

Collinwood Recreation Center

Rules & Regulations



16300 Lakeshore Blvd. | Cleveland, OH 44110
Jen Ryba, Center Manager | 216.420.8323

Department of Public Works
Division of Recreation
www.cleveland-oh.gov/publicworks



CITY OF CLEVELAND
Mayor Frank G. Jackson

WELCOME

Welcome to the Collinwood Recreation Center. We are pleased to service your community and hope you enjoy your brand new, state-of-the-art facility.

HOURS OF OPERATION

The hours of operation are Monday - Friday 7:00 am – 7:30 pm. Early morning hours, 7:00 am – 12:00 noon exclusively for senior citizens for programming and fitness room usage.

REGISTRATION

Recently the Division of Recreation has implemented a new registration process which allows us to more accurately capture data within the division. All patrons will be required to register and take a photo. At this time you will be given an identification number which you will key in on the keypad each time you enter the facility.

If you have already registered at another facility there will be no need to register again as your number is valid at all sites.

STAFF

Center Manager.....	Jen Ryba
Junior Clerk.....	Ebony Horton
Recreation Instructors.....	Ronnie Jones Ashley Jackson
Part Time Rec Instructors.....	Donnell Stevens Delonzo Goshen
Physical Director.....	Antione Payne
Lifeguards.....	Rhonda Butler Lauren Kusa Renee Saunders Damian Jones Chalie Hackett

TOT ROOM RULES

IN ORDER TO HELP US OBTAIN OUR GOAL OF PROVIDING A SAFE, FUN, AND POSITIVE ENVIRONMENT FOR YOUR CHILDREN, WE NEED YOU TO HELP US BY COMPLYING WITH THE FOLLOWING POLICIES AND PROCEDURES:

- Tot Room may only be utilized by children between the ages of 3-8 years old.
- The staff/child ratio is 1:10, staff members have the authority to limit the number of children in the Tot Room.
- Parent/guardian must sign in when dropping off a child in the Tot Room. The Sign-In sheet will require an arrival time, where the parent/guardian will be in the building, a contact number, any special instructions and an estimated time for a pick-up.
- The same parent/guardian must pick up and drop off the child, UNLESS EXPRESS WRITTEN PERMISSION is given to the Tot Room staff. When the parent/guardian signs out the child, they must note the time of departure and must show photo identification.
- If your child shows any signs of illness including, but not limited to: fever, rash, runny nose, coughing, etc., please refrain from bringing them into the Tot Room. The Tot Room staff has the authority to refuse service to a child showing any symptoms of illness.
- Tot Room staff is not allowed to administer any type of medication. Staff members will page parent/guardian if a child becomes ill or if a child cannot be quieted from crying in a reasonable amount of time or appears to be distressed.
- Tot Room staff is not permitted to change diapers or pull-ups or assist in the bathroom. Parents will be notified immediately in case of accidents.
- If a parent/guardian is more than 30 minutes late for picking up your child, the contact number will be called. If you arrive more than 30 minutes late on more than three occasions, without calling, your Tot Room privileges may be revoked.
- Parents must remain in the Recreation Center at all times while their child is in the Tot Room.
- All parents must fully complete the Emergency & Medical Form for EACH child brought into the Tot Room.
- Parents may not bring in children of friends, neighbors, or others with whom they do not have legal custody.
- Food, beverages, bottles, and personal toys are prohibited.
- Children should be fed prior to attending the Tot Room.

GAME ROOM RULES

- Players at all times will conduct themselves in a sportsman-like fashion.
- Directions of Recreation Center staff must be followed at all times.
- Food and gum are not permitted in the Game Room.
- No profanity – respect others at all times.
- All video games must be signed out, and an identification card left with the Recreation Staff. Once the equipment is returned, the identification card will be returned.
- Players are responsible for taking care of the Game Room equipment. • • • • Damaged or lost equipment may result in disciplinary action and loss of use privileges.
- Anyone under the age of 8 in the Game Room must be accompanied by an adult (18+) at all times.
- Please do not sit or stand on table games.
- There is a 30 minute time limit on the use of televisions for movies/video games to be played, players are required to take turns when necessary.
- Please clean up your trash and dispose of properly in trash cans.

COMPUTER ROOM RULES

TO KEEP THIS EQUIPMENT IN GOOD CONDITION, WE HAVE ESTABLISHED AND WILL ENFORCE RULES IN THE COMPUTER ROOM.

- Food, beverages or other consumables are not permitted in the Computer Room.
- Please operate the equipment with respect and care. No horseplay or rough treatment of the computers will be tolerated.
- Talking should be held to a minimum, so that others may enjoy their computer experience.
- Do not personalize the computer in any manner, for example:
 - Installing screen savers and/or wallpaper.
 - Adding, changing or moving desktop icons.
 - Changing the video and/or audio settings.
- Report any problems with the computer to the Computer Aide.
- Permission from the Computer Aide is required for printing.
- Flash/Jump drives must be scanned for viruses before being opened.
- Do not tamper with, delete, manipulate, or damage programs or files stored on any computer.
- Do not save personal files on the computer hard drives.
- Cell phones are not allowed in the Computer Room.
- Do not use computers to visit adult websites or other websites that may be offensive to others.

FITNESS ROOM RULES

- You must be at least 18 years of age to use the exercise equipment.
- For safety and security, please store all belongings in a locker, and not on the floor.
- Food and gum are prohibited.
- Proper attire is required at all times. This includes closed-toe athletic shoes, t-shirts, exercise short/pants. No street shoes, jeans, open-toe shoes, clothing with offensive wording, or revealing clothing will be permitted.
- Shirts must be worn at all times.
- Users should place a towel over benches and seats.
- Wipe off equipment after every use.
- Ease weights into position on the machines and do not allow them to slam down. Re-rack weights and return all other accessories to their proper locations when finished.
- Water must be in bottles that can be closed securely. This room is intended solely for personal fitness. No personal training of others allowed.
- Absolutely no horseplay in the fitness room will be tolerated.
- The City of Cleveland is not responsible for lost or stolen property.
- Please change in Locker Rooms and store all belongings in a locker.

MANAGEMENT RESERVES THE RIGHT TO REFUSE ADMITTANCE AND/OR EJECT FROM THE FITNESS ROOM PREMISES ANY PERSONS FAILING TO COMPLY WITH ANY OF THE ABOVE HEALTH AND SAFETY REGULATIONS.

We thank you for your cooperation in helping us maintain our Fitness Room's safe, clean, healthy, and friendly atmosphere.

GYMNASIUM RULES

- All Gymnasium participants must sign in at the Front Desk before playing.
- Food, drink, gum and radios are prohibited.
- Dunking and hanging on the basketball rims are prohibited and could result in loss of Gymnasium privileges.
- Gym shoes must be carried into the building. No street shoes are permitted on the gym floor.
- The City of Cleveland is not responsible for lost or stolen items. Please change in locker rooms and store all belongings in a locker.
- Proper attire must be worn: i.e. sweat clothes, shorts, t-shirt, gym shoes.
- All spectators must view from the bleacher area.
- No climbing or sitting on the railings.
- No profanity, horseplay, or fighting will be tolerated.
- No kicking or throwing balls against the walls, doors, or windows.

MANAGEMENT RESERVES THE RIGHT TO REFUSE ADMITTANCE AND/OR EJECT FROM THE GYMNASIUM ANY PERSONS FAILING TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS.

LOCKER ROOM RULES

- Children 6 years of age or older must change in the appropriate locker room or see the Manager for special arrangements.
- The City of Cleveland assigns use of the Restrooms and Locker Rooms in its recreational facilities strictly on the basis of anatomical or biological gender rather than on the basis of adopted gender.
- Food and gum are not permitted in the Locker Room.
- The City of Cleveland is not responsible for personal property or valuables at any time. Lost & Found will be disposed of weekly.
- Valuables may not be checked in with the staff.
- The use of cameras, video cameras or any device containing photographic equipment or features of any kind is prohibited in all Locker Rooms, Restrooms and Changing Facilities.
- Patrons are not permitted to leave locks on lockers overnight. Locks will be cut off nightly and locker contents placed in Lost and Found.
- Use of Locker Room Facilities is limited to patrons for the purpose of changing.

MANAGEMENT RESERVES THE RIGHT TO REFUSE ADMITTANCE AND/OR EJECT FROM THE FACILITY ANY PERSON FAILING TO COMPLY WITH THE ABOVE STATED RULES AND REGULATIONS.

POOL RULES

- Youth under 4 feet tall and 8 years old must be accompanied by Parent or adult (two children per adult and ID may be required). Adults must be appropriately dressed and in the water with the child at all times.
- All patrons must have proper swim attire and a towel. No cut offs, shorts, jeans, T-shirts, or tank tops allowed.
- Running, jumping in the pool, horseplay, disorderly conduct, or profane language may be subject to immediate ejection and possible loss of pool privileges.
- No flotation devices of any type are allowed.
- Food and gum are prohibited in the pool area.
- No glass containers.
- No profanity – respect others at all times.
- Do not distract the Lifeguards unless it is an emergency.
- Obey the Lifeguards and be considerate of others at all times.
- Entry into the water must be forward facing.
- All tots & toddlers must wear “swim diapers.”
- Only proper attire allowed on pool deck/patio.
- The City of Cleveland is not responsible for lost or stolen property.
- Please store all belongings in the Locker Room.

For your safety and enjoyment, there is absolutely no safe substitute for parental supervision.

WATERSLIDE RULES

- All sliders must be at least 48” tall. The Lifeguard will turn away others.
- Younger children may not ride with their parents.
- Only one person on the slide at a time.
- Slide feet first only, on back. Keep arms and hands inside the slide at all times.
- No stopping, turning, standing, kneeling, or rotating.
- Goggles and glasses are prohibited.
- Start slide when directed by Lifeguard.

MANAGEMENT RESERVES THE RIGHT TO REFUSE ADMITTANCE AND/OR EJECT FROM THE NATATORIUM ANY PERSON FAILING TO COMPLY WITH THE ABOVE STATED RULES AND REGULATIONS.