



City of Le Sueur Recreation Department Building Policies & Code of Conduct

Le Sueur Community Center

Mission Statement

The mission of the Le Sueur Community Center is to provide a fun and safe place for area community members to gather, and offer quality programs that will help develop healthy individuals and families. We expect that patrons understand the importance of a safe and positive environment.

Facility Patronage Understanding

Strenuous exercise can be a potentially hazardous activity. Neither you nor your family members should use this facility unless medically able. By knowing these facts, you hereby understand any kind of strenuous activity whatsoever can arise out of my participation at this facility. You further understand that you and your family members should check with your physician before beginning any type of exercise program.

Le Sueur Community Center Code of Conduct

The following policy has been adopted by the City of Le Sueur in order to ensure a safe, positive and healthy environment for our members and guests. Additional policies may be added as circumstances warrant.

Purpose: The health, safety and well-being of every member and guests ("patrons") utilizing the Le Sueur Community Center is the City's primary objective. Respect for the staff, patrons, other members, and the facility is paramount.

Code of Conduct: The Center shall enforce adopted rules regarding sharing of access cards or letting non-members enter after hours, and negative patron conduct while on site, including, but not limited to the following: tobacco use, profanity, rowdy or disruptive behavior, conduct that is of an inappropriate, threatening, or offensive nature, fighting, mischief, harassment or intimidation by words, gestures, body language, or any menacing behavior, any demonstration of sexual activity or sexual contact with another person, theft or behavior that results in the destruction of property, alcohol*/drug/or other substance use or possession, and personal hygiene that is offensive and/or constitutes a nuisance to others. Community Center staff shall be the sole judge of what constitutes inappropriate conduct and behavior covered by this policy. The Community Center is a family-based facility and all patrons will be expected to conduct themselves accordingly. Patrons who exhibit inappropriate behavior may be either temporarily or permanently expelled from the facility. Center staff will involve the Le Sueur Police Department or other appropriate Law Enforcement agencies, when necessary, to enforce this policy.

***Alcohol may only be served by a specified licensed liquor provider during a permitted rental event at the center with security from the police department present during the event.**

Enforcement: Patrons are encouraged to be responsible for their personal comfort and safety, and to ask any person whose behavior threatens their comfort to refrain. If a patron feels uncomfortable in confronting the person directly, they should report the behavior to a staff person. The Management will investigate all reported incidents of a violation of this Code of Conduct. Actions taken by Community Center staff in response to violations

of this Code of Conduct or other rules and policies of the Center will depend on the incident and surrounding circumstances. A violation of this Code of Conduct or other rules and policies of the Center may result in an enforcement action ranging from a verbal warning up to and including the revocations of membership privileges. In most cases, enforcement action will consist of the following steps, although this is not a progressive discipline policy and the Center in its sole discretion may impose any enforcement action warranted by the situation:

1. First Violation: a verbal warning will be given.

2. Second Violation:

a. For minors under the age of 18, a time out period may be mandated. At this time the minor may be required, in the presence of staff, to notify their parents/guardians of their actions. A written incident report will be filed.

b. Adults who violate the Code of Conduct or any other Center policy may be asked to leave the Community Center immediately. A written warning and incident report will be filed.

3. Third Violation: the patron's membership privileges will be suspended and the patron will be asked to leave the Community Center and not return until a specified date. The length of the suspension is at the discretion of a designated on duty manager ("manager") based upon on the severity of the violation and surrounding circumstances.

a. For minors under the age of 18, the minor may be required to wait in an assigned area while staff contacts a parent/guardian to inform them of the violation with the expectation that the parent will arrive shortly to pick up their child.

b. Adults over the age of 18 will be notified by the manager of the violation and the length of suspension and asked to leave the Community Center immediately for the suspension period.

4. Fourth Violation: the patron's membership will be revoked. All membership and daily privileges will be revoked and the offender will not be allowed back into the Community Center.

Under no circumstances will any fees be refunded. Copies of written warnings shall be maintained for a term of three (3) years and may be referenced in any recurring incidents.

Appeal of Suspension or Termination of Membership Privileges:

A patron whose membership privileges are suspended or revoked may appeal such a suspension or revocation to the City of Le Sueur Recreation Manager. A patron who wishes to appeal to the suspension or revocation of their membership privileges shall file a written request to appeal the suspension or revocation with the Recreation Manager within five (5) business days of the date the notice of the suspension or revocation is delivered in person or mailed to the patron. The Recreation Manager shall hear all appeals of membership suspensions and revocations, and may uphold, modify, or overturn the suspension or revocation of the membership. If the member is not satisfied with the outcome they can appeal to the City Administrator following the same process and said appeal must be filed with the City Administrator five (5) business days from the date of the Recreation Manager's decision. If the patron is not satisfied with the outcome they may appeal the suspension or revocation to the Personnel & Budget Committee following the same process, and said appeal must be filed with the City Administrator five (5) business days from the date of the City Administrator's decision.

The City of Le Sueur and Le Sueur Recreation Department maintain the right to deny access and/or membership rights to any individual or group deemed to pose a risk to the health, safety, or wellbeing of visitors, members, and/or the general public.

Le Sueur Community Center Building Use Policies

COMMON AREAS/OVERALL BUILDING AREAS

- Respect community center staff, patrons, and equipment.
- No sharing of access cards or letting non-members into the building.
- All children 14 years of age and younger are required to have a responsible person (18 years or older) always providing supervision in the center and cannot be in the building after office hours (5:00pm Monday-Friday), except for a child participating in an organized activity while the responsible person is physically present at the Community Center.
- Please walk, do not run, in hallways and locker rooms.
- Children between the ages of 15-17 years old may be in the building from 7:00am to 10:00pm.
- Clothing and shoes are required when outside the pool area.
- Organized meetings in common areas are only permitted if organized through the Community Center.
- For safety reasons, we do not allow glass containers anywhere within the Community Center, unless authorized by Community Center staff.
- No overnight personal storage will be permitted in the building unless prior approval is obtained from staff, with the exception of those members who have rented a permanent locker.
- The Community Center reserves the right to deny admission to anyone who appears to be under the influence of alcohol or a controlled substance.
- The City of Le Sueur, and its personnel, are not responsible for items lost, stolen, left on site, or left in a vehicle on campus.
- No pets other than service animals or animals that are part of an approved event are allowed in the Community Center.
- No skateboards, rollerblades, rollerskates, or roller shoes are allowed.
- Flyers/posters cannot be posted in, on, or around the Community Center without prior Community Center approval. Check with Management for approval.

SMOKING

- We do not allow tobacco use within the Community Center.

OUTSIDE FOOD/BEVERAGE POLICY

- Outside food and beverage are allowed in the Community Center, provided patrons clean up after themselves. Food, gum, juice, and soda are not allowed in the fitness center.
- No glass bottles allowed.

LOST AND FOUND

- All items turned into the office will be placed in the lost and found bin in the lobby. Valuable items will be turned over to the Le Sueur Police Department after seven (7) days and all other items will be donated or discarded after 30 days.

INCLEMENT WEATHER

Thunderstorm Warning:

During posted Community Center office hours

- Pools will close and guests will be directed to the designated shelter area until the warning has expired.
- All other patrons will be notified that there is a thunderstorm warning.

Tornado Warning:

- All patrons in the building will be directed to the designated shelter area until the warning has expired.

If School District 2397 schools close due to inclement weather, city recreation programming within school buildings will be cancelled, including any morning swim times at the Community Center. If School District 2397 schools close before 3 p.m. and weather clears, call the Community Center (507-665-3325) for program cancellations.

EMERGENCIES

There is an Emergency Action Plan in place for staff and guests in case of emergency. Please ask staff for assistance in an emergency situation.

MAINTENANCE DAYS

- The Community Center will block off dates as necessary for repairs or maintenance of areas/equipment. This may include the closure of certain areas of the facility with limited or no access.

FITNESS AREA

- Outside personal trainers not employed by the Community Center may not accept personal payment from a client for training.
- Staff reserve the right to remove non-employee or non-contracted trainers and members being trained by non-employee or non-contracted trainers from the facility.
- Treat equipment with respect and return equipment to its proper place when finished using it. Equipment is not to leave the fitness center without permission.
- Chalk is not allowed on the fitness center floor.
- Food, gum, juice, and soda are not allowed in the fitness center.
- No glass bottles allowed.
- Proper workout attire is recommended and appropriate shoes (sneakers or tennis shoes) must be worn at all times.
- No foul language or horseplay is allowed in the fitness center.
- Anyone under the age of 12 is not allowed in the fitness area. No exceptions.
- A spotter is required when bench pressing.

FITNESS/MEETING ROOMS

- No gum or glass bottles are permitted in the rooms at any time.

LOCKER ROOMS

- The City of Le Sueur is not responsible for items that are lost, stolen, or left in the facility.
- Keep clothing and valuables locked in lockers.
- Do not run in the locker room area.
- Locker room checks are performed at random and outside locks will be removed from lockers if present for an extended period of time.
- Cell phone use is not allowed in the locker room area.

GENERAL POOL POLICIES

- Children 10 years of age and under must be accompanied by a responsible person (18 years or older).
- All swimmers must shower before entering the pool.
- Only U.S. Coast Guard-approved life jackets are allowed. No inner tubes, air mattresses, full-face masks, or snorkels may be used. Community Center life jackets are not for general use.
- No persons with or suspected of having a communicable disease which could be transmitted through use of the pool shall use the pool.
- Proper swim wear is required.
- Spitting, spouting water from mouth, and blowing the nose in the pool is prohibited.
- No running or rough play is allowed.
- Glass objects are not allowed in the pool area.
- Persons with open or infectious sores are not permitted in the pool.

See specific pool areas for additional rules and regulations.

GYMNASIUM

- All individuals using the gym must be a member or pay the open gym fee.
- Only plastic water bottles are permitted.
- No black-soled shoes or shoes that will mark the floor will be permitted.
- No bare feet, sandals, or street shoes are allowed.
- Attire or gestures recognized as offensive will not be allowed.
- Staff reserves the right to determine all gym use and inappropriate behavior by users. Please refrain from:
 - o Dunking, slamming, or hanging on basketball rims and/or nets
 - o Running or bouncing balls in the hallways
 - o Spitting, rough housing, wrestling, or pushing
 - o Swearing, abusive, or inappropriate gestures
- Children ages 10 and under are required to be accompanied by a responsible person over 18 years of age.
- Patrons are responsible for replacing balls or equipment that have been damaged, or are lost or stolen while they are using them.

- Open Gym times may be cancelled in the event the gym is rented for a private event.
- Please see the rental policies and procedures for private rentals of the gym.

ICE ARENA

- All individuals or groups using the ice must pay a fee before taking the ice.
- Puck shooting in the shooting area only.
- No running or horseplay around the rinks.
- No dry-land training allowed around the rinks without prior approval from the Recreation Department.
- All children under 10 years of age must be accompanied by a responsible person (18 years or older).
- No climbing or hanging on rink glass.
- No individuals except for the net movers are allowed on the ice during resurfacing. No pucks on the ice during resurfacing.
- Wear proper attire and equipment at all times (based on activity).
- Spectators should be aware of flying pucks.

OPEN SKATE

- All individuals must be a member or pay the open skate fee before taking the ice.
- Open skate is designed to be an enjoyable and safe activity for all participants.
- Food and beverage is not allowed on the ice.
- Adults and children may not be on the ice without skates. Skaters may not sit on boards during open skate.
- Skate aid equipment is for beginner and tot skaters only and not to be used for any other purpose.
- Hockey drills, pucks, and sticks are not allowed on the ice.
- Skating lessons may not be given without prior approval from the Recreation Department.
- Ice skate blades are not permitted above knee heights.

OPEN HOCKEY

- All individuals must be a member or pay the open hockey fee before taking the ice.
- All players must wear a helmet. Goalies must wear proper equipment.

Enforcement of these rules is at the discretion of staff on duty. Please report any problems within the Community Center (507-665-3325).

Managerial Statement: The City of Le Sueur Community Center managerial staff reserves the right to implement immediate and additional rule enforcement beyond this policy as deemed necessary.