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## 1.0 WELCOME

Welcome to Park Fitness!

At our center, you'll find more than just a commitment to physical fitness; you'll discover a welcoming environment where every visitor is valued, and connections thrive. We are dedicated to fostering a supportive community that celebrates health, wellness, and the joy of active living. Our team is here to ensure your experiences are not only safe but also caring and attentive, making each visit exceptional.

As you engage with our diverse range of services and facilities, from state-of-the-art fitness equipment to enriching group classes and community activities, we strive to provide extraordinary experiences that inspire and motivate. Thank you for choosing us as your partner in wellness—we look forward to being a part of your journey towards a healthier, happier lifestyle.

### 1.1 Our Services:

- **Park District Registration:** Access comprehensive registration services for programs, camps, events, and more.
- **Fitness Club:** Explore state-of-the-art fitness equipment, group exercise classes, and personal training options.
- **Aquatics:** Dive into our aquatic programs, including lap swimming and swim lessons for all ages.
- **Community Open Play:** Engage in a variety of open play activities like gym sports, pickleball, and open swim.

### 1.2 Our Commitment to You:

- **Welcoming:** We believe in creating an inclusive environment where every visitor feels valued and connected. Our center is a place where you can forge new friendships and feel a strong sense of belonging.
- **Caring:** We are dedicated to sustaining and improving our resources while fostering relationships that build trust and promote long-term wellness. Your safety and well-being are our top priorities, and we implement best practices in everything we do.
- **Extraordinary:** We aim to deliver unique and memorable experiences. Through creative programming and personal interactions, we hope to make a positive impact on your life every time you visit.

**1.3 Terms and Conditions:** As you enjoy our facilities, please adhere to the guidelines and regulations outlined in this handbook, which ensure a safe and enjoyable environment for all. We operate in full compliance with Illinois law, reflecting our commitment to fairness, accessibility, and community welfare.

Thank you for choosing Park Fitness. We are excited to be a part of your journey towards a healthier and more fulfilling lifestyle. Together, let's create moments that enrich, entertain, and inspire.

## 2.0 PARK DISTRICT OF HIGHLAND PARK



### 2.1 MISSION STATEMENT

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

### 2.2 VISION STATEMENT

To be known as the most Welcoming, Caring, and Extraordinary Park District.

- Inspiring environmental stewardship and education
- Using nimble decision-making and creative solutions
- Creating a harmonious workplace with passionate, forward-thinking staff that share true camaraderie
- Enriching the quality of life for our community

### 2.3 VALUES STATEMENTS

- **Welcoming**  
We welcome everyone, fostering supportive relationships through positive interactions that appreciate the best in others and create a sense of belonging.
- **Caring**  
We care about our relationships with others, as well as sustaining and improving our material, financial, and natural resources, through best practices that foster trust and ensure long-term health, safety, and well-being.
- **Extraordinary**  
We aspire to provide extraordinary experiences by thinking creatively, creating personal interactions, and delivering unique services that positively impact lives.

### **3.0 GENERAL INFORMATION**

#### **3.1 Park Fitness**

1207 Park Ave West  
Highland Park, IL 60035  
847.579.4554  
rchp@pdhp.org  
[www.recreationcenterofhp.org](http://www.recreationcenterofhp.org)

#### **3.2 General Hours**

Hours of operation are subject to change. Refer to the website [www.pdhp.org](http://www.pdhp.org) for up-to-date information.

##### **Customer Experience & Registration**

Mon-Thu: 5:30 AM – 9 PM  
Fri: 5:30 AM – 8 PM  
Sat + Sun: 7 AM – 6 PM

##### **Fitness & Track**

Mon-Thu: 5:30 AM – 9 PM  
Fri: 5:30 AM – 8 PM  
Sat + Sun: 7 AM – 6 PM

##### **Pool**

Mon-Thu: 5:30 AM – 8:30 PM  
Fri: 5:30 AM – 7:30 PM  
Sat + Sun: 7 AM – 5:30 PM

##### **Kids Club**

Mon-Thu: 8-11 AM, 4-7 PM  
Fri: 8-11 AM  
Sat + Sun: 8-11 AM

##### **Kids Club Summer Hours**

Mon-Sun: 8-11 AM

##### **Holidays\***

7 AM- Noon

Park Fitness operates on modified hours when needed and is subject to change. Modified schedules will be posted in advance.

Holiday Hours observed on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas Eve, and New Year's Eve.

\*Closed Christmas Day

## 4.0 FACILITY OVERVIEW

We are proud to offer a comprehensive range of services designed to meet the needs of every member of our community.

Our facilities are divided into four main service areas: Registration, Community Open Play, Fitness, and Aquatics.

### 4.1 Amenities

- 5,800 square-foot state-of-the-art fitness floor
- Three Group Exercise studios: Mind/Body, Cycle, and Group Ex
- Personal Training Studio
- Pilates Reformer Studio
- 1/12-mile track
- Two regulation basketball courts
- Six-lane, 25-yard pool
- Locker rooms and family changing rooms
- Kids Club
- Vending Machines
- Sweat towel service

### 4.2 Park District of Highland Park Registration

Our registration services provide easy access to all Park District-related activities and facilities:

- **Program Registration:** Enroll in a variety of seasonal and year-round programs.
- **Camp Registration:** Sign up for summer and specialty camps.
- **Event Registration:** Register for community events throughout the year.
- **Beach Access Services:** Sign up for beach access passes and purchase Lakefront Parking Decals.
- **Dog Park Permits:** Permits for access to designated dog parks and dog-friendly beach.
- **Scholarships:** Information and applications for the Park District of Highland Park SMILE and Foundation Youth Initiative (FYI) Grant-In-Aid program to assist families in need of financial assistance for the opportunity to participate in Park District programs.
- **Refunds:** Comprehensive refund services for all our programs and events.

### 4.3 Community Open Play

Drop in opportunities to engage with the community and enjoy open play. Check is required, and fees apply:

- **Open Gym:** Available for basketball open play.
- **Indoor Pickleball:** Open drop-in play for pickleball. Reservations are not needed.
- **WiggleTime:** A designated time of unsupervised open play in one of our gymnasiums for little ones to recreate and interact. Must be accompanied by a parent or guardian.
- **Open Swim:** Non-structured swimming time for all ages to enjoy our aquatic facilities. Lifeguards are on duty.

#### 4.4 Fitness

Our state-of-the-art fitness club offers a range of options tailored to your fitness needs. Check in required, and fees apply:

- **Fitness Club Membership and Short-Term Pass Options:** Various membership levels and short-term passes to accommodate different lifestyles and fitness goals.
- **Kids Club:** Supervised care for children while parents use the fitness facilities.
- **Group Exercise:** A wide selection of classes including yoga, spin, strength training, and more.
- **Personal Training:** One-on-one coaching to help you meet your personal fitness objectives.
- **Pilates Reformer Training:** Specialized one-on-one or Duet Pilates Reformer Training.
- **Track Pass Options:** Access to our indoor track for walking or running regardless of the weather.

#### 4.5 Aquatics

Dive into our aquatics program, suitable for all ages and skill levels. Check in required and fees apply:

- **Lap Swim:** Dedicated lanes for lap swimming to help maintain your fitness routine.
- **Learn to Swim:** Swimming lessons for all ages and levels, from parent-tot to adults.
- **Private Lessons:** One-on-one swimming instruction tailored to individual needs and goals.
- **Open Swim:** For those who wish to participate in non-lap swim activities. It is a great time for all ages to play in the pool.

### 5.0 FACILITY TERMS AND CONDITIONS

All visitors, participants, members, and guests of the Park Fitness are required to comply with the guidelines and regulations outlined in this Facility Handbook as well as all associated Terms and Conditions of the Park District of Highland Park, in accordance with Illinois law.

#### 5.1 Legal Compliance:

- The Park District of Highland Park and Park Fitness operate in compliance with all applicable state laws, ensuring nondiscrimination and accessibility for all members and guests.
- Privacy and data protection are upheld in accordance with state regulations, ensuring the confidentiality and security of all participant information.

#### 5.2 Amendments and Updates:

- The Handbook, Terms and Conditions, and any Policies and Procedures may be amended from time to time as necessary to maintain legal compliance and to adapt to changes in operations or services.
- Members and guests are encouraged to review these documents (posted on our website) regularly to stay informed of any updates.

### 5.3 Decisions and Interpretations:

- Decisions regarding the interpretation of the Facility Handbook, Terms and Conditions, and Policies and Procedures will be made by the Park District of Highland Park and will be final.
- Such decisions will be made transparently and in alignment with the principles of fairness and legal compliance.

By engaging in Park Fitness and utilizing its facilities, members and guests agree to adhere to all stipulated guidelines, regulations, policies, and procedures. This commitment helps ensure a safe, fair, and legally compliant environment for everyone.

## 6.0 GENERAL POLICIES AND PROCEDURES

### 6.1 Behavior Management Policy

**Purpose:** Park Fitness is committed to providing a safe and enjoyable environment for all members and visitors. Our Behavior Management Policy is designed to ensure that everyone enjoys their time at our facilities without disruption.

**Policy Statement:** All participants, members, and guests are expected to exhibit appropriate behavior at all times while utilizing our facilities or participating in our programs. We require that all patrons adhere to the following standards:

- **Respect for All:** Show respect to fellow patrons, staff, and visitors. This includes using appropriate language, maintaining a positive demeanor, and being considerate of others' experiences and space.
- **Safety and Non-violence:** Refrain from engaging in actions that could cause harm to yourself or others. This includes avoiding physical altercations and handling all equipment and facilities with care to prevent injury and damage.
- **Proper Language:** Abstain from the use of abusive, foul, or derogatory language. We strive to maintain a welcoming and inclusive atmosphere for all individuals.
- **Respect for Property:** Treat all equipment, supplies, and facilities with respect. Vandalism, theft, or misuse of property will not be tolerated.

**Consequences of Policy Violation:** Failure to follow these guidelines may result in disciplinary actions, which could include, but are not limited to, a warning, temporary suspension of access to facilities, or permanent suspension of participation. Decisions made by the Park District regarding disciplinary actions are final.

**Additional Information:** Detailed descriptions of all policies, including our Park District of Highland Park Policy Manual and Conduct Ordinance, are available on our website ([www.pdhp.org](http://www.pdhp.org)) under the Policies section. We encourage all members and guests to familiarize themselves with these documents to fully understand the expectations and rules that govern behavior within our facilities.

### 6.2 Dress Code

To maintain a safe, welcoming, and hygienic environment for all members and guests, Park Fitness enforces the following dress code across all areas, including the fitness

floor, indoor track, gymnasium, and pool. Please review the guidelines carefully before using our facilities.

- Clothing must be appropriate, clean, and provide adequate coverage.
- Offensive language, symbols, or images on clothing are not permitted.
- Proper athletic shoes are required on the fitness floor, track, and gymnasium. No crocs, sandals, slip-ons, or bare feet allowed except in designated studio classes or locker room/pool areas.

### **6.3 Unauthorized Personal Training & Coaching**

Park Fitness strictly prohibits personal training, coaching, or instructing by non-staff members within its facilities to ensure safety, privacy, and program integrity.

Unauthorized activities, including any competitive training or coaching, are forbidden and may lead to immediate membership or pass termination and potential legal action. Staff are empowered to enforce this policy by requesting violators to cease their activities and leave the premises if necessary. Members and guests are encouraged to report any violations to facility management, who will manage these reports with confidentiality and urgency. This policy is subject to amendment by the Park Fitness management at any time to maintain facility safety and security.

### **6.4 Alcohol - Liquor**

**Park District of Highland Park Section 2.02** No Person shall bring into possession, drink, consume, take, use, or transfer any Alcoholic Liquor on District Property without having first obtained a Permit therefor from the District unless he is in or on District Property where the possession, consumption, use, or transfer of Alcoholic Liquor is permitted. Please refer to Section 5.08 of the Board Policy Manual for the regulations defining where Alcoholic Liquor is permitted to be possessed, used, consumed, or sold on District Property.

### **6.5 Controlled Substances and Cannabis**

**Park District of Highland Park Section 2.09** No Person shall bring into, possess, take, use, sell, or transfer any Controlled Substance or Cannabis on District Property, regardless of whether the Person is a Cardholder, as defined in the Compassionate Use of Medical Cannabis Pilot Program Act.

### **6.6 Service Animals**

**Park District of Highland Park Section 2.03(g)** Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

### **6.7 Loitering in District Buildings**

**Park District of Highland Park Section 2.22** No Person shall loiter or remain in any District building or facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; or, (3) prevents the general public from obtaining the administrative, recreational or other services provided in the building or facility in a timely manner, after being requested to leave by any member of the District Police Force, or where the District has posted a sign or signs that prohibit loitering

### 6.8 Posting Printed or Written Materials in Designated Area

**Park District of Highland Park Section 2.26 (b)** No Person shall post, place, display, or cause to be posted, placed, or displayed any printed or written material on the Community Bulletin Board without presenting the material to the District. The District shall stamp and date the material as received and confirm it meets the size requirements described in paragraph (c). The District shall post the material, space permitting, on the Community Bulletin Board unless the said material is Obscene. The material may remain posted for a period not to exceed one (1) week after which a Person may resubmit his public information notice for posting, space permitting.

### 6.9 Restrooms, Changing Rooms, Locker Rooms

**Park District of Highland Park Section 2.34** No Person shall bring or use (i) any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming, or transmitting visual images, into any restroom, locker room or washroom facility anywhere on District Property. No person shall operate any cellular phone or mobile electronic device as a video recorder or transmitter in any restroom, locker room or washroom facility anywhere on District Property.

### 6.10 Smoking on Property

**Park District of Highland Park Section 2.39. Smoking.** Smoking or any use of a tobacco product, including smokeless tobacco, is prohibited in all District buildings, facilities, and vehicles. Park visitors are also advised to be familiar with the Smoke Free ordinance adopted by the City of Highland Park. The Park District shall comply with the Smoke Free Illinois Act and in the event of a conflict between this Ordinance and the Act the more restrictive rule shall apply.

## 7.0 FACILITY ETIQUETTE AND RULES

We strive to create a welcoming and caring environment that is respectful, organized, and enjoyable for all patrons. Your cooperation is greatly appreciated.

### 7.1 General Etiquette

- **Check-In Procedure:** Always check in at the front desk upon arrival and check out if required.
- **Follow Signage:** Pay attention to and follow all posted signs and floor markings designed to guide patron behavior and facility use.
- **Personal Belongings:** Store personal belongings in designated areas. The facility is not responsible for lost or stolen items.
- **Timely Use:** Adhere to any time limits on programmable spaces to ensure all patrons have equal opportunity to use them.
- **Noise Levels:** Keep noise levels to a minimum to maintain a pleasant environment for all users. Use headphones when on personal devices such as cell phones, tablets, laptops, etc. Speaker mode is strictly prohibited.
- **Food and Drink:** Consume food and beverages only in designated areas, and only spill-proof water bottles are allowed outside these areas. No glass containers.
- **Respectful Language:** Use polite and inclusive language at all times. Abusive or discriminatory language will not be tolerated under any circumstances.

- **Anti-Discrimination:** Embrace diversity and ensure a welcoming environment for all patrons, regardless of their background, ability, or identity. Discrimination of any kind is strictly prohibited.
- **No Horseplay:** Avoid rough-housing or engaging in behavior that could endanger yourself or others. Maintain a safe and conducive environment for all facility activities.
- **Respect for Others:** Treat all patrons and staff with respect and consideration. Avoid behaviors that disrupt others' experiences or enjoyment, such as loud conversations or obstructing shared spaces.
- **Respect for Facility Equipment:** Handle all equipment and facilities with care. Do not misuse or damage any items and return all equipment to its proper place after use. Do not attempt to handle or operate equipment that requires staff assistance to ensure safety and proper use. Report any broken or damaged equipment immediately to ensure the safety of all users.
- **Respect Facility Rules:** Adhere strictly to all facility etiquette and rules specific to different areas within the facility to ensure smooth operation and safety for everyone.
- **Dress Code:** All Park Fitness dress code policies apply unless in designated areas or classes/programs that specify such.
  - **Clothing must not display:**
    - Profanity or obscene language
    - Vulgar, graphic, or sexually explicit images
    - Derogatory, discriminatory, or hate-related messages
    - References to violence, illegal substances, or gang affiliation

## 7.2 Open Gym

- **Fair Play:** Encourage sharing the court and equipment fairly among all players. Wait your turn patiently and include everyone in the game to promote sportsmanship and enjoyment for all participants.
- **Cleanup and Court Care:** All players are expected to clean up after themselves; dispose of trash in the designated bins. To maintain the condition of the court, food and drinks are prohibited on the court at all times. All players are expected to return equipment once they have completed activity.
- **Respect Facility Rules:** Do not enter the gym before the designated time for your session. Keep the hallways clear by not bouncing basketballs or engaging in play outside of the gym area to ensure safety and respect for other facility users.
- **Shirts are required** at all times and must cover the chest, back, and midriff.
- **Athletic bottoms** such as shorts, leggings, or sweatpants are required.
- **Closed-toe, non-marking athletic shoes** are required. Sandals, slides, crocs, or barefoot training (outside of supervised classes) are not permitted.

## 7.3 Track

- **Stroller, Food, and Drink Restrictions:** Baby strollers, food, and open drinks are not permitted on the track. Only spill-proof water bottles are allowed to ensure cleanliness and safety for all users. No glass containers.
- **Clothing and Personal Belongings:** Clothing and coats should not be left on the knee wall; please hang them up in the designated areas in the hallway to keep the track area clear and organized.
- **Footwear Requirements:** Wear clean athletic shoes that are free of salt and dirt to help maintain the track's surface and ensure safety for all participants.

- **Electronic Device Usage:** Electronic devices, including cell phones, are not allowed to be used in speaker mode. Headphones are required.
- **Volume of Conversations:** Keep conversations at a reasonable volume to respect other track users.
- **Track Lane Usage:** The inside lane is reserved for walkers. Do not block the passing lane; always pass on the left to ensure smooth flow and safety on the track.
- **Equipment Usage:** Fitness equipment must not be removed from studios or the fitness floor for use on the track and is not included in track pass options. Equipment should remain in its designated area to maintain order and safety.

## 7.4 Pool

### **General Use and Safety:**

- **Shower Before Entering:** Patrons are encouraged to take a shower before entering the pool to maintain water cleanliness and hygiene.
- **Proper Swimwear Required:** Only appropriate swimwear is allowed in the pool. Street clothes, jeans, and non-swimwear fabrics can introduce contaminants and are not permitted. Approved water shoes are acceptable.
- **Swim diapers** are required for infants and toddlers who are not potty trained.
- **Cover-ups or dry clothing** must be worn outside the pool area.
- **Food and Drink Restrictions:** No food or glass containers are allowed in the pool area to prevent accidents and maintain cleanliness. Plastic and aluminum water bottles are acceptable.
- **Keep Walkways Clear:** Please do not leave personal belongings or equipment in walkways or on the pool deck. Items should be stored in lockers or designated areas to prevent tripping hazards.
- **Use of Swim Aids:** Swim aids like floaties or life jackets must be US Coast Guard approved. Inflatables that could obstruct the view or movement of swimmers are not permitted.
- **Lap Lane Courtesy:** When using lap lanes, select a lane that matches your speed. If the lanes are crowded, be prepared to share the lane by splitting in half or circle swimming, staying to the right to allow faster swimmers to pass safely.
- **Follow Lifeguard Instructions:** Always listen to and follow the instructions of the lifeguards on duty. Their primary concern is the safety and well-being of all swimmers.
- **Leave On Time:** Please exit the pool area promptly at closing time. Staff are scheduled only for the appropriate times to open and close the pool, and your cooperation helps ensure operations run smoothly.

### **Behavior and Conduct:**

- **Respect and Courtesy:** Treat all patrons and staff with respect. Abusive language, profanity, and disrespectful behavior are strictly prohibited.
- **No Horseplay:** Engage in activities in a responsible manner. Horseplay, roughhousing, or any behavior that could endanger yourself or others is not allowed.
- **Private Instructor Priority:** Private Instructors have priority use of Lane 1. Swimmers may be asked to change lanes during scheduled training sessions.
- **Respecting Private Instructor Requests:** Patrons are expected to respect Instructor requests to use lanes and equipment. Sessions are time-limited, and cooperation helps facilitate efficient training sessions for all clients.

### **Audio and Video Media:**

- **Audio and Video Restrictions:** Do not play videos or music through speakers; use headphones to keep the audio private and avoid disturbing others. Filming, photography, and the use of social media are prohibited.
- **Phone Calls:** Talking on the phone is prohibited on the pool deck and in the pool. If you need to use your phone, please exit to the lobby.

**Policy Management:**

- **Management Rights:** Management reserves the right to amend policies as necessary for the safety, well-being, and experience of all patrons.

## 7.5 Fitness Floor

**General Use and Safety:**

- **Proper Equipment Use:** Equipment is for its intended use only. Misuse of equipment can lead to injuries and damage.
- **Weight Handling:** Dropping of dumbbells, weights, and barbells is prohibited. Always handle weights and equipment with care to prevent damage, ensure safety, and reduce noise.
- **Chalk:** Chalk is not permitted.
- **Equipment Usage and Sharing:** Do not loiter on equipment and allow others to work in between sets. Please return all equipment to its original location after use to keep the area organized and accessible.
- **Clean and Return Equipment:** Please clean all equipment after use with the wipes provided for your convenience and return all equipment to its original location.
- **Electronic Device Usage:** Electronic devices, including cell phones, are not allowed to be used in speaker mode. Headphones are required.
- **Cell Phones:** Talking on Cell phones is prohibited on the fitness floor and member lounge area. As a courtesy to other members, please step out to the common lobby area to use your cell phone.
- **Volume of Conversations:** Keep conversations at a reasonable volume to respect other users.
- **No Food Policy:** Eating is not allowed on the fitness floor to maintain cleanliness and hygiene. Spill-proof water bottles are required.
- **No Bags on Fitness Floor:** For the safety of all patrons, no bags are allowed on the fitness floor at any time. Members and guests are required to store their bags, extra clothing, and other personal belongings in the designated common lockers, locker rooms, or coat hooks provided by the facility. The Park District of Highland Park is not responsible for lost or stolen property.

**Behavior and Conduct:**

- **Respect and Courtesy:** Treat all patrons and staff with respect. Abusive language, profanity, and disrespectful behavior are strictly prohibited.
- **No Horseplay:** Engage in activities in a responsible manner. Horseplay, roughhousing, or any behavior that could endanger yourself or others is not allowed.
- **Personal Trainer Priority:** Personal Trainers have exclusive priority in the studio for private sessions. The studio is available to members when not in use, but patrons may be asked to leave during scheduled training sessions.
- **Respecting Trainer Requests:** Patrons are expected to respect personal trainers' requests to use equipment in between sets. Trainers' sessions are time-limited, and cooperation helps facilitate efficient training sessions for all clients.

**Media Conduct:**

- **Audio and Video Restrictions:** Do not play videos or music through speakers; use headphones to keep the audio private and avoid disturbing others. Filming, photography, and the use of social media are prohibited.

**Dress Code:**

- **Footwear Requirement:** Athletic close-toed gym shoes are required in all areas of the fitness floor. Sandals, flip flops, open-toed shoes, and barefoot training are strictly prohibited to ensure safety.
- **Clothing must not display:**
  - Profanity or obscene language
  - Vulgar, graphic, or sexually explicit images
  - Derogatory, discriminatory, or hate-related messages
  - References to violence, illegal substances, or gang affiliation

**Policy Management:**

- **Management Rights:** Management reserves the right to amend policies as necessary for the safety, well-being, and experience of all patrons.

## 7.6 Group Exercise

- **Entry 5-Minutes Before Class:** Classes are often scheduled back-to-back, with a 10-minute transition period: 5 minutes for participants to return equipment and exit the studio, and 5 minutes for the next class to gather equipment and prepare. Please wait for the previous class to clear the room.
- **Arrive On Time:** To ensure a smooth start, arrive at least 5 minutes before the class begins. Late arrivals beyond 5 minutes after the start time may not be checked in.
- **Respect class setup guidelines:** Early or "dibs" setup of equipment is not permitted. Entry for classes begins **5–10 minutes prior to the scheduled start time**. Do not enter a class already in session. If no class is scheduled beforehand, setup may begin **no more than 15 minutes prior** to the class start time.
- **Mind/Body:** Class formats such as Yoga, Pilates, and Barre require a stricter on-time policy due to the quiet and focused nature of the sessions and to avoid placement disruptions.
- **Dress Code Policy:** All Park Fitness Dress Code policies apply unless in designated areas or classes that specify such.
- **Audio and Video Restrictions:** Do not play videos or music through speakers; use headphones to keep the audio private and avoid disturbing others. Filming, photography, and the use of social media are prohibited per District policy.
- **Cell Phone Usage:** All calls must be conducted outside of class spaces and in designated common areas away from instruction.
- **Equipment Usage:** Fitness equipment is expected to be cleaned and returned to its original spot after classes. Equipment must not be removed from studios. Equipment should remain in its designated area to maintain order and safety.
- **Fitness Equipment Etiquette:** Fitness equipment must be cleaned and returned to its original location after use. To maintain order and safety, equipment must not be removed from studios and should remain in its designated area at all times.
- **Conclusion of class:** Please exit the class in a reasonable amount of time. Class participation does not allow for access to the facility for additional use without a proper membership.

## 7.7 Personal Training and Pilates Reformer Training

- **Arrival and Check-in Before Sessions:** To ensure a smooth start to your session, please arrive at least 5 minutes early to check in at the fitness desk/front desk. Upon check-in, you will receive a required training ticket that must be presented to your trainer before the session begins. If you need to process payments, allow additional time for this. Your cooperation helps us maintain a timely schedule for all members.
- **End On Time:** Ending your session on time is essential for ensuring that the next client can start promptly and receive the full attention they deserve, helping maintain the day's schedule and respect for all members.
- **Personal Training Studio:** Staff Personal Trainers always have priority for private use with their clients. The Personal Training Studio is available to members and guests when not in use by a personal trainer.
- **Pilates Reformer Training Studio:** The Pilates Reformer Studio is exclusively for both members and non-members during a scheduled session with a Park Fitness staff Pilates Reformer-certified trainer.
- **Use of Personal Trainers & Coaches:** No outside personal trainers, instructors, or coaches are allowed to be used in the Park District. Personal trainers, instructors, or coaches must be active Park District of Highland Park Staff approved by management to train on Park District property.

## 7.8 Consequences of Non-Compliance

Failure to adhere to the etiquette and rules of our facility may result in disciplinary actions, which can include warnings, temporary suspension of facility privileges, or permanent revocation of membership or access, depending on the severity of the violation.

## 8.0 FACILITY ACCESS AND HOURS

### 8.1 Access Procedures

All patrons are required to check in at the Park Fitness front desk, located in the main lobby, upon arrival. After the initial check-in, patrons will be directed to the appropriate facility access point, where they must either:

- **Scan in using their membership card or key tag, and/or**
- **Have a current waiver on file**

Access will not be granted without a valid waiver and proof of entry. This process ensures the safety and accountability of all individuals using the facility.

### 8.2 Facility Hours

#### Entry and Opening Hours:

- **Access Hours:** Facility hours and specific areas are available on our website and are subject to change.
- **Facility Opening:** Patrons are not permitted to enter the building before the designated opening hours. Doors will remain locked until opening time to ensure safety and comply with our district's insurance policies. In the event of inclement weather, we recommend staying in your vehicle for safety.
- **Staff Presence Requirement for Opening:** The building can only be opened when a minimum of two Park Fitness employees present, one of whom must be a qualified

Manager on Duty. If this staffing requirement is not met, the building will remain closed until a Manager on Duty arrives and all morning operational preparations are completed to standard.

- **Pool Deck Access:** No one will be allowed on the pool deck unless a Manager on Duty is present in the building. When the facility is not protected by Lifeguards, all guests swim at their own risk and must be at least 16 years old. No one should swim alone.

### 8.3 Area Specific Closing Hours:

- **Gymnasium:** Both gymnasiums will close 15 minutes before the facility's closing time. All patrons must exit these areas promptly and without exception to facilitate an orderly shutdown.
- **Locker Rooms:** Locker rooms and family changing areas will close 15 minutes before the facility's closing time. All patrons must exit these areas promptly and without exception to facilitate an orderly shutdown.
- **Swimming Pool:** The pool closes 30 minutes before the overall facility's closing time. All patrons must exit these areas promptly and without exception to facilitate an orderly shutdown.

### 8.4 Exit and Closing Time:

- **Closing times:** Patrons are expected to plan their visits to ensure they exit the facility on or before the designated closing time. Our staffing is scheduled strictly until closing to allow for the completion of closing duties and to ensure the building is secured properly. All doors will be locked promptly at closing to maintain safety and compliance.

## 9.0 FITNESS GENERAL INFORMATION

### 9.1 Fitness Floor Access

- **Valid Membership or Pass Required:** An active membership or valid pass and signed waiver are required for entry.
- **Check-In Required:** All patrons must properly check in using a membership or pass option to access the fitness floor.
- **Non-Transferable:** All Membership and Short-Term Pass options are solely for the individual enrolled. Sharing memberships and passes is strictly forbidden.

### 9.2 Fitness Membership Plans

- **Availability:** Membership options are available online and in person.
- **Eligibility:** Memberships are available to individuals ages 11 and older. Some age groups may have additional requirements to sign up.
- **Type of Membership:** All memberships are recurring and are offered at our best value.
- **Enrollment Fee:**
  - A non-refundable enrollment fee is required, equal to my monthly membership fee.
- **Non-Transferable:** Memberships are solely for the individual enrolled and are not to be shared.
- **Subject to Change:** All rates and privileges are subject to change without prior notice.

- **Access Based on Membership Type:** Access to fitness areas is a privilege based on the type of membership and is thoroughly defined online and in-person on the Membership Rate flyer.

### 9.3 Fitness Membership Age-Specific Requirements:

- **Under 18 Years of Age:**
  - Must have a parent or legal guardian register in person with identification to complete all necessary forms and waivers.
  - **P.A.R.K. Fitness Agreement:** Both parent or guardian and child are required to review and sign the P.A.R.K. Fitness Agreement acknowledging the rules and etiquette policies for the facility before membership enrollment.
  - Online registration is not available for minors.
- **13-14 Years of Age:**
  - Required to enroll in our "Intro to P.A.R.K. Fitness" sessions with a parent or guardian to become eligible for a Student Membership.
  - Signed P.A.R.K. Fitness Agreement with both parent/guardian and child.
  - In-person parent or guardian signed waivers.
- **11-12 Years of Age:**
  - Required to enroll in our "Youth P.A.R.K. Fitness Orientation" with a parent or guardian to become eligible for a Youth P.A.R.K. Fitness Membership.
  - Signed P.A.R.K. Fitness Agreement with both parent/guardian and child.
  - Membership eligibility requires a parent or guardian in the same household to maintain an active recurring membership.
  - In-person parent or guardian signed waivers.
  - Must be accompanied by a parent or guardian while using the facility.
  - **No weight room access allowed:** Children 11 and 12 years of age are strictly forbidden to use the equipment in the free-weight area of the fitness floor. This includes all free weights, plate-loaded equipment, and cable machines.
  - Restricted to Cardio, Selectorized equipment, Turf, and Stretching Areas with parent or guardian present.

### 9.4 Short Term Passes

- **Availability:** Pass options are available online and in person. Except for minors.
- **Access Based on Pass Type:** Access to fitness areas is a privilege based on the type of short-term pass purchased and is thoroughly defined online and in-person on the Membership/Short Term Pass rate plans.
- **Subject to Change:** All rates and privileges are subject to change without prior notice.

### 9.5 Short Term Pass Age-Specific Requirements:

- **13-14 Years of Age:**
  - Required to enroll in our "Intro to Fitness" sessions with a parent or guardian to become eligible for any short-term pass or student promotion.
- **Under 18 Years of Age:**
  - Must have a parent or legal guardian register in person with identification to complete all necessary forms.
  - Children under the age of 17 and their parents are required to acknowledge and sign the P.A.R.K. Fitness Agreement rules and etiquette policies for the facility before membership enrollment.

## 9.6 Guest Passes

- **Availability:** Recurring Members will receive 3 guest passes per year, distributed on the date of enrollment and on anniversary date(s), unless the membership is cancelled or on suspension.
- **Validity Period:** Guest passes are valid only within the member's current 12-month membership term. Any unused guest passes will expire at the end of that term and will not carry over.
- **Distribution Method:** Guest passes will be linked to the member's account and will not be printed for distribution.
- **Check-In Requirement:** Guests must check in with a valid ID.
- **Individual Guest Usage Limit:** Each guest is limited to using up to 3 guest passes per calendar year and requires member approval per use.
- **Ages:** 15 years and older

## 9.7 Free Trial Passes

- **Availability:** As offered by the facility.
- **Limits:**
  - Limited to new users of Park Fitness, formerly the Recreation Center of Highland Park.
  - Free trial passes are specific to Fitness Membership access and not intended for use of open gym and track pass usage.
  - Age Requirements: 26 years and up.
- **Nonresident Access:**
  - Free trial passes are only available for border city residents.
  - Government-issued ID required

## 9.8 Group Exercise Access

- **Group Exercise Class Access:** Group Exercise classes are included in Group Exercise only and All-Access membership or passes.
- **Exclusive Use and Check-In:** All studios, including Group Exercise, Mind/Body, Pilates Reformer, and Cycle Studio, are reserved exclusively for scheduled Group Exercise classes. Patrons must follow proper check-in procedures to participate in these classes.
- **Restricted Access:** Patrons are not permitted to use the studios outside of designated Group Exercise classes.
- **Rental Option:** Studios may be rented for non-compete use through the Park District of Highland Park Rental Manager, adhering to facility guidelines.
- **Age Requirements:** 13+
- **Limited:** Membership and pass types do not include preregistered programs (ex. Beach Yoga)

## 9.9 Kids Club Access

- **Access Requirement:** Kids Club is available as an additional fee service for active adult annual memberships.
- **Age Requirement:** 6 months – 10 years
- **Check In Required:** Parent or guardian must check in upstairs at the fitness desk outside the Kids Club using a scan card or daily purchase upon each visit.
- **Operating Hours:** Specific childcare times are posted and strictly adhered to, ensuring availability and organization for member planning.
- **Rental Option:** Kids Club facilities are available for private events and functions, adhering to the same non-compete policy as other facility rentals.

### 9.10 Personal and Pilates Reformer Training Program

- **Personal Training and Pilates Reformer Training:** Fee based add-on service
- **Registration Form:** Required for personal training assignments
- **Training Purchases:** must purchase in advance
- **Training Usage:**
  - Requires a check-in and pulled ticket before each session
  - Training packages are valid only for the patron they are purchased for.
  - Training packages are non-refundable and non-transferable.

## 10.0 TRACK GENERAL INFORMATION

### 10.1 Track Pass Fees:

- **Residents:**
  - Enjoy a free annual track pass with proof of residency.
  - Renewal is required each year with a signed waiver.
- **Non-Residents:**
  - 365-Day Track Pass or Daily pass options are available for purchase.
  - 365-Day Track Pass renewal is required each year with a signed waiver.
  - Rates are subject to change.

### 10.2 Track Pass Usage:

- **Track Pass Required:** All patrons, residents, and nonresidents are required to activate a track pass at the fitness desk and receive a valid track pass to use with each entry.
- **Check In Required:** All track users must check in upstairs at the fitness desk outside the track using an active track pass scan card or a daily purchase upon each visit.
- **Fitness Members and All-Inclusive Short-Term Pass Holders:**
  - Access to track with valid check in
- **Track Pass Holder Limited Facility Access:**
  - Track pass holders have limited access within the facility.
  - Fitness center, pool and open community play, are not included with Track passes, including resident or non-resident track passes.
  - All-Access passes are available for purchase.

### 10.3 Age-Specific Requirements:

- Ages 4 and under are not allowed on the track.
- Ages 5-10 years of age must be accompanied by a parent or guardian and must be by their side, and they are not allowed to walk or run free.

## 11.0 POOL GENERAL INFORMATION

### 11.1 Pool Usage

- **Access Requirement:** Pool usage for lap-swimming, open swim, learn-to-swim, programs, events, and aqua fitness classes as part of a qualifying membership, registration, or daily fee.

- **Check In Required:** All patrons must scan their membership or present a purchased daily admission receipt at the pool desk upon entering the pool area. This helps maintain accurate attendance records and ensures only authorized users are accessing the pool.
- **Pool Hours and Access:** Pool hours are available on our website. All patrons must properly check in using a membership or pass option to access the pool.
- **Pool Deck Access:** No one will be allowed on the pool deck unless a Manager on Duty is present in the building. When the building is not protected by Lifeguards, all guests swim at their own risk and must be at least 16 years old. No one should swim alone.
- **Pre-Closure Notice:** The pool closes 30 minutes before the overall facility closing to allow for proper shutdown procedures.

### 11.2 Lap Swim Age Requirement (Illinois Law):

- In compliance with Allinois state law, lap swimming without a lifeguard on deck is only permitted for swimmers aged 16 and older.

### 11.3 Priority Use

- **Program Use:** Learn to Swim Program, Private Lessons, Group Exercise classes, and Park District events have priority for lane usage over lap swimming and open swim. Specific times for these activities will be posted and are subject to change.
- **Private Rentals:** The pool may be closed for private rentals, with closure times posted in advance to inform patrons.

## 12.0 GYMNASIUM GENERAL INFORMATION

### 12.1 Gymnasium Usage:

- **Check In Required:** All open gym users must check in at the front desk in the main lobby using an active membership scan card or a daily pass purchased upon each visit.

### 12.2 Age-Specific Requirements:

- **Open Gym** – Children under the age of 10 must have a parent or guardian in the building while using open gym.
- **Open Volleyball** – Ages 12 and up.

### 12.3 Priority Access:

- **Gymnasiums serve the Park District of Highland Park** for the following:
  - Youth and Adult Athletic Programming
  - Group Exercise Classes
  - Community Open Play as listed below but not limited to:
    - Open Gym
    - Open Volleyball
    - WiggleTime
    - Park District Events

### 12.4 Schedules Information:

- All programs are scheduled in advance, posted for public viewing, and require proper use and check-in by participants. You can visit the website for more rules, etiquette, and hours.

#### **12.5 Rental Option:**

- Gymnasiums are available for private basketball and other athletic rentals, adhering to a non-compete policy.

#### **12.6 Restrictions:**

- No private training or coaching is allowed in the gymnasiums under any circumstances.

### **13.0 LOCKER ROOM GENERAL INFORMATION**

#### **13.1 Exclusive Access:**

- Locker rooms and showers are exclusively available to members and pass holders of Fitness Memberships, All-Inclusive Pass options, Lap Swim Passes, and those registered for specific programs like Learn to Swim, Private Lessons, Open Swim, Athletics, and Personal Training sessions.

#### **13.2 Restricted Access:**

- Track Pass holders and unregistered visitors are not granted access to these areas under any circumstances.

#### **13.3 Public Use of Locker Rooms and Family Changing Room:**

- Public use of these areas for showers or personal grooming is not permitted.

#### **13.4 Privacy and Security:**

- Locker Room Access Policies are designed to ensure the privacy and security of our members while maintaining the quality and exclusivity of our amenities.

### **14.0 FACILITY RENTAL INFORMATION**

#### **14.1 Booking and Contact Information:**

- Rental spaces must be booked in advance through the Park District of Highland Park Rental Manager. Contact information is available on our website or at our front desk.

#### **14.2 Rental Agreement:**

- All rentals require a contract, and drop-in rentals are not permitted. This ensures proper scheduling and facility management.

#### **14.3 Non-Compete Policy:**

- Non-compete rules apply to all rental spaces within the facility, as determined by the facility manager, to maintain fairness and exclusivity of use.

### **15.0 INCLUSION**

The Park District of Highland Park strives to serve as the center of the community and to be our residents' first choice for recreational services. Our adopted policies, procedures, and programs

are committed to creating an inclusive environment where all individuals are treated with respect and dignity.

**15.1 The Park District of Highland Park pledges:**

- To be an ally for inclusion
- To be committed to progress that eliminates discrimination and promotes diversity.
- To be accountable for showing respect for the dignity and self-worth of every individual

**15.2 Values Statement**

The Park District of Highland Park is an ally for inclusion and equitable access, where everyone is afforded the same rights and opportunities that result in a sense of belonging and the ability to safely express themselves authentically, without judgment.

**15.3 Equality Statement**

The Park District of Highland Park provides programs, activities, and facilities without discrimination or segregation on the grounds of race, color, religion, national origin, veteran status, age, handicap or disability, sexual orientation, or gender. No participant or spectator shall, on the basis of race, sex, creed, national origin, or disability, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

**15.4 Recreation Purpose Statement**

We strive to use our resources wisely and become more sustainable in our day-to-day operations; to provide positive recreational experiences through programs, camps, memberships, drop-in services, private and group lessons, special events, leagues, tournaments, rentals, and other activities which contribute to the individual's physical, social, emotional, cultural, and educational growth in order to enrich the quality of life. Respect for the dignity and self-worth of every individual shall be of paramount importance.

**15.5 Non-Discrimination Statement**

The Park District of Highland Park does not discriminate on the basis of race, color, religion, gender, (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), sexual orientation, age, national origin, parental status, political affiliation, genetic information, marital status, veteran status, disability, membership in an organization, age, reprisal, or other unlawful factors.

**15.6 Transgender Policy**

This policy is designed to create a safe and inclusive environment in which community members, visitors, and participants can be honest and open about who they are and feel comfortable using District facilities, participating in programs, and attending Park District events.

It is the District's policy to treat everyone with dignity and respect and to provide facilities, services, programs and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an organization, age, reprisal, or other

unlawful factors. The Park District offers programs, services, facilities, and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

### **15.7 Harassment Policy**

The Park District of Highland Park believes that our employees should be able to work in an atmosphere free from all forms of harassment. Therefore, it is our policy to prohibit all types of harassment, including but not limited to harassment based on: sex, sexual orientation or identity, race, color, religion, national origin, age, disability, citizenship, marital status, veteran status, genetic information, or any other basis prohibited by law. This policy extends to each and every level of our operations. Accordingly, harassment, whether by an employee, officer, park commissioner, agent, volunteer, vendor, or any person using Park District property or services, will not be tolerated by the Park District.

### **15.8 Americans with Disabilities Act (ADA)/Special Accommodations**

The Park District of Highland Park encourages participation by everyone! If you or a family member has special needs and would like to participate in a program, we will be happy to make reasonable modifications (s) to meet your needs. Please indicate on the registration form if you would like information regarding our inclusion programs and/or specifically identifying any need for and request for reasonable modification(s) according to the Americans with Disabilities Act.

The Park District of Highland Park provides recreational opportunities for all residents of Highland Park. People with and without disabilities are encouraged and invited to register for all Park District of Highland Park programs of interest. People with disabilities will not be discriminated against in the delivery of Park District of Highland Park programs.

## 16.0 FACILITY PARTICIPATION WAIVER

### PARK DISTRICT OF HIGHLAND PARK / PARK FITNESS WAIVER & RELEASE

**IMPORTANT INFORMATION:** The Park District of Highland Park is committed to conducting its recreation programs and activities in a safe manner, providing safe aquatic facilities and programs, and holds the safety of participants in high regard. The Park District of Highland Park continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participant's safety. However, participants and parents/guardians of minors registering for this program must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, suffers from an underlying medical condition, takes medication, smokes cigarettes, has a family history of coronary disease, or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any fitness center activity, or any physical/aquatic activity. Please understand and recognize that lifeguards are not responsible for providing supervision or assessing your swimming skills or that of your minor child; rather, lifeguards are responsible for enforcing safety rules and responding to emergencies. Adult pool pass holders and parents of minor pool pass holders are solely responsible for supervision of any and all activities contemplated by this agreement. Additionally, children 10 years of age and younger must be supervised at all times by a responsible person, 16 years of age or older. NEVER LEAVE ANY CHILD WITH POOR SWIMMING SKILLS OR 10 YEARS OF AGE AND YOUNGER UNACCOMPANIED BY A PARENT OR RESPONSIBLE PERSON, 16 YEARS OF AGE OR OLDER

**WARNING OF RISK:** Aerobic and other fitness activities such as passive/resistive weight training, use of stair machines, jogging, free weights, and other training devices are intended to challenge and engage the physical, mental, and emotional resources of the participant. Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers and injuries due to overexertion, improper technique, ignoring safety precautions, failing to follow instructions, slips and falls, unfamiliarity with the equipment and/or exercise, equipment failure, failure in supervision/instruction, premises defects and other risks inherent to the particular activity exist. In this regard, it is impossible for the Park District of Highland Park to guarantee absolute safety.

Dependent upon a person's physical condition, age and/or skill level, aerobics and fitness activities can involve a substantial risk of the following types of injuries. This list is by no means complete but includes some of the more common ones: 1. Heart attack, stroke, and circulatory problems 2. Bone and joint injuries 3. Back and neck injury 4. Shin splints 5. Muscle strain and other muscle injuries 6. Foot problems Swimming and other aquatic activities challenge and engage the physical, mental, and emotional resources of each participant. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including but not limited to drowning, head/brain injury, and spinal cord injury. Understandably, not all hazards and dangers can be foreseen. The very nature of swimming and aquatic activities are hazardous and risky, including but not limited to fatigue and overexertion, poor swimming skills, failing to avoid dangerous areas, failing to follow rules and regulations, failure of lifeguards to locate victims and/or delay in emergency response time, horseplay, diving or cannon-balling into shallow water and striking the bottom or side of the pool or waterslide, inadequate supervision or instruction, lack of conditioning, becoming disoriented, striking other

swimmers, striking one's head on the bottom, slip and falls on the deck or within the locker facility, chemical exposure and all other circumstances inherent to aquatic activities. In this regard, it must be recognized that it is impossible for the Park District to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK:** Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided) and with the use of the Park District aquatic facilities and programs. I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity and to patrons of aquatic facilities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of participating in any and all activities and programs connected with or associated with this Pass. I agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District of Highland Park, including its officials, agents, volunteers and employees. I further recognize and agree that lifeguards and other aquatic staff are not responsible for supervising my activities or the activities of my minor child(ren) and I agree that I am solely responsible for supervising my minor children and/or assessing whether my children are physically fit and/or adequately skilled for aquatic activities. I additionally agree to supervise any children ages 10 and under at all times. I further agree to waive and relinquish all claims I, or my minor child/ward may have (or accrue to me or my child/ward) as a result of use of the Park District's aquatic facilities and programs against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "District"). I do hereby fully release and forever discharge the District from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with use of the Park District of Highland Park's aquatic facilities and programs.

**Special Accommodations ADA Information:** The Park District of Highland Park encourages participation by everyone! If you or a family member have special needs and would like to participate in a program, we will be happy to make reasonable modification(s) to meet your needs. Please indicate on the registration form if you would like information regarding our inclusion programs and/or specifically identifying any need for and request for reasonable modification according to the Americans with Disabilities Act. The Park District of Highland Park provides recreation opportunities for all residents of Highland Park. People with and without disabilities are encouraged and invited to register for all Park District of Highland Park programs of interest. People with disabilities will not be discriminated against in the delivery of Park District of Highland Park programs. To discuss our policies, programs, or services or to raise a claim of discrimination on the basis of disability, contact our Executive Director at 847.831.3810.

**Residency Policy:** Recreation program residency rates apply to everyone who lives within Park District of Highland Park boundaries and pays Park District of Highland Park taxes including: residents of Fort Sheridan (60037); portions of the Town of Fort Sheridan that lie within Park District boundaries (60035); and Park District of Highland Park taxpayers who reside on the following Kings Cove (Deerfield) streets: Carriage Way, Bent Creek Ridge, Fox Hunt Trail, Millstone Road, Shag Bark Lane, Smoke Tree Road and Tanglewood Court. All other Deerfield street addresses and residents of Highwood do not pay Park District of Highland Park taxes and are, therefore, nonresidents of the Park District. Nonresidents pay an additional nonresident fee per program. Nonresident fees are the second fees shown in program descriptions.

**Photo & Video Policy:** Photos and video footage are periodically taken of participants in the facility, during a special event, or at the district's parks. Please be aware that, by signing this waiver and release you are authorizing the Park District to use these photos and video footage in the District's publications and website without your further permission and without any compensation to you. All photos are property of the Park District. Please call the Communications Office at 847.579.3136 for more information.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form.**

## **17.0 FITNESS MEMBERSHIP TERMS AND CONDITIONS**

### **17.1 Terms of Membership**

- I understand that my membership is for a 12-month period, and I agree to abide by all policies and guidelines of Park Fitness
- I acknowledge that policies and procedures are subject to change without notice.
- Membership costs are subject to change with 30-day notice. I agree to abide by these changes even during my 12-month obligatory period.
- Other costs associated with the facility are subject to change without prior notice.
- My membership may be terminated by Park Fitness if I violate the policies or conduct myself inappropriately. I am bound by the terms of this agreement unless cancelled in writing within seven days of acceptance, or as otherwise provided by law.

### **17.2 Enrollment Fee**

- At the time of joining, I will pay a non-refundable enrollment fee equal to my monthly membership fee. This fee will be applied towards my 13th membership payment if I remain a member for 12 continuous months without cancellation. If I cancel within the first 12 months, the enrollment fee is not refundable.
- Enrollment fees are non-refundable and will not be reimbursed if you transfer your membership type.

### **17.3 Facility Closure**

- Park Fitness may shut down areas or the entire facility for routine maintenance. This is included in my membership cost, and my membership will not be extended, prorated, or refunded due to these closures.

### **17.4 Recurring Agreement**

- My membership is based on a recurring agreement that automatically continues beyond the initial 12-month period without requiring annual renewal. This agreement ensures that my membership seamlessly continues until I choose to cancel it under our click-to-cancel policy.
- Upon expiration of each term, my membership will automatically renew, and I am responsible for all accrued dues and other charges. It is essential to keep a current VISA, Mastercard, Discover, or Amex on file at Park Fitness. Insufficient funds and past due payments are subject to a \$25 service fee.

### **17.5 Temporary Membership Hold**

- I may place a temporary hold on my membership for up to six consecutive months during my 12-month term. A non-refundable maintenance fee of \$5 per month. An official membership hold form must be completed at least 3 days in advance to allow for processing. This policy will not be offered retroactively. Memberships cannot be cancelled while on hold and must be reactivated for one full month before cancellation can occur.

- Members are not permitted to use the facility, or guest passes while their membership is on hold.
- Memberships that remain on medical hold for a total of 12 consecutive months with no usage will be automatically cancelled due to non-use.

### **17.6 Membership Type Transfer**

- One membership downgrade transfer is allowed per person per 12-month membership term.

### **17.7 Membership Cancellation**

- All membership cancellations must be completed either:
  - Online at PDHP.org, or
  - In person by submitting a Membership Cancellation Request Form at Park Fitness
- All accrued dues and outstanding charges must be paid in full before the effective cancellation date.
- If a member is unable to utilize their membership due to death or disability, they or their estate will only be responsible for charges incurred up to the date of death or the onset of the disability. Park Fitness reserves the right to request reasonable verification of such circumstances.
- Once a cancellation is submitted, please allow up to 5 business days for processing. When you cancel a recurring membership, your access to Park Fitness will continue through the end of your current billing cycle. You will not be charged on your next billing date, and your access will end on the 4<sup>th</sup> of the month, just before the next billing date on the 5<sup>th</sup>.
- Please note the following important details
  - No refunds will be issued for cancellations made mid-billing cycle
  - If you cancel within the first 12 months of your membership, the enrollment fee is non-refundable
- Billing occurs on the 5<sup>th</sup> of every month, and membership access ends on the 4<sup>th</sup> if the membership is cancelled before the next billing cycle.

### **17.8 Membership Benefits**

- Each 12-month term entitles me to 3 guest passes and the opportunity to purchase PT Promo within 30 days of my start/renewal date. A free orientation is available when signing up for membership.

### **17.9 Membership Agreement**

- I have examined this agreement before signing and agree to abide by all Park Fitness policies and procedures. This agreement is accompanied by a signed waiver and release and is not valid without it.

## **18.0 FACILITY CLOSURES**

### **18.1 Maintenance Shutdown**

- **Routine Maintenance:** Annually, Park Fitness schedules a closure for comprehensive servicing of equipment and facilities, enhancing air quality, cleanliness, and overall maintenance, including capital projects. These closures are

planned well in advance, announced at least two weeks prior, and are included as part of the terms and conditions of membership and pass options.

- **Unforeseen Issues:** Despite regular maintenance, unexpected problems may necessitate area or full facility closures. We will notify members promptly in such cases.

## 18.2 Emergency Shutdown

- **Weather-Related Closures:** The facility may alter hours or close due to severe weather conditions to ensure the safety of our staff and patrons. Please note, memberships are not prorated, refunded, or extended due to closures.
- **Emergency Lockdown:** Under the Park District of Highland Park's Emergency Operations Plan, a lockdown may be initiated to ensure the safety and security of all individuals on the premises when an imminent threat is identified. The activation of a lockdown is communicated through the public address system, emails, text messages, and internal alarms, clearly stating that a lockdown is in effect.

## 19.0 TOGETHER WE GROW

As you reach the conclusion of this handbook, we invite you to embrace the values that define the Park District of Highland Park: **Welcoming, Caring, and Extraordinary**. You play a vital role in fostering a warm and inclusive environment where each member feels valued and supported. Your efforts make our facilities not just places to exercise, but sanctuaries where health and well-being flourish. As you continue your journey with us, remember that every class, workout, and interaction is an opportunity to embody these principles.

Thank you for being a pillar of our vibrant facility. Together, we celebrate every achievement and encourage every endeavor—because every step forward is a step in strengthening our community.

**Thank you for making Park Fitness an extraordinary community wellness center!**

