



Member Handbook

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THE BEEDE SWIM AND FITNESS CENTER

The Beede Center opened on April 18, 2006. It was constructed for approximately \$11 million, which was made possible by a \$6 million dollar gift from the Alfred Sawyer Trust, a \$1.8 million dollar gift from the Beede family, as well as many generous contributions from the community.

The Recreation Department runs Beede as an enterprise fund in accordance with Article 30 of the 2005 Annual Town Meeting. We work hard to balance the recreational needs of the community with our obligation to run a financially self-supporting program without taxpayer support.

Located on the campus of the Concord-Carlisle Regional High School, Beede hosts an 8-lane lap pool, a warm water pool, a children's pool, a diving well, and plentiful pool-side spectator seating. There are two 1,600-square-foot fitness rooms; one for weight training and one for cardiovascular exercise. In addition, the facility includes men's and women's locker/shower rooms, inclusive changing rooms, and staff office space. The facility is open approximately 100 hours each week throughout the year welcoming an average of 250 members per day. The Beede Center strives to balance the recreational needs of the community with its obligation to be financially self-supporting.

HOURS OF OPERATION AND HOLIDAYS

Beede Center hours are listed below. Use of the Beede Center outside of these hours is prohibited. Further, the Beede Center/Town reserves the right to alter the hours of operation without prior notice; however, if this is necessary, the Beede Center will make every attempt to notify the membership. Please be sure to have the most current contact information on file.

Monday through Friday: 5:30 a.m. to 9:00 p.m.

Saturday and Sunday: 7:00 a.m. to 6:00 p.m.

Competition Pool, Warm Water Pool and Children's Play Pool close 15 minutes prior to facility closing time. Dive Well closes 30 minutes prior to the facility's closing time.

The Beede Center is closed on the following days:

Closed All Day

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Patriots' Day	Third Monday in April
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day After Thanksgiving
Christmas Day	December 25

Closed Part of the Day

New Year's Eve	December 31
Christmas Eve	December 24

The Center is also closed for at least one week in August for annual maintenance. Holidays and early closing announcements will be posted throughout the Beede Center and on our website.

COMMUNICATION

The Beede Center's website, www.beedecenter.com, will be updated with information on classes, events, programs and more. General questions can be asked at the front desk or emailed to poolreception@concordma.gov. As a Beede Center member, you will also be automatically subscribed to our monthly newsletter that is sent via Constant Contact.

There is a Member Message Board for member information located on the lower-level landing area in the stairwell. Please check the message board frequently for special events, class information, and pool schedules. Whenever possible, every effort will be made to post information two weeks in advance. No announcements, fliers, posters, etc. may be affixed to building walls without expressed written permission from the General Manager.

We encourage you to follow Concord Recreation @ConcordRecreation on Facebook, and Instagram as well.

BEEDE CENTER FACILITIES

POOLS

Concord Recreation is proud to run one of the largest natatoriums in the region. The facility features a 25-yard by 25-meter, 8-lane competition pool; a 30-foot x 40-foot diving well featuring two 1-meter boards and one 3-meter board; 20-foot x 30 foot warm water pool; and a 1 foot children's play pool featuring sprays fountains and a slide.

The Beede Center's pools meet the State of Massachusetts pool regulations, 105 CMR 425.22 and are inspected annually by the Concord Health Department. Pools are maintained by Certified Pool Operators and the Town's Facilities Department, as well as outside vendors who specialize in aquatics operations. As a member, we ask that you read and adhere to the following pool policies.

PLEASE NOTE:

All children under the age of 14 must be accompanied by an adult. If your child is under 14 years of age and has passed the pool test, the parent may sit on the bench's poolside or in the spectator seating area. If your child is under 14 and has not passed the swim test, a parent/guardian will need to accompany the child in the water and be within arm's reach. If a parent/guardian is not a member, they are subject to pay the guest fee.

The following are requirements of the Massachusetts Board of Health (105 CMR 435.22), must be adhered to at all times and will be strictly enforced:

- All persons are required to take a cleansing shower before entering the pool.
- Proper bathing suits must be worn. No bather shall wear a bathing suit that is unclean.
- No person suffering from a fever, cough, cold, inflammation of the eyes, nasal or ear discharges, or a communicable disease shall be allowed to use the pool.
- No person with sores or other evidence of skin disease, or who is wearing a bandage or medical covering of any kind, shall be allowed to use the pool.
- No person shall spit in or in any other way contaminate the pool, its floors, walkways, aisles, or locker rooms.
- No person shall bring or throw into the pool any object that may in any way carry

contamination or endanger the safety of bathers including equipment and/or toys used at lakes, ponds and beaches.

- All children who are not fully toilet trained MUST wear an approved swim diaper and are limited to the water pool and Children's Play Pool.

Additional policies that we ask members to follow when in the natatorium include the following:

- Walk on the pool deck at all times.
- Proper behavior is expected at all times. No shouting or horseplay in the water, on the deck or the locker rooms.
- Unless enrolled in a program, anyone under the age of 14 will not be permitted in the pool area without an adult. If enrolled in a program, adults must remain in the building.
- Street shoes are not permitted on the pool deck. Acceptable forms of footwear are sandals, flip-flops, and bare feet.
- Only Coast Guard-approved PFDs are allowed. No floats, water wings, bathing suits with flotation built in, or inflatable rings are allowed in the pools.
- When jumping from the pool deck, no flips or back dives are permitted.
- All strollers should be kept in the lower lobby area, except for strollers for people with disabilities.
- Please ask the lifeguard if you need assistance with getting into any pool.
- Food and drink must remain in the lobby. Water in plastic bottles is allowed on the pool deck.
- No swimmers may hold onto another swimmer's back.
- Please jump feet first only into the Lap Pool.
- Swimmers may dive into the Dive Well.
- No flips/backward dives from the pool deck is allowed in any pool.
- Chair lifts are placed at the dive well, lap pool, and warm water pool. Please ask a lifeguard for assistance.
- Please share lap lanes during heavy usage times.

DIVE WELL AND DIVING BOARD USE

Swimmers may ask a lifeguard to use the one-meter diving board if there is not a class or programming happening. In order to use the dive well, swimmers must do the following:

- Children under 14 years old need to successfully pass the swim test to swim in the dive well pool without a parent/guardian in the pool with them and within arm's reach.
- The diving fulcrum must remain in the locked position.
- Only one person is allowed on the diving board at a time.
- Goggles may not be used when jumping from the diving board.
- The 3-meter board is closed for member use per Massachusetts Board of Health Regulation 435.15.3: *No diving board or platform more than one meter above the pool water level shall be permitted for general public use in any swimming pool. The 3-meter board may only be used by individuals in a diving class or team practice with a coach present.*
- Please do not swim under the diving boards while diving boards are in use.
- Please only bounce one time on the board.
- When diving or jumping from the boards you must jump or dive straight out, away from the board, and swim to the far ladder.
- Do not hang or sit on the diving board.
- During non-program time, the Dive Well can be divided into 2 lanes to be used for water jogging or swimming. Each lane can accommodate 1 swimmer or 2 joggers.

CHILDREN'S POOL USE

The Children's pool is a great way to spend time with young swimmers. The water features will be on at all times but can be turned off at the request of a member. Please ask a lifeguard for assistance if you would like the features turned off for a short amount of time. Please adhere to the following rules while using the children's pool:

- Please do not allow children to jump into the pool.
- Please do not allow children to hang or climb on the play equipment.
- Kickboards and aquatics fitness equipment is not allowed in the play pool. Noodles, water buckets, and plastic water toys are allowed.
- Only one person should use the slide at a time. Others must remain at the foot of the stairs.
- Swimmers must go down the slide feet first on their bottom.

WARM WATER POOL USE

The Warm water pool is one of our most popular pools and can be used for exercise, therapy, relaxation, leisure, and scheduled programs. Due to the many uses of this pool, we ask all members to be aware of the following policies:

- Children under 14 years old need to successfully pass the swim test to swim in the warm water pool without a parent/guardian in the pool with them and within arm's reach.
- Fitness equipment may be used in this pool for various purposes.
- We ask that children do not use toys, noodles, barbells, or kickboards in the pool when the pool is being used by various user types. Lifeguards make the final decision on what is appropriate.
- The warm water pool is closed during Water Fitness classes. Sitting quietly in the bubbles is permitted.
- Swimming laps are not permitted.

LAP POOL USE

- Children under 14 years old need to successfully pass the swim test to swim in the lap pool without a parent/guardian in the pool with them and within arm's reach.
- Do not sit/hang on the lane lines or ropes.
- Members are prohibited from using the starting blocks.
- There is no diving in the lap pool, except under the direction of a Beede Center Coach or Instructor.
- Must be fully toilet trained.

AQUATIC SWIM TEST

The swimming tests will be conducted by a Head Lifeguard for any member or guest under the age of 14 years old. The test will involve the individuals' ability to swim 25 yards from one end of the Lap Pool to the opposite end.

- The individual must swim with rhythmic breathing from one end of the lap pool wall to the other end of the pool wall without stopping or using a doggie paddle style of stroke.
- They must put their face in the water and breathe from either side as they continue with their stroke pattern. The individual may wear goggles to perform this test. Once the individual reaches the opposite wall, they must then, without resting, begin a backstroke swim to the opposite side of the pool, and stop at the side of the wall where they began. They are not allowed to stop or change to a different stroke during this portion of the test.
- Next, the individual must immediately begin treading water, using their arms and legs to remain afloat. This is a timed event and will last 30 seconds. The individual is not allowed to touch the wall for support or allow their heads to go below the surface of the water.
- After the 30 seconds are completed, the individual must perform a back float and remain on their backs for 30 seconds without allowing their body and or face to sink below the surface of the water.
- The individual swimmer is not allowed to have a parent or guardian in the water with them as they perform the swim test.
- If the swimmer passes the test, they will be given a green band for the day.

If the swimmer does not pass the test according to the rules above, they may take the test over.

The test will be conducted every time an individual under the age of 14 would like to swim without a parent or guardian in the water. For example: If on Monday, Johnny (10 years old) took the swim test to swim without his parent and he successfully passed the exam, he must take the same test again on Wednesday if he wants to swim independently of his parent.

Testing will be conducted every time someone under the age of 14 would like to swim without a parent or guardian in the water within arm's reach.

FITNESS SPACES

The Beede Center has two 1600 sq. ft fitness rooms and one 450 sq. ft fitness studio. These rooms are open for use by any Beede Center member or guest for self-directed fitness.

CARDIO ROOM

One fitness room is furnished with Matrix Treadmills, Arc Trainers, semi-recumbent and upright cycles, and rowing machines. Various units have 15" TV monitors.

STRENGTH ROOM

The second fitness room is furnished with Cybex strength training machines and free weights. Fitness staff and personal trainers are here to assist with equipment and questions. The fitness studio is available for group fitness exercise classes, scheduled meetings, and general access to members related to fitness.

FITNESS STUDIO

Primarily used for personal training, the fitness studio is on the lower level of the Beede Center. This space has various pieces of equipment available that members can use when a training session is not in progress. This is a great space for stretching and passive workouts.

TERRACE

The terrace is available for seasonal use. Access to the terrace is via the sidewalk or the cardio fitness room. This is a great space for extra stretching, the use of weighted balls, and other exercise. If a personal training session or group fitness class is happening on the terrace, please refrain from use until the session or class is complete.

FITNESS ROOM POLICIES AND GENERAL GUIDELINES

The following rules have been established to ensure the safety and enjoyment of all members and to preserve our facilities for their intended use.

- Please do not talk on your cell phone in the fitness rooms.
- Street shoes are not permitted in the fitness rooms at any time. Proper footwear (rubber soles) must be worn by all participants. Open-toed footwear, sandals, hard-soled dress shoes, spikes/cleats, biking shoes, or boots are not allowed.
- Please store all personal belongings securely in lockers provided in the locker room on the lower level.
- Food and beverages, except water bottles (no glass), are not allowed in the fitness rooms.
- Proper attire must be worn when working out. Shirts must be worn at all times.
- When possible, please avoid clothing with buckles or other items that may catch on, or damage, exercise equipment.
- Please be considerate of other people while using the fitness rooms.
- All machines and equipment must be wiped down and returned to their proper location when

- finished.
- Allow others to work in between sets while using strength training equipment.
 - Please direct all concerns and maintenance needs to a staff member.
 - During times of high usage, sign-in procedures may be required for use of cardiovascular equipment, and time restrictions of 30 minutes will be enforced. This will ensure fairness during peak times of operation. If no one is waiting for your machine, you can extend your workout beyond 30 minutes.
 - Children under the age of 14 are not permitted in the fitness rooms.
 - Weight belts are not allowed on padded equipment.
 - Use extreme caution when lifting weights and ask a trainer for assistance if you need a spotter.
 - Only authorized Beede Center personal training staff may conduct training sessions.
 - Concourse/patio doors are for emergency exit use only.
 - For your safety and the safety of all of our members, our staff may make periodic recommendations on proper equipment usage and general exercise techniques.
 - Collars and clips are to be used on barbells.
 - Profanity is not allowed in the Beede Center at any time.
 - Keep hands and feet away from all moving parts and weight stacks. Do not attempt to repair or adjust any equipment that has malfunctioned. Report any equipment problems immediately to a Beede Center staff member.

FITNESS EQUIPMENT ORIENTATION

New members are given a free fitness equipment orientation with a certified trainer. This introduction covers the basic use of cardio and strength room equipment.

MEMBERSHIP TYPES

Your membership permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations as stated in the membership handbook. Memberships cannot be re-sold or transferred to another party. Beede Center reserves the right to change membership pricing at least yearly.

Membership is gained upon completion of an application and payment of the necessary fees. All memberships begin the day of purchase.

JOINING FEE

Most memberships require a non-refundable joining fee at the time of purchase of a new membership. If your membership has been financially inactive for a period exceeding one year, you are required to pay a joining fee again.

ANNUAL MEMBERSHIPS

Annual memberships are automatically renewed every twelve (12) months unless a request is received to change or to cancel membership. These memberships are paid for in full at the start of the year.

MONTHLY RECURRING

Monthly, recurring memberships are billed monthly and are charged to a credit card on file. These memberships will charge monthly until cancelled.

A credit card is required for recurring payments. At the time of membership purchase, members will make the first of 12 recurring payments for the membership in addition to the joining fee. Your account will be charged for a minimum of 12 months. Membership will automatically continue with

rate changes, if applicable, at the recurring rate until you cancel the membership in accordance with this agreement. Your account will be changed on/about the first of each month regardless of the membership start date. Membership rate changes will be reflected in your recurring payments at least once a year. A service fee of \$10.00 will be applied for each month your recurring payment is returned uncollectable, including but not limited to non-sufficient funds, expired credit cards, canceled credit cards, overdrafts, and closed accounts.

3 MONTH TEMPORARY MEMBERSHIP

The Beede Swim and Fitness Center offers three-month memberships to provide members the flexibility of a short-term contract. Your membership permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations as stated in the membership handbook. Memberships cannot be re-sold or transferred to another party. Beede Center reserves the right to change membership pricing at least yearly.

Membership is gained upon completion of an application and payment of the necessary fees. All memberships begin the day of purchase and are valid for three (3) months from the date of purchase. At the end of the three (3) months, the contractual obligation ends.

TEN-TIME VISIT PASS

Ten time passes allow users to access the Beede Swim and Fitness Center ten(10) times over the course of one (1) year from the date of purchase. Your pass card permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations. The Beede Swim & Fitness Center can sell the Visit Pass Card at different rates and terms other than yours. Beede Center reserves the right to change Visit Pass Card pricing at least yearly.

MEMBERSHIP CARDS

All members will be issued a membership card. All members of a family are required to have a membership card with the exception of children under the age of five. Upon entering the building, you must stop at the registration desk and swipe your card. Please be prepared to show your card upon request. There will be a \$5 charge for replacement of lost membership cards.

UPGRADES/DOWNGRADES

You may upgrade/downgrade your membership type at any time by contacting the Membership Coordinator. An administrative fee of \$25.00 will be charged for downgrades. A prorated fee may also be due at the time of change.

PAYMENT/CANCELLATION AGREEMENT

After your initial recurring payment and joining fee, due at the time of registration, your account below will be billed on or around the 1st of each month, regardless of start date, until you cancel in accordance with this agreement. This membership has a 12-month minimum commitment term. To cancel your recurring membership and stop the automatic billing, the Beede Center requires written notification 30 days prior to the desired cancellation date, a \$25.00 cancellation fee, and the return of all parking passes and membership ID cards.

Any membership can be canceled upon 30 days written notification. If you are within your 12-month minimum commitment term, and you wish to cancel early, an additional recurring payment is required. A service fee of \$10.00 will be applied for each month your recurring payment is

returned uncollectable, including but not limited to non-sufficient funds, expired credit cards, cancelled credit cards, overdrafts, and closed accounts.

CONSUMER'S RIGHT TO CANCELLATION

YOU MAY CANCEL THIS CONTRACT WITHOUT ANY PENALTY OR FURTHER OBLIGATION BY CAUSING A WRITTEN NOTICE OF YOUR CANCELLATION TO BE DELIVERED IN PERSON OR POSTMARKED BY CERTIFIED OR REGISTERED UNITED STATES MAIL WITHIN THREE (3) BUSINESS DAYS OF THE DATE OF THIS CONTRACT OR THE DATE OF YOUR RECEIPT TO THE ADDRESS SPECIFIED IN THIS CONTRACT.

Under Massachusetts General Laws Chapter 93, Section 82, there are additional termination rights in certain specified circumstances associated with:

- In the event of a member's death or incapacity.
- In the event member becomes significantly medically or physically disabled for a period of three (3) months as certified in writing by a licensed practicing Massachusetts Physician.
- If the Beede Center facilities are not available because it permanently discontinues the operation of the health club or substantially changes the operation of the health club.
- If a member moves his/her permanent address residence to a location more than twenty-five (25) miles from the Beede Center.
- The Beede Center/Town requires 30 days' written notice of intent to cancel and a \$25 cancellation fee. If membership is paid in the Recurring payment plan, and a bill is owed within 30 days, then that payment is due in addition to the cancellation fee. Your joining fee will not be refunded. Cancellations are accepted before renewal, provided conditions under "Consumer's Right to Cancellation" have been met.

If other circumstances arise that prevent you from using your membership, please contact the Beede Center or Recreation Department.

CENTER'S RIGHT TO CANCELLATION

The Beede Center/Town has the right to terminate your membership agreement when one or more of the following circumstances apply:

- 1) Non-payment of balance 60 days overdue.
- 2) Damage to Center property or facilities.
- 3) Violation of Center privileges or policies, including parking pass/lot misuse.
- 4) At the discretion of the Beede Center/Town staff.

In the event the Beede Center/Town terminates your membership you will receive a pro-rated credit for the unused pre-paid portion of your membership (including unused pre-paid program fees). Credit will be applied to the current or outstanding balance due.

GUEST FEES/GUEST POLICIES

Beede Center members may bring in up to 4 guests per day, per membership at \$15.00 per guest regardless of age. The guest fee is due at time of usage. The Beede Center reserves the right to limit/prohibit guests during high usage times as set forth by Beede Management. All guests must be over 18 years old or have a waiver on file signed by parent/guardian if between the ages of 14-18. Anyone under the age of 14 must be always accompanied by a parent/guardian while using the Beede Center. If parent/guardian is not a member, they are subject to pay the guest fee. Children under the age of 14 are prohibited from using the fitness rooms. There must be one adult for every four children. The Beede Center guest policy shall not be manipulated or interpreted at any time to allow unscheduled parties of any kind.

Members and their guests are required to sign in. Their signature indicates that they have read and agreed to the terms stated in the Beede Center Assumption of Risk and Waiver of Liability agreement.

In order to be eligible to bring a guest, members must meet one of the following criteria:

- Members must be over 18 years of age.
- If a Member is between 14-17 years of age, their guest must be at least 18 years of age. If the guest is 14-17 years old and has a current Guest Waiver on file from within the last year then that guest is permissible.
- If the Member and guest are under 14 years of age, they must be accompanied by a parent or guardian for the duration of the visit. The non-member parent or guardian will pay a \$15.00 guest fee **regardless** of facility usage. A waiver will also need to be completed and kept on file.

HEALTH AND MEDICAL POLICY

Any member with a pre-existing or unstable medical condition that could hinder their participation in a swim or fitness program, or use of the facility, must provide the Beede Center with a Medical Clearance Waiver from their Massachusetts Board Certified Physician indicating they are physically able to exercise. Any member who experiences a medical emergency at the facility is required to submit a Medical Clearance Waiver from their Massachusetts Board Certified Physician indicating they are physically able to exercise before returning to the Beede Center. If during your facility access period, you have been deemed medically unable to participate and need to put the membership on a medical suspension, the Beede Center/Town requires a medical note on office letterhead from their Massachusetts Board Certified Physician to suspend the membership. In order to return and receive time credit for the time frame that was paid for, but was unable to be used, the Medical Clearance Waiver must be filled out by their Massachusetts Board Certified Physician and returned to the Beede Center.

PHOTOGRAPHY/VIDEOGRAPHY POLICY

The use of any device, including a mobile phone or tablet, for photography and/or videotaping is not allowed unless prior written authorization is obtained from the management of the Beede Swim and Fitness Center.

Inappropriate use of phones, cameras, video equipment, and electronic tablets may result in corrective action, up to and including permanent dismissal from the facility.

ORGANIZED GROUP WORKOUT/PRIVATE INSTRUCTION POLICY

In fairness to all our members organized group workouts/private instruction by members cannot be accommodated. This would include any athletic groups from a high school or town league regardless of where their team routinely practices in season or out of season. The use of personal instructors/trainers/coaches in the fitness center or pools not employed by the Town of Concord is prohibited.

PARKING LOT USE POLICY

Members with annual or recurring membership will be issued a parking pass that will allow them to access the Beede parking lot. One parking pass will be issued for single recurring memberships and two passes for recurring couple and family memberships.

The parking lot is only for Beede Center patrons while using the facility. Students/staff/visitors of CCHS who members of the Beede Center may not use the Center's parking lot as an alternative to CCHS parking during school hours. Please be aware that vehicles will be ticketed for misuse of parking placards by Concord Police. *A family membership DOES NOT include the privilege of using a family parking pass by students to park in the Beede Center parking lot during the school day.*

For the safety of all, the parking lot may not be used as a bypass or drop off/pickup for the High School. Accessible parking spots may only be used by members utilizing the center who have a handicap plate or placard displayed in their windows. Violators of these policies are subject to loss of the Beede Center's parking privileges and/or being ticketed or towed. All members park at their own risk and the Recreation Department/Town of Concord is not responsible nor shall be held liable for any incidents that may occur in the Center's parking lot. Please lock your vehicle when leaving it in the Beede Center parking lot.

BEHAVIOR POLICY

The Beede Center will not allow any form of harassment or any conduct that has the purpose or effect of interfering with an individual's use of Beede Center spaces or creating an intimidating, hostile, or offensive environment. Such conduct should be reported immediately to the General Manager. Use of Beede Center spaces by members and employees must be free from verbal, physical, and visual forms of coercion, intimidation, and harassment of any kind. In addition, harassment will not be tolerated when based on age, color, disability, gender, national origin, race, religion, ancestry, sexual orientation, veteran or marital status, physical appearance, or any other basis applicable under federal or state law. Regardless of whether behavior satisfies the formal definition of harassment, Concord Recreation's authority in implementing discipline or remedial action is not limited including loss of membership.

All members and staff are asked to do the following:

- Please do not swear or use potentially offensive language while in the facility.
- Please be sure that your personal music choices are not heard by other/impact other's experiences.
- Clothing, including appropriate shirts, shorts/pants, and shoes must be worn at all times.
- Please always follow the staff's directions in case of an emergency.
- Please be aware of your use of the space to ensure it does not impact use by others enjoying self-directed activities or those that are engaged in a lesson, training session, or program.

LOCKER ROOM USE

The men's and women's locker rooms are equipped with half and full-size lockers, restrooms, showers, and bathing suit spinners. These spaces are cleaned multiple times per day. We do provide soap/shampoo in each shower stall. If you would like to secure your belongings, you are welcome to bring your own lock. The Beede Center is not responsible for lost or stolen articles.

Please keep the benches and counters free of personal items.

The use of camera phones is strictly prohibited in all locker rooms.

LOCKER RENTALS

For your convenience, there are designated lockers reserved for yearly rentals. The quad lockers, located in the first bank of lockers as you enter the locker room (right in the women's locker room and left in the men's locker, room numbers 1-52), are available for rent for \$100 per year. A combination lock will be issued on your assigned locker. You may rent lockers at the front desk.

A month before the expiration of your yearly locker rental you will receive a reminder letter asking your intentions of renewal. If at the expiration of your rental, we have not heard from you, the contents of your locker will be emptied. The Beede Center will hold your belongings for one week.

LOCKER ROOM ETIQUETTE

- For the comfort of our members, please bring children of the opposite sex into the Inclusive Changing Rooms.
- Please be considerate and respectful of all users.
- Avoid property loss—all valuables need to be secured in a locked locker. The Beede Center is not responsible for lost or stolen items.
- Any items, especially bags that will not fit in a locker, need to be placed on top of the lockers to avoid a tripping hazard and keep the aisles clear.
- You are responsible for picking up after yourself, your children, and your guests.
- Please wrap yourself in a robe or towel—not everyone is comfortable with nudity and be especially mindful that young children may be using the locker rooms.
- Please keep your feet on the floor and use the benches for sitting only.
- When finish showering, please remove your shower supplies and remove your hair from the drain.
- Please leave the benches and toilet seats dry.
- Be respectful of others waiting to use the mirror space.
- Please no spitting in the locker room including showers, sinks, and toilets
- Please do not leave personal belongings in the changing stalls.

AQUATIC PROGRAMMING

Beede Center members registering for Aquatic programs receive member benefits that are not available to non-members such as early registration and programming discounts. Please visit our website at www.concordrec.com for a complete listing of programs offered and registration dates.

THE BEEDE CENTER'S SWIM SCHOOL PROGRAM

The Beede Center's Swim School Program is proud to partner with the American Red Cross Swimming and Water Safety Program. We offer a wide variety of courses designed to meet a diverse range of needs and ability levels. The American Red Cross "Learn-to-Swim" classes provide instruction to help swimmers of all ages and abilities develop their swimming and water safety skills. It is designed to give students a positive learning experience. American Red Cross Learn-to-Swim teaches aquatic and safety skills in a logical progression. The objective is to teach people to swim and to be safe in, on, and around the water.

RECREATIONAL DIVING PROGRAM

Concord Recreation works with Boston Area Dive to run a recreational diving program for kids.

WATER FITNESS

The Beede Center offers a wide selection of water fitness classes designed for anyone interested in a total body workout. The water provides benefits such as buoyancy to protect joints,

resistance to strengthening and tone muscles all while having a good time in the water.

OTTERS SWIM TEAM

Our recreational swim team is designed to provide children with a positive team environment for learning good sportsmanship through competitive swimming. All four competitive strokes will be developed as well as starts and turns. The team is intended for swimmers to improve their swimming skills, build self-confidence, and make new friends. Our team is part of the Metro Swim League and will participate in 8 meets as well as championships. The Otters Swim team offers Fall/Winter, Spring, and summer swim team options.

MASTERS

Whether you are a serious swimmer looking for a coached workout or training for a triathlon, the Beede Center has the workout program for you. Master's workouts are created to accommodate all swim levels.

FITNESS PROGRAMS

PERSONAL TRAINING

The Beede Center has a team of personal trainers that can help you meet your fitness goals. Each trainer brings a wide variety of knowledge to the Center and is available for 30-50 minute personal or small group training sessions. Each new member is eligible to receive a free, 30-minute consultation with a personal trainer. Please talk to the front desk to learn more!

Personal training is an opportunity to work one-on-one with a qualified fitness specialist. You will receive a program that has been created to suit your wellness level and your fitness goals. Our personal trainers have the background, knowledge and experience essential in designing a program that will work for you.

Members may inquire about personal training appointments by speaking with a member of our training staff or by calling the Beede Center. Pricing for personal training is available upon request or on our website at www.beedecenter.com.

PERSONAL TRAINING CANCELLATION POLICY

In order to cancel or reschedule a personal training appointment, you must contact your trainer at least 24 hours in advance of the scheduled appointment or you will be charged for that session. No-shows will be charged for the session.

GROUP FITNESS

The Beede Center offers a robust schedule of land and water-based fitness classes. Participants can choose classes that take place at the Hunt Recreation Center, 55 Church Street Human Services Building, the Beede Center or outdoors.

PROGRAM REGISTRATION

Registration forms are processed on a first-come, first served basis. Full payment must accompany the registration. In cases where classes are filled or canceled, we will notify you to try and arrange an alternate class. In order to receive member pricing, the individual participating must be a member from the time of registration until the end of the session. If the membership is not current

or was to lapse, then you would be charged the non-member rate for the entire session, fees will not be pro-rated.

PROGRAM/EVENT CANCELLATION POLICY

There will be a \$25.00 (\$50 for AfterSchool, BeforeSchool, Early Release at Hunt and Concord Carousel Preschool) fee if you must cancel or switch a class or activity once your registration has been processed. The cancellation/ change fee applies to each activity/program that needs to be altered. This applies to all Concord Recreation programs including membership at the Beede Swim and Fitness Center. Concord Recreation reserves the right to make schedule changes to better serve our members or to cancel/combine instructional classes and programs due to insufficient enrollment.

A full or partial refund will be issued under the program participant's name, or a Make-up will be scheduled if the Center must cancel a class due to the following:

- Weather (Snow/Blizzard, Tornado, Hurricane, etc.)
- Mechanical issues
- Fire Evacuation
- A documented medical illness that prevents participation in the program
- Power outages
- No water supply
- Town-wide health emergency or closure

A participant must request a cancellation at least 7 calendar days before the program starts.

No refunds or makeups will be issued for circumstances including, but not limited to:

- Participants/members choosing to not to attend a class, program or event for any reason (outside of a documented medical illness)
- If cancellation notice is provided less than 7 calendar days before the program starts.

Every attempt will be made to schedule a make-up class at the end of the program session, which varies based on the program and staffing/ space/schedule availability. All situations outside of the ones mentioned above will be considered on a case-by-case basis.

FINANCIAL AID POLICY

The Town of Concord, MA is committed to making its Recreation Department programs, activities, and special events available to as many citizens as possible. This financial assistance program has been established to meet the needs of individuals and families assessed to have limited financial resources. To ensure that all residents and public-school students are able to access our programs, we are proud to provide financial assistance to those who qualify. Concord Recreation's Financial Assistance Application can be located [here](#).

Eligibility

- Concord Residents and/or students at Concord Public Schools and Concord-Carlisle High Schools can apply for assistance.
- Financial assistance is determined without regard to race, sex, religion, cultural heritage, political beliefs, marital status, or sexual preference of the applicant or participant and based on the current federal poverty guidelines.
- Priority for assistance is given to those applicants looking to attend daycare model programs

(full-day summer camps, BeforeSchool, Afterschool, Carousel Preschool) and other programs that would interfere with a parent/guardian's employment or education schedule.

- Assistance is not available for Beede Center memberships, group fitness, aquatics fitness, diving programs, Lifeguard/WSI classes, personal training, body composition testing, masters swim team, or private reformer/Pilates classes.
- Assistance is not available for programs under \$90.

Concord Recreation reserves the right to exercise managerial discretion regarding financial assistance, and to limit the amount of funding allocated to any given household or individual within one calendar year.

WEATHER POLICIES

We make our weather-related decisions based on the safety of our members and staff. We encourage you to use your discretion in determining whether or not to visit the Beede Center during inclement weather. Information related to delays and cancellations to programs/classes and facilities will be updated on the Beede Center phone (978-287-1000), and sent via Constant Contact and Social Media as soon as those decisions have been made. Decisions to delay opening will be made at least one hour prior to opening times. A message regarding the decision to delay an opening or close early will be on the phone message greeting.

In the event of a storm during daytime hours, members are encouraged to call prior to venturing out. It is our policy to remain open if at all possible, but management reserves the right to make decisions based on the safety of both our members and our staff.

THUNDER/LIGHTNING

Please be aware that it is the policy of the Beede Center, with the safety of our members and guests in mind, to evacuate the pool area when thunder and lightning is present. We recommend that patrons do not take showers during a severe storm. The Beede Center follows the Concord Carlisle High School Weather Alert System to determine if lightning is within 8 miles. The first alert is a series of 3 loud horns - that means clear the area. Simultaneously, a light on the roof of the school turns on and remains blinking while the warning is in effect. When lightning has cleared the area, the horn sounds once and the light shuts off. When this light shuts off, pool users can reenter the water.

These guidelines are also recommended by the following:

- National Lightning Safety Institute
- YMCA Service Corporation
- Redwoods Insurance Group
- NCAA
- National Athletic Trainers Association
- USA Swimming
- American College of Emergency Physicians. DE, ND, SD, MI, RI, and MD.

TORNADO WATCH/WARNING

A tornado watch is issued to alert people to the possibility of a tornado developing in our area. At this point, a tornado has not been seen but the conditions are very favorable for tornadoes to occur at any moment. Be ready to seek shelter at a moment's notice.

A tornado warning is issued when a tornado has actually been sighted or has been picked up on

radar in our area. This means that you need to take shelter immediately in a safe sturdy structure. If this should occur while you are at the Beede Center an announcement will be made on the building's P.A. system instructing you to gather in a designated area in the building. Anyone wishing to exit the building will be apprised of the current situation given the most current information available and advised to remain in the building. During such an event, no children participating in the Town of Concord Recreation programs or using the Beede Center will be allowed to leave the facility without being accompanied by a parent/guardian.

HURRICANE/TROPICAL STORM

A tropical storm watch is issued when conditions with sustained winds from 39 -74 mph are possible in the area within the next 36 hours. A hurricane watch is issued when hurricane conditions with sustained winds of 74 mph or greater are possible in the area within the next 36 hours.

A tropical storm warning is issued when tropical storm conditions are expected in the area within the next 24 hours. A hurricane warning is issued when hurricane conditions are expected in the area within 24 hours. Once this WARNING has been issued, your family should be in the process of completing protective actions and deciding the safest location to be during the storm.

If it becomes apparent that a hurricane is imminent in this area, the Beede Center will close.

SNOW/BLIZZARD

The Beede Center management determines if the building will open or close early/late/completely if the weather conditions or road conditions warrant it. Notifications will be made to members as soon as possible. Often, the Beede Center will follow the closure decisions made by the Town Manager for the safety of members and staff.

3. Has the patient recently undergone any surgery? Yes No If Yes, please explain:

4. Does the patient have any other medical conditions which may limit exercise? Yes No
If Yes, please explain:

Exercise Recommendations:

No Restrictions

Restricted from the following activities:

Treadmill Weight Training Stationary Bike Arc Trainers
 Rowing Machines Swimming Aerobics (Land or Water)

Time Restriction:

The patient was advised to refrain from activity from _____/_____/_____
until _____/_____/_____

Physician's Signature

Date

Physician's Name (Printed)

Member's Signature

Office Use Only

_____ Manager's Initials