



SAN MARCOS ACTIVITY CENTER

Policies and Procedures Manual

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I. Introduction

A. Parks and Recreation's Mission

To provide the citizens and visitors of San Marcos with the highest level of programs, parks, facilities and services that will positively enhance our vision of community.

B. Hours of Operation

Monday- Thursday | 6:00 am- 10:00 pm

Friday | 6:00 am- 8:00 pm

Saturday | 10:00 am- 8:00 pm

C. Holiday Schedule

The following holidays are observed and the Activity Center is closed:

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving

Christmas

Closed dates vary, please check with Front Desk Staff for specific dates.

II. Membership

A. Description

A membership to the San Marcos Activity Center gives you access to the following:

- A 25 yard, four-foot-deep, indoor lap swimming pool
- Two full-sized gymnasiums
- Three racquetball courts
- A 2,000 square foot weight room
 - 26 resistance machines and equipment
 - Dumbbells
- Use of treadmills, upright and recumbent bikes, stair steppers & elliptical trainers
- Access to a 1/8-mile indoor walking corridor
- Locker room/shower facilities-renovated in 2020.

Exercise classes are separate memberships through Total Wellness

Annual Membership Cards are verification of membership to the facility and entitle holders to all benefits of the membership. The possession of the card is your agreement to abide by the rules and policies of the City of San Marcos Activity Center.

Memberships are the property of the City of San Marcos Parks and Recreation Department and are non-refundable and non-transferable.

B. Types of memberships and Fees

Package	Residents	Non-Residents
Family	\$157.00	\$418.00
Individual	\$84.00	\$235.00
Senior Citizen (50 or older)	\$52.00	\$126.00
Senior Citizen Spouse (50 or older)	\$38.00	\$94.00
Youth (17 and Under)	\$31.00	\$47.00

C. Daily Use Fees

Area	Resident	Non-Resident	Youth (17 and under)
Entry Fee	\$3.00	\$4.00	\$2.00
Pool	\$3.00 + entry fee	\$3.00 + entry fee	\$3.00 + entry fee
Racquetball Court	\$6.00 + entry fee	\$7.00 + entry fee	\$6.00-\$7.00 + entry fee
Racquet Rental	\$1	\$1	\$1
Weight Room	\$3.00 + entry fee	\$3.00 + entry fee	\$3.00 + entry fee

III. Code of Conduct

A. General Rules and Regulations

1. A valid ID or membership card is required from all patrons upon entering the Activity Center. For those under the age of 16, proof of age must be shown before using the facilities. City of San Marcos residents must show proof of residency in order to receive the resident fees for memberships or daily entry.
2. Each parent or guardian is responsible for their children and guests under the age of 12 and their own behavior while participating in any activity in the building.
3. Gum chewing, smoking and use of tobacco products, alcohol or any other form of illegal drugs are not allowed anywhere on the Activity Center premise.
4. Profanity or abusive language will not be tolerated.

5. Weapons (knives, guns, etc) are not allowed in the building or anywhere on the grounds at any time.
6. Shoes and shirts are required at all times inside the center including the basketball courts, racquetball courts and aerobics rooms. Only non-marking, soled shoes will be allowed in the gym and the racquetball courts.
7. Food and drinks are restricted to the front area and private party areas only. However, spill-proof water bottles are allowed.
8. Skateboards, rollerblades and bicycles are not allowed in the building or on the sidewalks surrounding the building.
9. Basketballs, volleyballs and related gym equipment are only to be used inside the gymnasium.
10. Proper care should be given to all equipment including basketballs, racquets, tables, chairs, etc. Rough treatment or abuse of equipment will be grounds for forfeiting use. Respect of other users and their belongings should be given at all times.
11. Showers, restrooms and lockers are for use by Activity Center participants only. Users must be engaged in the use of exercise equipment, aerobics, swimming or other sponsored programs.
12. Personal listening devices are allowed. The volume should be kept low enough for individual use and not to disturb other patrons in the building.
13. No formal religious service will be permitted without prior approval from the Parks and Recreation Director.
14. Disciplinary actions will be at the discretion of the supervisor on duty.
15. The Activity Center does not promote, market or recommend outside personal trainers since we have a contract with the Total Wellness program.

IV. Lost & Found

Lost and Found items will be stored in a locked closet behind the front desk for 14 days. After those 14 days, items will be donated or thrown away. The Activity Center is not responsible for items that are lost, stolen or misplaced.

V. Total Wellness

Total Wellness offers a variety of group fitness classes such as HIIT, Zumba, Indoor Cycling, Strength and Conditioning, Step Aerobics, Aquatic Fitness, Senior Fitness, Yoga and more. Total Wellness classes are sold as a separate membership or participants can pay a daily entry fee per class. Membership to the Activity Center is not required to participate in Total Wellness classes.

You can find out more about the Total Wellness program by visiting:
<http://www.totalwellness-sanmarcos.com>

VI. Fitness/cardio areas

A. Cardiovascular equipment rules

1. All users must request treadmill keys at the front desk before using equipment. Please limit use of all equipment to a 20 minute period.
2. If you need assistance with the equipment, please see the front desk.
3. Please use disinfectant wipes on equipment before and after use.

VII. Group exercise rooms

Group exercise rooms are reserved for the use of Total Wellness (TW) classes. However, when classes are not in session, Studio Exercise Room 2 is available for the use of stretching, yoga, cooling down, etc. Any equipment in the room is NOT available for use outside of the fitness classes through Total Wellness.

VIII. Racquetball courts

A. Regulations

1. Reservations may be made up to 48 hours in advance.
2. Reservations are for one hour only. Limit two reservations per day per person. No consecutive reservations.
3. Equipment is available for rent. See front desk staff for pricing.

B. Rules

1. Court shoes only! Hard soled shoes are prohibited.
2. Shirt and shoes must be worn at all times.
3. No food/drink allowed in courts.
4. No gum or tobacco products allowed in courts.
5. Abuse of equipment or court will result in loss of use.
6. Injuries must be reported to front desk immediately.

IX. Gymnasium

Posted Gym Rules

1. No Food or drinks in the gym.
2. Only non-marking, soled shoes are allowed in the gym.
3. No disruptive conduct.
4. All personal items to be stored in the gym cubby holes or lockers.
5. Basketball, Volleyballs and related gym equipment are to be used in the gym area only. No dribbling or bouncing balls in the hallways.
6. Dunking or hanging on basketball rims is prohibited.
7. No spitting, snuff, dip or tobacco in gym.
8. No bouncing or hitting balls off the walls.
9. Bandanas or gang paraphernalia are prohibited.

Failure to comply may result in the suspension or loss of membership and/or expulsion from the facility.

Basketball: Open Court and Free Play

1. Play is on a first come- first served basis.
2. Shirts and shoes are required at all times. Court shoes only. Hard-soled shoes prohibited.
3. Injuries must be reported to front desk immediately.
4. Teams or organized practices prohibited without prior permission. Courts may be reserved for these activities during selected times to be posted by the Activity Center staff.

5. For equipment checkout (basketballs, rackets, etc), an ID of the person borrowing equipment must be left with the attendants.
6. Abuse of equipment and/or courts will result in loss of use.
7. The Activity Center is not responsible for articles lost, stolen or left at the center.
8. The Parks and Recreation Department reserves the right to cancel or reschedule open play for a departmental program.

X. Indoor walking track

1. All patrons must check in at front desk first.
2. The track is a mixed use area; please be aware of other patrons.
3. The track is for one direction walking only.
4. Eight times around the track is one mile.

XI. Pool

A. General Pool Policies/Procedures:

- No running, no horseplay.
- No diving.
- Appropriate swim attire must be worn at all times (No Cotton and No Cut offs).
- Hanging on lap lane ropes is prohibited.
- Children under the age of 12 must be accompanied by a responsible adult (18 or older).
- Swim test is required for children who want to be unaccompanied by an adult in the water.
- If a child does not pass the swim test or does not take the swim test they must be within arm's reach of an adult.
- If a child is using a life jacket, their parent or guardian must be in the water with them.
- Lifejackets/floating devices must be U.S. Coastguard approved.
- No water wings (arm floaties) are allowed in the pool.
- No food, gum, or drinks allowed on deck or in the pool. Water and sports drinks are the exception.
- Foul or abusive language will not be tolerated, as this is a family facility.
- Acts of excessive physical affection are not permitted.
- No swimming unless lifeguard is on duty.
- Anyone with an open wound will not be allowed in the water.
- All swimmers must take a cleansing shower before entering the pool.
- Children in swim diapers must also be in bathing suits.
- Spitting, spouting, or nose blowing in the pool is strictly prohibited.
- Provided equipment is for use by anyone accessing the pool.
- Mermaid tails are prohibited in the pool.
- Lane sharing is required:
 - There is a minimum of 3 people in a lane before refusal of sharing
 - Ask other swimmers before jumping into a lane
 - There are no designated walking/swimming lanes
 - No reserving lanes for open swim

- If more than two people are in a lane, swim in a circular pattern
- Just be nice
- Activity Center is not responsible for lost or stolen items left in the pool area. Locker reservations or day use lockers are available for your use.
- Activity Center staff reserves the right to ask anyone to leave the pool area if policies are not followed.
- ALL RULES AND REQUESTS MADE BY LIFEGUARDS AND FACILITY STAFF MUST BE FOLLOWED.

B. Closing the Pool for Inclement Weather:

1. Staff will use lightning detector.
2. When lightning is present, all pool activities are suspended.
3. 30 minutes after the last thunder is heard, the pool will re-open.
4. If there are 30 minutes until closing, the pool will close for the day.

XII. Lockers & Showers/Locker Room

A. Lockers

1. Small day use lockers are located near the front desk for a small fee.
2. Designated lockers located in the locker room are for long-term lease only (one year). Patron must provide their own lock.
3. Day use lockers in the locker room area are available for use and patrons have to bring their own lock and take all of their items with them at the end of the day.
4. Day use lockers are not for overnight use and locks will be cut off at the end of the day if they are left on day use lockers.
5. When it is time for patron to renew their locker lease, they are to do so upon reminder from front desk staff. If, after three reminders, they have not paid, the Activity Center staff reserves the right to remove the lock. Items will be stored in Lost and Found. See Section IV for Lost and Found policies.
6. If patron needs to request that their lock be removed for any reason, they must complete a Lock Removal Request Form.

B. Showers/Locker Room area

1. Cell phones must be placed out of sight while in the locker rooms. Talking, photographing or videotaping on cell phones is **prohibited** in this area.
2. Please keep shower time under 5 minutes.
3. The family restroom/shower will be opened upon request by the lifeguard that is not on the stand.
4. Please dry off before leaving the shower area to avoid tracking water into the walkways.
5. A cleansing shower is required before each person enters the pool.
6. A swimsuit dryer is available for patron use.

XIII. Weight Room

1. Consult physician before beginning any exercise routine.
2. No horseplay.
3. No chewing gum.
4. No tobacco.
5. No soft drinks (water and sport drinks in containers that can be resealed are allowed).
6. No one under the age of 16 permitted without an adult.
7. Parent or guardian must accompany the child at all times while in the weight room.
8. Clean up area after each use (Please use only one gym wipe for every machine that you use).
9. Read directions on proper use of machine before beginning.
10. Refrain from misusing the equipment or slamming weights.
11. Reset machine weights back to zero after use.
12. Stretch and warm up properly before beginning any exercise.

XIV. Facility Rental Information

San Marcos Activity Center Meeting Rooms			Activity Center Multi-Purpose Room (estimated seating= 40)
1 Room (2,000 sq. ft. /estimated seating= 80 people)	2 Rooms (4,000 sq. ft. / estimated seating= 120 w/dance floor; 160 w/o)	3 Rooms (6,000 sq. ft. / estimated seating= 315 w/dance floor; 500 w/o)	
Resident: \$42/hr Non-Res: \$84/hr Business Training: \$42/hr Non-Profit (11am-1pm): \$60 / includes set-up Commercial: \$100/hr (4 hr min) Set-up Fee: \$26 Min rental: 2 hrs *half of total fee due at time of booking, remainder of fee due 2 weeks before event	Resident: \$58/hr Non-Res: \$115/hr Business Training: \$82/hr Non-Profit (11am-1pm): \$120 / includes set-up Commercial: \$150/hr (4 hr min) Set-up Fee: \$53 Min rental: 2 hrs *half of total fee due at time of booking, remainder of fee due 2 weeks before event	Resident: \$73/hr Non-Res: \$147/hr Business Training: \$105/hr Non-Profit (11am-1pm): \$180 / includes setup Commercial: \$200/hr (4 hr min) Set-up Fee: \$79 Min rental: 2 hrs *half of total fee due at time of booking, remainder of fee due 2 weeks before event	Resident: \$31/hr Non-Res: \$63/hr Business Training: \$45/hr Set-up Fee: \$26 Min rental: 2 hrs *half of total fee due at time of booking, remainder of fee due 2 weeks before event
Activity Center Basketball Courts	Activity Center Memberships	Additional Fees	San Marcos Activity Center Hours of Operation
Resident \$58/hr/ct \$68/hr/2 cts Non-Resident \$115/hr/ct \$136/hr/2 cts Adult practice: \$31/hr Youth Practice: \$21/hr *half of total fee due at time of booking, remainder due 2 weeks before event	Resident (yearly pass) Family: \$157 Adult (18-49): \$84 Senior (50+): \$52 Senior Spouse (50+): \$38 Youth (17 & under): \$31 Non-Resident (yearly pass) Family: \$418 Adult: (18-49): \$235 Senior (50+): \$126 Senior Spouse (50+): \$94 Youth (17 & under): \$47	Podium: \$3.00 (4x8) platform: \$5.00 (27x24) dance floor: \$178 (6x6) screen: \$11 (10x10) screen: \$26 Staff Fee (outside business hours): \$26/hr Kitchen use 1 Room = \$26 2 Rooms = \$53 3 Rooms = \$79 Multi-Purpose Room = \$26	Monday-Thursday: 6am-10pm Friday: 6am-8pm Saturday: 10am-8pm Sunday: closed/no rentals
*a credit card will be retained on file to be charged in the event of facility damages *Fees subject to change *Last updated: 7/22/20			

See the rental contract for rules for renting the Activity Center.