or putting away tables, chairs, or any other equipment used during your reservation.
- g. Cancellation policy: A \$25 processing fee will be assessed on ALL cancelled reservations. Any reservation cancelled with less than 48 hours' notice will forfeit half of the rental fee.
- h. Alcoholic beverages, smoking, and gambling are prohibited at all City of Saginaw facilities.
- i. Center staff reserves the right to determine whether police officers are required for an activity. User is responsible for scheduling and payment of police officers if they are deemed necessary by the City staff. Center staff reserves the right to determine whether a specified number of adult chaperones are required for an activity.
- j. No oral agreements for use of City facilities shall be valid. All reservations must be confirmed with written contract signed and approved by center staff and the user with fees and deposits paid in full.
- k. The City of Saginaw prohibits rental agreements with minors. All rental agreements must be made with a legal adult.
- l. The City of Saginaw prohibits discrimination on the basis of race, color, national origin, age, or handicap in its programs and activities. Complaints or concerns on alleged discrimination can be filed with the City of Saginaw or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C., 20240.

7.3 RACQUETBALL COURT RULES: The RACQUETBALL Court is open on a first come first serve basis, unless the court is reserved.

- a) Reservations will be made no more than three days in advance. Only members of the Recreation Center may reserve racquetball Court.
- b) There is a \$3.00 fee to reserve the racquetball court.
- c) Reservation must be cancelled two hours in advance to prevent charge being placed on membership account.
- d) Reservations may be made from 6:00am to 8:00pm Monday & Wednesday, Friday's from 6:00am to 4:00pm, and Saturday's from 12:00pm to 3:00pm.
- e) Open play (no reservations) will be permitted on Tuesdays and Thursday from 6:00am to 9:00pm and Saturday from 8:00pm to 11:00am. Free play is also available when the court is not reserved. In order to have the court for free play, check in at the desk to put your name on the list. You must remain in the building to qualify for the next space.
- f) Reservations can only be made on the hour.
- g) Limit four people in the racquetball court at one time.
- h) Eye protection must be worn during play. Racquetball equipment must be returned to the desk following play.
- i) These rules have been established to help make the racquetball court available to as many participants as possible.

8.0 SUSPENSIONS

- 8.1** The City of Saginaw Recreation & Community Services Staff will have the right and authority to suspend any person indefinitely at any time, if necessary.
- 8.2** Disciplinary action should be taken if one or more of the Rules and Regulations in Section 6.0 were abused. The order of suspension is recommended as follows but supervisors have the ability to adjusted disciplinary action if warranted by action:
 - A warning will be given No Suspension
 - 1st Violation - 3 Days
 - 2nd Violation - 6 Months
 - 3rd Violation - Indefinitely
- 8.3** On all violations, Recreation Center Staff will fill out the individual's incident report form and note the suspension dates on the suspension list.
- 8.4** No violator may re-enter the facility during a suspension time without the express written permission of the Recreation Center Supervisor. Those violating suspensions will automatically have their suspension time lengthened to the next suspension.
- 8.5** Any violators wishing to appeal a 2nd violation suspension must contact the Director of Recreation & Community Services and have the suspension heard.
- 8.6** Any violator wishing to appeal a 3rd violation suspension must go before the Parks and Recreation Advisory Board. In order to do this, they must contact the Director of Recreation & Community Services to be placed on the agenda.

9.0 PROGRAMS AND ACTIVITIES

Programs and activities will be scheduled to assure maximum participation and equal opportunity to all citizens of Saginaw.

10.0 OPEN PLAY USAGE

- 10.1** Adult and Youth gym hours are established for Saginaw Recreation Center members during open play hours.
- 10.2** All full and half court open play hours are determined by recreation staff based on available gym hours. Recreation staff may cancel or close open play in the event of a holiday, special event, city function, or building conflict.
- 10.3** Full court play will be allowed if 20 people or less occupy the gym. If more than 20 people occupy the gym, half court play will be in effect with the near end court used as the challenge court. Limit games to 11, each basket counted as 1 and you must win by 2. These rules will be in effect at all times.

11.0 ATHLETIC PROGRAM REFUNDS

- 11.1** Any league that is canceled or full, customers will receive a full refund or be transferred to another accommodating City of Saginaw League.
- 11.2** If customer cancels from the league after registration deadline, refund will only be given as a customer credit to the account for other recreational or league uses.