



**LAKEWOOD CITY SCHOOLS  
FITNESS FACILITY &  
INDOOR TRACK  
OPERATING MANUAL**

## **WELCOME**

Welcome to the Lakewood City Schools Fitness Facility, overseen and operated by the Lakewood Community Recreation & Education Department. Thank you for joining! This handbook contains information you'll need as a member of the Fitness Facility. Our staff is readily available at any time to support you in meeting your health and wellness goals. Please do not hesitate to reach out to any member of our team. Staff information is located in the CONTACT US section of this manual if you need any assistance. We look forward to working with you!

## **FITNESS CENTER PHILOSOPHY**

### **MISSION**

We will provide a safe environment providing diverse fitness equipment to meet the needs of our membership; our customer service friendly & professional staff will support all members in their commitment to a healthy & active lifestyle.

### **VISION**

Our vision is to be a fitness facility that provides a stress free atmosphere, a clean & wholesome environment, while being cost effective, focusing on encouraging whole-health and well-being of to our membership. We will be known for an exceptional member experience, provide the highest quality fitness facility while promoting a healthy & active lifestyle to all our members & the community.

### **VALUES**

- We value our personnel and our members
- We value our customer service
- We value fiscal responsibility
- We value our community awareness, collaboration & partnerships

## **PHYSICAL ACTIVITY: MAINTAINING A HEALTHY LIFESTYLE**

The objective of our facility is to provide our members the opportunity to achieve minimum physical activity requirements in a safe, positive and relaxed atmosphere.

As encouraged by the American Heart Association, being physically active is important to prevent heart disease and stroke, the nation's No. 1 and No. 5 killers. To improve overall cardiovascular health, it is suggested an individual have at least 150 minutes per week of moderate exercise or 75 minutes per week of vigorous exercise (or a combination of both).

## CONTACT US

For any questions regarding the Fitness Facility or any Recreation Department activity, please contact the following staff members:

Name	Title	Email
Leslie Favre Krogman	Coordinator	<a href="mailto:leslie.krogman@lakewoodcityschools.org">leslie.krogman@lakewoodcityschools.org</a>
Matt Demaline	Aquatics	<a href="mailto:matthew.demaline@lakewoodcityschools.org">matthew.demaline@lakewoodcityschools.org</a>
Rick Wallenhorst	Athletics	<a href="mailto:richard.wallenhorst@lakewoodcityschools.org">richard.wallenhorst@lakewoodcityschools.org</a>
Ralph Lundberg	Programs	<a href="mailto:ralph.lundberg@lakewoodcityschools.org">ralph.lundberg@lakewoodcityschools.org</a>
Mitchell Robida	Rentals/Permits	<a href="mailto:mitchell.robida@lakewoodcityschools.org">mitchell.robida@lakewoodcityschools.org</a>
Dave Weiss	Field Maintenance	<a href="mailto:david.weiss@lakewoodcityschools.org">david.weiss@lakewoodcityschools.org</a>

For more information, check out the departments website at [www.lakewoodrecreation.com](http://www.lakewoodrecreation.com). Our seasonal brochure is posted as well as office hours, holiday closures, track schedule, announcements, upcoming events and other important information.

## MEMBERSHIP INFORMATION & FEES

The Fitness Facility and Indoor Track is available at no charge for use by:

- Lakewood City Schools Employees (Those who accrue sick leave/paid time off)
- First Federal Lakewood Staff

The Fitness Facility and Indoor Track is available to all others, over the age of 14 years old, per the designated membership amounts listed below.

Memberships may be purchased at any time throughout the year. Monthly rates begin on the date of purchase and expire 30 days from that date. Yearly memberships begin and expire by the date of purchase.

All paid fees are non-refundable, and prices are subject to change.

All members must have a picture on file or present a government issued I.D. to verify identity, to gain access.

Methods of payment credit/debit card (no AMEX), cash or check. Membership forms, waivers and fees may be acquired and paid for at the Recreation Department 1<sup>st</sup> or 2<sup>nd</sup> floor offices Monday through Friday. Our hours are listed as follows:

Sunday:	8:00am – 6:00pm
Monday:	6:00am – 9:00pm
Tuesday:	6:00am – 9:00pm
Wednesday:	6:00am – 9:00pm
Thursday:	6:00am – 9:00pm
Friday:	6:00am – 9:00pm
Saturday:	7:00am – 6:00pm

Office hours are different during posted holidays. Please check our website, for daily schedule.

The list of memberships and the current fees are as follows:

<b>LAKEWOOD COMMUNITY FITNESS FACILITY</b>		
<b>Membership Fees-Residents</b>	<b>Monthly</b>	<b>Annual</b>
Adult	\$27.00	\$270.00
Family (2+ members)	\$45.00	\$450.00
Student (Must be 14 years of age)	\$15.00	\$150.00
College Student (18 - 23)	\$18.00	\$180.00
Senior (60+)	\$15.00	\$150.00
Senior Walking Pass (track only)	\$5.00	\$50.00
Adult Walking Pass (track only)	\$8.00	\$80.00
<b>Membership Fees-Employees</b>	<b>Monthly</b>	<b>Annual</b>
Lakewood City Schools	NO CHARGE	
First Federal Lakewood	NO CHARGE	
<b>Membership Fees-Non-Residents</b>	<b>Monthly</b>	<b>Annual</b>
Adult	\$45.00	\$450.00
Family (2+ members)	\$55.00	\$550.00
Student (Must be 14 years of age)	\$25.00	\$250.00
College Student (18 - 23)	\$25.00	\$250.00
Senior (60+)	\$25.00	\$250.00
Senior Walking Pass (track only)	\$10.00	\$100.00
Adult Walking Pass (track only)	\$15.00	\$150.00

Please see hours of operation for access restrictions.

## MEMBERSHIP GUIDELINES

Membership is required for use of the Fitness Facility and Indoor Track. Each individual is required to complete the following forms:

1. Fitness Facility & Indoor Track Registration Form
2. Fitness Facility & Indoor Track Liability Waiver

Both forms are posted on the Lakewood Recreation website under the Important Forms section. Copies are available at the Recreation Department and Fitness Facility front desks. Both the Registration Form and the signed Liability Waive shall be retained on file by the Recreation Department Coordinator. The Liability Waiver will be signed on an annual basis.

We do not share your personal information.

The Fitness Facility and Indoor Track can be used only during an employee's non-working hours, however employees are encouraged to use the facility in conjunction with their flextime hours with

previous approval by their supervisor or manager. After normal working hours and on weekends, eligible family members and guests MUST be accompanied in the building by the sponsoring employee. There is no limit to registered eligible family members, but only one guest is permitted at a time. Employees from First Federal Lakewood may utilize the wellness and fitness center upon completion of the registration form and liability waiver, free of charge. Temporary and contract workers are not granted membership to the wellness and fitness center as part of employment, but may be granted access by being a guest of an employee. All visitors shall enter and sign in through the second floor front desk. Visitors need to check in, submitting a valid I.D. and check out at the second floor front desk. Any visitor not abiding by this requirement will be subject to loss of privileges and access to the Fitness Facility and Indoor Track.

## **FACILITY AREAS**

### **INDOOR TRACK**

- The track is for runners, joggers, and walkers only. Spectators for events are not allowed on the track.
- Walkers should use the inside lanes; runners should use the outside lanes.
- Faster runners should pass to the outside of slower runners.
- Only two people walking, jogging, running side-by-side.
- Only athletic, running, or training shoes are to be worn on the track.
- Stretching must be confined to the designated stretching area.
- Strollers are not permitted.
- Ten laps around the track are equal to one mile.

### **WEIGHT & CARDIOVASCULAR AREA**

- All equipment must be used in the manner for which it was designed.
- Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and foot pads provided.
- Please wipe down equipment after use.
- No food, tobacco, chewing gum, glass bottles, protein powder or cans. Only water is allowed in a plastic container with a lid.
- Only athletic clothing is permitted. Shirts, tank tops and tennis shoes are required at all times. It is not permissible to wear just a sports bra or mid-drift shirt.
- No foul language or loud outbursts will be tolerated.
- No coats, bags, backpacks, etc. are allowed in fitness area.
- No outside personal training is permitted in the facility.
- Return all weights to their proper location after use.
- All free weight users must have at least one spotter.
- Please do not occupy the equipment between sets.
- There is a 30-minute time limit on all cardio equipment during peak hours. If no one is waiting, you may reset your equipment.
- Always secure free weights on lifting bars with pins/clips.
- If unfamiliar with proper equipment use, please ask for assistance.
- Do not operate equipment if it has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Notify the fitness attendant of the problem.
- Participants exercise at their own risk, and they are responsible for their own health and safety.
- It is the user's responsibility to follow and obey all rules posted by the Lakewood Recreation Department. Please direct all questions, concerns, and maintenance needs to Recreation Department staff.

## **RULES & REGULATIONS**

The rules and regulation are available at the Recreation Department & Fitness Facility front desks. They are posted on our website.

## **ELEVATOR**

An elevator is located in the hallway outside of the first floor Recreation Department office. If assistance is needed, please ask the front desk personnel for help.

## **ACCIDENTS/INJURIES**

An accident report must be completed for any injury that occurs in the Fitness Facility or on the Indoor Track. The injured person (when possible) and any witness will be asked for personal information and questions related to the injury/incident for a report. This documentation is required for the Lakewood City Schools and Recreation Department records. Please contact a front desk worker and they will assist you and complete the necessary form. In case of an emergency, Recreation Department staff members will direct you to the proper location or call in required services.

## **PARKING**

Parking for the Fitness Facility and Indoor Track will be available in the lot located off of Bunts Rd, immediately outside of the Recreation Department entrance. No permits are required however, spaces are designated for members from 6:00am – 3:00pm. Additional parking if the immediate area is full, is located on the south side of the high school by the baseball stadium. This lot is accessible through the initial designated parking lot or off of Bunt Rd.

There are parking spaces designated for use by person with disabilities.

## **CHANGES IN RULES/REGULATIONS/FACILITY HOURS/FEES**

The Lakewood City School District/Lakewood Community Recreation & Department may at its sole discretion make such amendments to the rule and regulations, the fee structure, or facility hours at any time without prior notice or individual notice to each membership holder. Such amendments shall be binding for all membership holder.

## **QUESTIONS/CONCERNS**

For questions and/or concerns regarding any aspect of the Fitness Facility, Indoor Track or Recreation Department, please contact us at 216.529.4081. We want encourage your questions, comments, and suggestions.