



BELLE FOURCHE REC CENTER

1111 National Street ~ 605.892.2467 ~ bellefourcherec.com

Welcome to the Belle Fourche Rec Center!

The Belle Fourche Rec Center is a public, family friendly facility. Inside you will find policies, rules, and procedures to keep all who enter safe and comfortable.

MISSION STATEMENT

Our mission at the Belle Fourche Rec is to encourage healthy living by promoting recreational, educational, cultural, and social activities for the citizens of the Northern Hills.

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Director ~ Nathan Velander

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Program Coordinator ~ Tessa Anderson-Voyles

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Aquatics Manager ~ Kathryn Bogner

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Customer Service Supervisor ~ Renee Collins

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FACILITY HOURS

Monday-Thursday

5:00 a.m.-9:00 p.m.

Friday

5:00 a.m.-8:00 p.m.

Saturday

8:00 a.m.-6:00 p.m.

Sunday

1:00 p.m.-8:00 p.m.

HOLIDAY CLOSURES

New Year's Day

Easter

Memorial Day

4th of July

Labor Day

Thanksgiving

Christmas

**Additional holiday closures/modified hours are subject to change and will be posted in advance.*

POOL WINTER HOURS

(Labor Day-Memorial Day)

Monday-Friday

5:30-10:00 a.m. (Adult Swim)

2:00-7:30 p.m. (Open Swim)

Saturday

8:00-10:00 a.m. (Adult Swim)

10:00 a.m.-5:30 p.m.

(Open Swim)

Sunday

1:00-7:30 p.m. (Open Swim)

POOL SUMMER HOURS

(Memorial Day-Labor Day)

Monday-Friday

5:30-8:00 a.m. (Adult Swim)

12:00-1:00 p.m. (Adult Swim)

1-7:30 p.m. (Open Swim)

Saturday

8:00-10:00 a.m. (Adult Swim)

10:00 a.m.-5:30 p.m. (Open

Swim)

Sunday

1:00-7:30 p.m. (Open Swim)

PARKING/OUTDOOR INFO

Patron parking is available in front of building and in Belle Fourche Rec Center/BFHS parking lot. Parallel parking in front of building is prohibited. Please do not block entrance. Violators will be ticketed and may be towed at their own expense.

Bicycles may be parked in the bike rack adjacent to the building.

Smoking and tobacco products, including e-cigarettes, are not allowed in or around the facility.

TOURS

Tours are available upon request. Inquire with Customer Service.

SERVICES

Belle Fourche Rec Center offers usage of the facility in the form of membership, day pass, and rentals.

Contact Customer Service for details on amenities available with each of these purchases.

INCLEMENT WEATHER

FACILITY

The Belle Fourche Rec Center will be closed when the Mayor or Director announces an official closing time and/or if the Police Department advises no travel in the City of Belle Fourche.

Closures will be posted on the social media Facebook & Instagram (@BFRecCenter), and the Website (bellefourcherec.com).

PROGRAMS/CLASSES

The Belle Fourche Rec Center may remain open; however, Belle Fourche Rec programs and classes may be cancelled at the discretion of the Senior Staff.

Attempts may be made to make up any classes or programs cancelled due to poor weather conditions, but makeups are not guaranteed.

Program/Class participants will be notified by e-mail or phone if possible.

POOL

Pool will be closed for patron safety during thunder/lightning storms.

A free pass may be issued when utilizing pool 30 minutes or less.

Please call customer service as closures will not be posted on the website.

POLICIES, RULES and PROCEDURES

TO ENSURE A SAFE ATMOSPHERE FOR ALL.

The Belle Fourche Rec Center cannot be responsible for any injury, damage or loss while participating in activities conducted in the Belle Fourche Rec Center or surrounding property.

Please consult your physician before beginning any exercise programs.

ENTRANCE/CHECK-IN/EXIT

1. Please enter the building from the front doors located on South side of building.
2. Everyone must check in at front desk. Members, please bring key card; nonmembers must purchase a day pass.
3. Exit building from front doors (South side) or East exit door located by cardio and weight room. All other doors are emergency exits only.

AGE REQUIREMENTS

See track & wellness rooms for more specific details.

1. **Ages 6 & up** must be listed on a membership or pay and use appropriate gender locker rooms.
2. **Ages 7 & under** must be directly supervised (12 & UP).
3. **Ages 8 & 9** are allowed in the gym, pool and racquetball courts without supervision.
4. **Ages 10 & 11** are allowed on track during low usage times with supervision (18 & UP).
5. **Ages 11 & under** are not allowed to utilize wellness rooms.
 - A. During low usage times may be allowed to accompany a parent and "sit and watch" IF they do not sit on or utilize the equipment.
6. **Ages 12 & 13**
 - A. Are allowed on track during low usage times and following rules.
 - B. May utilize the wellness room with direct supervision (18 & UP) after attending an orientation with Programming Staff.
 - C. May utilize the wellness room, without supervision, after completing a Youth Strength & Cardio session (8 classes).
7. **Ages 14 & up** can utilize track and wellness rooms without supervision.
8. **Ages 17 & under** are not allowed in spa.

ATTIRE

1. Minimum tank top and shorts must be worn.
2. Swimwear needs to be worn in the pool/locker room only.
3. Changing of clothing must be done in locker room or restroom.

FOOTWEAR/CLEAN SHOE POLICY *helps to preserve the life of the floor surfaces and equipment while keeping our facility clean, safe and inviting.*

1. Shoes are required throughout building with exception of pool/locker rooms.
2. We encourage all who use track, gymnasium and wellness rooms or attend group fitness classes to bring a second pair of clean shoes.

3. If unable to bring a second pair of shoes we encourage cleaning of shoes with provided spray and towels.
4. Non-marking athletic shoes are required.

PERSONAL BELONGINGS

1. Please do not leave valuables unattended. The Belle Fourche Rec Center cannot assume responsibility for loss or theft.
2. Please store personal items in lockers and keep walkways/playing areas clear.

LOBBY/HALLWAYS

1. Food is not allowed in carpeted areas.
2. Please keep physical activity/play in the appropriate spaces. This includes but is not limited to:
 - A. Running
 - B. Dribbling, Passing & Kicking
3. Parties/meetings are limited to the Dakota, Wyoming, and Montana rooms. Contact Customer Service in advance to rent these rooms.

LOCKERS

1. Daily locker rentals are available.
 - A. Coin lockers in lobby are 25 cents per use.
 - B. Changing room lockers are available at no cost, however, no lock provided.
 - C. Please remove all personal items by closing.
2. Long-term locker rentals are available.

LOCKER ROOMS

1. Locker rooms are available for dressing & showering.
2. Ages 6 & up must use appropriate gender locker rooms.
3. Locker rooms have direct access to the pool.
4. Family Locker Room:
 - A. Patrons may request usage at the Customer Service desk.
 - B. Priority is given to but not limited to:
 - 1) Families
 - 2) Persons with a disability
 - 3) Persons & Families needing special accommodations.

GYMNASIUM *priority is for basketball, volleyball, Belle Fourche Rec programs and approved recreational activities.*

1. Clean, dry, non-marking athletic shoes and proper gym attire are required. (NO boots or high heels are allowed if "playing".)
2. Water and sports drinks only. (Please report spills immediately.)
3. No food.
4. Ages 7 & under must be directly supervised (12 & UP).
5. Good sportsmanship is expected.

6. Basketballs and volleyballs are available for free checkout at Customer Service Desk. Please return.
7. All equipment is to be used in the proper way.
8. Dunking without hanging on rim at regulation height is allowed.
9. Dunking on a lowered hoop is not permitted.
10. Hanging on basketball rims/nets and wall pads is prohibited.
11. Kicking is prohibited.
12. Football, soccer, baseball/softball, and hacky sack are not allowed in the gymnasium without special reservation. Inquire about use of a racquetball court.
13. Please keep walkways and boundary areas open and use the bleachers for:
 - A. Watching/Spectating
 - B. Sitting/Socializing
 - C. Charging of electronic devices
14. We encourage the use of the track for lap walking.
 - A. If unable, the gym may be utilized during low usage times.
 - B. Lap walking must be performed around the perimeter of the gym.
 - C. Strollers and assisted walking aids may be used with clean, dry wheels.
15. Half-court play may be required during high usage.
16. Gym may be closed for Belle Fourche Rec programs or special events. Closings will be posted ASAP.
17. Every effort will be made to keep 1/2 gym open.
18. Group practices are not allowed in the gym without NON-Belle Fourche Rec Practice signed agreement and prior approval.
19. Musical devices must have headphones.
20. Weights are not allowed in gym.
21. No Heelys, roller skates, skateboards or scooters allowed.

TRACK *priority is for adult walking/running, Belle Fourche Rec programs and approved activities.*

1. Clean, dry, non-marking shoes and proper gym attire are required.
2. Water and sports drinks only. (Please report spills immediately.)
3. One mile=11.5 laps
4. Lap counters are available for free checkout at the Customer Service desk.
5. Age 12 & 13:
 - A. Are allowed during low usage times and following rules.
6. Age 10 & 11:
 - A. Are allowed during low usage times.
 - B. Supervision (18 & UP) is required
7. Age 5 to 9:
 - A. Are allowed during low usage times.
 - B. Direct supervision is required.
 - 1) Supervised (18 & UP) within arms-reach at all times.
 - 2) One adult per youth
8. Slower runners/walkers should occupy the inner lanes.
9. Direction depends on the day so please see signs on the track.

10. Always pass to the outside.
11. Track is not for spectating or loitering.
12. For safety and traffic flow, please use the corner areas for stopping/resting.
13. Climbing, standing, hanging, on rails is prohibited.
14. Stretching on the track is restricted to the corner areas by the coat hangers.
15. Group stretching is not allowed on the track.
16. Group practices are not allowed on the track without NON-Belle Fourche Rec Practice signed agreement and prior approval.
17. Strollers/Assisted walking aids with clean, dry wheels are permitted during low usage times.

WELLNESS ROOMS (Cardio & Weight Rooms) *priority is for adult fitness and Belle Fourche Rec programs.*

1. Clean, dry, non-marking shoes and proper gym attire are required.
 - A. Athletic shoes are recommended.
 - B. No flip-flops, bare feet or boots allowed.
 - C. For your safety, we recommend a minimum of closed-toed sandal with a strap.
2. Water and sports drinks only. (Please report spills immediately.)
3. No food.
4. **Ages 0-11:**
 - A. Are not allowed to utilize the equipment in the wellness rooms.
 - 1) During low usage times may be allowed to accompany a parent and "sit and watch" IF they do not sit on or utilize the equipment.
5. **Ages 12-13:**
 - A. May utilize the equipment with direct supervision (18 & UP) after attending an orientation with Programming Staff.
 - B. May utilize the equipment, without supervision, after completing a Youth Strength & Cardio session (8 classes).
6. Belle Fourche Rec Members are encouraged to schedule a FREE orientation prior to using the exercise equipment.
7. All equipment in the wellness rooms must remain in the weight/cardio rooms.
8. Please lower weights carefully and keep under control to avoid crashing.
9. Patrons are expected to return weights to their designated spot to help keep the room clean and safe for others.
10. Please wipe down equipment after use with gym wipes or spray and towel.
 - A. Spray the towel not the machines as this protects patrons from getting sprayed and protects the electrical consoles.
11. One person allowed per cardio/weight machine.
12. Please workout in wellness rooms – NO LOITERING in wellness rooms or on equipment.
13. We are a noise free cardio and weight room in regard to personal music. Musical devices must have headphones.

14. Outside personal trainers/fitness groups/instructors are prohibited from providing services within the BFACC. Any individuals found attempting to offer these services will be notified of this policy immediately.
15. Report all broken, worn-out, or damaged equipment to the Programming Team and/or Customer Service.

POOL priority is for adult fitness and Belle Fourche Rec Programs and approved recreational activities.

Patrons are expected to follow the rules and guidance of the aquatics staff. The aquatics staff have been instructed to confront any unsafe and potentially damaging behavior. This includes but is not limited to these rules. Those who choose not to follow these rules and/or the lifeguard's instructions may lose privileges, which may include asking you to leave the facility. No refunds will be given.

1. Shower before entering pools or hot tub.
2. Swimwear preferred. T-shirts and gym shorts may be allowed. No cutoffs.
3. Ages 7 & under must be directly supervised (12 & UP).
4. All infants and untrained youth are required to wear a SWIM diaper.
5. **Struggling** swimmers may be asked to take a swim test to determine swimming ability.
6. Food and drink (in non-glass containers) restricted to seating areas along the perimeter of the pool.
7. Small flotation devices are only allowed if the child is being supervised (12 and older).
8. Lap lane is for lap swimming. Please do not hang on lap lanes/ropes except in case of emergency.
9. Swimmers with open wounds or infectious diseases are not allowed in the pools/spa.
10. Pool will be closed for mechanical breakdowns, adverse chemical conditions, swim lessons, inclement weather, and contamination.
 - A. A free pass may be issued when utilizing pool 30 minutes or less.
16. Pool may be closed for 15-minute safety breaks depending on usage and number of staff.
17. The following are not allowed (this includes but is not limited to):
 - A. Arm Floaties (In Main Pool)
 - B. Diving in shallow areas
 - C. Flips and/or back dives.
 - D. Running
 - E. Horseplay (including but not limited to):
 - 1) Dunking
 - 2) Pushing
 - 3) Sitting/standing/diving from others
 - 4) Throwing/launching others
 - F. Public display of affection
 - G. Water guns or water balloons
 - H. Large inflatable items
 - I. Throwing and kicking any hard ball/toy
 - J. Blowing your nose
 - K. Spitting or spewing water
 - L. Discharging bodily waste in the pools
18. **Waterslides:**
 - A. Patrons must slide feet first and face up.

- B. One person slides at a time. (Except parent holding young child)
- C. When slide is on keep area in front clear.
- D. Toys are not permitted on the slides.
- E. No flotation devices/life jackets with hard sharp edges or buckles in the back allowed as they damage the waterslide.

19. **Deep end:**

- A. Swimmers must be able to swim unassisted to be in this area alone or wear a lifejacket.
- B. Forward dives and jumps ONLY.

20. **Hot Tub:**

WARNING: Pregnant women, elderly persons and those with health conditions requiring medical care should consult with a physician before entering the hot tub. Exposure to hot water may result in dizziness, nausea or fainting.

- A. Must be 18 years of age.
- B. Cutoffs and t-shirts are prohibited.
- C. Patrons are limited to 20 minutes.
- D. Limited to no more than 8 people

21. **Swimming Lessons:**

Swim lessons are offered in small group classes and privately by Belle Fourche Rec staff. Contact Customer Service for more information. Non Belle Fourche Rec swim lesson instructors are prohibited from providing services within the Belle Fourche Rec Center. Any individuals found attempting to offer these services will be notified of this policy immediately.

22. **Adult Swim Time:**

Ages 12-13 may utilize the pool with DIRECT supervision of a person 18 or older IF they are in or have successfully completed the Belle Fourche Rec Level 5 Swim Skills Class. Youth must be working out or lap swimming at this time.

Ages 14-17 may utilize the pool without direct supervision IF they have successfully completed the Belle Fourche Rec Level 5 Swim Skills class or have demonstrated to the Pool Manager a skill level equivalent to having completed the class. An APPOINTMENT must be made with the Pool Manager PRIOR TO your first use of the pool during adult swim time. A list will be maintained of youth who have completed this requirement. Youth must be working out of lap swimming.

RACQUETBALL/WALLYBALL priority is for racquetball, wallyball, Belle Fourche Rec programs and approved activities.

1. Clean, dry, non-marking shoes and proper gym attire are required.
 - A. Athletic shoes are recommended.
 - B. No bare feet or boots.
 - C. For your safety, we recommend a minimum of closed-toed sandal with a strap.

2. Water and sports drinks only. (Please report spills immediately.)
3. No food.
4. Eye protection is recommended and available for free check out at the Customer Service desk.
5. Racquets and balls are available for rental.
6. Wallyball net is available for FREE and staff will aid in set up and take down.
7. Members may reserve a court otherwise availability is first come first served.
8. Court may be available for other recreational opportunities. This includes but is not limited to:
 - A. Ball handling
 - B. Wall soccer
 - C. Hacky sack
 - D. Catch
 - E. And other forms of physical activity.

PICKLEBALL *gym priority is for basketball, volleyball, Belle Fourche Rec programs and approved recreational activities.*

1. The Rec Center has pickleball nets, paddles, balls, and line markers available for use. Please contact customer service for checkout.
2. Pickleball play is allowed during low usage times which varies from week to week. We will reserve certain times for open play as gym schedule allows. Please call ahead to see what court times are available.

BF Rec PROGRAMS

1. Members please CHECK-IN
2. Non-member participants:
 - A. Can arrive up to 20 minutes early.
 - B. Before/After you must wait in the lobby.
3. Program fees are for program-not daily admission.
4. Adult sports practice is not included in league fees.

NON-BF Rec SPONSORED TEAM/GROUP PRACTICE

1. Coach/Group leaders of each sport must read and sign policy agreement prior to practice.
 - A. Policy must be signed yearly and/or as policies are updated.
2. Procedure:
 - A. Contact Customer Service.
 - B. Requests must be made at least 24-hours in advance:
 - 1) Reviewed and approved/denied by the appropriate Department.
 - 2) Considered by location priority, present usage, scheduled events and staff availability.

SPECTATORS

1. Members please CHECK-IN.
2. Non-members do not have to pay a day pass if they are "watching."
 - A. Must remain in lobby, pool chairs and/or gymnasium bleachers.
3. If you utilize our facility (i.e., gymnasium, track, wellness rooms, racquetball courts, pool, etc.) you **MUST PAY A DAY PASS. Pay if you want to play!**
 - A. This includes but is not limited to:
 - 1) Casual play
 - 2) Running
 - 3) Playing catch or tag.

4. Age 7 & under must be directly supervised (12 & UP) at all times.

THEATER

1. Food and beverages prohibited. Only exception water in plastic containers.
2. Audio and video recording devices and flash cameras are prohibited.
3. Please turn off cell phones before entering.

SPECIAL ACCOMODATIONS

The Belle Fourche Rec Center & the City of Belle Fourche make every possible effort to comply with the Americans with Disabilities Act. Anyone needing reasonable accommodations is encouraged to notify the Executive Director.

ANIMALS

Only service animals are allowed in the facility. They must be on a leashed, harnessed, or tethered and accompany a disabled patron.

INTERNET

Free GUEST Wi-Fi is available for patron usage. No password needed.

ELECTRONIC DEVICES

1. Use of digital cameras, camera phones, audio, or video recording devices to record or take pictures of individuals without their permission is STRICTLY PROHIBITED.
2. Charging of electronic devices is only allowed on the gymnasium bleachers or in WIFI room.
3. Musical devices must have headphones.
4. A courtesy phone for local calls only is available at the Customer Service desk.

POSTING OF MATERIAL

1. Postings must be submitted to the Director for approval.
2. Postings with a sport/recreational theme or items of public interest will be accepted.
3. The Belle Fourche Rec Center and related facilities may not be used for private or commercial purposes such as sales, advertising or promotional activities unless such activities serve the Belle Fourche Rec Center purposes and are approved by the Director.
4. Time limit (other than special events) is 2-weeks. Postings must be dated with an expiration date.

ALCOHOL, DRUGS & TOBACCO

1. Alcohol, drugs, and tobacco products including e-cigarettes are not permitted in the Belle Fourche Rec Center and/or surrounding area.
2. Individuals under the influence of alcohol and/or drugs will be asked to leave.
3. All BFACC sponsored programs are non-alcohol.

LOST AND FOUND

Located at the Customer Service desk. Items will be kept no longer than 30 days.

SAFETY & RESPONSIBILITY *helps our facility stay clean, safe, and inviting.*

1. If you notice an area that needs attending, please notify customer service.
2. Report any incidents or accidents immediately to Belle Fourche Rec staff.

3. Misuse or abuse of the facility or equipment will not be tolerated. Failure to abide by these rules will result in loss of privileges.
4. Patrons may be responsible for damaged property.
5. No firearms, knives, or other dangerous weapons are allowed in this facility. Law enforcement officers excluded. All persons are subject to search.

REGISTRATION

1. Registrations are on a first come, first served basis.
2. Fees must be paid at the time of registration.
3. All participants are required to sign a liability and photo waiver prior to participating in a Belle Fourche Rec program.
 - A. Parents or guardians must sign if the participant is a minor.
4. We reserve the right to cancel, postpone and/or combine programs, classes, etc.

REFUND POLICY

1. A full refund will be given when the Belle Fourche Rec Center cancels an activity due to lack of participation.
2. Special circumstances may allow program credit or free day pass. The credit may be used towards

another program, however, must be used within a 6-month time.

COMMITMENT TO QUALITY & EXCELLENCE

We are constantly striving to provide high quality recreational, educational and wellness programs.

1. We want to hear from you:
 - A. Comments, concerns, and kudos can be submitted to the Customer Service desk or placed in our suggestion box located by the front entrance.
 - B. Programs or services that you would like to see us provide.

POLICIES, RULES AND PROCEDURES

1. May not cover every situation that may occur.
2. The Belle Fourche Rec Center has the right to change as needed and without notice.
3. May be amended for Special Events approved by the Belle Fourche Rec Center.
4. This document serves as an information tool and is not intended to be all inclusive.

(Updated 2/3/20)

BEHAVIORAL POLICY

The Belle Fourche Rec Center would like to ask the help of its members to report problems, incidents of vandalism, harassment, or any inappropriate behavior. Please report all incidents to a Customer Service Representative. Your help is very much appreciated. Through this joint effort we hope to stop problems before they start. Patrons are expected to follow rules and guidance of Belle Fourche Rec staff in accordance with our *Behavior Policy* and the *Policies, Rules and Procedures* of the Belle Fourche Rec Center. Staff have been instructed to confront unsafe and potentially damaging behavior including, but not limited to the rules and policies found in this document. Those choosing not to follow these rules and/or staff instructions may be warned or asked to leave the facility.

All persons who choose to utilize the Belle Fourche Rec Center are expected to act in a courteous manner and comply with the spirit as well as the letter of the rules and policies as developed by the Belle Fourche Rec staff and approved by the Rec Center Committee, regardless of whether they hold a membership. Listed below are examples of poor conduct that will not be tolerated by Belle Fourche Rec staff members. **This list is not meant to be all-inclusive, but rather, common examples of unacceptable behavior.**

MINOR OFFENSES	MAJOR OFFENSES
Results in a warning or possible suspension	Results in immediate suspension
<ol style="list-style-type: none"> 1. Taunting a participant, spectator, or staff 2. Unnecessary rough contact 3. Abusive or offensive language 4. Discourteous behavior 5. Arguing with a BFACC staff 6. Any other disruptive behavior 7. Hanging on basketball rims 8. Unauthorized food/beverage in the gym 	<ol style="list-style-type: none"> 1. A second minor offense 2. Threatening behavior 3. Flagrant physical contact 4. Blatant disregard of equipment/property 5. Intentionally tampering with BFACC equipment/property 6. Vandalism or theft

All Belle Fourche Rec staff members have the duty and power to warn or eject any participant or spectator guilty of misconduct or discourteous behavior from the moment they arrive on Belle Fourche Rec Center property. Depending upon the violation, suspension may be as short as one day or one week. Any participant or spectator who is ejected from any Belle Fourche Rec sponsored activity or the Belle Fourche Rec Center premises, regardless of the reason, may be **SUSPENDED INDEFINITELY** from participation in all future Belle Fourche Rec sponsored events until reinstated by the Director of the Belle Fourche Rec Center. **Any person suspended will NOT be entitled to any amount of refund. By violating the policies and rules, you forfeit any right of reimbursement.** Any individual who has been suspended indefinitely and wants to again become eligible to participate in Belle Fourche Rec sponsored activities must petition, in writing, to the Belle Fourche Rec Center Director for a reinstatement hearing. This petition must include:

1. A description of the incident(s) leading to the ejection.
2. A rationale for the action of the participant or spectator.
3. A rationale for why reinstatement should be granted.
4. A current mailing address, phone number, and membership number (if the person is a member).

Upon receipt of the petition of the reinstatement a hearing will be scheduled with the Belle Fourche Rec Center Director or appointed representative. Based upon the written petition and reinstatement hearing, a decision will be rendered. Written notice of the decision will be mailed to the individual at the address provided. The decision can be appealed in writing to the Belle Fourche Rec Center Committee. This appeal must be filed with the Belle Fourche Rec Center Committee within five working days of notification of the Director's decision. The Belle Fourche Rec Center Committee reserves the right to impose additional sanctions, removed sanctions, or let the initial decision stand. Any questions or concerns regarding these policies should be addressed to the Belle Fourche Rec Center Director or any Belle Fourche Rec Center Committee member.