



City of Allen  
Joe Farmer Recreation Center



Hours of Operation:

Monday–Thursday	6:00a.m. – 10:00p.m.
Friday	6:00a.m. – 9:00p.m.
Saturday	10:00a.m. – 6:00p.m.
Sunday	1:00p.m. – 6:00p.m.

Please watch for posting at the rec center to state when the center will be closed for holiday observances

\*Membership and class processing stops 30 minutes prior to closing for the day.

\*Refunds will be given for any membership over \$25, but will include a \$10 withdrawal fee.

**Membership ID Cards**

1. A valid Recreation Center ID card must be carried at all times in order to use the building. If a member does not have a valid Recreation Center ID card they must present some form of picture ID. The member can visit the Recreation Center up to two times within a month without their picture ID. On the third infraction, they will have to purchase a new ID card for \$5.00.
2. An individual must be 7 years of age to receive a yearly membership card.
3. Strollers will not be allowed on the track due to the size of the running/walking area. Persons wanting to use strollers in the facility should be directed to the gym area where they can use the blue designated walking area as gym population allows.
4. Joe Farmer Recreation Center membership I.D. cards are issued up to 30 minutes prior to closing.
5. Anyone not possessing a valid Recreation Center ID card will be asked to identify himself/herself as a member and a check will be done. Membership cards are required for access to the facility per rule number 1. (Periodic checks by staff will take place throughout the day).
6. Recreation Center ID cards will expire one year from the date of purchase.
7. Recreation Center ID cards are the property of the City of Allen. Thus, they can be revoked for reasons of misconduct, etc. (see Enforcement and Appeals section)
8. A fee of \$5.00 will be charged for lost or destroyed cards. The fee will be used to duplicate the original. This fee does not apply to a new membership or renewing a membership. Renewing memberships must request a new card at time of renewal.
9. Members are allowed one guest per visit for a \$5.00 fee. The member must accompany the guest while in the building. Guest must abide by recreation center rules. A guest's actions are the responsibility of the sponsor member. Guest without a member may visit for a \$7 fee.

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10. Equipment may be checked out with a Recreation Center ID card ONLY. The person to whom equipment is issued must return the equipment, in order to receive their membership card.

### **Rules and Regulations for Administration of the Facility**

1. Recreation Center members MUST verify residency or non residency. To qualify as a residence they must live in Allen, pay ad valorem taxes, or work in Allen. Ad valorem taxpayers shall include apartment dwellers, and property owners.
2. Children six (6) years and under MUST be supervised by a membership holding parent or guardian, 18 years or older, at all times.
3. Smoking and the use of other tobacco products are prohibited.
4. Use of alcohol/narcotics or public intoxication is not allowed on city property.
5. Profane or abusive language will not be tolerated.
6. Appropriate clothing is required in the facility. Clothing may not excessively expose the midsection. Shorts and pants must be worn at the waist. Shirts and shoes must be worn at all times.
7. Clothing with offensive words or symbols is prohibited.
8. Food, drinks, candy and gum are prohibited in the racquetball courts, fitness area and gymnasium. (see Fitness Room section for exception)
9. Skate boards, roller blades, or bicycles are not allowed in the building or on the stage. Bicycles must be parked at the bike rack in front of the building not near doorway entrances.
10. Basketballs or related gym equipment are not to be used in any part of the building outside the gymnasium.
11. No pets allowed except those trained to assist individuals with special needs.
12. Proper care shall be given to all equipment, basketballs, tables, chairs, etc. Rough treatment or abuse of equipment will be grounds for forfeiting usage. Replacement fees may be charged.
13. Portable music volume should be kept down low for individual use and shall not disturb other patrons in the building. Earphones should be used.
14. Music with offensive language is prohibited.
15. Personal training/coaching will ONLY be conducted by City of Allen contract instructors.

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16. Do not leave valuables unattended, JFRC is not responsible for lost or stolen equipment.

### **Gymnasium Use, Rules and Regulations**

1. Gym is designated for side half-court free play (pickup) basketball games on goals. The half-court closest to the gym entrance (designated as goals 1 and 2) is reserved for side full-court games when six or more players are present. The opposite half-court is for free shooting at all baskets. Only half-court basketball games are allowed. \* See gym activity schedule posted at gym entrance.
2. Only court shoes are allowed on the gym floor. Hard sole or black sole shoes are not allowed.
3. Food, drinks, gum and candy are prohibited in the gym.
4. Team and/or organized practices are prohibited in the gym during open play.
5. Football, soccer and other outdoor sports are prohibited in the gym (except for Recreation Center courses).
6. Prohibited acts include dunking the basketball, grabbing or hanging on the rim, foul or abusive language and fighting. The severity of the misconduct may warrant removal from the facility, suspension or termination of facility use privileges.
7. Free play (pickup) basketball rules and sign-up sheets are posted in the window in the west end of the gym when enforced.
8. No basketball during open play volleyball and no volleyball during open play basketball.
9. Review gym schedule regularly and be aware of basketball, volleyball and open play times.
10. Personal training/coaching will ONLY be conducted by City of Allen contract instructors.
11. Do not leave valuables unattended, JFRC is not responsible for lost or stolen equipment.

### **Fitness Room Use, Rules and Regulations**

1. Participants must be 16 years of age or older to use the fitness room without adult supervision. Youth 14 & 15 years of age must be accompanied by an adult member 18 years or older at the same weight station for the duration of the workout.
2. Shirts and closed toe athletic shoes are required at all times. Midriffs must be covered.
3. A 30-minute time limit is set for each piece of cardiovascular equipment.

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**\*\*Please see additional and more detailed rules above cardio equipment in fitness room\*\***

4. Use of weights on cardiovascular equipment is prohibited.
5. Use resistance when letting weights down is required for safety and maintenance reasons, do not let them “bang”.
6. Spotters are recommended at all free weight stations. **RE-RACK YOUR WEIGHTS!**
7. Please make equipment available for other participants between sets.
8. Please wipe down equipment after use.
9. Ask an attendant at the counter to open or close blinds if necessary. Please do not touch blinds.
10. Do not leave valuables unattended, JFRC is not responsible for lost or stolen equipment.
11. Be courteous and refrain from talking on your cell phone while in the fitness room.
12. Personal training/coaching will ONLY be conducted by City of Allen contract instructors

**Racquetball/Handball Court Use, Rules and Regulations**

1. Recreation center members may make reservation only. If courts are not reserved, it is on a first come-first serve basis.
2. Courts may be reserved for one-hour intervals. Reservations begin on the hour. Reservations may be made no more than 2 days in advance. Reservation may be lost at 11 minutes past the hour.
3. Only one reservation per person per day.
4. An adult **MUST** accompany persons thirteen (13) years of age and under, while on the court.
5. Shirt and shoes are required.
6. No black sole shoes allowed.
7. Use of wood racquet and/or black balls is prohibited.
8. Eye protection is recommended, failure to do so may cause serious injury.
9. Personal training/coaching will ONLY be conducted by City of Allen contract instructors.

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10. Do not leave valuables unattended, JFRC is not responsible for lost or stolen equipment.

## **Discipline Enforcement and Appeals**

### Minor Misconduct:

In case of misconduct of a minor nature, stop the action, remind the patron of facility rules and verbally warn the danger of having their privileges taken away.

Should a minor violation re-occur during the day, suspension/ejection should be enforced. The Manager on Duty should complete a Suspension/Ejection Report and send patron home with the option to return the following day. A City Incident Report and Suspension/Ejection Report will be submitted to the facility's supervisor.

### Minor Violation

1. Smoking/chewing tobacco in Park
2. Improper dress
3. Minor profanity
4. Failure to follow Recreation Center personnel's verbal instruction
5. Littering
6. Minor harassment of patrons in the facility
7. Running in unsafe areas. (Pool deck, game room, workout areas, lobby, etc.)
8. Misuse of equipment. (hanging on rim, play structures, slides, kick boards, weight equipment, aerobic equipment, etc.)
9. Not following age limitations for use of facility's areas and pools. (work out areas, spa, etc.)
10. Being in unauthorized area of building. (staff/personnel only)

### Minor Violation Suspension Actions

1. Verbal Warning, then a one day suspension if minor violation occurs in the same day.
2. If two minor violations occur within a three week period, then a 1-day to 1-week suspension may be enforced.
3. If three or more minor violations occur within a three week period, then a 1-week to 1-year suspension may be enforced.

### Major Misconduct

In case of major misconduct, the patron should be notified immediately of his/her suspension. Should the incident be in violation of the law and city ordinance or endanger the safety of other patrons or center staff, the police should be notified immediately. The Manager on Duty **MUST** be notified in the event of a major violation. At the time of suspension, a follow-up letter will be mailed to the patron or parents of patron, informing them of the incident and length of

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suspension. A City Incident Report and Suspension/Ejection Report will be submitted to the Recreation Services Manager the following day. A copy of the Suspension/Ejection Report shall be placed in the Member Suspension Folder located at the facility supervisor's office.

### Major Violation

1. Physical assault on another patron or staff member
2. Excessive profanity
3. Vandalism or abusive use of building, property or equipment
4. Theft of personal or city property
5. Use of alcohol or narcotics on city property
6. Defiance of personnel
7. Possession of weapons
8. Major harassment of other patrons or staff
9. Suspension breaking (suspended person entering the building after put on suspension)
10. Excessive arguing
11. Consistent violation of city/facility policies and procedures
12. Spitting on staff or facility patrons

### Major Violation Suspension Actions

1. One major violation – minimum one month
2. Two major violations – minimum one year
3. Three or more major violations – the Recreation Service Manager will determine the length of suspension according to the seriousness of the violation.

**\*\*\*If police recommend individual be suspended indefinitely, this must be noted on incident report form.**

Patrons under suspension may not re-enter the Recreation Center facility or activities during a suspension time without the expressed permission of the Recreation Center Supervisor. Violating suspension will be counted as a major violation and will result in their suspension time lengthened to the next step in suspension action.

A history of previous suspensions by any individual will be considered grounds for lengthening any given suspension time.

### Appeals

**Individuals who have been subject to disciplinary action may appeal such action by submitting in writing to the Recreation Service Manager his/her appeal. Further action must follow the Parks and Recreation Department chain of command.**