

The CENTRE Handbook



THE CENTRE
ROLLA'S HEALTH & RECREATION COMPLEX

Welcome

You have taken an important step towards enhancing your health and well-being. There are many ways The CENTRE, Rolla's Health & Recreation Complex ("The CENTRE") can positively impact the quality of your life.

At The CENTRE, we approach health and fitness from a medically integrated perspective. We believe that our facility is unique in its commitment to meeting each member's, participant's, and guest's personal needs. Our progressive fitness environment, comprehensive programs and certified professionals will assist you in reaching and maintaining your health and fitness goals.

This handbook is intended to provide you the information you need to have an enjoyable and safe experience. We want you to experience all of the courtesies, comforts, privileges and services you deserve. Our team will maintain and oversee these policies for your benefit and for the benefit of all of our members, participants and guests.

This handbook features key policies and procedures of The CENTRE, but it is not meant to be a complete list. We may change policies as necessary and appropriate based on health and fitness considerations and guidelines and to benefit all members, participants and guests. The CENTRE team is happy to explain any of the policies and procedures contained in this handbook at your convenience.

From all of us at The CENTRE, we hope that your membership experience will result in a healthier mind and body for many years to come!

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PROPER ATTIRE, CONDUCT AND FACILITY EXPECTATIONS

Please wear athletic attire appropriate for the space in all areas of and at all times when using the facility. The standards include shirts (mid-section must be covered), shorts, sweatpants, and athletic shoes on the fitness floor and in the group exercise studios. In addition, swimming attire is required in the pools. Open-toed shoes or sandals are not permitted on the fitness floor. Bare feet are allowed only in locker room and aquatic areas. The use of shower sandals in the locker room and pool areas is recommended. The CENTRE reserves the right, in its sole discretion, to determine what is appropriate attire and appropriate member, participant, and guest conduct. The CENTRE reserves the right to revoke membership privileges based on improper conduct or behavior that might interfere with other individuals' use and enjoyment of the facility, or behavior otherwise contrary to orderly facility operations and is at the sole discretion of The CENTRE.

If you have experienced symptoms of communicable illness, including but not limited to, a fever, runny nose, cough, sore throat, sneezing, diarrhea or vomiting, please stay home until your symptoms have subsided. The CENTRE policy states those entering the facility should use discretion and be seventy-two hours without fever and otherwise symptom-free prior to entering the facility.

MEMBER SERVICES

Our Member Services team is here to assist our members, participants, and guests in any way possible. Please visit our Member Services desk if you have questions or concerns so we can provide you with the best possible experience. Member Services can assist with membership-related issues, program enrollment and scheduling, Pro Shop purchases, and member, participant, and guest feedback. In addition, comment cards are located at the Member Services desk or a virtual comment card is located on our website to provide additional opportunities for members, participants, and guests to communicate to The CENTRE Management in a written form. We encourage you to meet with our Member Services Manager or Center Director whenever you have a concern.

THE CENTRE TERMS AND CONDITIONS

All members, participants, and guests shall comply with this handbook and all The CENTRE Terms and Conditions. The rules contained herein are not inclusive. Amendments to The CENTRE Handbook, Terms and Conditions and Rules and Regulations may be made from time to time as necessary. The decision of The CENTRE shall be final regarding the interpretation of The CENTRE Handbook, Terms, Conditions, Rules and Regulations.

Monthly dues shall continue regardless of use. Please note that all membership cancellations require an advance written notice. Members and participants will be responsible for all applicable dues and fees during the cancellation period. Please refer to Right to Cancel Membership on page 7 of this handbook.

YOUR MEMBERSHIP ACCOUNT

All members' personal, financial, and health-related information is strictly confidential and may require updating from time to time. The CENTRE utilizes different methods to settle your account depending on the type of membership. Electronic Funds Transfer (EFT) or prepayment is used for all membership types via MasterCard, Visa, Discover, American Express or the bank draft method of payment.

ACCOUNT SETTLEMENT METHODS

Once you provide your account information and authorization, we'll automatically debit the pre-defined accounts for the appropriate monthly dues and house charges as designated in any program or the membership agreement. The CENTRE reserves the right to refuse entry to any member, participant or guest whose account has not been settled.

Any questions regarding membership accounts may be directed to The CENTRE accounting department.

HOUSE CHARGE

The CENTRE provides house charge privileges for members' convenience. House charges allow members to use their membership card to bill products and services to their account. Settlement of house charge accounts occurs via EFT at the beginning of each month for the previous month's charges. Membership accounts with dues settlement methods other than EFT will be required to provide the accounting department with the account information necessary to allow for EFT collection of house charges. For more information and to establish your house charge account, please stop by Member Services at your convenience.

GUEST POLICY

Members are welcome to bring a guest anytime unless prohibited by The CENTRE for security and/or health related reasons. The CENTRE reserves the right to require all guests to complete and sign a guest registration card. Each guest must:

- Present a valid guest pass or pay a guest fee per visit.
- Be 18 years of age or accompanied by a parent or guardian if 16 or 17 years of age.
- Present a driver's license or valid form of identification.
- Complete and sign a guest registration and waiver.

MEMBERSHIP OPTIONS

Additional family members on any membership account must reside at the same address. Month-to-month and annual membership payment options are available. Please contact a Member Services Associate for additional information.

AGE REQUIREMENTS

At The CENTRE you must be at least 12 years old to have an individual membership. Family memberships allow secondary members age 11 and under (with a parent member).

SENIOR MEMBERSHIP

Senior memberships for those 60 years or older are available at a reduced rate.

MEMBERSHIP CHANGES

TO UPGRADE

To add a family member to an existing membership, please contact a Member Services Associate. Additional family members must reside at the same address and be age appropriate based on The CENTRE policy.

TO DOWNGRADE

To cancel or remove a family member from a membership account, please provide a request in writing. Members may downgrade their membership at any time without a fee; however, members must provide an advance written notice.

RIGHT TO CANCEL MEMBERSHIP

Members may cancel their membership agreements without penalty within three business days after your initial agreement signing with a full refund. All membership cancellations after this period will require in person, advance written notice of intent to cancel to a member of the Member Services Team. If written notice is received by the 20th of the month, membership will be terminated at the end of that month. If received after the 20th of the month, membership will be terminated at the end of the following month. Members are responsible for paying their monthly dues for the period until cancellation becomes effective.

MEMBERSHIP HOLD

Members can place their memberships on hold ("hold") in accordance with the following restrictions:

MEDICAL FREEZE

- Members must provide written authorization from member's doctor indicating the inability to use the facility within 30 days of the event. Upon return, the member must provide written authorization from his or her physician to resume facility use.
- Medical freezes are honored for a minimum of 1 month and a maximum of 6 months.

MEMBERSHIP BRIDGE

- Requests must be submitted in writing by the 20th of the month previous to the start of the bridge start date.
- Bridges are honored for a minimum of 2 months and a maximum of 6 months.

All bridge requests for medical or extenuating circumstances must be made in writing and are subject to approval by the Center Director. The CENTRE will not honor backdated bridge requests.

MONTHLY MEMBERSHIPS

Members on an approved relocation bridge or medical freeze will have their dues portion suspended. A membership-processing fee may be charged during the bridged period (see Member Services desk for details). A member may not use the facility during the bridged period.

YEARLY OR PAID IN FULL MEMBERSHIPS

Yearly or Paid in Full members on an approved bridge or medical freeze will have their membership expiration date extended per the Bridge/Medical freeze extension schedule for yearly/paid in full memberships.

MEMBER ID CARD AND REPLACEMENT

All members are required to present membership cards upon entrance to The CENTRE at the Member Services desk. The CENTRE membership cards that have been lost or stolen will be replaced through Member Services for an additional fee. The fee for replacement is due upon receiving your card. ID Cards are non-transferable.

LOST AND FOUND

The CENTRE maintains a "Lost and Found". Inquiries can be made at the Member Services desk. Members, participants, and guests may turn in or claim items. Items will be kept for one week before being donated to charity. Intimate items including underwear, soaps, brushes/combs will be disposed of. The CENTRE is not responsible for lost or stolen items.

FACILITY TOURS

Tours are available at the Member Services desk.

ADDITIONAL SERVICES

PERSONAL TRAINING

The CENTRE offers a variety of personal training services and packages provided by degreed and certified fitness staff for an additional fee. Contact the Member Services desk for additional information or to schedule an appointment. Only The CENTRE trainers are eligible to conduct personal training at The CENTRE; therefore, participants who do not comply with this policy (by participating in and/or providing training for a fee) are subject to having their memberships revoked.

GROUP AND PRIVATE SWIM INSTRUCTIONS

The CENTRE offers a wide variety of classes and sessions suitable for all swimming levels. A menu of swim services is available at our Member Services desk.

NUTRITION SERVICES

Nutritional counseling is available for an additional fee. Our registered dietitian provides professional consultations for both individuals and groups. Contact the Member Services desk for additional information.

CANCELLATION POLICY

When cancelling appointments for session-based services, 24 hours' notice is required. Should less than 24 hours' notice be provided, the client may be charged a portion for the scheduled service.

Please note: All sessions expire one year from date of purchase unless otherwise indicated.

GROUP EXERCISE

The CENTRE provides a wide range of land and aquatic group exercise programs. Schedules are available at the Member Service desk and on our website. Class participants should arrive on time to avoid disrupting other class members and to get maximum benefit from the warm-up. Group exercise classes listed on class schedule are all-inclusive; however, there are specialty classes that require a fee for attendance. The CENTRE reserves the right to change class times and instructors and to add or remove classes.

The CENTRE reserves the right to limit the number of participants in each class for the safety (health and wellness) of our members, participants, guests and staff. Members, participants, and guests are expected to wipe down equipment both before and after use in a group exercise studio.

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

CARDIO THEATER

Some of the cardiovascular equipment is outfitted with Cardio Theater. Cardio Theater allows members, participants, and guests to listen to televisions or music stations during workouts. Headsets plug into the programming box attached to the equipment. The station number corresponds with the number displayed below each TV. Individuals provide their own headsets. Headsets are available to purchase in the Pro Shop. If you would like to use your mobile device for audio, please download the AppAudio streaming app from the App Store or Google Play.

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

AQUATICS

A variety of aquatic programs and pool areas are available for member, participant and guest use. Health department standards encourage individuals to shower with soap and water before use of any pool, sauna or steam room. Members, participants, and guests must follow all posted rules and regulations. Proper swim attire (lined suits) is required in all pools. The use of swim sandals in the aquatics and locker room is recommended. Please refrain from wearing fragrances while using the pools.

Lap pool lanes should be shared during peak hours. The proper lap swimming etiquette is to "circle swim" using a counter-clockwise rotation of the lane in use. If all lanes are being used to full capacity, it is requested that members, participants, and guests be courteous and restrict their workouts to a reasonable time frame. The CENTRE reserves the right to limit the number of participants in the swim lanes and pools for the safety (health and wellness) of our members, participants, guests and staff.

Pools will be closed annually for mandatory maintenance and cleaning.

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

FAMILY SWIM PROGRAM

The CENTRE offers Family Swim days for members and their children to swim together. Parents must accompany children at all times, and swim diapers are mandatory for infants. Lifeguards are present.

Dates and times are posted at the Member Service desk. A child who is not enrolled as a Stay & Play Member will be charged the posted drop-in fee. Members may bring guests and their children to Family Swim. Each adult and child guest will be charged the posted drop-in fee. The CENTRE reserves the right to close the pools for health and wellness reasons at its sole discretion.

STAY & PLAY CHILD CARE

Stay & Play is a supervised child activity area where children enjoy a fun experience while their parents or grandparents are using the facility. Children receive quality care in a safe, kid-friendly atmosphere with activities ranging from arts and crafts to physical fitness.

- For members' children and grandchildren ages (3 months to 11 years old)
- Limit one visit per day, per child, up to two hours per visit
- Parents or guardians must remain on The CENTRE's premises while a child is in the Stay & Play area

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

GYMNASIUM

Shirts are required at all times in the gymnasium. Our gymnasium is available for basketball, volleyball and facility activities; please note posted schedule in gymnasium for availability. The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

TRACK

Please read the track signs carefully and comply with the direction designated for the day; signs are located at each of the two entrances of the track. As a matter of safety, please do not stand and converse in any lane of the track. Walk in the inside lanes and run in the outside lanes; yield right of way to members, participants, and guests using the track at a higher pace. The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

LOCKER ROOMS

Lockers are provided for members, participants, and guests on a “per use” basis. These lockers must be emptied of their contents after each visit to The CENTRE. Long term locker rental is also available for a fee. In addition, the locker rooms provide a number of amenities including soap and shampoo.

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

FAMILY LOCKER ROOMS

The family locker room is intended to be used by members who bring their children or grandchildren into The CENTRE for swim lessons. It may also be used for members, participants, and guests who need additional assistance and may be with a caregiver. It is not intended to be used in lieu of the adult locker rooms.

- Be respectful of other members, participants, and guests when using the family locker room; nudity is not permitted in the common area of the family locker room
- Adult supervision is necessary for the safety of all children when using The CENTRE
- When using the individual changing rooms, locking the door will ensure your privacy

The CENTRE reserves the right to close the area for health and wellness reasons at its sole discretion.

PRO SHOP

The Pro Shop offers a wide selection of athletic equipment, swim and sports apparel. The Pro Shop is open to members as well as the general public. Purchases may be made at the Member Services desk.

CELL PHONE, PHOTOGRAPHY, AND VIDEOGRAPHY

As a courtesy to fellow members, participants, and guests, and for your own safety, talking on cell phones is discouraged in the facility. Please use lobby areas to make and receive cell phone calls.

Photography and videography are strictly prohibited unless the Center Director has granted authorization. Multiple offenses of this policy can result in loss of membership, guest or participant privileges.

TOBACCO, ALCOHOL, CONTROLLED SUBSTANCES, AND WEAPONS

The CENTRE is a designated smoke-free environment. Smoking cigarettes, pipes, cigars or use of any other tobacco product including E-Cigarettes is not allowed. Alcohol and drugs are NOT permitted on the premises. Weapons including guns, knives, explosives or any other items with potential to inflict harm are not allowed on the premises. Appropriate action will be taken against any member, participant, or guest who violates this policy.

MEMBER, PARTICIPANT, AND GUEST ETIQUETTE

Please abide by the basic rule of “courtesy to and safety of your fellow members, participants, and guests.” Please also refer to the signs posted on the Fitness Floor and located around The CENTRE for details.

GENERAL

- Avoid the use of strong-smelling colognes, perfumes or lotions.
- Please use clean athletic shoes to keep the facility and equipment clean for others.
- Food is prohibited outside the lobby area; beverages must be stored in plastic bottles with secure tops.
- Food is prohibited in the locker rooms.
- For the safety of others and your personal belongings, (including but not limited to cash, credit cards, and jewelry), should not be left unattended at any time.
- If you have experienced symptoms of communicable illness, including but not limited to, a fever, runny nose, cough, sore throat, or sneezing, please stay home until your symptoms have subsided. The CENTRE policy, states those entering the facility should use discretion and be seventy-two hours without fever prior to entering the facility.

SAFETY & WELLNESS

At The CENTRE, we view safety and wellness as a “team sport”. By using The CENTRE, you acknowledge that it is impossible to completely eliminate the risk of injury, illness, disease, and viruses and you assume the risks that you might get ill or sick when using communal space. To help stop the spread of germs, please review and act in accordance with CDC guidelines:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in the trash.
- If you don’t have a tissue, cough or sneeze into your elbow, not your hands.
- Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

- Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.
- Wash your hands with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

FITNESS FLOOR

- Limit time on any cardio equipment piece to 30 minutes during peak times.
- Limit use of circuit training equipment to one set per machine when others are waiting and allow other individuals to “work in” with you.
- Use the disinfecting wipes provided in the exercise areas to remove perspiration from equipment before and after each use; disinfectant wipes are available throughout the fitness area.
- When vacating the equipment, please remove all personal belongings.
- Please re-rack your free weights after use and avoid dropping weights and dumbbells on the floor.
- Children are prohibited from the Fitness Floor and stairs leading to the Fitness Floor for safety reasons; please use the elevator if escorting children to another level.
- Please do not leave treadmills running unattended; if you must leave the treadmill, please use the pause button to temporarily halt the treadmill belt.

LOCKER ROOM

- Please assist us in keeping the locker rooms clean for your fellow members, participants, and guests.
- Eating and storage of perishable items is not permitted in the locker rooms at any time, and lockers must be emptied of contents after each visit to The CENTRE.
- Please discard trash in the appropriately marked receptacles.
- It is required that a towel be wrapped around or placed beneath oneself when using benches and chairs.

- Street shoes are not permitted in the shower and spa areas.
- Fingernail cutting, toenail cutting, and exfoliating are prohibited in the locker room.
- Hair cutting and coloring are prohibited in the locker rooms.
- Cell phone or tablet use is strictly prohibited in the locker rooms.
- Use the disinfectant wipes provided in the locker room areas to remove perspiration from benches/chairs/stools and lockers before and after each use; disinfectant wipes are available throughout the locker room area.

ASSISTANCE

If you have any questions or need assistance on the Fitness Floor, feel free to ask one of the Fitness Team members wearing a Staff shirt.

Personal trainers provide a one-on-one service and should not be interrupted unless there is an emergency.

USEFUL PHONE NUMBERS

Member Services Desk	573-341-2386
Membership Department	573-426-6925
Fitness Desk	573-426-6920
Stay & Play Child Care	573-341-2386

HOURS OF OPERATION

FITNESS FLOOR

Monday – Thursday	5:00 AM – 9:00 PM
Friday	5:00 AM – 8:00 PM
Saturday	8:00 AM – 6:00 PM
Sunday	12:00 – 6:00 PM

MEMBERSHIP

Monday – Friday	8:00 AM – 6:00 PM
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STAY & PLAY CHILD CARE

MORNINGS

Monday – Friday	8:00 – 11:00 AM
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EVENINGS

Monday – Friday	5:00 – 7:00 PM
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1200 Holloway St., Rolla, MO 65401
573.341.2386

rollacentre.org

