

# **Ketchikan Gateway Borough**

Parks and Recreation Department

Gateway Recreation Center

Facility Rules/Discipline Policy

## **General Facility Rules**

1. All visitors must sign in at the front desk prior to participation in any activity.
2. No foul language is permitted.
3. The use of alcohol or drugs inside or around the facility is prohibited.
4. Anyone under the influence of alcohol or drugs will be asked to leave the facility. Non-compliance will result in a report to law enforcement officials.
5. Vandalism within or around the facility is prohibited.
6. No running is allowed in the lobby.
7. Proper use of the facility and all its furnishings is expected at all times.
8. No food, drink, or gum is allowed in the locker rooms.
9. Items or behaviors that pose harm of any kind to visitors, staff, or the facility itself are prohibited.
10. Visitors are expected to keep track of their possessions at all times. The Recreation Center assumes no responsibility for lost or stolen items.
11. Courteousness to other visitors and staff is required at all times; harassment of staff or other visitors will not be tolerated. Fighting of any kind, either verbal or physical, is prohibited.
12. Visitors must comply with all staff directions and requests.
13. All small children who are not directly involved in a Recreation Center-sponsored activity must be supervised by a parent or guardian at all times.
14. Back exit doors may be used only in emergency situations.
15. All visitors to the Recreation Center are expected to familiarize themselves with facility rules prior to use.

## **Air Hockey/Ping Pong**

1. Use the equipment properly at all times.
2. Equipment must be checked out and returned to the front desk by the same person.

## **Children's Activity Room**

1. All children must be signed in and out by a parent or guardian.
2. No food or drink is allowed on the carpeted area.
3. Running is not permitted.
4. All toys must stay in the room.
5. The maximum child to adult ratio permitted is ten children to one adult.
6. Children with fevers and/or infectious disease may not enter the children's room.
7. All children under the age of 2 must be accompanied by a parent or guardian.

## **Exercise Rooms**

1. Doors are to be kept locked at all times, unless unlocked by an instructor or other staff member. All doors must be locked after each class.
2. Blinds must be returned to the open position after each class.
3. All equipment must be properly stored following each class.
4. No food, drink, or gum is allowed inside the exercise rooms. Only water in closed containers may be used.

## **Fitness Room**

1. No outside shoes are allowed; only non-marking, indoor shoes may be worn.
2. No one under the age of 13 is allowed in the fitness room at any time.
3. No food or gum is allowed. All drinks must be in a closed container.
4. Wipe off all equipment properly after use with the provided disinfectant spray.
5. Follow posted procedures for equipment usage flow.
6. All equipment must be used in a safe and proper manner.

## **Gymnasiums**

1. No outside shoes are allowed; only non-marking, indoor shoes may be worn.
2. All gymnasium users who are participating in drop-in basketball must wear wristbands issued by the front desk to signify payment prior to entry.
3. Indoor balls only. All patrons using Recreation Center basketballs must surrender collateral at the front desk prior to use.
4. No food, drink, or gum is allowed inside the gymnasiums. Water in closed containers may be used on the bleachers only.
5. Contact of any kind with the backboard, including dunking, is prohibited.

## **Track**

1. No outside shoes are allowed; only non-marking, indoor shoes may be worn.
2. Follow traffic direction at all times—clockwise on Mondays, Wednesdays, Fridays, and Sundays; and counter-clockwise on Tuesdays, Thursdays, and Saturdays.
3. Strollers are allowed; wheels must be wiped clean prior to use on the track.
4. No food, drink, or gum is allowed on the track.
5. Use the outside lane for running and fast walking and the inside lane for walking and stroller use.
6. Sprinting on the track is not permitted.

## **Racquetball Courts**

1. No outside shoes are allowed; only non-marking, indoor shoes may be worn.
2. No food, drink, or gum is allowed inside the courts.
3. Courts may be reserved in advance through the front desk. All reservations for use that are made prior to playing time will be honored ahead of walk-in use.