



# Member Handbook

(Rev. February 25, 2020)

Our Member Handbook has been created to make it easy for you to find answers to questions you may have about your Mittleman Jewish Community Center (MJCC) membership. Please take a few moments to familiarize yourself with this Member Handbook. Our goal is that every visit to the Center be enjoyable.

## SECURITY

Your safety and security is paramount to us. As part of our on-going efforts to enhance campus security, we require ALL members to present their membership cards to the security officer upon entering, even if the member is well-known to the officer on duty. In addition, all members must scan their membership cards at the Welcome Desk each time they come to the campus for ANY reason. If you do not have your membership card with you, you are required to check in with staff at the Welcome Desk, who will confirm your membership status and log your visit. If you lose your membership card, Welcome Desk staff will be happy to print a new one for you once per calendar year, additional replacement cards will be reprinted for a nominal fee. All guests are required to show government-issued photo I.D. Thank you for your cooperation with our security guidelines.

## MJCC MISSION AND VISION STATEMENTS

### **Mission:**

The Mittleman Jewish Community Center is an inclusive and welcoming hub for a diverse community, fostering lifelong wellness and providing dynamic social and educational experiences, grounded in Jewish values and culture.

### **Vision:**

The Mittleman Jewish Community Center envisions a thriving, diverse Jewish community, and embraces a central role in welcoming all to gather, connect, learn and celebrate life. While primarily a membership agency, the MJCC strives to serve the overall community as well. MJCC programs and services are planned to provide opportunities for people of all ages, as individuals, as members of families, and of groups, to grow, develop, and achieve their potential; and also to enhance better understanding between the local Jewish community and the community at large.

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## PILLARS OF SERVICE

The staff at the MJCC is proud to embrace important pillar behaviors to ensure your experience is the best it can be. Every MJCC staff member is expected to abide by the seven pillars of exemplary behavior, as part of the MJCC team.

The Pillars are as follows:

*B'ruchim Ha'Baim* – Welcome to Everyone!

*Ezrah* – Help or Assist

*B'Yachad* – Teamwork

*Nikayon* – Cleanliness: Keep the Facility Clean, Stocked and Ready

*Kehillah* – Build Community

*L'Hitraot* – See You Again Soon!

*Ruach* – Serve with Spirit and Have Fun!

## CODE OF CONDUCT

The MJCC is built on a strong foundation of community service and trust. We provide programming in a safe and welcoming environment where everyone is entitled to feel that they belong, and where all members, guests, volunteers and staff are treated with dignity and respect at all times. To help maintain this environment, we expect that everyone using our facility, or participating in our programs, observe this Code of Conduct.

### Respect for Each Other

We comply with the Human Rights Commission of Portland, which works to eliminate discrimination and bigotry, to strengthen inter-group relationships, and to foster greater understanding, inclusion and justice for those who live, work, study, worship, travel and play in the City of Portland. The Commission is guided by the principles embodied in the United Nations Universal Declaration of Human Rights. Please respect the rights and dignity of others.

- Any expression of discrimination, based on religion, race, color, disability, sexual orientation, age, gender identity or gender expression, will not be tolerated.
- Any demonstration of sexual harassment, including sexually suggestive language or touching, leering, staring or watching, and invading personal space or stalking (including on social media), will not be tolerated.
- Fighting or physical threats, taunting or bullying, and the use of loud, disruptive, vulgar, hateful or abusive language are prohibited.
- To protect privacy, the use of any device with the ability to take photographs or video is not permitted in locker rooms or changing areas.

## **Responsible Use of the Center**

**The MJCC is a shared space for people of all ages and abilities, including children. Help us keep everyone safe by adhering to the following policies:**

- All individuals entering the building must show their MJCC membership card or government-issued photo I.D. to the Security Officer and check in at the Welcome Desk. Members must scan their membership card at the Welcome Desk. If members do not have their cards, they must show government- issued photo I.D.
- Guests and visitors must check in at the Welcome Desk.
- Children ages 12 and under must be accompanied at all times by a parent/guardian when not attending a supervised program. Some exceptions may apply. If you are unsure, please check with the Welcome Desk.
- Oregon school law prohibits smoking and vaping, including cannabis, on our campus property.
- The consumption of alcohol (unless approved for a special event) is not permitted in our facility. The consumption of recreational cannabis in our facility is not permitted.
- Medication may only be brought into the building if they are secured in childproof containers.
- Please observe the posted schedules, including closing times, for the use of all facilities.
- Appropriate clothing for activities is required. Shirts and shoes must be worn at all times (except in Aquatics). Closed-toe shoes must be worn at all times in the Fitness Center.
- MJCC staff are not qualified or permitted to provide personal care or support (e.g. helping people in locker rooms, showers, etc.). Personal aides are permitted; please contact our Membership + Retention Manager for more information.
- WiFi is offered as a free service. The Terms and Conditions for appropriate use must be followed.

## **Consideration for Our Facility**

- Users of the facility must follow all emergency procedures, including fire drills and evacuations. Tampering with fire alarms is strictly prohibited.
- Do not leave personal items unattended, and please report any unattended bags or packages to the staff. MJCC is not responsible for theft, loss or damage to personal property.

- All members and guests must adhere to the specific policies for using or renting the facility.
- Please help us keep the MJCC clean and tidy.
- Service animals, as defined by the Dept. of Justice, are welcome. No other animals are allowed in the building.
- Bicycles, skateboards, inline skates and scooters are not permitted in the building unless they assist with mobility.
- Prior approval is required for photography and videography.
- Prior approval is required to post or distribute any written material in the building.
- Solicitation is not permitted.

MJCC reserves the right to exclude from membership, activities or the premises anyone it deems necessary. This includes, but is not limited to, individuals who fail to abide by this Code of Conduct.

MJCC staff is always ready to help. Please report any inappropriate or suspicious behavior to the staff.

### **ADA ACCOMMODATIONS FOR MEMBERS AND GUESTS**

If you require an ADA accommodation, please contact our Assistant Executive Director a minimum of three business days before the start of an event/class at 503-244-0111 or email [mjcc@oregonjcc.org](mailto:mjcc@oregonjcc.org) (attention Assistant Executive Director). MJCC staff will do their best to accommodate each person. The MJCC does not provide personal care services. You may bring a person to assist you at no additional charge. Please contact the Membership + Retention Manager if you would like to bring an aide.

### **ANIMALS**

Only service animals, as defined by the Department of Justice, are permitted on the Schnitzer Family Campus. Pets, “comfort,” or “companion” animals are not permitted. Pets may not be tied up outside our building, or left in cars for prolonged periods of time, and may not be left in cars if the outdoor temperature is more than 70 degrees.

### **AQUATICS**

The MJCC offers a comprehensive aquatics program, including a 25-yard Main Pool and a Warm Water Pool. Programs we offer include:

- Swim lessons for all ages
- USA Swimming competitive opportunities for children and adults
- Arthritis Foundation water exercise
- Aquatic exercise classes led by certified instructors

- Specialized aquatic classes for many interests and ages
- Private swim lessons
- Private aquatic therapy
- Inflatable play structure

Our programs are designed for specific age groups as designated in our Program Guide. Adult classes may be attended by those aged 13 and older. Exceptions may be made at the discretion of the Aquatics Program Manager (i.e., for private swim lessons or therapy). Lap or open swimming may not be available at all times on all days. We will make every effort to post any schedule changes in advance. Check [www.oregonjcc.org](http://www.oregonjcc.org) for the most up-to-date information. Sign up for the Aquatics Email Alerts to receive announcements, last minute schedule changes, and general information at [www.oregonjcc.org/cf\\_enotify/subscribe.cfm](http://www.oregonjcc.org/cf_enotify/subscribe.cfm).

### **Main Pool**

Our Main Pool is 25 yards long, with six lanes, starting blocks, backstroke flags and a pace clock. It is 3' 6" deep at the shallow end and 11'6" deep at the deep end and is heated to +/- 82 to 84° F. This pool is used for lap swimming, open recreational swim and programs. This pool also has a self-operated lift with a weight capacity of 300 pounds.

### **Warm Water Pool**

Our Warm Water Pool is 20'x40' and is heated to +/- 92 to 94° F. It has an overhead, remote-controlled accessibility lift, entry stairs, and exercise bar. It is 3' deep at the shallow end and 5'6" deep at the deep end. This pool is used for adult exercise, open recreational swim, youth swim lessons and other programs. MJCC aquatic therapists are available by appointment. Some programs, such as Ai-Chi, require a quiet pool area. Please be respectful of those taking the class by speaking softly during class time.

### **Equipment**

We generally have kickboards, pull buoys, hand paddles, balls, noodles, toys, aquatic exercise belts, hand buoys, and some specialized equipment for use in either pool. You may also bring your own equipment, excluding inflatable toys. If you need instruction on how to use the equipment, ask a lifeguard, or you may schedule a free pool orientation session. Some equipment is set aside for particular programs like swim lessons or therapy and is not available for open use.

### **Changing Areas**

We have general use locker rooms and two individual changing rooms with private showers, as well as separate locker rooms, changing booths and an entrance for the Warm Water Pool. If you require assistance with personal tasks such as changing, you may bring an aide at no cost. Please contact the Aquatics Program Manager if you would like to bring an aide.

## Safety

**Safety comes first** and lifeguards have discretion to vary these rules when they deem necessary for safety.

- Watch your children at all times when in the aquatic facilities, especially when your child is not participating in an MJCC program.
  - **YOUTH Ages 0-12:** Must be directly supervised by a parent or guardian at all times in the facility unless enrolled in a MJCC class or program.
  - **YOUTH Ages 13-17:** May use the facility without a parent or guardian if they are a member. Guests ages 13-15 may use the facility with a signed waiver by a parent or guardian **and** must be supervised by a responsible caregiver over the age of 16, unless enrolled in an MJCC class or program. Guests 16-17 may use the facility with a signed waiver by a parent or guardian.
- Youth age 6 and under must have a 16-year-old or older caregiver in the water within arm's reach.
- Youth ages 7-12 must have a 16-year-old or older caregiver remain on the pool deck while they are in the pool.
- Youth ages 13+ may be in the pool without a parent or guardian directly on the pool deck.
- No diving in the Main Pool shallow end. No diving anywhere in the Warm Water Pool. Diving is permitted only in the deep end of the main pool.
- No breath holding or prolonged underwater swimming.
- No running or rough play. Do not throw children in the pool or push others underwater.
- Shower your child and yourself. Take a cleansing shower before entering the pool or after using the toilet.
- No swimming without a lifeguard on duty. Follow lifeguard's directions at all times.
- No inflatable toys (rafts, arm floats or tubes).
- Do not use the pool if you have had diarrhea in the past two weeks, or a disease communicable by water. Change diapers in a bathroom or locker room only. Please use plastic bags located near the ice machine to dispose of dirty diapers.
- Swimmers who are not toilet trained must wear a swim diaper. No regular diapers in the pool.
- Immune-compromised individuals should use caution when using a public pool.
- Don't swallow pool water. Avoid getting pool water in your mouth.
- No spitting in the pool or on the pool deck.
- No person under the influence of alcohol may use the pool.
- No food or drinks in the pool except beverages in non-spill, non-glass containers.
- **Three whistle blasts signal an emergency.** Vacate the pool immediately and follow the lifeguard's directions.

## Swim Assessment (ages 12+)

The MJCC Aquatics Department is dedicated to teaching children to swim and stay safe in our pools. We require a swim assessment from each child under the age of 13. The swim assessment consists of (without assistance or touching the wall, lane lines, or

bottom at any point): jump into the deep end and swim half way down the pool on front, then turn over and swim the rest of the way on back. The ability demonstrated should be such that the lifeguard feels confident that the swimmer will be safe without a lifejacket. Please contact our Aquatics Department for any questions regarding swim assessments.

### **Pool Etiquette**

- Please wear proper swimwear—no cut-offs, underwear or thong suits.
- Please do not stand or sit on lane lines, as they may break.
- When the Main Pool is busy, swimmers must share lap lanes and use circle swimming.
- You may jump feet first into shallow or deep water but please be considerate of those around you.

### **Circle Swimming**

- Circle swim is required when more than two swimmers are sharing a lane.
- Stay to the right, like driving a car.
- Choose a lane with people who swim about the same speed as you.
- Let other swimmers know when you join their lane.
- To pass another swimmer, tap their foot while you are swimming and pass once you both get to the wall.
- If you are comfortable doing so, you may pass down the center of lane while swimming.
- If you change speed (for example, switch to kicking only) you may need to change lanes.
- If you need assistance, ask the lifeguard.

### **ARTS AND CULTURE PROGRAMS**

MJCC offers a wide range of arts and culture programs which can be found in our Program Guide, printed four times each year( fall, summer, winter and spring). Events and programs range from Jewish holidays, such as Shabbat, Sukkot, Purim, and Yom Ha'Atzmaut, to presentations by authors, choreographers, and musicians. We also feature visual art exhibitions at various times of the year. We collaborate with a range of arts organizations, including White Bird Dance, Oregon Ballet Theater, the Jewish Community Orchestra, and ORA Artists. Our offerings are broad and varied, and we're always interested in your feedback and suggestions! Please contact the Arts + Culture Manager with your ideas.

### **ATTIRE AND FOOTWEAR**

Please use your best judgment in your choices of attire at the Center. Please consider safety and performance in your choice of athletic gear and footwear. Here are the basic attire and footwear standards:

- Shirts and shoes are required at all times in all areas except the locker rooms and aquatics area.



- Always wear closed-toe athletic shoes in the Fitness Center and for any sport or group fitness class. If participating in group fitness classes such as yoga or Pilates, which are performed barefoot, wear shoes to and from the studio.
- On the racquetball and basketball courts, wear shoes designed for court play, with non-marking soles.
- Exercise attire should not be overly revealing, and fabrics or accessories should not cause damage to the upholstery on fitness equipment.
- Swimwear is appropriate only in the aquatics area and locker rooms.
- Athletic shoes are required in the Sportsplex with the exception of gymnastics. No spiked, screw-in, or molded cleats are allowed on the indoor field.

## **BUILDING CLOSURES**

If normal hours of operation are unexpectedly curtailed due to inclement weather, power outage, etc., an email will be sent to members; the closure will be posted on our website ([www.oregonjcc.org](http://www.oregonjcc.org)); and the phone greeting will be updated at 503.244.0111.

## **CAFE AT THE J**

Portland's ONLY full-service, kosher restaurant is the Café at the J, serving kosher dairy breakfasts, lunches, and dinners and a weekly meat dinner on Tuesday evening. Café at the J is owned and operated by Allen Levin/Century Catering and is under the supervision of Oregon K.

- Offering sandwiches, seasonal soups, special salads, pizza, falafel, pasta and fish specials, bagels, baked goods, yogurt parfaits, fresh fruit, and your favorite coffee drink.
- Free wireless internet access. Ask for the password at the Welcome Desk.
- Weekly kosher meat dinner buffet. Check our website for menu.
- Please be responsible in your consumption of alcoholic beverages at the MJCC and always be prepared to show ID.
- Outside food and beverages may not be brought into the Café at the J unless specifically authorized by the MJCC.
- Children under age 13 must be supervised while in the Café.

## **CHILDCARE**

### **Drop-in Childcare (6 months - 5 years old)**

The MJCC offers drop-in childcare for members ages six months to five years old. Guest rates are available. All Drop-in Childcare staff are First Aid/CPR certified. Adults must remain in the building while the child is in childcare, and children are allowed to stay in the program for up to two hours per visit. Check the MJCC website for hours and rates ([www.oregonjcc.org](http://www.oregonjcc.org)).

### **Club J (6 - 12 years old)**

For members, ages 6-12 years old, we offer Club J. Explore everything the J has to offer including soccer, basketball, racquetball, board games, and more! There is

supervised drop-in play all around the J. No registration is required. Guest rates are available.

Here are some guidelines for utilizing our childcare services:

- Adult must remain on MJCC premises while your child is in childcare or Club J.
- Sick children cannot participate in childcare. If your child becomes sick or shows signs of illness while in childcare, you will be notified to pick up your child.
- Diapered children should be dry and clean before bringing them to childcare. If a diaper change is needed, we will call the parent to come and change the diaper.
- If a child is upset or uncomfortable for 15 minutes or longer, the staff may request parental assistance. Staff may also exercise their discretion to summon parents sooner.
- Only parents or authorized adults may check children in and out or escort them in the building.
- Beverages must be in non-glass, non-spill containers.
- Children's belongings should be labeled.
- Children must follow the direction and instruction of the staff. Behavioral problems, such as biting or fighting, or other incidents that require discipline, may result in suspension of childcare privileges on a case-by-case basis.

## **CHILDREN AND YOUTH GUIDELINES**

All youth under the age of 18 must have a drop-in waiver signed by a legal guardian. Parents should advise their children and teens on appropriate behavior and supervise them (where required) while visiting the Center. This is particularly important in the Fitness Center, Café, swimming pools, gymnasium, and locker rooms. Teens ages 13 and older who are MJCC members may use the facilities without direct adult supervision. The following policies are designed for the overall safety of children while in the Center.

### **Youth Ages 0-12:**

- Must be directly supervised by a parent or guardian at all times within the facility unless enrolled in an MJCC class or program.
- Youth ages 6 and older must use the locker room for the sex with which they identify or use the private changing rooms.
- Must be accompanied by an adult at all times in the locker rooms.
- May not enter the Fitness Center or Group Exercise Studios except during specially designed youth classes.
- Guests must have a drop-in waiver signed by a legal guardian and be supervised by a responsible caregiver over the age of 16 unless enrolled in an MJCC class or program.

### **Youth Ages 13-17:**

- Must use the locker room for the gender with which they identify or use the private changing rooms.

- As required by the Department of Health Services, individuals must be 14 years of age or older to use the sauna, steam room, or whirlpool.
- Guests must have a drop-in waiver signed by a legal guardian, and those under the age of 16 must be supervised by a responsible caregiver over the age of 16 unless enrolled in an MJCC class or program.

### **Pool Requirements:**

- Youth age 6 and under must have a 16-year-old or older caregiver in the water within arm's reach.
- Youth ages 7-12 must have a 16-year-old or older caregiver remain on the pool deck while they are in the pool.
- Youth ages 13+ may be in the pool without a parent or guardian directly on the pool deck.

### **Additional Guidelines and Policies**

A parent or guardian must remain on the premises when a child is signed into Drop-in Childcare or Club J. A parent may be off premises when a child is participating in a MJCC-sponsored, **AND** supervised program, such as a camp, clinic, class, or special event. The parent or guardian must be present until the program begins and return at the time the program is over. Children cannot be left unattended nor can they sign themselves out of programs without a parent or guardian onsite. In the event of rentals that occur within our building, the supervision is provided by the renter.

### **Locker Rooms, Pools, Fitness and Sports Areas**

Children 6 years of age and older must use the locker room for the gender with which they identify or use the private changing rooms.

As required by the Department of Health Services, individuals must be 14 years of age or older to use the sauna, steam room, or hot tub.

Children 6 years of age and younger must have a responsible caregiver age 16 older in the pool within arm's reach. Children ages 7 to 11 must have a 16-year-old or older caregiver or remain on the pool deck while they are in the pool. Children over the age of 13 may be in the pool without a parent or guardian directly on the pool deck.

Children 12 years of age and younger are not allowed to enter the Fitness Center or group exercise studios unless they are participating in a specially designed youth class. Members 12 years of age and younger will only be allowed in the Fitness Center if they have completed personal training sessions with a MJCC personal trainer, are wearing their training completion bracelet, **AND** are with their parents at all times.

Children over the age of 2 (24 months of age and older) must be enrolled on a membership in order to use any Center facility or a guest fee must be paid. Children under 2 years of age (23 months and younger) may enter the MJCC for free.

Minor children under the age of 18 must be members on a family membership to use the Center's facilities, unless they are (1) enrolled in a program, (2) accompanied by an adult, or (3) have a waiver signed by a legal guardian.

### **CLASS AND PROGRAM CANCELLATIONS**

- Minimum registration is required for most MJCC classes, programs and activities. In the event the minimum enrollment is not met, the MJCC may cancel a program within 24 hours of the program. In the event of a cancellation, we will contact you via phone and will provide a credit to your account.
- In the event a class or program is canceled due to inclement weather or another cause beyond our control, we are unable to schedule make-up sessions or provide refunds. However, we will provide a voucher for 10% off enrollment of one class during the next program session. There will be one voucher per program; therefore, if there is more than one inclement weather closure, only one voucher is given. This voucher may not be turned into a refund.

### **COMMUNICATION**

In an effort to reduce our impact on the environment, the MJCC generally sends notices and newsletters via email. Please inform the Welcome Desk if you would like your email address added to our distribution list. Additionally, please let us know if you would prefer to receive a mailed copy.

### **CONTACT US**

General information: 503-244-0111

#### **MJCC Administrative Staff:**

Steve Albert, Executive Director – 503-535-3600, salbert@oregonjcc.org

Beth Germain, Chief Financial Officer – 503-535-3593, bgermain@oregonjcc.org

Jennifer Harrington, Assist. Exec. Director – 503-535-3541, jharrington@oregonjcc.org

Becky Ewer, Marketing + Creative Director – 503-535-3533, bewer@oregonjcc.org

Miriam Stroud, Human Resources Director – 503-535-3632, mstroud@oregonjcc.org

Lenny Steinberg, Arts + Culture Manager – 503-535-3555, lsteinberg@oregonjcc.org

Kelsey Kaplan, Membership + Retention Manager – 503-535-3534,

kkaplan@oregonjcc.org

Saul Korin, Director of Donor Engagement and Philanthropy – 503-452-3427,

skorin@oregonjcc.org

Lisa Katon, Donor Relations + Grants Specialist – 503-535-3532, lkaton@oregonjcc.org

Jennie Condon, Aquatics Program Manager – 503-452-3433, rochoa@oregonjcc.org

Ashley Scacco, Sports + Recreation Manager – 503-452-3440, sreese@oregonjcc.org

Joe Seitz, Fitness Program Manager – 971-803-7309, jseitz@oregonjcc.org

Bethany West, Rentals + Events Manager – 503-535-3634, bwest@oregonjcc.org

Maryjane Rocker, Executive Assistant – 503-535-3600, mjrocker@oregonjcc.org

Linda Singer, Community Concierge – 503-535-3539, lsinger@oregonjcc.org

Denise Littlefield, Accounts Payable – 503-535-3551, dlittlefield@oregonjcc.org

## **MJCC Board of Directors 2019-20:**

President: Steven Klein

President Elect: Jason Zidell

Vice President: Erik Richmond

Vice President: Danelle Romain

Secretary: Amy Blauer

Treasurer: Marni Glick

Jonathan Glass

Rich Barker

Barry Benson

Jennifer Zeidman

Avi Ben-Zaken

Gail Mandel

Joyce Evans

Larry Gloth

Johnathan Singer

Ahuva Zaslavsky

## **DAY CAMP**

MJCC summer Day Camp is a classic, multi-activity day camp with a variety of structured activities. We take pride in offering high quality, varied, safe, and developmentally-appropriate programming. Our program promotes the three “C’s” of a great camp: continuity, consistency and communication. Our campers love having the same counselors and being with the same group of kids. We have a staff of talented and trained counselors who know your children and work with them every week. We are proud to be among the few classic camps in the Portland metro area. Join us for the summer.

### **Day Camp Mission Statement**

The MJCC provides quality programs that are age-appropriate, fun and safe. Our camp is imbued with a sense of *Simcha* (joy), *Kehila* (community), *Ruach* (spirit) and *Kef* (fun). We encourage growth, inspire confidence and provide the framework for lasting memories and friendships. Throughout all our programs, we encourage discovery and self-expression.

## **EMERGENCY PROCEDURES**

**Safety is a top priority** at the MJCC. Please take a moment to review these emergency procedures:

- If you witness an accident or incident, please advise a staff member immediately. In an emergency, dial ext. 333 on a Center phone to connect with a Welcome Desk Associate who will activate our Emergency Action Plan (EAP). After reporting an incident, please do not leave the MJCC without leaving your name at the Welcome Desk.
- If a member or guest becomes injured while at the MJCC, Center staff are not permitted to provide transportation. MJCC reserves the right to call emergency rescue services.

- In the event of a facility-wide emergency (i.e., fire, bomb threat, earthquake, etc.), we require the cooperation of all members of the Center to follow the directions of the staff.
- The MJCC conducts monthly fire drills and occasional earthquake and lock-down drills. Please follow staff directions.
- AEDs (Automated External Defibrillators) are located in the Fitness Center, Sportsplex and in the MJCC and PJA main offices.

## **DISCRIMINATION AND HARASSMENT POLICY**

The MJCC has a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our Center will be tolerated. Any member or guest who engages in prohibited discrimination or harassment will be subject to immediate suspension or termination of membership, which may include being trespassed from our campus. This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, the MJCC absolutely prohibits harassment or discrimination based on sex, age, ability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status, or any other legally protected status.

## **FITNESS CENTER**

Constantly growing to meet the changing needs of today's health and fitness-conscious members, MJCC features an exceptionally contemporary and diverse Fitness Center. Along with a wide variety of equipment for cardiovascular, strength and flexibility training, we offer a great selection of group exercise classes led by certified instructors. In addition, we have an outstanding staff of personal trainers and Pilates Reformer instructors to assist you to meet and exceed your health, wellness and fitness goals. Sign up for the Fitness Email Alert at [http://www.oregonjcc.org/cf\\_enotify/subscribe.cfm](http://www.oregonjcc.org/cf_enotify/subscribe.cfm) to receive announcements, schedule changes and general information.

### **Fitness Center Guidelines:**

- A Fitness Attendant is on duty in the Fitness Center. If you are unfamiliar with any piece of equipment, the Fitness Attendant will be glad to show you how to use it properly and safely.
- If you are interested in the services of a personal trainer, please see the Fitness Attendant or the Fitness Program Manager to schedule an appointment with a MJCC Personal Trainer. Only MJCC Personal Trainers can train MJCC members in the Fitness Center.
- Please comply with any request made or instruction provided by a Fitness Instructor or Attendant.
- A physical therapist may work with a client who is a member for 1-2 sessions in order to teach the client how to use the available equipment in order to complete their assigned exercises. The member needs to obtain prior authorization from the

Assistant Executive Director. MJCC will provide a guest pass for the physical therapist for these 1-2 sessions. The physical therapist will need to check in, show ID, and fill out a guest waiver when they arrive. If the member requires more than the 1-2 sessions outlined above, a \$12 drop-in fee per visit must be paid by the physical therapist.

- Inappropriate, offensive or excessively loud language or music will not be tolerated.
- Cell phones and other electronic devices may not be used in the Fitness Center or locker rooms.

### **Equipment**

- Please adhere to a 30-minute time limit on cardio equipment, when others are waiting.
- Never exit a treadmill when the belt is still moving or step onto a treadmill with a moving belt.
- Return all cardio equipment to zero speed and elevation (where applicable) after use.
- The Fitness Center is equipped with MYE® individualized television entertainment on all of the cardio pieces. Please bring your own headphones if you'd like to listen to TV.
- Large, flat screen TVs are located above the treadmills. These TVs are set to pre-designated channels and may only be changed by an MJCC staff member.
- Towels and sanitizing spray are provided; please wipe off each piece of equipment after use.
- Perform weightlifting exercises properly, safely, and in control at all times. MJCC staff is available to assist you. Please do not drop or slam weights.
- Please return all dumbbells, weight plates, and handles to racks after use.
- When performing more than one set on weight equipment, allow others to "work in" between your sets.
- If you observe a problem with any machine or piece of equipment, please notify a staff member immediately.

### **Personal Items**

- Beverages in non-glass, non-spill containers are allowed in the Fitness Center; gum or food is not allowed.
- Please keep valuables in a locked locker. The MJCC is not responsible for lost or stolen items.

### **Group Exercise Studios**

MJCC boasts a highly experienced, talented, and professional team of group exercise instructors. Our group exercise schedule features a wide variety of classes daily, offering something for all fitness levels and interests. Please see the following group exercise guidelines:

- No personal belongings, except a towel and a non-glass, non-spill water bottle, are permitted in the studios.
- All studio equipment must stay in the studio or storage area.
- For classes with sign-up requirements, you may sign in only for yourself.
- Please wait for a class in progress to officially end before entering the studio.
- When you arrive for class, you may set up your equipment (step, mat, etc.), but you may not save a space or set up for another participant.
- Please be prompt for class. For safety reasons, do not enter a class more than ten minutes late. If you are late, please do not interrupt the flow of the class, and take responsibility for your own warm-up.
- Please follow the instructor's direction and the class format, with allowances for modifications due to physical limitations or fitness levels.
- As a courtesy to the instructor and fellow participants, please do not carry on long or loud conversations during class.
- If you are just beginning an exercise program or have any medical concerns, please inform your instructor prior to class.
- Participants must be at least 13 years of age to attend adult classes on the group exercise schedule.

### **GENERAL MJCC POLICIES**

The rules contained herein are not all-inclusive. We reserve the right to add, amend, or delete the rules from time to time.

- MJCC prohibits any form of weapon anywhere on campus. Individuals with concealed carry permits may **not** bring weapons onto campus.
- MJCC observes a no-smoking policy throughout our campus.
- Pork or shellfish products are not allowed anywhere on campus at any time.
- Service animals are welcome, as defined by the Dept. of Justice and the Americans with Disabilities Act. All other animals are not allowed on campus.
- We do not allow solicitation of any kind to members, guests or staff on the Schnitzer Family Campus. Outside materials may be posted only on the community bulletin board, across from the main gymnasium entrance, after authorization by the Executive Assistant.
- We employ a team of trained experts to provide our members with safe health and fitness training. Therefore, instruction or training by unauthorized persons is prohibited. Only authorized substitute instructors, approved by MJCC management, may teach a class in the event of an instructor absence.
- All members, guests, and staff are entitled to a respectful and courteous environment. Loud, offensive, abusive, or profane comments, or comments of a sexual nature, or flirtatious or bothersome behavior will result in expulsion from the MJCC.
- Vandalism or mistreatment of MJCC property will not be tolerated. Violators will be financially responsible.



- The use, exchange or sale of anabolic steroids is contrary to our ideals and is strictly prohibited on our premises and subject to civil and criminal penalties.
- Alcohol may only be served at the Café or through catering facilities—no private alcohol is permitted on the premises.
- Marijuana use or consumption in any form, or the sale, distribution, or exchange thereof, is prohibited on the premises.
- Bicycles must remain outdoors and can be parked outside the building at the two bike racks, located at the main entrance and across from the Sportsplex entrance.
- Members are reminded to keep belongings safe. MJCC is not responsible for the loss of or damage to personal property brought into the Center or onto Center property.
- Towels are provided for your use while in the MJCC. In an effort to conserve energy, we ask that members use no more than two towels per visit.
- If you have misplaced an item, please inquire at the Welcome Desk for lost and found items. If you find a misplaced item, please give it to a MJCC staff member. Unclaimed items will be donated to charity.
- Telephones available for member use are located in the locker rooms and at the Welcome Desk. Dial 9 and the area code and phone number.
- Any member failing to abide by the MJCC policies may be subject to membership suspension or termination.
- MJCC management reserves the right to revise policies and fees.
- MJCC disclaims any liability for employees providing services outside of their working hours.
- MJCC may require a doctor's note for participation in programs and activities.
- Tournaments, repairs, or maintenance of some facilities and/or other occurrences may make it necessary for the MJCC to restrict the use of one or more of the facilities or to close the Center temporarily.

## **GIFT CERTIFICATES**

MJCC gift certificates make great gifts for birthdays, anniversaries, and holidays. You can give the gift of health, fitness and fun with a gift certificate. Ideas include: massage packages, personal training sessions and Center memberships. Gift certificates may be purchased at the Welcome Desk.

## **GUESTS**

MJCC welcomes guests and encourages you to share the experience of the Center with your friends, family and co-workers. To ensure Center members enjoy optimum use of the Center and to protect the value of your membership, the following guest policies apply:

- The MJCC welcomes all out-of-town JCC members for a maximum of 14 days per calendar year. After 14 days, we have a special guest rate of \$12 per day per person.

- Members can purchase guest passes for a discounted rate. Guests may purchase day-use passes at the Welcome Desk.
- Upon entering, your guest must sign in, with government-issued photo ID, at the Security Officer's Desk and complete a Guest Waiver in its entirety at the Welcome Desk. A new Guest Waiver must be filled out each year. Access to the facility will be denied without compliance.
- All guests must submit any bags for inspection at the Security Officer's Desk.
- The guest fee may be paid by you or your guest.
- Please ensure that your guest follows MJCC policies and procedures.
- Children under the age of 2 may enter the MJCC for free.
- Guests will follow the same Center rules, policies and etiquette guidelines applicable to members.
- Day-use lockers are available for guests.
- Expelled or suspended members may not visit the Center as the guest of another member.

## **GYMNASIUM**

The MJCC gymnasium features eight basketball hoops and a 24' high rock wall. Besides open play basketball, we also offer leagues, tournaments, camps and clinics. The following rules are intended to promote optimal enjoyment and safety in the gym. Any abuse of these rules may result in suspension of gym privileges or termination of membership. For the benefit of all gym users, please abide by these guidelines:

### **Equipment:**

- To protect the gym floor, please wear non-marking athletic shoes.
- MJCC provides a supply of basketballs. Balls may not leave the gym.
- Throwing or kicking balls against the walls or ceiling causes damage to the facility—please don't do it.
- Do not hang on the basketball rims or nets.

### **Personal items:**

- Water in a non-glass, non-spill container is permitted in the gym; please no food, gum or other drinks or types of containers.
- Please use a locker to store your athletic bag or other personal items, and lock it.

### **General:**

- Unsportsmanlike conduct, including foul language and excessive arguing, is prohibited and may be cause for expulsion from the Center.
- No member under the age of 18 may participate in adult drop-in games.
- The posted gym schedule must be followed. The gym is a multi-purpose area hosting many sports and activities which must share gym time.
- During open-gym time, one youth court is reserved for open play.

- MJCC reserves the right to schedule programming (leagues, tournaments, camps, etc.) or private rentals on the courts. A weekly schedule for the gymnasium is posted on the gymnasium doors.

## **LOCKER ROOMS**

MJCC men's and women's locker rooms provide many amenities for you. Use of bath towels is complimentary; showers are stocked with shampoo and liquid soap; vanity counters feature hair dryers, lotion, deodorant, cotton swabs and hair spray. Please note that we are not able to fulfill requests for special items. Due to safety concerns, we do not provide curling irons. Scales and telephones are also available. The MJCC reserves the right to inspect lockers at any time. Please keep in mind the following policies when using the locker rooms:

- Be considerate of others waiting when using the showers, restroom stalls or hair dryers. Do not use the showers or restroom stalls as changing booths.
- No hair dyeing.
- Locker room amenities are provided for your use while at the Center. No amenities or containers may be removed from the locker rooms.
- Please use hair dryers only to dry hair, not to dry clothes, bathing suits, etc.
- The main locker rooms are equipped with swim suit spinners.
- Water in a non-glass, non-spill container is permitted in the locker room; please no food or other drinks or containers.
- No alcoholic beverages in the locker rooms.
- Cell phone and other electronic device use is not permitted in the locker rooms.
- Enjoy the lounge in each locker room equipped with flat-screen TVs, a courtesy telephone and magazines.
- We have day-use, keyless lockers for your convenience.
- Half lockers are available for rent on a monthly basis. See the Welcome Desk to reserve and pay for a locker. If you have not rented a locker, please do not leave your belongings in a locker overnight. We audit our lockers regularly. If you leave belongings overnight in an unrented locker, your items will be subject to removal and stored for up to 30 days by the Membership + Retention Manager.
- If you forgot your personalized combination, please use the courtesy phone in the locker room to call the Welcome Desk at "0" and an MJCC staff member will assist you.
- The MJCC is not responsible for any items lost or damaged.

### **Families:**

- Children 12 and under must be accompanied by an adult in the locker rooms.
- Please closely supervise children and ensure respectful behavior. Boys ages 5 and under may be in the women's locker room with an adult female and girls ages 5 and under may be in the men's locker room with an adult male.
- Selected locker bays are designated for "Adults Only;" you must be 18 or older to use lockers in these areas.

- Two private all-gender changing rooms (with showers) are available near the main pool entrance for anyone needing a private changing area. These changing rooms are perfect for families or for babies needing a changing table or for privacy.

## **MESSAGE SERVICES**

The MJCC offers a wide variety of massage for men and women. Treat yourself or purchase a gift certificate for a friend. It's just one more way to enjoy the MJCC. Appointments can be made through the Welcome Desk.

## **MEMBERSHIP ACCOUNT POLICIES**

Purchasing a membership at the MJCC grants you the right to use and enjoy our facilities in accordance with the Center's policies. Membership does not grant or carry with it any interest in the property or assets of the Center, and does not give any right to members to participate in the management of the Center, financially or otherwise. Here is a list of important information regarding your membership account:

- Monthly dues will typically be adjusted on an annual basis.
- The MJCC does not refund memberships based on lack of use. Memberships are non-refundable and non-transferrable. Refunds due to routine maintenance closures or other closures deemed necessary by the MJCC staff will not be granted.
- If any of your personal information (i.e., address, phone number, email address, checking or credit card account) changes during the course of your membership, please let us know.
- A membership downgrade must be completed at the Center by the 20<sup>th</sup> of the prior month to be effective the first of the following month. Your account must be current. A service fee for the status change may be charged. Change forms may be obtained at our Welcome Desk or on our website.
- You may request to put your membership on inactive status or a freeze, for no less than one and up to six months, should a medical condition or temporary relocation keep you from use of the Center facilities. Approval is at the sole discretion of MJCC management. A monthly inactive fee will be charged, and any account balance must be paid in full prior to going on inactive status. Months are not prorated. Your membership will automatically reactivate on the date designated on your freeze form. Please be sure to note this date on your calendar.
- You may resign from membership by completing an official MJCC Cancellation Form, which may be obtained from the website or Welcome Desk. Be aware of what type of membership you have and any remaining commitment. The form must be turned in by the twentieth of the month in order to be effective for the first of the following month.
- MJCC reserves the right to suspend or terminate the membership or privileges of any member for failure to comply with rules and regulations, for any conduct we determine to be improper or contrary to our best interests, or for nonpayment of dues or other charges for a period greater than 30 days. Suspended or terminated members remain liable for all dues or other indebtedness incurred prior to and

during the suspension or termination, and are not entitled to a refund of any fees, dues or charges paid.

## **MEMBER AND GUEST WELCOME DESK**

Our Welcome Desk Associates are ready to greet you and help you make the most of every visit to the MJCC and our campus.

- Please present your membership card to the security officer and at the Welcome Desk each time you enter the Center. For everyone's safety, we cannot admit individuals into the Center without photo identification.
- Membership cards are not transferable and may not be loaned. We reserve the right to confiscate any membership card that is "loaned" out or being used incorrectly.
- Membership cards may not be altered in any way.
- A photo of a membership card will **not** be accepted in lieu of a membership card. If you lose your membership card, our staff will be happy to print a new one for you once per calendar year, additional replacement cards will be reprinted for a nominal fee.
- For your convenience, many Center transactions such as guest registrations, guest fees and payments on account may be processed at the Welcome Desk.

## **MEMBERSHIP TYPE DEFINITIONS**

We offer a variety of membership options for individuals, couples, and families.

Membership definitions are as follows: **Adult:** (1) person 18+; **Couple:** (2) adults living in the same household who are in a committed partnership. A couple may also qualify as one parent and one dependent child up to the age of 25 living in the same household or one individual and their dependent parent.; **Family:** (2) adults living in the same household who are in a committed partnership and their dependent children up to the age of 25. Family membership may include up to four children. Additional children may be added to the membership at a rate of \$15.00 per month, per child.

### Types of Family Memberships

- Two adults + (1) dependent child up to the age of 25.
- One or two adults + (2) dependent children up to the age of 25.
- One or two adults + (3) dependent children up to the age of 25.
- One or two adults + (4) dependent children up to the age of 25. Each additional dependent child is \$15 per month.
- Generational: Grandparent, Parent, and Children. Only 2 generations on a membership. Up to 4 dependent children under the age of 25.

Note: One parent and one dependent child under the age of 25 living in the same household qualify for a couple membership.

For questions on membership, please contact our Membership and Retention Manager at 503-535-3534.

## **PARKING**

Parking is free at the MJCC for use only while you are using our facility. Unauthorized cars left overnight may be towed. The MJCC parking lot is not a “park and ride” lot. Lock your car and do not leave valuables in sight. The MJCC is not responsible for lost or stolen property. Drive slowly in our lot.

## **RACQUETBALL COURTS**

The MJCC has three racquetball courts for free play or tournament play. Racquetball court time is complimentary for members. Please follow these policies and court etiquette guidelines:

- MJCC reserves the right to schedule programming (leagues, tournaments, camps, etc.) or private rentals on the courts. Open play courts may not be available at all times on all days.
- No food, gum or drinks on the courts.
- Proper court sport attire must be worn. No street clothes. Shoes designed for sport court play, with non-marking soles, are required. Shoes should have clean soles to minimize dust and dirt on the courts. The courts are dry mopped throughout the day. If a court requires dry mopping before you play, please see the fitness attendant for assistance.
- Please use lockers for gym bags. MJCC is not responsible for lost or stolen items.
- The MJCC Fitness Center has some racquets and balls available for use on a first-come, first-served basis.
- All players must wear protective eye wear at all times for your safety.
- When claiming a court, please wait until the exiting players have finished a point or rally, then knock on the door to alert them you are entering.
- Racquet abuse or other unsportsmanlike conduct is prohibited and may result in revocation of racquetball and/or member privileges.

## **RECIPROCAL USE**

Your MJCC membership is recognized at more than 125 JCC's throughout the U.S. and Canada. Members of the MJCC will enjoy reciprocal membership at other JCC facilities according to that location's specific policy. Make sure to bring your member ID card when visiting other JCC's. For a full listing, check out [www.discoverjcc.com/home/find-a-jcc-near-you](http://www.discoverjcc.com/home/find-a-jcc-near-you). For more information about the JCC Association, visit [www.jcca.org](http://www.jcca.org).

## **ROCK WALL**

MJCC's 24-foot high rock wall offers a wide variety of climbing routes. Our professional instructors accommodate beginners to experts. All climbers climb at their own risk and may be asked to sign a separate release. MJCC has instituted the following policies:

- Water in non-glass, non-spill containers is permitted but no other drinks, food or gum.
- Helmets are required. The MJCC has helmets for you to borrow or you can bring your own.
- Climbing shoes are suggested, but not required.

- Harnesses are required. The MJCC has harnesses for you to borrow or you may bring your own.
- Climbers and belayers must use the provided safety protection system, which consists of a locking carabiner, mechanical belay device and climbing rope. The belay device must be attached directly to the harness and the belayer must be standing at all times.
- MJCC climbing equipment may not be removed from the rock wall area.
- Climbing is permitted only during MJCC staff-supervised hours. Open climbing may not be available during scheduled special events or other programs. We will make every effort to post any schedule changes in advance.
- Do not enter the “designated climbing area” unless you are climbing or belaying.
- Act responsibly, climb and belay safely, and be courteous toward fellow climbers.
- Safe climbing is a top priority. Horseplay, swinging on ropes, speed lowering, or other unsafe actions will result in revocation of rock wall privileges.

## **SECURITY**

**Your safety is our top priority.** Everyone must check in with the security officer upon entering the building and show the security officer a membership card. Non-member guests must show the security officer government-issued photo ID. Individuals who fail to present a membership card or other valid photo ID may be denied entry, regardless of membership status or prior entry. It is our policy to inspect all non-member bags, and MJCC reserves the right to inspect any bag or package. Please cooperate fully with our staff and the security officers. There are security cameras throughout the campus and our staff and officers patrol our grounds regularly. Notwithstanding these measures, we urge you not to leave valuables in your car, as the MJCC is not responsible for lost or stolen property.

The Center has emergency exit doors located throughout the building that are locked and alarmed. These exits are only to be used in the event of an emergency. Do not exit through these doors for any reason other than emergency, and do not open these doors to allow others to enter or leave.

The MJCC Welcome Desk and security officer do not accept any personal items for safekeeping.

## **SOCIAL, CULTURAL & EDUCATIONAL PROGRAMS**

MJCC offers a variety of social, cultural and educational programs. Some of these events are directed to a wide audience, while others are focused on children, families, teens, or adults. These programs are publicized in our quarterly Program Guide and appear in our weekly email blast, “What’s Happening at the J.” These events include family programming for Shabbat, Jewish and secular holidays, as well as a range of lectures, panel discussions and training sessions offered throughout the year. If you’d like to suggest an offering, please let the Arts + Culture Manager know!

## **SPORTSPLEX**

The spacious and climate-controlled facility offers a wide range of activities for fun and competition. The MJCC Sportsplex includes an indoor field with a synthetic grass system that feels and plays like real grass, gymnastics area, vending machines, and an area to eat, if hosting a party. The Sportsplex is available for private rentals. Please see below for specifics on the gymnastics area and indoor field.

### **Gymnastics:**

- Gymnastics area may only be used when a staff member is present.
- Shoes are not allowed on the tumbling floor or the equipment. Socks are permitted.
- Please keep all children not participating in a gymnastics class out of the area.
- No food or drinks on the tumbling floor or equipment.

### **Indoor Field:**

- No food or drink on the field at any time.
- No spitting or gum on the field.
- Shoes must be worn at all times. No spiked, screw-in or long, molded cleats are allowed on the field.
- Soccer balls are available for open play use.
- Unsportsmanlike conduct, including foul language and excessive arguing is prohibited and is cause for expulsion from the Sportsplex.
- The posted Sportsplex schedule must be followed. The Sportsplex is a multi-purpose area hosting many sports and activities, which must share time.
- MJCC reserves the right to schedule programming (leagues, tournaments, camps, etc.) or private rentals on the field. We will make every effort to post any schedule changes in advance.
- MJCC reserves the right to terminate an individual's or team's play privilege at the MJCC's discretion.

## **STEAM ROOMS, SAUNAS & WHIRLPOOLS**

Located in the men's and women's locker rooms, the steam room, sauna and whirlpool are great places for adults to relax after a workout or before a massage. Participants must be 14 years of age or older to use these facilities. Please keep the following in mind:

- Please shower before using these facilities and sit on a towel in the sauna and steam rooms. Swimsuits are strongly suggested when in the whirlpool.
- Elderly persons, pregnant women, and persons with health conditions should consult with a physician before using the steam room, sauna and whirlpool.
- Persons under the influence of alcohol or other drugs or medications should not use these facilities.
- Persons with skin infections, open wounds or any communicable diseases may not enter the steam room, sauna, whirlpool or swimming pools.
- Shaving is not permitted in the steam room, sauna or whirlpool.
- Please use caution—long exposure may result in nausea, dizziness or fainting.



## **STERN FAMILY BALLROOM**

Let your imagination run wild when you host an event in our beautiful ballroom! From weddings to corporate meetings to fundraisers, the Stern Family Ballroom is available for all your needs. Movable walls allow this room to be divided into three spaces. The ballroom is equipped with a portable modular stage, podium, microphones, sound system, lighting and more! Along with our ballroom, the MJCC rents facilities such as classrooms, the gymnasium and the pools for private or corporate events. Our experienced event department is available to assist you in event planning, coordination, promotion and direction. We have a variety of catering menu options to accommodate any event, from meetings and seminars to receptions and parties. Contact our Rentals Manager at 503-244-0111 or fill out our Rentals Inquiry Form online at [oregonjcc.org/rentals](http://oregonjcc.org/rentals) or email our Rentals Department at [rentals@oregonjcc.org](mailto:rentals@oregonjcc.org).

## **SUGGESTIONS**

The MJCC is your Community Center, and we want to know how to make it all that you want it to be. If you have a suggestion or comment, please share it with us by dropping us a line in one of the suggestion boxes located throughout the center or online at [www.oregonjcc.org/suggestion](http://www.oregonjcc.org/suggestion) or by contacting us at 503-244-0111. These boxes are checked weekly. We look forward to hearing from you.

## **SUPPORTING THE MJCC**

The MJCC is a true Community Center, open to all and supported by generous contributions from the Jewish Federation of Greater Portland, the Oregon Jewish Community Foundation, and by our members and supporters. We rely on charitable donations so that we can continue to provide vital social and cultural programming, as well as keeping our prices reasonable for fitness, athletic, and sports programming. Please consider a sustaining membership or a monthly or annual gift to the MJCC to help support our operations. Donations can be made online at [www.oregonjcc.org/donation](http://www.oregonjcc.org/donation) or by contacting our Director of Donor Engagement and Philanthropy at 503-244-0111. The MJCC also welcomes bequests and planned giving. Please contact our Executive Director for more information about planned giving opportunities.

## **WIFI TERMS AND CONDITIONS**

### **MJCC Wi-Fi Acceptable Use Policy and Security Information**

Welcome to MJCC Wi-Fi. By using the MJCC Wi-Fi service, you agree to this policy, so please read this information carefully. If you do not understand or agree with any of these terms, do not use the MJCC Wi-Fi.

**This service isn't encrypted – you're responsible for your own security.** This is a public, unencrypted wireless service. That means it isn't inherently secure from hackers. You'll need to take your own measures – like encryption, a personal firewall or VPN – to protect your data and your computer. And, of course, any time you use the internet, you

risk being exposed to viruses, worms or other malicious programs, so please make sure you're using up-to-date software to protect yourself. When you use MJCC Wi-Fi, you agree that you have sole responsibility for protecting yourself and backing up your data, and that the MJCC is not liable for any losses you experience as a result of using the service or your activities online.

**Don't do anything to interfere with others' access or security.** We want all of our guests to be able to enjoy MJCC Wi-Fi and, to that end, we cannot allow anything that interferes with our systems or other people's ability to use them or access the internet – including, but not limited to, launching denial of service attacks, viruses or spyware from your computer.

**Don't do anything to harm minors or collect their personal information.** Do not use MJCC Wi-Fi to seek or collect personal or identifying information from someone under 18 years old, or do anything that would harass or cause harm.

**Don't use our service to view adult content.** This is a community center, where people of all ages and sensibilities share the space. MJCC Wi-Fi is available in public areas, and adult material is both inappropriate and not allowed.

**Don't use our service to break the law in any way.** This includes sending or posting discriminatory, harassing, or threatening messages or images on the internet or via email service, hacking into unauthorized websites, and sending or posting information that is defamatory to the company, its products/services, colleagues and/or members. We require that MJCC Wi-Fi users respect copyright and other intellectual property rights; don't defame, threaten or harass others or infringe on their privacy; don't download or distribute pirated software or content; don't transmit or publish anything fraudulent or libelous.

**Don't use our service for spam.** Spamming slows down the service for everyone, and puts the whole network and the MJCC at risk. Examples of spam include: unsolicited email, chain email, bulk email without opt-outs or sent to people who have already opted out, or other messages that violate the CAN-SPAM Act or other relevant laws, or that inappropriately use other computers, servers, IP addresses or false information to mislead the recipient about where the email comes from. It also includes any email or files sent in enough bulk to disrupt our network.

**When you use MJCC Wi-Fi service, you agree that the MJCC is not liable for any damages suffered as a result of your using the service or your activities while using it, and you agree to hold the MJCC harmless from any claims based on your use of the service.**

**We reserve the right to decline or suspend service at any time, temporarily or permanently, to you individually or to everyone, for any reason.**