



# *Membership Information*

Westlake Recreation Department

28955 Hilliard Blvd , Westlake, Ohio 44145

Phone 440.808.5700

Fax 440.808.5690

Website: <http://www.cityofwestlake.org/Recreation>

Dennis M. Clough, Mayor

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# General Information

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## Hours of Operation (subject to change)

Monday - Thursday	5:30 am - 10:00 pm
Friday	5:30 am—9:00 pm
Saturday	7:00 am - 8:00 pm
Sunday	8:00 am - 6:00 pm

The center is **closed** on the following holidays: New Year's Day, Easter Sunday, Independence Day, Thanksgiving and Christmas Day.

The center has **limited hours** on the following days: Memorial Day, Labor Day, Christmas Eve and New Year's Eve.

*\*hours subject to change*

*The pools will close 1/2 hour prior to closing & the indoor track, gymnasium and fitness areas close 15 minutes prior to closing.*

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# Westlake Park & Recreation Center

The Recreation Center was funded by the passage of a 1/8 of 1% income tax levy in 1995 to develop and construct the center. The Recreation Center opened in 1998 with a total cost of construction at \$14.2 million for both the center and the grounds. Van Dijk, Pace, Westlake Architects designed the original structure with Panzica Construction Company as the primary construction contractor.

In 2005, Westlake Reed Leskosky designed the Fitness Room and expansion/ renovation project with Fiorelli Construction as the general contractor. With the addition, the center is now approximately 102,000 square feet situated on 86 acres of land.

Phase II was completed in the in the Winter of 2006 with an 18,500 sq. addition housing a fitness room, relocated Tot Room and expanded lobby area. Other areas of the building including the existing fitness room were renovated to make room for the Group Cycling Studio, the classroom and the Group Exercise studio.

The artwork in the lobby was designed by artist Charlotte Lees specifically for the center and obtained by the Westlake Arts Council.

The Westlake Lion's Club Community Square is located by the flagpole and includes over 500 engraved bricks that residents have purchased and engraved their names on their own 'personal brick'.

There is a man made 5+acre pond stocked with minnows, bass, bluegill, catfish, trout and crappie. A fishing permit is only required one month from the date that the lake is stocked.

The sledding hill is made with the excess soil from excavating the lake and the city hall. It can be used year round to watch soccer games, sledding and sports. Two 300 foot baseball diamonds are used for youth baseball and softball games. Five hard surface tennis courts are used for city leagues, lessons and general public use. Two modified sized soccer fields are used for youth soccer games in addition to a space for younger kids to play.

There is an 8-foot wide outdoor track approximately 1.2 miles in length that may be used year-round for walking, biking, jogging, roller-blading or cross country skiing in the winter.

Built in 2000 and expanded in 2007, the playground is located by the concession stand and contains several play structures including slides and swings.

The gazebo was built in 2001 and provides an area for wedding ceremonies, concerts and a place to take pictures. A wooden pavilion and picnic tables were added to the playground area for additional seating.

# Membership

## Membership Guidelines

- HH Primary: Anyone ages 18-59 who either reside or work in Westlake.
- HH Primary +1(up to 7): 2+ individuals ages 7-59 who reside or work in Westlake at the same address as the primary member. Memberships are processed based on household address. All persons on the membership must reside at the same address. Proof of residency must be provided by anyone 18 years of age and older. You may add seniors to this package if they are 60 and older.
  - Children 6 and under must be listed on the membership form and will be free of charge. Proof of age will be required (birth certificate, baptismal record or passport)
  - Individual Youth Memberships (those ages 10-17) must be completed by parent or legal guardian and provide proof of age for the child.
  - COLLEGE ONLY: Students (ages 18-23) must present a current class schedule or a current tuition bill from an accredited institute showing full-time status (12 credit hours or more). If proof is not presented, college-aged student must purchase an adult individual membership. Proof of residency or corporate verification is also required. A letter of acceptance from the college will NOT be accepted as proof.
  - Senior rate is for those 60 years of age and older. Senior Couple is one person is 60+ and the other is 55+ years of age.
  - Resident and corporate verification for memberships must accompany payment (for all new and renewed memberships). Membership will not be processed without this information.
    - o Accepted forms of Westlake residency: current driver's license, checkbook, utility bills or bank statement. Correspondence, junk mail or personal letters will NOT be accepted. 2 proofs of residency are required for new and one proof for renewal memberships.
    - o Accepted forms for Corporate: Pay stubs must be within the last 30-45 days. Letter from the employer or business cards will NOT be accepted.
  - Special "Corporate" rates: Westlake property owners (must provide current property tax information), child attends school in Westlake (must provide current tuition bill or class schedule) and Friends and Family program will pay corporate membership plus a \$50 fee. This \$50 fee must be paid in full at the time of registration. Fee cannot be included in installment billing.
  - Members may add a family member (18 years of age and older) as long as they reside at the same address with proper identification. Primary member must be present to add additional members. Member must pay for difference in upgrade at time of addition. Installment payments will remain the same until the membership is paid in full. The expiration date of the original membership becomes effective for all members.
  - Corporate discounts: A 10% corporate discount applies if the corporation has 10 employees or more with current memberships. A 20% discount is available to corporations with 50 or more employees with memberships. Discounts will be applied towards a membership renewal provided that the requirements are met.
  - Senior Walking passes (60 yrs of age and older) are available ONLY to residents and can be used solely for the indoor track from 10:00am to 2:00pm Monday through Friday.
  - Memberships are non-refundable, non-transferable and good for one year from date of purchase.

## Membership Perks

Your Westlake Recreation Center Membership includes:

- ◆ Unlimited use of 'open gym' and 'open swim' times
- ◆ Unlimited use of the Fitness/Exercise area and saunas
- ◆ Unlimited use of the indoor 3-lane track
- ◆ Reduced rates for classes and facility rentals
- ◆ Tot Room privileges
- ◆ Eligibility for Birthday Party Packages

## Package Information

- Current rates and packages are available either at the front desk or online at <http://www.cityofwestlake.org/344/Membership-Information>.
- Memberships are non-refundable, non-transferable and good for one year from date of purchase.
- Patrons will have the option of purchasing a year membership or participating in the Installment Payments program.

## Guest Passes

Members may bring 2 guests to the Recreation Center per day. Guests ages 4 & over are required to purchase a guest pass. Guests under the age of 3 are free if they are with an adult member or paid adult. Members must accompany and take responsibility for guests at all times while in the building. Residents may buy a daily guest pass with proper photo identification.

***Westlake Residents must present proper and current Westlake residency proof. Failure to do so will result in being charged the non-resident rate.***

	<b><i>Westlake Resident</i></b>	<b><i>Non Resident (must be accompanied by current Rec center member)</i></b>
Ages 3 & under	FREE with paying adult	FREE with paying adult
Ages 4-17	\$5 per day	\$7 per day
Ages 18-59	\$8 per day	\$10 per day
Ages 60 +	\$5 per day	\$7 per day

## Registration Information

Membership and program transactions will be taken during center hours of operation unless posted. Registrations will be accepted by mail, in person or by fax and processed on date of receipt. Payment must accompany registration and can be paid by check/ cash (made payable to City of Westlake) or VISA/ MasterCard/Discover/ American Express. A confirmation receipt will be available.

New Westlake residents or those who have not done a program/ membership with us before, MUST provide proof of residency.

We accept program registrations via our online program at: <http://webtrac.cityofwestlake.org/vsiwebtrac103.html>. This service is available to those who have registered with us before either for a program or membership.

Program information is published several times per year via our “Rec Gazette”. All current members and residents will receive these publications in the mail. Program listings can also be found on our website at

<http://www.cityofwestlake.org/recreation>.

Participants registered for programs must keep in mind that, due to unforeseeable circumstances, programs or activities may be changed or cancelled without notice. Registered participants will be notified of any program cancellations.

## Rewards Points

Members may earn points by signing up for programs which have a member price listed. Each 1 point for every dollar spent. Once you have reached 500 points, redeem those points for \$25 off your next program or membership renewal. Must be a current member to accumulate or use points. Excludes pop in classes, rental, tot room passes and guest passes.

## Refund Policy

**Memberships** are non-refundable and non-transferable as stated on the membership application.

**Program:** In the event you must cancel, participants must submit their refund request in writing no later than 7 days prior to the first day of a program. Individuals assume the risk of changes in health or personal schedules. Approved refunds will be subject to a **minimum \$10 administrative or a 10% fee**, (whichever is greater) that will be deducted from the original amount paid. Participants in cancelled classes do not have to submit a refund request..

## Outdoor Amenities

The 1.2 mile outdoor walking/ running track is open year-round.

The tennis courts are open from March to November (weather permitting) and are on a first come, first serve basis unless reserved for Westlake Recreation programming.

The baseball/ softball diamonds are used in the spring and summer for youth games. Fields are on a first come, first serve basis unless reserved for programming.

The pond is stocked with several different types of fish. A fishing license is only required for one month from the day of stocking the lake.

## Center Guidelines

Members and guests must be aware that participation in any physical activity or program could have inherent and unforeseeable risks that may cause injury or harm. Therefore, anyone taking part in a program or activity sponsored by the Westlake Recreation Department must assume the risks associated with such participation and be responsible for taking proper precautions.

### **In order to enter activity areas you must:**

1. possess a current membership card.
2. be a paid guest of a member or a paid resident of Westlake with residency verification.
3. participate in a registered program.
4. register as a visitor - someone who is touring the facility as a prospective member or here to watch a participant in a Westlake Recreation Center program.

◆Children under the age of 13 are not permitted in the building after 8 pm unless accompanied by an adult/legal guardian (ages 18 and older) or in a registered program.

◆Children under the age of 10 must be accompanied by an adult (18 years of age and older) or parent/legal guardian in the building at all times and no more than 6 children per adult.

◆Individuals are *NOT* permitted to use the center for personal gain. All individual lessons (personal trainers, basketball, swim, etc) must have written permission from the City of Westlake.

◆Proper attire is required when using the building.

◆Smoking and alcoholic beverages are prohibited in the building.

◆Rules and regulations are posted throughout the building. Misuse of the facility will result in the suspension of the membership, confiscation of the membership card or dismissal from a program.

◆Pay phones are located in the vestibule of the main lobby, and by the concession stand.

◆Beverage and snack machines are located in the Café Westlake area in the lobby of the Recreation Center. Change machines are available as change can not be given out at the front desk.

◆Bicycle stands are located in the front of the building.

## Lobby

The 2 story lobby is equipped with tables and chairs. The center's library area is off the main lobby area and offers a quiet place to sit or to watch appropriate family programming. Food and drinks are not permitted on the carpeted areas. Patrons must wear shoes once exiting the locker rooms as bare feet are not permitted for safety reasons.

There is an information kiosk located in the lobby with internet access. During busy times, we ask that you refrain use to less than 30 minutes at a time. Wireless access is also available in the lobby.

# Basketball Courts

The air-conditioned gym has 2 high school regulation-size basketball courts that can be divided into 4 volleyball courts or 4 smaller basketball courts. The gym has floating maple hardwood floors, 12 retractable basketball hoops and electronic score boards for each court. Curtains can be dropped to section off the courts. There is permanent seating along the walls.

## Gym Guidelines

- ◆ Appropriate attire is required: Shirts, non-marking, rubber soled shoes (athletic or court shoes) and shorts/warm-up suits.
- ◆ Sandals, street shoes and bare or stocking feet are prohibited.
- ◆ Participants must present a current membership card to borrow a basketball.
- ◆ For safety reasons, children under the age of 10 are prohibited from using the gym without a parent or guardian present in the gym at all times.
- ◆ Basketball courts may not be reserved for any reason, with the exception of Recreation Department programs. Non-authorized team practices are prohibited.
- ◆ Persons may not conduct or receive payment for one on one or small group private lessons unless they have received have written consent from the Recreation Center.
- ◆ Volleyball nets and smaller basketball nets may be set up with 24-hour notice. Reservations may be made by contacting the Athletic Coordinator.
- ◆ Food, drinks (water bottles, sport drinks, etc.), gum, radios, horseplay and spitting on the floor, hanging or dunking on the rims are strictly prohibited.
- ◆ No throwing of any balls against the walls, fixtures or backboards.
- ◆ Rules concerning all activities will be posted in the gym.
- ◆ Dodge ball, football and other throwing or kicking activities are prohibited in the gym.
- ◆ There will be no protests during open basketball play.
- ◆ Full court games are permitted if space is available. Patrons must get permission from the gym attendant.



# Aquatics Center

## Aquatics Center

The Aquatics Center consists of 5 pools, suitable for swimmers, and leisure activities. **The Lap Pool** is a 6 lane, 25 yard, 4-6 foot deep pool intended for use by fitness swimmers and Learn-to-Swim classes.

**The Relaxation Pool** is a 3-1/2 foot deep circular pool with jets installed to produce a spa like effect. In addition, a built-in bench is provided in front of the jets. Our 12 foot deep **diving well** is equipped with a one-meter Duraflex diving board, and a three foot diving platform.

**The Lazy River** is intended for use by those who just want to sit and float around with the current, or for those who want to add a challenge to their water exercise routine. Attached to the lazy river is the Lily Pad Walk and the splash down pool for our two water slides. All three of these areas are 3 1/2 feet deep. **The Play Pool** is a 0" to 12" deep area features a ship with a small slide, a small play feature, 2 palm trees, a mushroom with cascading water, and a large red interactive play structure that allows kids to control water flow.

## General Pool Rules

- ◆ Swimmers must wear a bathing suit. No cut-offs, gym shorts, shirts or leotards. Lycra or spandex attire are suitable substitutes.
- ◆ Non-toilet trained children must wear swim diapers.
- ◆ Long hair must be tied back with a non-metal clip.
- ◆ The play pool is for children 8 years of age and under and must be accompanied by an adult.
- ◆ Children must be 48" tall to use the Slides, Lily Pads, and Lazy River.
- ◆ One-piece swim masks, fins and snorkels are prohibited. However, flexible goggles (covering the eyes only) are permitted.
- ◆ The following flotation devices are permitted: noodles, water wings, coast guard approved life jackets, suits with built-in flotation, and baby seat floaters. Parents are required to be in the water with children using flotation devices.
- ◆ Young children or inexperienced swimmers are not permitted in the lap pool or diving pools unless they can swim one length of the lap pool unassisted.
- ◆ Persons with infectious conditions or contagious diseases such as colds, open sores, the flu, or eye infections are not permitted in the pool.
- ◆ During open and family swims there will be a 10-minute break every hour for children under the age of 18. Children age 6 and younger, accompanied by an adult, may swim during the break.
- ◆ The following are prohibited in the pool area: use of personal toys, food, drinks, gum or chewing tobacco, jumping on, over, or near a swimmer, running, dunking, pushing, or horseplay and improper conduct, profane language or gestures

## Diving Rules

- ◆ Divers must be able to swim one length of the lap pool (25 yards) unassisted to use the diving board and platform.
- ◆ All dives must be in the forward position. Competitive dives are prohibited.
- ◆ One diver on the board or platform at a time. Only one bounce is permitted. Divers must wait until the landing area is clear before entering the water.
- ◆ Divers must go straight off the board or platform, not to the side. No hanging from the board. Divers must swim to the nearest ladder upon entering the water.

## Lily Pad Rules

- ◆ Patrons must be 48" tall to use the pads.
- ◆ One patron on pads at a time. Wait for guard's permission to use.
- ◆ Pushing or shoving is prohibited.

## Lazy River Rules

- ◆ Patrons must be 48" tall to use the Lazy River.
- ◆ Only rafts supplied by the Recreation Center are permitted.

## Lap Swim Rules

- ◆ If more than two swimmers are in a lane, they must circle swim, staying to the right side of the lane.

## Play Pool Rules

- ◆ Non-toilet trained children **must** wear swim diapers.
- ◆ The play pool is for use by children 8 years of age and under and must be accompanied by an adult at all times.
- ◆ No personal toys are permitted.
- ◆ Climbing on the pipes or hanging from the ropes is PROHIBITED.
- ◆ No running on or around water play unit.

## Water Slide Rules

- ◆ Patrons must be 48" tall to use the slides.
- ◆ Patrons must be lying on their back or sitting down in the feet first position.
- ◆ Only one person permitted on the slide at a time.
- ◆ Patrons should exit the pool immediately after using the slide.
- ◆ Stopping, changing positions or forming chains is prohibited.
- ◆ No life jackets, goggles or other flotation devices are allowed.
- ◆ Patrons are not permitted to ride with children in laps.
- ◆ CAUTION: For safety reasons, pregnant women and persons with heart conditions or back trouble should not ride the slides.

## Locker Rooms

◆Locker rooms are available to members and guests on a first-come, first-serve basis.

◆Members/guests are required to bring a lock to secure their belongings, *which must be removed at the end of the day. The City of Westlake is not responsible for lost or stolen articles.*

◆Towel service is not provided.

◆The Family Locker Room is available for usage by families with small children, and adults with special needs. Children under the age of 12 must be accompanied while using the Family Locker Room. Individual lockers, benches and showers are available.

◆The Family Locker Room features 8 separate rooms for families to shower and dress and 2 bathrooms with age-appropriate toilets and showers which are handicapped accessible.

◆The men and women's locker rooms are equipped with a 12-person sauna, 175 lockers, 8 individual partitioned showers, as well as two handicap accessible private showers and bathroom stalls, a baby changing station and hand blowers.

## Sauna

◆Participants must be 15 years of age or older to use the sauna.

◆Swimsuits are required.

◆It is recommended that pregnant women, elderly persons and persons suffering from heart disease, diabetes, high/low blood pressure or under the influence of alcohol, tranquilizers or other substances should not use the sauna.

◆The recommended time limit is 10-15 minutes.

◆Long exposure may result in nausea, dizziness or fainting. Sauna temperature should not exceed 170 degrees F.

◆Saunas are located in the men and women's locker rooms.

## Birthday Parties

Each birthday party entitles guests to use a designated room for 1 1/2 hours for food and gifts and then proceed for 1 1/2 hours to go swimming unless otherwise specified. Price is based on the total number of guests and package type. Parties are held on Friday nights, Saturday or Sunday afternoons only. Prices vary depending on package type and size of party (guest count must include all adults and children that will be in attendance). Your membership must be current at the time of the party. Payment is due at time of registration. There is a \$25 non-refundable fee in the event of cancellation.

# Fitness

## Fitness Room Equipment

The 13,500 square-foot air-conditioned exercise room is home to 20 Treadmills, 18 Bikes (9 Recumbent, 9 Upright), 4 steppers, 20 cross trainers (Elliptical), 2 rowers, 1 stepmill, 1 UBE, and 4 air resistance cycles. We also have the Cybex Eagle Select Rise circuit machines complete with 19 single stations. Our Free Weight Area consists of various Hammer Strength plate loaded machines, 2 Smith Machines, and dumbbells ranging in weight from 1 to 125 lbs.

## Fitness Room Guidelines & Orientation

◆Members **14 years old** and older may use the equipment or to be in the fitness room on your own. **Guests must be 15 years of age** and older to use the fitness room. 13 year olds may be in the fitness during posted times with a parent. Parent must remain with the child during this time.

◆Sign up for the cardiovascular machines at the fitness desk if all the machines are in use and **respect the 30-minute limit**.

◆**WIPE DOWN** the machines after each use.

◆**RE-Rack** the weight plates, dumbbells, and barbells after use.

◆Proper attire is required to use the fitness room. Shirts, shorts and athletic shoes are required. No bathing suits, sandals/flip-flops, jeans or jean shorts.

◆Ask the staff to change the TV channels.

◆Cell Phones are not permitted in the fitness room. Phone calls must be made in the lobby area of the building.

◆The fitness staff is available to answer questions, demonstrate the use of equipment and provide information on basic exercise plans and guidelines.

◆Equipment instruction classes are available on a monthly basis. Registration is required.

◆It has been strongly recommended that individuals receive a physician's clearance prior to beginning a fitness program and learn a few machines during a visit as illustrated on the membership form.

◆Strollers are not permitted in the fitness room.

◆Towels are not provided. Water bottles are permitted, however, food and other beverages are prohibited.

◆Certified personal trainers are available for an additional fee.

## Group Exercise Studio

The 1,300 square foot studio built in 2005 and located on the second floor has a floating maple wood floor used for mind and body group exercise classes as well as other fitness programs. It features a state-of-the art sound system, mirrors and a view of the Aquatics Center. The Group Exercise Studio is strictly used for Recreation Department programming and may not be used by individuals.

## Indoor Track

The indoor track is adjacent to the exercise room and above the basketball courts. There are 3 lanes with a mondo-cushion surface: the inside lane is for jogging, outside lane is for walking & one for passing. Patrons are asked not to walk or run side by side during peak times. You **MUST** be 13 years of age or older to use the track. Individuals 12 years of age and younger must be accompanied by an adult or parent. Strollers are not permitted on the indoor track. Do not stand over the rail and watch activities in the gym. One mile on the indoor track is equal to 12 laps. Walkers are permitted on the track.

## Multi Purpose Room

This beautifully designed 1,000 square foot octagonal room is located on the first floor has a floating, maple hardwood floor used for group exercise and dance classes. The room features ballet bars, sound system, mirrors and a panoramic view of the woods and walking trail. The Multi-Purpose Room is utilized strictly for Recreation Department programming and may not be used by individual (s) wishing to practice dance movements, etc.

## Outdoor Exercise Garden

The Outdoor patio is a 3,000 square foot area located adjacent to the new Fitness Room and has a rubberized surface with several benches for reading, stretching or exercising.

## Group Cycling Studio

Built in 2005 as part of the renovation project, this 650 square foot studio has 18 Startrac Spinner bikes and a state-of-the-art sound system. Group Cycling is a non-weight bearing athletic training program done on a patented stationary bike. All classes are led by certified instructors and motivated by music for students of all fitness levels.

# Tot Room

In order to help us obtain our goal of providing a safe, fun, and positive environment for your children, we need you to help us by complying with the following polices and procedures:

- ◆All parents must fully complete the emergency & medical form for EACH child brought into the Tot Room.
- ◆Reservations are REQUIRED a day in advance for children between the ages of 6 months to under 3 years old.
- ◆The Tot Room can only accommodate six children under the age of three years old. Only two children between six months and eighteen months of age may be in the room at one time.
- ◆Reservations are strongly suggested for children between 3 and 9 years old. Drop ins for ages 3-9 year olds are available only if the maximum numbers of children/reservations has not been reached.
- ◆If you are not able to use your reservation, please cancel as soon as possible. The tot room staff reserves the right to charge you for your unused reservation.
- ◆A time limit of 2 hours per day is available for this service.
- ◆For children who are not walking, parents must provide a stroller, carrier, pumpkin seat, car seat, etc.
- ◆Please bring a burp cloth, cloth diaper, etc. for any spit up issues.
- ◆Parents may not bring in children of friends, neighbors, or others not listed on their membership.
- ◆Food, beverages, bottles and personal toys are prohibited. Pacifiers and teething toys are permitted. Children should be fed prior to attending the Tot Giggler Room.
- ◆Parents must remain in the building (not on the grounds).
- ◆Children exhibiting signs of colds, viruses, etc. will not be permitted in the Tot Room.
- ◆Parent/guardian must sign in when dropping off a child in the Tot Room.
- ◆The sign in sheet will require an arrival time, where the parent/guardian will be in the building, any special instructions and an estimated time for a pick up.
- ◆The same parent/guardian must pick up and drop off the child unless express written permission is given to the Tot Giggler Room staff. When the parent/guardian signs out the child, they must note the time of departure and must show identification (a driver's license/membership card)
- ◆If a parent/guardian is more than ten (10) minutes late for picking up your child, you will be charged an additional 30 minutes.
- ◆If late pick up occurs frequently, that person's Tot Room privileges may be revoked for up to 30 days.

## Tot Room Hours

Monday - Friday	8:00 am - 12:00 pm
Monday - Thursday	4:30 pm - 8:30 pm
Saturday	8:30 am - 12:00 pm
Saturday Hours are available September through May only.	

# Facility Rentals

## Conference Room

Our conference room has a beautiful 12 foot long oak finish table surrounded by 12 executive style chairs. A dry erase board and projection screen are mounted on the wall for your convenience.

## Classroom

The 750 sq. ft. classroom located on the second floor seats up to 32 in classroom setting with comfortable ergonomic furniture.

## Community Rooms

Our community room features floor length windows overlooking the 5 acre lake, professionally decorated with chandeliers, color coordinated wall coverings and carpet. A warming kitchen is available. Also available is a podium with sound system and a 6' x 8' movie screen for presentations. The full room has the capacity to hold 200 people in a theater-style setting or 150 for lunch or dinner meetings. For smaller gatherings, the room can be divided into two rooms and rented 1/2 at a time.

The room is sectioned off from the rest of the center and has a separate entrance to the parking lot, restroom facilities, and water fountains.

## Facility Room Rental Guidelines

- ◆ It is the policy of the City of Westlake to allow the rental of the community and/or conference rooms for non-profit activities or not for profit organizations.
- ◆ The City strictly prohibits the use of alcohol or open flames (i.e. candles)
- ◆ Rooms are available for rent on an hourly basis by members, Westlake residents or corporations in Westlake.
- ◆ Must be 21 years of age to rent the facility.
- ◆ There is a minimum 2-hour rental and includes the use of tables and chairs. Rental does not include use of the facility. The warming kitchen may be reserved at a small cost.
- ◆ Rooms may be rented after building hours for an additional hourly charge to cover costs for off-duty police officers and building staff.
- ◆ Time of function should include set up and clean up time.
- ◆ A deposit is required at the time of booking and is refundable a month after your function provided no damages occur.
- ◆ Wireless internet access is available.

# Disciplinary Action Policy (Members, Guests & Visitors)

The Westlake Recreation Department is committed to ensuring that all members and guests are provided with a healthy and safe environment during their stay at the Recreation Center. To ensure the safety of all patrons, the following policies and procedures governing conduct have been established.

## Procedure

Members, guests and other visitors must follow all policies and procedures established by the Department to ensure their safety during their visit. Failure to do so will result in disciplinary action by the Department.

*The following are some examples of offenses recognized by the Department as violations of conduct that may initiate discipline. This list is not all-inclusive. • Running in the Building • Misuse or abuse of equipment • Smoking in the building • Failure to display membership identification • Failure to follow all policies and procedures established by the Recreation Department • Unauthorized entry into the Recreation Center • General horseplay • Loitering • Inappropriate dress • Behavior or conduct not conducive with policy • Fighting • Possession of weapon or other dangerous materials • Belligerent, defiant or abusive speech • Vandalism or act resulting in property damage • Behavior that causes a hostile environment which may put members, guests or staff in danger • Consumption, possession, sale or transfer of illegal substances or alcohol • Profanity • Theft, tampering, removal or unauthorized possession of property belonging to members, guests or employees • Any serious behavior not previously listed*

<b>First Offense:</b>	Immediate ejection from building
<b>Second Offense:</b>	1-week suspension from building
<b>Third Offense:</b>	Membership revoked without refund for one year from date of infraction

Due to the degrees of the offenses the Recreation Department recognizes that some offenses are more severe than others and will adjust punishments as necessary. Individuals who commit offenses beyond those listed above may be subject to further action. All ejections/offenses will be documented and placed on file with the Recreation Center.