

Shannon Health Club

Member Handbook



SHANNON
HEALTH CLUB

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SHANNON HEALTH CLUB

Dear Members,

On behalf of our team, I would like to welcome you to Shannon Health Club! You have joined much more than just a “gym”; you have joined a health, fitness, and wellness community. Our highly qualified and energetic staff are dedicated to helping you achieve optimal health in a well-maintained, comfortable setting. I encourage you to try all our amenities, but especially our group exercise classes. We proudly offer 75 “live” classes weekly and 30 “virtually” within our club walls. We continue to partner with Les Mills and Silver Sneakers to provide the latest innovations for all ages and stages of fitness! For those looking for a medical fitness class to get back into the swing of things, we offer “Moving Well”, a physician-referred, 8-week program. There are five options for this program: Joint Wellness, Diabetes, Cardio, Cancer and Osteoporosis.

I’m confident you’ll find the environment here to be friendly, unique, and inspiring. We look forward to seeing you around the club and helping you improve your health, fitness, and quality of life.

Yours in health,

Laura Moore
Director, Shannon Health Club

A. RELATIONSHIP WITH SHANNON MEDICAL CENTER

Shannon Health Club is owned and operated by Shannon Medical Center. This relationship is significant and impacts everything we do. Like every other department of Shannon, our goals, regulations, financial resources, and policies are closely integrated with and influenced by those of the entire Shannon Health System. To better understand our mission, policies, resources, and limitations, it is important to understand how integral this relationship is to our existence and success.

B. VISION AND MISSION

VISION: Shannon Health Club is the trusted provider of fitness and wellness services in San Angelo.

MISSION: Shannon Health Club strives to provide exceptional service to our members.

C. HOW TO CONTACT US

While we hope the membership handbook will answer many of your questions about Shannon Health Club, we invite you to explore other avenues if you would like more current or detailed information. This handbook is necessarily limited in space and cannot be updated frequently enough to be always 100% current.

There are several ways to contact us. For general information about programs and services or to find additional contact information, please contact our front desk at (325) 747-2582. If you have billing, membership or service inquiries, the front desk attendant can either answer your question directly or connect you with the appropriate resource to assist you. Although it is not possible to keep the information current daily, much of the same information can be found at www.shannonhealthclub.com. Our members have access to our app, after you have downloaded the app, contact the front desk to get your access code. The app has your check-in barcode, billing portal and much more!

Our mailing and street address is:

**Shannon Health Club
3336 W. Loop 306
San Angelo, TX 76904**

Email: Lauramoore@shannonhealth.org

SECTION II – HOURS OF OPERATION

A. SHANNON HEALTH CLUB HOURS

Regular Hours

Monday – Thursday	5:00 am – 10:30 pm
Friday	5:00 am – 8:00 pm
Saturday	8:00 am – 7:00 pm
Sunday	12:00 pm – 7:00 pm

Hours of operation are subject to change based upon facility utilization patterns. Members should end their workout 15 minutes prior to closing time. The pool closes 15 minutes prior to facility closing time daily. The building, including locker rooms, must be vacated by all patrons no later than the posted closing time.

Hours are also subject to change for inclement weather. See Section III – House Policies, V – Inclement Weather for details.

B. HOLIDAY HOURS AND CLOSURES

Shannon Health Club is closed on New Year’s Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The club may close or close early the day before these holidays. Please check with Shannon Health Club front desk for details or check our Facebook page.

C. CHILDCARE

Regular Hours

Monday – Friday	8:00 am – 1:15 pm & 4:00 pm – 7:30 pm
Saturday	8:00 am – 12:00 pm
Sunday	3:00 pm – 6:15 pm

The Childcare area will close early if no children are present 15 minutes before closing time.

Holiday Hours

The Childcare area is subject to reduced hours and closures in accordance with Shannon Health Club holiday hours. Please see the front desk or Facebook for updates.

SECTION III – CLUB POLICIES

A. SHANNON HEALTH CLUB (SHC) RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE

B. ALL MEMBERS ARE REQUIRED TO HAVE THEIR PHOTO ON RECORD

C. MEMBERSHIP KEY TAGS/BAR CODES

Each member 12 years of age or older will receive a key tag/barcode. This key tag/club app barcode should be used to check in to the facility. Only the person assigned to that barcode should use it.

D. CHECK IN

Please check in at the front desk by scanning your member bar code with our mobile app or your key tag. Members under the age of 12 are not issued key tags but are required to check in at our childcare area or remain with a parent or legal guardian in areas other than fitness floors or studios. Please be patient while our staff ensures you and the members present on your account are properly checked in. No one will be allowed in SHC without appropriate identification or payment.

E. MOBILE DEVICES

As a courtesy to others, we request that you limit talking loudly on your mobile phone and avoid using speakerphone to talk, play music, watch videos, etc.

F. LOCKER ROOMS

SHC policy prohibits children over the age of 5 entering or using the locker room of the opposite gender. For example, a boy over the age of 5 may not enter the women's locker room and a girl over the age of 5 may not enter the men's locker room. Please supervise your child. We have 2 individual restrooms available in the yoga hallway.

We are not responsible for items left in the locker rooms including items left in lockers.

We provide secure lockers for day use in both locker rooms. Padlocks are not needed as members can set their own codes. Please contact the front desk for assistance with operating the lockers.

Items left in non-rented lockers overnight will be removed and placed in our lost and found area.

Lockers may be rented for storage of personal items for a monthly fee on a first-come, first-serve basis. Check at the front desk for availability.

SHC reserves the right to open any locker at any time.

As a courtesy to others, please limit your showering time and do not store personal belongings in the shower stalls.

Please be sensitive to others regarding nudity in the locker rooms. Cover yourself or wear a swimsuit in saunas as well as removing shoes which have been worn outside. Please shower before using the steam saunas.

G. TOWELS

SHC provides up to 2 towels per day to our members. To avoid towel shortages, please only use as many towels as absolutely needed. Please return your towels to a designated towel drop. Towels are property of SHC and should not leave the facility. We reserve the right to remove towels from lockers.

H. ATTIRE

Members should wear appropriate workout attire for their specific activity.

A shirt/top and shoes must be worn at all times in fitness areas, the childcare area, and outside the pool and locker rooms.

Open-toed shoes or socks alone are not allowed while exercising on fitness floors. We mandate this according to our liability insurance.

Aqua shoes are strongly recommended in the pool and locker areas.

Appropriate swimming attire is required in the aquatics area. Traditional trunks or shorts for men and a one-piece or modest two-piece suit for women is preferred. A dark shirt and dark shorts are recommended for participants that do not have a swimsuit. Cut-off type shorts and undergarments are prohibited.

Participants wearing swimsuits must have a proper “cover-up” when outside the pool area. This includes common areas such as the lobby, hallways, fitness areas or group fitness studios.

Children not toilet-trained must wear swim diapers with waterproof pants in the pool. No regular diapers are allowed in the pool.

Swimmers must dry off and wear shirts and shoes before exiting the locker rooms.

I. LOST & FOUND/VALUABLES

SHC will not be responsible for articles lost, stolen or damaged in the facility or on SHC grounds.

You are advised to leave your valuables at home. Do not leave them unsecured within the facility.

Unclaimed lost & found items will be donated to charity monthly. Please ask at the front desk as soon as you realize you have lost something to check our lost and found bin.

J. SMOKING, TOBACCO AND ALCOHOL USE

SHC is a smoke-free, tobacco-free, drug/illegal substance and alcohol-free environment. This includes chewing tobacco and electronic cigarettes.

K. FOOD AND DRINK

Food and open-top beverages are not permitted in the fitness areas, pool, or locker rooms. Glass bottles are not allowed.

L. GUEST POLICY

Guests must fill out a Guest Release at the front desk and pay a guest fee. There is also a guest fee for children utilizing our childcare.

A parent or legal guardian must sign a Guest Release for all guests under the age of 18 and age-specific guidelines must be observed. Guests under the age of 14 must be accompanied by an adult member or adult registered guest who is legal guardian.

All guests must follow the age guidelines for use of the facility including those pertaining to parental supervision.

Guests caught sneaking in will not be allowed to use the facility.

Inappropriate behavior or failure to comply with staff requests will result in dismissal from the facility without refund.

Pets are not to be brought in the building except for service animals. We require proof of animal service. Please do not tie up your pet anywhere on the premises.

Please see Section VI – Facility Guidelines based on Age, for a complete list of facility age guidelines.

M. SPECIAL EVENTS

Announced special events or programs may have precedence in facility usage and we will do our best to notify members in advance.

N. GROUP USAGE

Groups wanting to use an area of SHC must get approval from management prior to use and make a reservation. Groups may not use an area of SHC which impacts regular member use. Groups may use an area during non-peak times with management approval. Fees may apply.

A group is defined as four or more people using one area participating in an organized activity. The number of people allowed to participate in a group may vary depending on the area they wish to use and their activity.

O. OUTSIDE PERSONAL COACHING/TRAINING/INSTRUCTING

Coaches and personal trainers who are not employees of SHC cannot train with their clients on SHC premises for financial gain. Our staff relies on general observation to determine if members are participating in such activity and will approach any members they believe to be in violation of this policy. Please see the front desk for details regarding training/coaching services available at SHC.

P. EQUIPMENT AND FACILITY MAINTENANCE/CLOSURES

Occasionally, equipment or facility may be marked out of order. SHC reserves the right to periodically close all or part of the facility for necessary repairs and maintenance. When this occurs, the equipment or amenity is not to be accessed. This does not entitle

members to a dues refund of any kind. Please report any equipment malfunction to a staff member.

Q. PHOTOGRAPHY

Member privacy is of the utmost concern of SHC. It is the policy of SHC to take reasonable steps to protect members, guests and staff from unauthorized photography, video and sound recording and transmissions. This includes but is not limited to using social media (TikTok, Instagram, Facebook, etc.), cameras, mobile phones, computers and any other type of sound and/or audio equipment to photograph, record or send still images, with or without sound of any members, guest or employee while on the premises of SHC.

All people on SHC premises are prohibited from recording or transmitting any photo, video or voice of any member, guest, or employee while on the premises of SHC without the express consent of the person being photographed, videoed or recorded.

SHC reserves the right to preview photo shoots, to confiscate film or video, or delete digital images that may include individuals not involved in the group activity to ensure the privacy of its patrons.

R. PERSONAL COMPUTING AND ENTERTAINMENT

Some members may prefer to utilize their own personal entertainment or computing devices while in the facility. Such devices may not be secured in any way to fitness equipment, and we prefer them not to be connected to SHC electrical outlets at any time. Any audio played through such devices should be exclusively via headphones. Damage to, theft of or injury to anyone from use of such equipment is the sole responsibility of the owner/user of that equipment. Facility management reserves the right to make final determination about what constitutes proper use of such equipment and members may be asked to remove improperly utilized devices prior to resuming their workouts.

SHC provides a wireless internet connection as a service to our members and guests. The speed and reliability of this service is not guaranteed. We ask that users of this service respect their fellow internet users. Downloading of music or video, commercial use (web servers or file transfers) or viewings of illicit adult pictures or websites is prohibited. Abusers of this service will have their membership revoked.

S. SOLICITATION/DISTRIBUTION

Literature may not be distributed, nor any solicitation made on the premises without express written consent of SHC. This includes non-hosted parties and events.

T. FACILITY SAFETY AND SECURITY

SHC maintains a telephone and overhead paging system, which serves as the foundation of the Emergency Response System, in which all staff are required to participate. Automatic External Defibrillators (AED) are located next to the elevator on the first floor. First Aid Kits can be found on the first floor, near elevator. There are multiple emergency telephones, fire alarms and fire extinguishers throughout the building and evacuation routes and emergency exits are clearly marked. As an added benefit, the facility and parking lots are equipped with video recording. However, please be advised that these cameras are for security purposes and cannot guarantee user safety. As a condition of employment, every staff member who provides fitness or supervisory duties are required to earn certification in CPR and AED use.

In the event of any emergency, staff will respond accordingly, and members should follow the direction of staff. Members should report any safety or security concerns as well as suspicious behavior to a staff member immediately.

SHC is not responsible for theft or damage to vehicles or their contents. Members and guests should always lock their vehicles in the parking lot and avoid leaving any valuables out in plain view.

U. INCLEMENT WEATHER

If inclement weather is anticipated to result in hazardous traveling conditions, we may decide to open late, close early or limit services in the interest of members and staff safety. Decisions to open the facility late will be made before the end of the business day. In the event we plan to open late or close early, we will reschedule/cancel appointments and group exercise classes as necessary. We will also notify members via email and/or social media. A tentative reopening time will be noted in all communications and notifications will again be made when the facility has reopened.

V. MEMBER COMMUNICATIONS

SHC management and staff utilize several tools to communicate with members. Throughout the building you'll find bulletin boards, directional and promotional signs, printed calendars and schedules, and friendly staff to help you find your way. In

addition, we'll use newsletters, our website, e-mails, social media as well as update our phone message accordingly.

W. PERSONAL TRAINING AND PRIVATE SWIM SERVICE PURCHASES

Personal training and private swimming lessons are non-refundable. Unless otherwise noted, these sessions will expire within 6 months of purchase date. It is the responsibility of members to keep track of their sessions. All sessions will begin and end on time. Any time lost due to tardiness is non-refundable. Trainers will wait up to 10 minutes, at which time it is at their discretion to keep the appointment. Clients will be charged for the entire session regardless of the actual duration. Cancellations must be made with 12-hour notice. Failure to do so will result in forfeiture of the session and members will be charged in full.

X. PROSHOP PURCHASES

Clothing items may be exchanged if they haven't been worn. No refunds.

Y. EQUIPMENT CLEANING

SHC staff clean and sanitize equipment on a regular basis. However, members are expected to and responsible for cleaning their equipment before and after use. Disinfecting wipe dispensers are located throughout the facility to make this process convenient for our members.

Z. PETS/ANIMALS

Pets or animals of any kind are not allowed on the premises except for service animals as defined by the Americans with Disabilities Act. Our staff will inquire about any member presenting with an animal. Service animals are dogs trained to perform a task directly related to a person's disability and may not be left unattended at any time, including in the aquatic area. Under the ADA, service animals "in training" do not have the rights of a fully trained service animal. Owners may not use SHC as a training facility. Animals are not allowed in the pool, hot tub, sauna or steam room. Emotional support or comfort dogs are not service animals. We reserve the right to remove animals from the premises who become loud, aggressive, or agitated or appear unhealthy.

SECTION IV – FACILITY POLICIES

A. AQUATICS

General Pool Policies

Patrons swim at their own risk.

The pool is a multi-use area with a schedule that governs member use. Pool schedules are updated periodically and are posted in the facility and online, for member access.

Children 13 years of age and younger aren't allowed in the pool during adult swim times, unless the child is in a swimming lesson with a health club staff swim instructor. Siblings may not be in the pool.

Children 13 years of age and younger may only use the pool during posted kid's swim times, or when in a swim lesson with our certified swim coach.

Staff instruction regarding pool usage must be followed.

During class times, members are not allowed to be in the pool unless they are participating in the class.

Lap swimmers will be allowed lanes for swimming during open swim times.

For insurance and liability reasons, use of non-Shannon trainers or instructors for any purpose is strictly prohibited.

Food and glass containers are not allowed in pool, or on pool deck.

The pool lift chair is only to be used during adult swim times.

Aquatic class equipment should not be used for recreational purposes, and all equipment should be returned to its proper storage place.

Any person having skin disease, communicable disease, incontinence, or who has an open wound such as a blister should not be in the pool.

Running, horseplay, profanity, and yelling are not allowed.

No hanging on ladders, chair lift or lane ropes.

Any misuse of the pool lift chair, or any other Shannon-owned property will result in being asked to leave and could result in membership termination.

Diving is not permitted. Always enter pool feet first without jumping and without disturbing other patrons using the pool.

Water guns and Nerf style guns are not allowed.

Modest swimming attire must be worn. Appropriate attire is at the discretion of staff. Undergarments may not be used as swimming attire.

No regular diapers are allowed. (Swim diapers are allowed)

Please dry off thoroughly before entering the locker area or lobby area.

Pool temperature will be maintained between 84° and 87° F.

Please shower before entering. This helps maintain a healthy environment.

For swimming; 54 laps = 1 mile.

If an emergency, press the red emergency button located on the wall between locker room doors. Inform the front desk attendant. Use the locker room phone to dial 911 if possible. Cell phones may also be used but won't have the address.

Whirlpool and Cold Plunge Guidelines

Children under the age of 5 are not permitted.

Children ages 6-11 may use these services with adult supervision only during scheduled Family Swim times and not for more than 3 minutes.

Whirlpool jets should be turned off during class times.

People with medical condition, including pregnancy, should not use the whirlpool or cold plunge without first consulting a physician.

Do not use these services under the influence of alcohol, tranquilizers or other drugs which cause drowsiness, or raise or lower blood pressure.

Overexposure may result in nausea, dizziness, or fainting. Limit yourself to maximum of 10 minutes.

Please shower before entering. This helps maintain a healthy environment.
Cool-down after exercise before entering.

Appropriate swimwear is required. Undergarments may be worn in place of swimming attire.

Temperature will not exceed 105° F in whirlpool. Cold plunge will vary.

Steam Room Guidelines

For safety reasons, children under the age of 11 are not allowed. Lights should remain on during use.

Please shower before entering. This helps maintain a healthy environment.

Cool-down after exercise before entering.

Appropriate swimwear is required. Please remove shoes before entering.

Please limit your time to 10 minutes or less as there is an increased risk for hyperthermia with prolonged use. Cease use if you become faint, light-headed or dizzy.

Do not use the steam room without physician consent if you are pregnant, have heart disease, high blood pressure, are taking blood pressure or other medication that may cause drowsiness.

Do not obstruct the thermostat.

Temperature will not exceed 110°F.

Dry Sauna Guidelines

For safety reasons, children under the age of 11 are not allowed. Lights should remain on during use.

Please shower before entering. This helps maintain a healthy environment.

Cool-down after exercise before entering.

Appropriate swimwear is required. Please remove shoes before entering.

Please limit your time to 10 minutes or less as there is an increased risk for hyperthermia with prolonged use. Cease use if you become faint, light-headed or dizzy.

Do not use the steam room without physician consent if you are pregnant, have heart disease, high blood pressure, are taking blood pressure or other medication that may cause drowsiness.

Temperature will not exceed 180°F.

B. SPIN STUDIO

When classes are in session the Spin studio is reserved for participants.

Children under 12 are not allowed in the Spin Studio. Spin classes are available to members 12 years and older but children 12-13 years of age, must be accompanied by a parent/guardian.

The Spin studio bikes may be used by members when classes are not in session.

Shoes must be clean and free of dirt and debris.

Members must follow all safety procedures given by the instructor.

Members may not reserve bikes for others.

The spin studio may be reserved for facility sponsored events or programs.

C. GROUP EXERCISE STUDIOS

Children under 12 are not allowed in the Group Exercise Studio. Group fitness classes are available to members 12 years and older but children 12-13 years of age, must be accompanied by a parent/guardian.

Shoes must be clean and free of dirt and debris.

Members should return equipment to its proper storage place after use. This includes weights, tubing, benches, mat, etc.

Members must follow the direction of the class instructor at all times.

Studio equipment is not to be removed unless under instruction from a staff member. Most studio equipment, in fitness studio, can be found in other areas of the facility.

D. TRACK

The track is available for walking (inside lane) and jogging/running (outside lane.)

Please be attentive and use the appropriate lane for your chose activity/pace. Athletic shoes are always required. Barefoot running is not permitted.

Direction will be counterclockwise Monday, Wednesday, Friday and Sunday; clockwise Tuesday, Thursday and Saturday.

For safety of all, please look both directions when crossing the track.

Do not block the track. Allow others to pass.

Children under 12 are not allowed on track.

E. FITNESS FLOOR (2ND LEVEL)

Access to the second floor is for members (12 years and older), only. Children 12-13 years of age must be accompanied by a parent/guardian.

For safety reasons, children under 12 are not allowed to watch their parents work out. Children under 12 must be checked into the Child Care Area. See hours for availability. Fees may apply.

An orientation session is recommended prior to using the equipment. Fitness orientations are available on request. Please see front desk staff.

Headphones are not provided so please bring your own.

Please limit your time on cardio equipment during peak usage times if others are waiting.

Do not loiter on equipment. Allow other members to work in between sets.

Return all plates, weights, dumbbells, bands and other miscellaneous equipment to its proper storage place after use.

To avoid damage to our floor- weights should be lowered in a controlled manner. Do not drop weights, plates or dumbbells.

Outside fitness equipment is prohibited.

Footwear must be worn that is properly secured to the foot and have a full rubber sole.

Do not throw objects from the second floor.

Please wipe down your equipment before and after use. Gym wipes are available in a variety of locations, around the facility.

F. RACQUETBALL COURTS

Each member is allowed one hour of play per day, unless the court is empty, and no one is waiting for a court.

Athletic shoes and appropriate clothing are always required.

Eye protection is highly recommended and is the responsibility of the member.

Children under 12 may access the racquetball courts with direct adult supervision but the courts should be used for their intended purpose. Racquetball takes precedence over any other play activities.

Miscellaneous fitness equipment may not be used in the courts, unless specified by staff.

G. FREE WEIGHT FLOOR (1ST LEVEL)

Access to the second floor is for members (12 years and older), only. Children 12-13 years of age must be accompanied by a parent/guardian.

For safety reasons, children under 12 are not allowed to watch their parents work out. Children under 12 must be checked in to the Childcare Area. See hours for availability. Fees may apply.

Children 12-13 years of age may use the equipment in this area but only under the direct supervision of their parent or legal guardian.

An orientation session is recommended prior to using the equipment. Fitness orientations are available on request. Please see front desk staff.

Headphones are not provided so please bring your own.

Please limit your time on cardio equipment during peak usage times if others are waiting.

Do not loiter on equipment. Allow other members to work in between sets.

Return all plates, weights, dumbbells, bands and other miscellaneous equipment to its proper storage place after use.

To avoid damage to our floor -weights should be lowered in a controlled manner. Do not drop weights, plates or dumbbells. Dead lifts should be performed with bumper plates only and on lifting platforms.

Chalk of any kind is not allowed.

Outside fitness equipment is prohibited.

Footwear must be worn that is properly secured to the foot and have a full rubber sole.

Please wipe down your equipment before and after use. Gym wipes are available in a variety of locations, around the facility.

H. FUNCTIONAL TRAINING AREAS

Access to the Functional Training Area is for members (12 years and older), only. Children 12-13 years of age must be accompanied by a parent/guardian.

For safety reasons, children under 12 are not allowed to watch their parents work out. Children under 12 must be checked in to the Childcare Area. See hours for availability. Fees may apply.

Children 12-13 years of age may use the equipment in this area but only under the direct supervision of their parent or legal guardian.

An orientation session is recommended prior to using the equipment. Fitness orientations are available on request. Please see front desk staff.

Headphones are not provided so please bring your own.

Please limit your time on cardio equipment during peak usage times if others are waiting.

Do not loiter on equipment. Allow other members to work in between sets.

Return all plates, weights, dumbbells, bands and other miscellaneous equipment to its proper storage place after use.

To avoid damage to our floor -weights should be lowered in a controlled manner. Do not drop weights, plates or dumbbells.

Chalk of any kind is not allowed.

Outside fitness equipment is prohibited.

Footwear must be worn that is properly secured to the foot and have a full rubber sole.

Please be respectful of other users in the functional training area. Recklessly throwing or kicking objects is not permitted. Members will be held liable for damage to the facility because of reckless behavior.

Contact sports of any kind are not allowed.

The functional training area may be reserved for facility sponsored events or programs. Contact management to inquire.

Please wipe down your equipment before and after use. Gym wipes are available in a variety of locations, around the facility.

I. CLASS/PROGRAM REGISTRATION

Some programs require pre-registration. If payment is required, it must be received at the time of registration for the participant to be placed on the class

roster. This includes programs such as Moving Well or Boot Camps/Summer Camps. Please contact front desk for information.

To receive member pricing, the participant must be an SHC member in good standing for the entire duration of the program.

All fees are non-refundable except for special circumstances or class cancellations. Cancellation fees may apply.

J. CLINICAL SERVICES

Clinical services (Medical Fitness Programming, Physical & Occupational Therapy, etc.) are not included as part of SHC membership dues.

K. CHILD CARE AREA

The Child Care Center is for children 6 months – 11 years of age and is included for children whose parents/legal guardian are members. Non-member children may be admitted for a daily fee per child. Contact front desk for questions about fees.

Payment is required at the time of service and additional fees may apply.

All participants must complete a Childcare Rules and Policies Form, at front desk, before children may be admitted into the Child Care Area.

For security reasons, all members and child members must have their picture taken or photo ID obtained. Guests who bring children must have a photo ID on record.

Please observe all signs posted regarding upcoming closings, center updates, holiday hours and/or programming announcements. We will do our best to notify parents of any schedule changes in advance. Please note that the Child Care Area will close early if no children are present 15 minutes before closing time.

This is not a licensed day care facility. PARENTS ARE REQUIRED TO BE IN THE FACILITY while their children are checked in. If you leave for an outdoor class, the staff must be notified of your intentions, and you must carry your phone in case of an emergency. Dropping children off and leaving the facility for personal errands is strictly prohibited.

The Child Care Area is a drop-in area, which means there are no reservations. The number of children in attendance varies by the hour. Be prepared to wait to check in your child/children, if we are at capacity.

Children may only be checked in and out of childcare by the individuals designated on their Childcare Rules and Policies form. When parent/guardian drops off their child, they must check-in by scanning their assigned key tag, using the scanner at the CCA counter.

Children who are sick or showing symptoms of an illness are not permitted in the childcare. NO EXCEPTIONS. We appreciate your close attention to this policy in order to ensure a healthy environment for other children, members and staff. Management reserves the right to refuse childcare due to illness. Children must be free of fever, vomiting, diarrhea, or other signs of illness, for 24 hours, prior to arrival.

All children under the age of 12 must be directly supervised by their parents in the facility unless they are in the Child Care Center.

Please see a Child Care Area staff member for an exhaustive list of child policies.

SECTION VII – BEHAVIORAL POLICIES

SHC expects all members and guests to treat our staff, each other and the facility with respect at all times. Our staff are here to serve our membership, but can only do so in a mutually respectful environment. Our membership is here to utilize our unique facility and programs but can only do so if other members contribute to a positive environment. Disrespectful behavior or language directed at staff or other members, as well as a disregard for rules and regulations, will not be tolerated, under any circumstances. Similarly, maintaining a clean, functional, and comfortable facility is important to all of us. Behavior or actions that damage our facility, equipment, or property will not be tolerated.

Inappropriate behavior will be dealt with in an organized and professional manner by SHC management and may be classified into two categories.

MINOR INFRACTIONS; MAY INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- Profanity
- Littering
- Spitting
- “Disobedience” of SHC policy
- “Defiance” – unwilling to correct behavior when asked
- Disrespect towards staff, members, and/or guests
- Misuse of Equipment (may include, but not limited to):
 - Inappropriately/recklessly kicking exercise balls
 - Throwing objects from the second floor onto the lobby or free weight area
- Not following posted rules in pool areas
- Failure to yield equipment/space at designated times
- Providing or using outside personal training services
- Parking violations

MAJOR INFRACTIONS; MAY INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- Assisting in unauthorized entry
- Acts of a sexual nature, anywhere on the premises
- Vandalism
- Violence (assault/fights, threats, etc., physical or verbal)
- Harassment of any kind
- Possession/consumption of alcohol in the center
- Any act which necessitates intervention by law enforcement.

CONSEQUENCES, MINOR INFRACTIONS:

All incidents will be logged into a computer database for future identification of repeat offenders. Repetitive misbehavior will not be tolerated. Membership may be revoked if behavior is not corrected or for multiple offenses of any kind.

CONSEQUENCES, MAJOR INFRACTIONS:

All incidents will be logged into a computer database for future identification. Major infractions may result in immediate membership revocation without warning and the offending individual will no longer be allowed on SHC property.

DETERMINATION OF CONSEQUENCES:

SHC Management will assess each incident and decide on a consequence(s). The above list of infractions is not all inclusive. Members committing minor infractions may be given an opportunity to correct their behavior or can have their membership suspended, if management chooses. Repeated minor infractions will result in revocation/termination of membership. Most major infractions will result in immediate termination of membership, without warning. For determination of all consequences, the decision of SHC is final.

Section V – Membership Account Policies

A.

Billing

Members will be billed on their designated day (determined at time of signup) for dues for that current month. Accounts are due and payable in full at the time of billing. Payroll deducted corporate account dues are due within 30 days of billing. Monthly dues are not based upon usage of or availability of the facility. The enrollment fee is a non-refundable processing fee.

Any additional charges made to membership accounts are payable in full by the first of the following month. Unpaid balances will result in an alert put on the account and must be fixed in order to maintain membership.

B.

Delinquency

Delinquent accounts are inactivated and are subject to no admit status or cancellation at the discretion of SHC.

C. ACH (Automated Clearing

House)

D. Annual Pre-

Payments

Monthly fees may be paid one year in advance. Annual prepayments do not come with a discount for membership dues. Annual prepayments are non-refundable even in the event of early cancellation. Should someone on the account die or become medically incapacitated during the prepaid year, the proportional unused fees will be used to extend the length of the membership and/or added to the surviving member(s) account.

E. Membership

Freeze

Members may freeze their membership a minimum of one month and a maximum of 3 months in a 12-month period. Memberships paid for via payroll deduction may not be placed on freeze status. Personal freezes must be requested at the front desk via a Member Freeze Form or by email to jessicaballiew@shannonhealth.org and must be submitted prior to the desired freeze period. Members

on the account will not be able to use the facility while the membership is frozen. Memberships will automatically be reactivated at the end of the agreed upon freeze period. Memberships may not be placed on a freeze to avoid the required notice for cancellation. Accounts with past due balances may not be placed on freeze status. Freezes may only be initiated by the primary member on the account and are subject to approval by SHC Management. Questions regarding a personal freeze should be directed to the front desk.

F.

Termination

Voluntary Cancellation: A member may voluntarily cancel their membership at SHC by providing a 30 day written notice via cancellation form at the front desk, or by emailing Jessicaballiew@shannonhealth.org with your name, phone number, and reason for cancellation. Once a written notice is received, the member's dues will be prorated for the 30-day notice. Cancellation of the bank or credit card draft used to pay for membership dues does not cancel the membership or relieve the member from their obligation to pay for their membership. Member is subject to payment of past due amount to rejoin. Cancellations may only be initiated by the primary member on the account and are subject to approval by SHC Management. Cancellations are not accepted via phone call.

Termination: The membership of any member who is in arrears in the payment of his/her account for a period in excess of 90 days may have their membership terminated. All debts and bills to SHC are immediately due in full. The membership of a member may be cancelled or suspended by SHC Management for any period of time in the event of violation of any rules and regulations of SHC, or any conduct which, in the opinion of the management of SHC is detrimental to the welfare, good order and character of SHC.

Any member or guest found maliciously or willingly destroying or abusing the facilities of SHC or are exhibiting any inappropriate behavior toward employees/members will be subject to immediate expulsion without refund and shall be liable to SHC for all damages resulting from such actions. Termination of a member by SHC does not relieve the member of dues or other charges, previous to the date of termination. See SHC Behavior Policy section for more information.

G. Fee

Adjustments

Fees are subject to adjustment at any time as determined by management. Adequate notice will be given to members of any upcoming monthly dues adjustments.

H. Membership Upgrades and

Downgrades

Qualifying family members (1 Legal spouse, legal dependents between the age of 12-26) may be added (upgrade) to or taken off (downgrade) your membership. At least one person must be active on the account to downgrade. Membership may be upgraded by paying an activation fee and the difference in dues between the current member type and the new member type. If a qualifying family member is being added to a current family membership, that family member must pay an activation fee, but the monthly dues will stay the same. Upgrades and downgrades may only be initiated by the primary member on the account.

I. Fee

Refunds

Enrollment fees, prepaid dues, guest fees and fees for temporary memberships are non-refundable. Paid in-in-full memberships are also non-refundable even in the event of early cancellation.

Credit balances on member accounts will be used as in-house credit. In-house credits are surrendered upon membership cancellation.

J. Membership Types

Defined

SHC offers three basic types of memberships.

1. **Temporary Memberships/Guest Passes:** These memberships may be purchased at the Front Desk for one day, one week, or one month. There is no contract or activation fee associated with this type of membership. Temporary memberships expire after their respective terms and are not eligible for account freezes. There is no limit on the number of terms for which a Temporary Membership may be purchased. Guest must complete Guest Release form at time of signing up.
2. **Auto-Renewing Memberships:** This membership offers lower rates but requires an activation fee, a signed contract, and the understanding that the contract renews automatically, and requires 30-day written notice to cancel. Monthly dues must be electronically transferred through a savings, checking, credit/debit card account or paid in full annually.

K. Membership Classifications

Defined

1. **Individual Membership:** Individual memberships are for individuals 18 years of age or older.
 2. **Family Membership:** Family memberships for the primary member, 1 legal spouse, and any legal dependents ages 12-26.
 3. **Senior Individual Membership:** Senior individual memberships are for individuals age 65 or older.
 4. **Senior Family Membership:** Senior family memberships are for married couples, in which the primary account holder is 65 years of age.
 5. **Military Members,** active-duty and retired, with appropriate identification. Family membership is allowed where the primary member has military status.
- *Secondary members are subject to paying appropriate activation fee.**
 (Senior and Military memberships receive a 20% discount and half-price activation fees)

Section VI – Facility Guidelines Based on Age

Area	6 Months-11 Years	12-13 Years	14 Years & Older
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Pool (See schedule for availability)	Allowed during kid's swim time only. Must be accompanied by guardian (18+).	Allowed during kid's swim time only. Must be accompanied by guardian (18+).	Full access during open swim time. Eligible for classes as well.
Whirlpool	<u>NOT</u> Allowed.	Allowed with adult (18+) supervision.	Full Access
Sauna	<u>NOT</u> Allowed.	Allowed with adult (18+) supervision.	Full Access
Steam Room	<u>NOT</u> Allowed.	Allowed with adult (18+) supervision.	Full Access
Locker Rooms	Age 5 and below allowed in locker rooms of opposite gender. Must be accompanied by adult (18+)	NOT allowed in locker rooms of opposite gender. Must be accompanied by adult (18+)	Full Access in appropriate locker room.
Weight Room (Upstairs & Downstairs)	<u>NOT</u> Allowed.	Allowed with adult (18+) supervision.	Full Access
Group Ex. Studios (GX, Yoga, Cycle)	<u>NOT</u> Allowed.	Allowed with adult (18+) supervision.	Full Access
Racquetball Courts	Allowed with adult (18+) supervision.	Allowed with adult (18+) supervision.	Full Access
Nursery	Eligible for 1.5 hours per day.	<u>NOT</u> Allowed.	<u>NOT</u> Allowed.