City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Jack Wardell, Director of Parks and Recreation JW

DATE: February 6, 2019

SUBJECT: Carroll Recreation Center 24-Hour Weight Room Policy

As part of the process of the Carroll Recreation Center Weight Room being available 24-hours a day it is necessary to establish policies for the facility. Attached is the current recommendation for the City Council to consider. These policies were reviewed by staff and many are used by other 24-hour facilities.

Please note rule:

> Members with 24-hour access are not allowed to give access to guests under any circumstances. Guests cannot purchase a 24-hour pass to stay past regular business hours. Your 24-hour membership will be revoked if you allow your card to be used by anyone else and your account will be charged an $8.00 guest fee. 24-hour privileges will be revoked indefinitely for any misuse.

To be clear under no circumstances we will allow member to give their card to anyone else and if caught they will not be able to have 24-Hour access again.

Cameras are in place and the security door and locks are working as designed. Three city staff along with Carroll County Communications Center will have access to review the cameras. This process will be reviewed daily by city staff.

The Carroll Police Department has access cards in each patrol car and have already been walking through the building. In most cases the Recreation Center has night cleaning staff on the premises until approximately 2:00 am and then staff comes in at 4:45 am on weekdays and at 7:45 am on weekends.

RECOMMENDATION: For the Mayor and City Council consideration and approval of Policy No. 819 – 24-Hour Access to the Carroll Recreation Center Weight Room.

RESOLUTION NO. _____

A RESOLUTION APPROVING NEW POLICY NO. 0819 – 24-HOUR ACCESS TO CARROLL RECREATION CENTER WEIGHT ROOM

WHEREAS, City staff has prepared the attached new Policy No. 0819 – 24-Hour Access to Carroll Recreation Center Weight Room

WHEREAS, the City Council of the City of Carroll, Iowa, finds that new Policy No. 0819 - 24-Hour Access to Carroll Recreation Center Weight Room is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached new Policy No. 0819 - 24-Hour Access to Carroll Recreation Center Weight Room.

PASSED AND APPROVED this 11th day of February, 2019.

CITY COUNCIL OF THE

CITY OF CARROLL, IOWA

_____

Eric P. Jensen, Mayor

Attest:

_____

Laura A. Schaefer, City Clerk

CITY OF CARROLL

POLICIES AND PROCEDURES MANUAL

Subject	Policy No.
Carroll Recreation Center 24-Hour Weight Room Policy	0819

Responsible Division(s), Office(s)	Related Policies & Procedures
All	

Effective/Revision Date	Approval(s)
02/12/2019	Mike Pogge-Weaver

Purpose: The purpose of the policy is to establish the guidelines the Carroll Recreation Center 24-Hour Weight Room access

Policy: Must be a current member in good standing. Must purchase a year membership. May cancel any time after.

Carroll Recreation Center policies and procedures will be enforced at all times. These premises are under 24-hour video surveillance. THIS IS A NO TOLERANCE PROGRAM.

Any member who does not have a 24-hour access number must leave the building at the close of our regular business hours.

Members with 24-hour access are not allowed to give access to guests under any circumstances. Guests cannot purchase a 24-hour pass to stay past regular business hours. Your 24-hour membership will be revoked if you allow your card to be used by anyone else and your account will be charged an $8.00 guest fee. 24-hour privileges will be revoked indefinitely for any misuse.

Members must be 18 years old to have 24-hour membership access.

All 24-hour access members MUST have their picture in the computer. Cards will not be issued to anyone until a picture is taken. All information (i.e. address, phone numbers, etc.,) must be current and accurate.

Cancelling membership before the end of the first year will have to pay remaining balance. Example: you have paid 7 months or $70.00 you must pay remaining balance of $50.00 to cancel before the end of one year. Cancellations without paying remaining balance must be approved by Recreation Superintendent or Director of Parks & Recreation.

There will be a $10.00 replacement fee for lost or worn out cards. The overnight staff will not be allowed to open the doors for any reason. If your access card does not work, please contact Carroll Recreation Center staff during regular business hours.

Member accounts must remain current. Members whose balance is past due 30 days will be denied access.

Access will be denied for anyone with an expired membership.