



# BOROUGH OF CONSHOHOCKEN

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This policy establishes the guidelines for patrons entering the Community Center to ensure a safe environment. All persons entering the facility must check in at the front desk and provide verification of membership at the Community Center or be an approved program or rental participant.

## Check in Procedures

### 1. Member

Present membership card to the Front Desk Associate to be scanned and await approval to be granted access.

**ONLY annual memberships** include three (3) guest passes per month. Guest(s) must sign a waiver form and be 18 or older, or a parent/guardian must be present to sign the waiver form, and remain on site if the child is under 12 years old. A member must accompany guest(s) at all times. Members are not permitted to leave their guest(s) at the facility unattended/unsupervised.

### 2. Day Pass

Day pass users must check in at the front desk, pay all fees, and sign all applicable forms before using the facility. Day pass users will have access and use of the gymnasium/basketball courts, the fitness center, the game tables and activity space, and have access to the Community Center Wifi. All day pass users must sign a waiver form and be 18 years or older. If a day pass user is under the age of 18 a parent/guardian must be present to sign a waiver form, and must remain on site if the child is under 12 years old. Day pass waivers are valid for one year. Day pass users may not have access to areas of the facility that are being used for programs, events or rentals.

### 3. Program Participant

Check in immediately at the front desk. Participant's name must be on the program roster, unless the program allows onsite registration. Present payment when registering on-site (if applicable). All persons participating in a specific program are limited to the designated program area scheduled by the Director of Recreation Services.

### 4. Under Age Use

Child members under the age of 12 must be accompanied by a parent or guardian at all times, or be an approved participant of a running program. Children aged 12-17 are eligible for a youth membership. Parent or guardian approval is required for the membership registration process, either in-person or online.

### 5. Rental Participant

Check in with the Front Desk Associate to confirm your rental reservation. Staff will escort or direct you to the designated rental area. Based on the need and terms of the rental contract, all persons participating in a rental agreement are limited to the reserved area stated in their contract, and are not permitted to use other parts of the facility unless agreed upon.

### 6. Visitors

- All persons must identify themselves to Community Center personnel upon arrival.
- The Community Center at the Fel recognizes that persons may visit to obtain information, sit in the lobby or use the restrooms. Visitor access is limited to the front lobby area of the facility. No exceptions will be made.
- The restrooms closest to the lobby may be utilized. If they are unavailable due to a program or rental, visitors must be escorted to the locker room restrooms by a staff member.
- Restroom access may be denied if a program or rental is taking place.
- Community visitors may utilize the front lobby. However, use may be denied due to programs in the facility.
- Visitors may be asked to leave if they do not abide by facility regulations and code of conduct.

### 7. Trespassing/ Unauthorized Access

- Any persons unauthorized to enter the facility will be asked to leave. Police will be called if warranted.