Dear Friend,

Thank you for joining our community fitness center!  We are just as excited to welcome you to it as you are to join.  We have taken great pride to create this place for the people of Ceylon and the surrounding area.  Because this is true, we hope that you will take your responsibility to keep it clean, safe and well kept seriously.  We share a building with one of the most important and sacred areas of our community; our museum.  We will be vigilant in protecting it and just as vigilant in punishing those who abuse this place we’ve created.  Listed below are the rules to our fitness club.  These are not the only rules, but the ones that we deemed important enough to share with you in this welcome letter.  Again, welcome to your club!  We think this could be a great addition to our community!

Sincerely,

Ceylon City Council

**Ceylon Fitness Center Information and Rules**

**1)** **The cost to join is $15.00 per month per person or $25.00 per household.  A household defined is any person living in a single residence together as determined by their valid picture ID or driver’s license. You can get a new member packet and waiver at Ceylon City Hall or on the official City of Ceylon website,** [**www.cityofceylon.com**](http://www.cityofceylon.com) **The cost is not guaranteed to stay at this price but if changed will be communicated to you within 30 days before the change takes effect.**

**2)** **The fitness center will be open 24 hours a day, 7 days a week.  In the event of an emergency closing, please check the city website** [**www.cityofceylon.com**](http://www.cityofceylon.com/) **for information of its closing and when it will reopen again.  The city website will be your primary source of information for our center.  Do not contact city hall with questions about hours.  Please use the contact section on the city website if you have questions about the opening or closing of the center.**

**3)** **Because our club is open 24 hours a day to accommodate everyone’s schedules, center security is important to maintain.  Once you have paid your first monthly payment you will be given a 4-digit code that will give you access to the front door keypad lock.  It must be stressed.  This code is your unique code.  You SHALL not give it to anyone else… Period.  If you do you will lose center membership immediately.  Your membership will be suspended immediately you will be banned for a period of one year.  After one year, you may apply for membership again, but this behavior will be noted on your new application and may preclude you from being a member again. This is not negotiable. Do NOT give your code to anyone.  The punishment is severe and we want people to respect this immediately.  Any money you have paid towards your membership will be forfeited and shall be kept by the City of Ceylon.**

**4)** **The interior doors to other parts of the building are locked for your safety and the security of the other sections in the building.  Any attempt to tamper, disable, or gain access to parts of the building that are NOT part of the fitness center will result in the same punishment as giving your code to someone else.  We will have 24-hour video monitoring of the interior of the building. This is for your safety as well as the security of our center.**

**5)** **The fitness machines that are in our center are very basic by design.  After completing your application PLUS signing the liability waiver and have paid your first month, you will be given the date of the soonest orientation training to the fitness center and its equipment.  It is a 15-minute program to help you navigate the center and learn about the equipment inside.  This is a REQUIRED program before you will be allowed to use the fitness center.  These programs will occur on the 2nd and 4th Wednesdays of the month at 6:00 P.M. at the fitness center.  Please remember you will not be allowed to use ANY of the equipment until you have attended this program.  If you have any questions about when the next program is the dates will be posted on the City of Ceylon website.**

**6)** **This is your center to use.  Please do all you can to keep your surroundings clean.  Upon entering, please remove your street shoes and place near the door on the rug provided.  NO street shoes are allowed on ANY of the exercise equipment at ANY time.   Proper workout attire is required.  This does include closed toed shoes, T-shirts, and pants/shorts. Violations of this rule could cause you to lose access to the center.  After using ANY equipment please use the provided anti-bacterial wipes to clean it.  This is important to prevent the spread of infectious disease and illness.  Again, violation of this provision could lead to loss of access to the center.  Remember, this is YOUR center.  Treat it as you would anything you own, with respect and care. Water and sports drinks are allowed in the center but must be consumed from closed containers WITH lids.  All other food and beverage is prohibited.**

**7)** **Upon entering the center, you will notice a clipboard on the counter in the middle of the center.  Please sign in your name, date and time that you arrived and time you left.  Again, this is for the security of our center.**

**8)**   **There of course is NO SMOKING, ALCOHOL, OR TOBACCO usage in or on the premises of the fitness center.  Any violation of this will result in an immediate suspension of your privileges and your membership will be revoked for one year.  Any dues you have paid are non-refundable and will be kept by the City of Ceylon.**

**9)** **Children under the age of 13 will need to be accompanied by a member adult.  Children 13 and under shall not be allowed to accompany a child member, only an adult 18 years of age or older.**

**10)** **Participants should be aware of their personal fitness limits and to exercise at a level and pace that is appropriate to them.**

**11)** **Radios and tape or CD players are not allowed unless they are personal units (such as an ipod or cellphone) and are equipped with headphones.**

**12)** **Please do not prop open the front door of the fitness center.  This defeats the natural security feature of the door lock and system AND also could create an environment that is not suitable for other to work in.  Please be mindful of others.**

**13)** **If you are using the center while others are present, please keep your individual usage of any one-exercise machine to 30 continuous minutes or less.  This will allow all members to have access to the equipment they enjoy using.  If alone in the center, you may use each machine as you see fit within your fitness parameters.**

**14)** **Our facility does offer a handicap bathroom that is a family bathroom.  Please keep this space clean as well.**

**15) We will review safety procedures in the event of a fire or smoke event in orientation. This will include how to evacuate in the event of such emergency.  We have provided a fire extinguisher at the north side of the fitness center.  It is clearly marked and can be used if the need should arise.  We encourage all members to contact 911 immediately if they feel a need for emergency services.  In the event of an emergency please remember there is not someone at Ceylon City Hall 24 hours a day to deal with an emergency. This is why calling 911 is your best option in receiving help if you need it.**

**16) As a member you shall, once a month, be allowed to bring a guest to work out with you. You or another member in good standing shall ALWAYS accompany this person. DO NOT give out your code… You are responsible for anything that happens while they are using the center. We want non-members to be able to try the center out and see if this is a good fit for them. This is a member privilege. Please do not abuse it.**