

# FAIR LAWN COMMUNITY CENTER

## POLICIES and PROCEDURES

HOME OF THE  
FAIR LAWN RECREATION/  
PARKS DEPARTMENT

Office hours:  
8:30 a.m. - 4:30 p.m.

Closed Holidays

Phone: (201) 796-6746  
(201) 794-5372

Fax : (201) 796-5667



## RESIDENCY POLICY

**TO BE ELIGIBLE FOR THE FAIR LAWN COMMUNITY CENTER, AN INDIVIDUAL MUST BE A PERMANENT RESIDENT OF THE BOROUGH OF FAIR LAWN AND BE ABLE TO PRODUCE ONE OR MORE FORMS OF IDENTIFICATION TO VERIFY RESIDENCY.**

### Acceptable Forms of ID

• Valid NJ Drivers License (photo) with Fair Lawn address. If person does not have a photo ID they must produce additional proof:

- Military ID
- Renters Lease Agreement
- Current water/sewer bill
- Current passport

### Children

- On school attendance list with a photo ID
- Most recent report card

### College Students

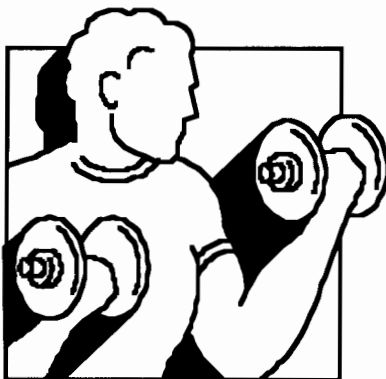
- Valid New Jersey Drivers License
- College Photo ID
- College Registration Papers

In the event that an individual is unable to produce the accepted forms of identification listed, other forms of verification may be submitted and then approved by management. All written requests and copies of documentation in question, should be submitted to the main office. Please allow one week for management to review and respond to each request.

### Tax Paying Business Owners & Spouse

(not employees)

Non-residents and their families will be allowed to utilize the Community Center.



## General Information

The Fair Lawn Community Center will create an atmosphere that is comfortable to all participants. All patrons are expected to follow the rules and regulations associated with the facility and its general programs. Failing to abide by these rules will result in removal from an area or activity. Management has the right to immediately suspend and/terminate any memberships or right of visitation for behavior inimical for the enjoyment of the center by others.

### Lost and Found

The Fair Lawn Community Center is not responsible for lost or stolen items. Please check within the area in which an item was lost for our lost and found. Items in our lost and found will be kept for a short period of time before they are discarded.

### Teen Lounge

The intended use of the Teen Lounge is to provide a minimally supervised area for individuals in grades 9<sup>th</sup> - 12<sup>th</sup> to enjoy. The Teen Lounge will close 30 minutes before the building closes for the evening. Building policies/rules apply to the Teen Lounge, including no public affection, or use of profanity, under the influence of alcohol, drugs, etc.

Any person misusing the Teen Lounge area will be banned from the lounge. Management has the right to close the Teen Lounge for all or any part of the evening when the facility is not being used appropriately or have a sufficient number of individuals using the lounge.

### General Rules

1. No smoking permitted in the Community Center.
2. Food is permitted in the lobby area. No glass containers are permitted in the building. Only water bottles are permitted on the track and fitness room. No food or beverages are permitted in the gymnasium, auditorium, computer room, track and fitness room.
3. No dribbling or ball bouncing in any area except in the gymnasium.
4. Shirt and shoes are required everywhere except in the locker room
5. No changing in the hallways.
6. No sitting or loitering in the hallways or stairways.
7. When checking in, a child or adult will be asked for Community Center Identification Card.
8. Please refrain from any activity that may be deemed inappropriate, including the use of profanity, yelling and public affection.

9. No Cleats.
10. No Pets.
11. Only listening devices utilizing headphones will be permitted.
12. Still and video recording devices are permitted with prior authorization by the Superintendent.
13. Members must be able to supply ID cards at all times!
14. Each area of the Community Center has rules particular to that area. Please refer to the appropriate section for detailed listing of rules.
15. Closed off Areas - when a section of the Facility is closed - NO ONE is permitted in that area. Violation could result in suspension of privileges.

### **Gymnasium Rules and Regulations**

On occasion there will be an open gym section for people who want to shoot basketball or play volleyball. Other times there will be scheduled activities on both halves of the gymnasium or the whole full court for programs, leagues or special events.

Please keep in mind these rules are to ensure a comfortable and safe atmosphere for all participants. Please be courteous and respectful of others and the facility.

### **Dress Code**

1. Proper footwear is expected. No shoes, boots, sandals, flip-flops, heels or bare feet.
2. Non-marking, rubber soles must be worn at all times.
3. Shorts, sweat pants or warm up suits must be worn.
4. Towels are recommended to wipe off any excess sweat; excess sweat can accumulate on the floor and cause slipping.



### **General Rules of the Gymnasium**

1. ABSOLUTELY NO food or open beverage containers allowed. Beverage containers must have a secure lid and not be taken onto the gym floor.
2. No glass or metal containers, plastic only.
3. No foul language.
4. No spitting.
5. No hanging on the rims.
6. No gambling, fighting, threatening or indecent conduct will be permitted.
7. Children under the age of 11 must be supervised at all times.
8. The Community Center staff is not responsible for lost or stolen items. We recommend that you leave your valuables at home.
9. During busy times, a sign up sheet for games may be instituted.
10. The Community Center staff reserves the right to resolve all conflicts during play on the gym floor.
11. Injuries - all injuries must be reported to a Community Center staff supervisor immediately so the proper paperwork and attention can be administered.
12. All equipment is to be used in the proper way.
  - \*\*\* No kicking or sitting on volleyballs, basketballs
  - \*\*\* Equipment is to be returned to the proper place following use
  - \*\*\* Hanging on basketball rims or dunking is prohibited
  - \*\*\* No throwing of softballs, baseballs or hitting of them will be permitted.
13. Any inappropriate use or abuse of the center or equipment may result in termination of privileges.
14. Good sportsmanship is expected for all activities. The Community Center staff reserves the right to eject anyone (visitors also) who is not following the rules.

### **Non-Member, Player and Spectator Policy**

Spectators and players who are not members of the Community Center will not have access to other areas of the facility.

\*\*\*All Visitors - All Sportsmanship rules pertain to visiting players and their spectators.

## Fitness Center Rules

Monday - Friday 6:30 a.m. - 9:00 p.m. // Saturday and Sunday  
9:00 a.m. - 1:00 p.m.

(Times are subject to change)

**IMPORTANT:** In case of an injury the participants does hereby waive all claim of liability, personal injury and medical expense payments against the Borough of Fair Lawn, its servants, agents, employees or any subdivision thereof.

1. Children under the age of 18 are not permitted to use the fitness room or the walking track.
2. Proper attire must be worn at all times. Shirts and proper athletic shoes are required. No sandals bare feet or boots will be permitted.
3. No food, gum or drink are permitted, except water and sports drinks in a clear plastic bottle.
4. Please replace all dumbbells on the rack when finished.
5. Personal belongings ( gym, bags, coats, etc.) should be kept in the coatroom or locker room. Personal belongings are prohibited in the fitness center or walking track.
6. Screaming or yelling or use of the profane language is strictly prohibited.
7. Anyone using equipment is asked to wipe it off if needed.
8. Proper behavior and courtesy for fellow users must be exhibited at all times. We want to promote an atmosphere of positive interaction and fun along with a great workout.
9. You must register every time you use either the fitness center or walking track.
10. No loitering in the fitness center or the walking track. Please complete your workout and provide others the courtesy of a good workout.
11. The Staff on duty has the final authority over the use of the equipment.
12. Polar Belts for heart monitoring are not supplied.
13. Earpieces for T.V. monitoring are not supplied.

## Walking Track Rules

Monday - Friday 6:30 a.m. - 9:00 p.m. // Saturday and  
Sunday 9:00 a.m. - 1:00 p.m.

(Times are subject to change)

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1. Age requirement is the same as in the fitness center.
2. Shirts and proper shoes must be worn.
3. Jogging is permissible on the outside lane of the track ONLY.  
NO SPRINTING.
4. Pass slower participants on the outside lane.
5. Please respect the other members/users and their rights to utilize the track.
6. There is absolutely NO eating or drinking on the walking track.
7. Any playing of music must be done with an earpiece.
8. No loitering or spectating is permitted on the track.
9. No children are permitted on the track while adults participate.



## Locker Rooms

1. For your convenience, lockers are available in the facility. You may bring your own lock for daily storage.
2. Shower use - showers will be available 7 a.m. to 6 p.m.
3. No locks are permitted overnight in the locker rooms. Locks will be cut off and contents of the locker will be placed in our lost and found each night after closing.
4. Recording devices including cell phone with cameras are strictly prohibited in the locker room area.

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