



## 24-Hour Access Code of Conduct

### 24-Hour Access Honor Code Policy

The YMCA has a strict honor code based on our values of caring, honesty, respect, and responsibility. If a member fails to abide by the policies established or follow member conduct guidelines, their 24-hour access and their membership will be revoked without refund. Violations of the Honor Code with trespassing, theft, and other crimes will lead to prosecution.

### THE FOLLOWING ARE STRICTLY PROHIBITED

- Providing entry to the facility after normal operation hours to a member or non-member who does not have 24-hour access.
- Use of profanity toward members and staff.
- Gym bags are prohibited during 24-hour access.
- Use of equipment in a manner different than intended by the manufacturer.
- Failing to wear shoes, or wearing open-toed shoes, sandals, or flip-flops.
- Selling merchandise and/or products of any kind.
- Alcohol and/or drug consumption on the premises.
- Entering the facility under the influence of any substances that impairs the member's physical or mental ability to function normally.
- No food, except for sports drinks and water, is allowed on the fitness floor.
- Physical and verbal confrontations. These will result in revocation of membership for all involved.
- Taking photos or videos of other members in the facility.
- Use of camera or video equipment (including cell phone) in restrooms.
- Using another member's scan card or providing another member's information to purchase items or check-in to the facility.
- No weapons of any type are allowed inside the facility.
- Projecting phone calls or music. Any personal music usage requires headphones or earbuds.
- Use of areas in the facilities that are closed/gates or labeled staff only.

### Access

As a member with 24-hour access, you may use the Wellness Center area of the YMCA at any time. You may use the Indoor Running Track at the Jackson R. Lehman facility only. The YMCA will be staffed during normal operating hours. There will be no YMCA staff on hand after normal operating hours to assist members. After normal operating hours end, the following areas will be unavailable:

- Group Exercise Rooms
- Pool & Locker Rooms
- Gymnasiums (no basketball available)
- Indoor Running Track (except at the Jackson R. Lehman Family YMCA)
- Drop-in Childcare
- Member Services and Offices

## **Age Requirements**

24-hour access to the YMCA of Greater Fort Wayne is limited to adults, age 18 and older only. Members who violate this policy will lose their membership privileges.

## **Guest Policy**

- Day pass guests are only allowed to use the YMCA during normal business hours when a YMCA staff member is on duty.
- No guests, group memberships, nor Nationwide members are allowed to utilize the 24-hour access.
- Please be aware that your personal scan tag is to be used only for your entrance into the facility. Members with 24-hour access cannot grant access to others, even if they are known to them. Granting access to another individual is grounds for immediate termination of membership.
- Members with 24-hour access can utilize the Wellness Center at their own risk.

## **Access Code Entry and Use Guidelines**

- 24-hour members must use their own scan tag for entry. In the event that your scan tag does not work, please call the YMCA during normal operating hours for assistance.
- Please use the same entrance and exit location when enjoying the 24-hour benefit. Emergency exits are available to use in the event of an emergency.
- All members must provide a valid ID during the enrollment process for 24-hour access. A recent photograph must be saved on your YMCA account.
- Upon arrival at the Y, please pull down any hoods, remove hats or sunglasses so staff can clearly see you and check your entry against our membership records.

## **Safety and Security**

- For members to have the added benefit of the 24-hour access program, the YMCA must have a photo ID secured on file. This is required for any member that wants to participate in the 24-hour access program.
- The YMCA has a 24-hour video recording system for security purposes. It will be reviewed daily to address any security concerns and monitor who is entering the building.
- Please note that this system does not provide staffing assistance for any emergency that might arise.
- A telephone is available in case of emergency. In the event of an emergency, always dial 9 first to gain access to a phone line that will reach outside the building, then dial 911.
- During non-business hours on heavy snow days, parking lot and sidewalk snow removal and application of ice melt WILL NOT BE IN PLACE until staff are present, later if there is a delay in operating hours.
- During inclement weather, you may still access the facility after hours but at your own risk from the elements. Members with 24-hour access will be notified of closures for power outages, and/or inclement weather that result in unsafe conditions via the YMCA app and/or the website.
- If there is loss of power in the building, please immediately exit through the main entrance door; the same door you used to enter the facility.
- If the Y loses power after normal operating hours, 24-hour access will not be available.
- An emergency telephone, first aid kit and AED is located in each facility.
- The independent cleaning service staff will be working around members during the overnight hours. The cleaning staff are not YMCA employees and are unable to assist you with facility/membership questions.

## **Equipment**

- Only use equipment you understand how to use.
- Inspect the equipment to make sure it is properly functioning prior to using the equipment. Remove any potential trip hazards from the floor, around racks/lifting area, and return all excess plates/equipment to keep the area tidy when they are not in use.
- Limit all free weight movements to 80% loading during non-staffed hours.
- Stop exercising if you experience a potential injury and seek medical attention.
- Notify management and all other members using the Y if any equipment is not working properly or if you notice any potentially dangerous conditions within the Y.
- Return all equipment, other Y supplies to their designated storage place after using the equipment and pick up any items or trash brought into the Y or bathrooms.
- After use, please wipe down any used equipment.

## **Facility Closure**

The YMCA of Greater Fort Wayne reserves the right to close facilities and 24-hour access as the situation warrants. Regularly scheduled Church services on Sunday mornings, special events, and severe weather are all examples of when 24-hour access may not be available. The YMCA will notify members through the YMCA app and/or the website when unexpected closures occur.

**IMPORTANT:** The privilege of 24-hour access may be revoked at any time. Violators of the code of conduct, policies, and procedures for 24-hour access are subject to 24-hour access termination, permanent membership termination, and/or prosecution if deemed appropriate. These policies are in place for everyone's safety and enjoyment of the YMCA of Greater Fort Wayne at all hours of the day.