



# Policies And Procedures

Revised 11/20/17

## **Membership**

- Pinnacle Fitness Club offers membership to individuals (termed "Affiliate") and corporations (which have a minimum of five annual memberships).
- Membership options include: Single, Member/Additional Member, and Senior.
- To qualify for a Senior membership rate, you must be 65 years of age or older.
- All members must be a minimum of 19 years of age.

## **Fee Structure**

- Membership fees may be paid in full upfront or through a monthly Electronic Funds Transfer (EFT). Payment through EFT allows the Club to initiate a monthly debit entry from a checking, savings, or credit card account authorized by the member. EFT debits will occur on the 1st or 15th day of each month.
- The monthly payment is for the entire month, from the 1st to the end of month, regardless if payment is taken out on the 1st or the 15th.

## **Release Waiver**

All members and guests 19 years of age or older must sign a release waiver. All guests under 19 must have a waiver signed by an adult guardian.

## **Membership Card**

Members who are not short-term will be issued a bar code keytag that will serve as a membership identification card. The bar code tag must be scanned upon entering the facility.

## **Temporary Card**

Temporary membership cards will be issued to all short-term members. Temporary cards are valid through the expiration date only. All short-term members are required to present a current temporary membership card with each visit.

## **Medical Clearance**

Consultation with a physician is extremely important prior to engaging in physical activity. Although medical clearance is not a requirement for membership, adherence to this recommendation is highly endorsed by Pinnacle Fitness Club management.



### **Hours of Operation**

Hours of operation are posted in the club. Normal hours are:

Monday through Thursday	5:00 am – 11:00 pm
Friday	5:00 am – 10:00 pm
Saturday	7:00 am – 7:00 pm
Sunday	8:00 am - 6:00 pm

Operating hours may be altered for severe weather conditions or emergencies. Pinnacle Fitness Club also reserves the right to cancel classes due to severe weather conditions.

### **Holiday Schedule**

Pinnacle Fitness Club's holiday schedule is as follows:

New Year's Day	-Closed
Easter Sunday -	Closed
Memorial Day -	Open 7am to 2pm
Independence Day	Closed
Labor Day	-Open 7am to 2pm
Thanksgiving Day	-Closed
Christmas Day -	Closed

Please note: Special hours will exist surrounding major holidays. Ample notification will be posted within the Club. Pinnacle Fitness Club will follow normal business hours for all other holidays not listed above.

### **Parking**

An area of the parking lot located directly south of the Club's entry doors is available for Club patrons. All parking stalls designated by a Pinnacle Parking sign are available to Club patrons while they are using the gym. All other stalls are reserved for building employees and **may only be used by Club members after 5:00pm on weekdays**. All parking stalls are available on weekends. These parking stalls are to be utilized only when members are on the premises using the Club facilities. Violators will be towed at their own expense.

### **Lockers**

1. Pinnacle Fitness Club is not responsible for replacing lost or stolen personal items. Members are encouraged to lock all personal items in a locker. Pinnacle Fitness Club staff will not hold personal items at the Member Services desk.
2. Full and half-length lockers are free for daily use. Lockers must be emptied after use. Members must supply their own locks.
3. Half-length lockers are available to rent for a fee of \$10.00 each month. See Member Services for rental information.



### **Guests**

Pinnacle Fitness Club offers guest passes. All eligible guests must be 19 years of age or older and are required to complete a liability waiver prior to using the facility. Free passes are available to non-members who would like to try out the facility prior to becoming a member. The non-member can use up to three free passes in a year for this purpose. Free passes are not meant to be given out for out of town guests of members.

### **Membership Freeze**

All non-short term members may freeze a membership for a maximum of three months per membership year. Member must provide the Club with a completed freeze request form 15 days prior to the effective date of the freeze. A \$10 (plus tax) fee is required upon submitting a freeze request, exceptions include membership freezes for military or medical reasons. Freeze periods must run from the 1<sup>st</sup> through the end of the month in order to be considered.

**Members will not be allowed to use the Club during the freeze period.** Membership freeze forms are available at the Member Services desk. If a member returns early from a freeze period, that member will be charged the entire month membership fee. All freezes extend the obligation period of a signed membership agreement.

### **Membership Cancellation**

Pinnacle Fitness Club requires all membership cancellation requests to be submitted using our Cancellation Request form. Cancellations will be effective on the first of the month after 30 days from when the form is submitted. All membership obligations must be completed prior to effective date of cancellation. An email will be sent to the email address on file to confirm the cancellation has been processed.

### **Dress Code**

Pinnacle Fitness Club asks all members to abide by the following dress code:

1. Proper gym clothing must be worn at all times. No denim.

2. Proper shoes must be worn at all times

Only athletic shoes are to be worn in all exercise areas

No boots or cleated shoes

No bare feet, flip flops, slides or sandals (pool and yoga classes are the only exceptions to this rule)

3. Pool

- Swim suits must be worn and visible in the pool area—cutoffs, gym shorts, athletic shorts, sports bras, gym clothes, etc. are prohibited. Individuals wishing to request a variance from this policy due to religious or medical reasons must see a Pinnacle Fitness Club manager prior to pool use.
- Thong bathing suits are prohibited.
- T-shirts are not to be worn unless they are white cotton.
- Children with diapers are required to wear plastic pants over the diaper. These pants must have elastic around the waist and legs.



### **Exercise Areas**

All members are to abide by the following rules:

1. There is a 30-minute time limit on all cardio exercise equipment if others are waiting.
2. Please wipe off all exercise equipment with provided disinfectant wipes after use.
3. Please allow other members to work in with you when doing multiple sets on weight equipment.
4. Gym bags are not allowed in exercise areas.
5. Proper attire, as detailed in the Dress Code section, is required in all exercise areas.
6. Please return all equipment to the proper area.
7. NO cell phone use is permitted on the lower level of the gym or in the locker rooms. Please restrict cell phone conversations to the lobby.

### **Free Weights**

1. Use of the free weight equipment requires members to abide by the following rules:

2. Spotters are recommended when lifting.
3. Please allow others to work in with you.
4. Please wipe off equipment with provided disinfectant wipes.
5. Plate collars should be used on all bars.
6. Re-rack weights and dumbbells after use.
7. Do not drop weights.
8. Use floor pads provided for all weights set on the floor.
9. Do not lean plates or bars against weight equipment, walls, or mirrors.
10. No standing on benches.
11. Do not set bars or dumbbells on bench padding.
12. Please remove all weight plates before moving bars.
13. Please keep weight plates, bars, and dumbbells away from mirrors.
14. Gym bags are not allowed in free weight room.
15. No chalk is allowed.

### **Pool**

All members using the lap pool are required to abide by the following rules:

1. Prior to entering the pool, all are required to take a warm shower. There is a shower in the pool area for this purpose.
2. No person having obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose or throat infection shall be permitted to use the pool.
3. No running or boisterous play is permitted in the pool area.
4. Hanging on or playing on the lane dividers is prohibited.
5. No food, beverages, or glass permitted in the pool area.
6. The pool area closes fifteen minutes prior to the Club closing time.



### **Sauna/Steam Room**

1. All members are asked to abide by the following rules:
2. No food, beverages, or glass permitted in the sauna.
3. Do not wear shoes in sauna/steam room. (Flip-flops and sandals are approved)
4. Do not leave magazines or papers in sauna.
5. No exercising while in the sauna/steam room.
6. Shower with warm, soapy water if going from the sauna/steam room to the pool.
7. No shaving in the sauna.
8. Do not add any oils, fragrances, or aromas of any type to the sauna/steam room.

### **Hot Tub**

All members are asked to abide by the following rules:

1. Only persons 19 years of age and older are permitted to use the Hot Tub.
2. DO NOT ENTER the Hot Tub without taking a warm shower.
3. No person having obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, or throat infection shall be permitted to use the Hot Tub.
4. Only swimming attire is permitted in the Hot Tub. (No cut-offs, blue jeans, sweatpants, full-length tights, shirts, shoes, or socks of any kind permitted.)
5. No horseplay is permitted in the Hot Tub.
6. No food or beverages are permitted in the Pool Area.
7. No glass is permitted in the Pool Area.
8. No magazines, newspapers, or books are to be taken into the Hot Tub.
9. Pregnant women, those with high blood pressure or diabetes should consult physician prior to using the Hot Tub.
10. Hot Tub capacity: 12 persons at any one time.

### **Food and Beverages**

All food and beverages are restricted to the lobby area only. ONLY water is permitted in all other areas of the Club.

### **Free Friend Friday**

All members are allowed to bring in a friend or family member 19 years of age or older on Fridays for no charge. Free visits are limited to three times per friend/family member.



### **Club Rules**

Pinnacle Fitness Club reserves the right to add or amend Club rules at its sole discretion. All members and guests must abide by Club rules. The Club may, at its option, suspend members' right to use equipment and facilities in the event of a violation of Club rules by member, spouse, and/or family members. Violation of Club rules includes, but is not limited to: intentional damage or misuse of Club property, equipment and facilities, failure to follow Club policies and procedures, fighting, use of vulgar language, theft, or another illegal act. Suspension shall not obviate the obligation to pay dues. The Club will deny member's access to equipment and facilities if member is under the influence of alcohol or illegal substances.