



THE WARFORD ACTIVITY CENTER
MEMBER HANDBOOK



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WELCOME

Welcome to the Charles E. Warford Activity Center. Warford is owned and operated by the City of Amarillo through the Parks and Recreation Department. Amarillo Parks and Recreation is committed to building our community through parks and programs by encouraging health and wellness, creating positive economic benefits, and enhancing the community's ecological systems.

Charles E. Warford Activity Center
1330 NW 18th Ave
Amarillo, TX 79107
Phone: 806-803-9785

City of Amarillo
Parks and Recreation Administration
601 S. Buchanan St
Amarillo, TX 79101
Phone: 806-378-3069

Website
www.amarilloparks.org

Online Warford Reservations, Pool Parties, and Activity Registrations
<https://register.capturepoint.com/CityofAmarillo>

Facebook
<https://www.facebook.com/AmarilloPard/>

HOURS OF OPERATION

Monday - Thursday:	6:00 a.m. – 9:00 p.m.
Friday:	6:00 a.m. – 7:00 p.m.
Saturday:	8:00 a.m. – 6:00 p.m.
Sunday:	12:00 p.m. – 5:00 p.m.

Check the Fitness and Pool Schedule at the Warford Center for specific class and pool hours.

The Charles E. Warford Center is closed on:

New Year's Day
Easter
Independence Day
Thanksgiving
Christmas Eve
Christmas

These policies may be changed, amended or modified without notice at any time by the City Manager of the City of Amarillo or his/her designee.

CHARLES E. WARFORD CENTER STAFF DIRECTORY

- **Center Supervisor, Warford Activity Center**
Brandon Smith
806-803-9655
brandon.smith@amarillo.gov
- **Program Coordinator, Warford Activity Center**
Jon McGuire
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Sundie Crowell
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- **Aquatics Supervisor, Parks and Recreation**
Rolando Guerrero
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CITY OF AMARILLO PARKS AND RECREATION

- **Parks and Recreation Director**
Michael Kashuba
806-378-3037
michael.kashuba@amarillo.gov
- **Amarillo National Tennis Center**
806-359-2090
- **Aquatics** 806-378-9391
Southeast Pool 806-342-1564
Southwest Pool 806-359-5082
- **Athletics** 806-378-9301
- **Golf Operations**
Comanche Trail 806-378-4281
Ross Rogers 806-378-3086
- **Park Administration** 806-378-3036
- **Maintenance** 806-378-6823
- **Recreation** 806-378-9391
- **Special Events** 806-378-9034
- **Amarillo Zoo** 806-381-7911

RULES AND POLICIES

CODE OF CONDUCT

The following Code of Conduct is applicable to all who visit or participate in Warford Activity Center programs, services and activities. As a member, participant, or guest you shall:

1. Understand the Warford Activity Center is a controlled access facility. All persons entering the facility must have a current membership or purchase a day pass. Everyone must check in at the front desk.
2. Behave in a courteous and respectful manner towards others at all times, including Warford staff. All using the facility are required to conduct themselves in a manner that does not interfere with another person's enjoyment of the facility.
3. Refrain from behavior, dress or language that is abusive, aggressive, threatening or disruptive to others.
4. Respect personal belongings of others and Amarillo Parks and Recreation property. Destruction or defacement of City property, including litter, is prohibited. Members shall be responsible for the replacement or repair cost and labor (if any) of damaged equipment, personal property or real property as a result of their actions.
5. Responsibly secure one's own personal belongings. The City of Amarillo is not responsible for lost, stolen, or damaged items. Day use lockers are available in the locker rooms.
6. Act honestly. Sharing membership cards is considered theft of service and falsifying Warford membership or activity registration forms (age, ability, etc) is considered forgery. It is the member's responsibility to notify staff in a timely manner of any address, phone number or household changes.
7. Keep the Warford Activity Center a drug, alcohol and tobacco-free environment and promptly report all drug, alcohol and tobacco usage immediately.
8. Not take photographs or video of any individuals or images in the facility.
9. Not use a cell phone or camera at any time in the rest rooms or locker rooms.
10. Refrain from using cell phones in public areas of the Center. Please go to a private area away from others to talk.
11. Refrain from using the external speakers on personal music players. The use of headphones is required.
12. Keep your account current. Accounts in overdue status or outstanding will result in suspension of membership until all payments overdue are paid.
13. Keep Warford Activity Center clean by wiping off fitness equipment and surrounding area with the provided gym wipes or paper towels. Return equipment and mats to their designated areas. Place - trash in proper receptacles where provided.
14. Not post or advertise private instruction or solicit individuals in Warford Activity Center for personal businesses, services or agencies.
15. Follow all written rules and guidelines as well as verbal directions by staff.
16. Not possess a firearm without a license and licensed persons must obey all signs when displayed for a school activity at the Warford Center.

Amarillo Parks and Recreation staff are authorized to enforce this Code of Conduct. Failure to comply with this Code of Conduct may result in penalties, including but not limited to, the suspension and/or revocation of your facility privileges and forfeiture of paid fees, or other as allowed by law. Recreation staff has the right to ask a member or guest to leave the facility at any time for violation of the Code of Conduct, or when conduct is considered by staff to be improper or dangerous to the facility, other members, guests, or staff.

Written notice of such suspension or revocation shall be mailed by certified mail.

CODE OF CONDUCT VIOLATIONS

An individual may appeal a suspension, revocation or denial of membership by notice in writing to the City Manager or his designee within ten (10) days after mailing of the written notice of suspension, revocation, or denial. All of the following violations apply to Warford Activity Center, its property and parking lots.

LEVEL I OFFENSE

A mild or isolated occurrence of the following actions will receive a warning. Extreme, flagrant or repeated violation will result in a three month suspension.

- Verbal abuse toward staff or other members/guests;
- Smoking or vaping;
- Cursing, swearing, or using indecent language;
- Creating a disturbance or unnecessary or boisterous noises;
- Throwing any item that is not designated or intended to be thrown by the manufacturer, anywhere on the premises;
- Spitting anywhere inside the pools or facility except it is allowed in a toilet;
- Failure to cooperate with staff;
- Noncompliance with established policies and rules;
- Obscene gestures;
- Clothing with offensive, obscene, or gang -related images or wording;
- Littering;
- Photography or video without consent; or
- Other behavior deemed a Level I offense as determined by the Director.

LEVEL II OFFENSE

The following actions may result in up to a (1) year suspension:

- Disorderly conduct for which the police are called;
- Physical aggression;
- Verbal or written threats to harm any persons or property;
- Behaving in a manner or performing an act which is likely to endanger or is endangering the health, safety or welfare of himself/herself or of others; or
- Repeated Level I infractions and 3-month suspensions.

LEVEL III OFFENSE

The following actions may result in permanent cancellation/revocation of membership or denial of membership:

- Possession or use of alcohol or illegal drugs;
- Harassment;
- Public intoxication, indecency and/or lewd behavior;
- Sexual misconduct or harassment;
- Theft;
- Any other unlawful activity and any other behavior deemed offensive or unacceptable;
- Destruction of City property or equipment;
- Nudity other than as appropriate in showers and locker rooms;
- False representation of any kind on account (including family members and ages);
- Unlicensed possession of a firearm; or
- Repeated Level II infractions.

FACILITY RULES

Front Desk

The Front Desk is the welcome center for the entire facility. Our friendly staff will scan members in and answer any questions. Program registrations and facility reservations can be made at the front desk. A limited number of towels are available for use upon request and must be returned to the baskets in each locker room upon leaving. People checking out balls and other equipment will be asked to leave their driver's license or Warford membership card with the Front Desk until the borrowed ball and/or equipment is returned. A \$10 replacement fee can be charged if borrowed balls and/or equipment are lost and not returned.

Gym and Multipurpose Rooms (Afterschool, Daycare North and South Rooms)

- Youth age 12 years and under are only allowed to use the gym with adult supervision.
- Youth age 13 years and older may use the gym without adult supervision.
- Court and exercise shoes only. Black soled non-court shoes are prohibited.
- Shoes and shirts must be worn at all times. Balls shall be bounced in gym only and shall not be kicked or thrown against walls. Balls are not to be bounced in the lobby.
- Dunking or touching the basketball rims is prohibited.
- Sports equipment should only be used in the area intended for the sport.
- If the need arises, due to a crowded basketball court, a team sign up board is provided in the gym. Games will be limited to eleven points; the winners will stay on the court while the losers come off. Once you have played a game and lost, you may sign up again.
- Food or drink with the exception of water is not permitted on the courts.
- SPITTING is prohibited, except in a toilet.
- Suspension will be assessed on the second violation of these rules.
- The management may prohibit use of any equipment thought to be potentially dangerous.
- Public displays of affection are not allowed.

Indoor Pool

- The pool is 20 yards long and designed to accommodate lap swim, aquatic classes, and open swim.
- Children ages 12 and under must be accompanied by a responsible adult (18 or older) in the pool area.
- Children ages 12 and under or 48" in height or under will be issued a wristband signifying swimming ability. Children must keep the wristband on while in the facility.
- Any child who is a non-swimmer/wearing a red wristband must stay within arm's reach of a responsible adult, even if wearing arm floaties, lifejackets, or any other type of swim aide.
- Parents are responsible for the actions of their children and other children that are their guests, including knowledge of the swimming ability of that child or children.
- Patrons who are not swimming or supervising young children will not be allowed to enter the facility or will be asked to leave. Loitering is not allowed.
- Refunds are never allowed under any circumstance, including bad weather and improper swim attire.
- Proper swim attire is mandatory. Improper swim attire includes T-backs, thongs, Speedos/bikini briefs, cut-off shorts, sports bras, or pants. White swim shorts and swimsuits must be lined.
- Swimming diapers are the only type of diapers allowed in the water.
- Animals are not allowed except service animals.
- City property (facility, restrooms, tables, benches, etc.) must be used safely and in the correct fashion.
- Do not talk to or distract lifeguards while they are watching the water.
- Patrons are not allowed in the pool offices, pump rooms, storage rooms, or chemical rooms.
- Do not dive or flip off the edge of the swimming pool.

- The following items/situations are not allowed in the pool area:
 - Glass
 - Running
 - Outside food or gum
 - Hard balls (footballs, basketball, etc.), large water guns, oversized inflatables, etc.
 - Speakers or oversized radios
 - Excessive mischief or horseplay conduct (pushing, pulling, fighting, dunking, throwing, profanity, public displays of affection, chicken fighting, etc.)
 - Hanging, swinging, or playing on the lifeguard stands, rails, ropes, ladders, or fences.
- 15 minute Safety Breaks are taken every day. The number and times of breaks depends on the pool site.
- Unauthorized swimming is strictly forbidden and may be punishable by law.
- Staff reserves the right to enforce other rules as necessary to ensure the comfort and safety of guests.
- The Amarillo Parks and Recreation Department is not responsible for any lost, stolen, or forgotten items.
- The Amarillo Parks and Recreation Department reserves the right to deny service to anyone at any time.

Indoor Lap Swimming Rules of Etiquette:

- Absolutely no diving.
- Circle swimming is recommended when more than 1 person to a lane. Stay on right side of lane.
- Do not enter water until all swimmers are a safe distance away from the end wall.
- To pass – touch foot of lead swimmer. Lead swimmer should stop at end wall and immediately move to far side of lane. Allow a safe distance (10 feet) between swimmers before re-entering traffic.
- Do not cross into opposite side of lane to pass.
- Maintain 10 foot spacing unless passing.
- Do not stand or stop in middle of pool. Rest only at end wall near lane rope to avoid contact with others.

Fitness and Dance Studio

Fitness and Dance Studio is only to be used when a class is not in session or the room is not rented or reserved. Please see the front desk for a schedule of fitness classes.

Cardio and Weight Rooms

- Youth 12 years of age and under are not allowed in the cardio or weight rooms.
- Youth 13 - 15 years of age are allowed in the cardio or weight rooms with adult supervision.
- Youth age 16 and older may use the fitness rooms without adult supervision.
- Please wipe down equipment after each use with the provided gym wipes or paper towels. You are an active participant in keeping our facility clean.
- Refrain from yelling or making loud noises.
- Please set weights down gently. It's very distracting to other members and damaging to the weights when they are dropped. Use a spotter to help your progression.
- Proper attire must be worn at all times. Everyone is required to wear closed-toe athletic shoes in the workout areas.
- Allow other members to use equipment or "work in" while you are resting. Saving equipment with a towel, water bottle, etc. is not permitted.
- Cell phone calls may be bothersome to other members. Please keep calls to a minimum or find a private area away from other members to talk. Staff is authorized to request members or guests leave the area if a phone call is excessive in time or sound.

- Report equipment irregularities or malfunctions to the front desk immediately.
- Safe and proper use of equipment is required at all times.
- Staff reserves the right to enforce other rules as necessary to ensure the comfort and safety of members and guests.

Computer Lab

- Youth age 12 years and under are allowed to use the computer lab with adult supervision.
- Youth age 13 years and older may use the computer lab without adult supervision.

Locker Rooms

Lockers are provided for members and guests in the men's and women's locker rooms for day use only. Items must be removed by members and guests at the end of their visit each day. Locks left on lockers overnight will be removed, along with any items left inside. Any locks or items found in a locker at the end of the day will be put in the Lost and Found.

- It is recommended that children under the age of 6 do not use opposite gender locker rooms.
- Lockers are available for use by members and guests for day use only. The City of Amarillo has the authority to cut or remove any lock at its discretion.
- The use of cameras, video, and cell phones is prohibited in the locker rooms.
- No food or drinks are permitted in the locker rooms, with the exception of water bottles.
- **The City of Amarillo is not responsible for lost or stolen items in lockers, locker rooms, or elsewhere at the Warford Center.**

PHOTOGRAPHY AND VIDEO

On occasion, Parks and Recreation staff may take photos of individuals participating in programs and events as well as people enjoying the City's parks and facilities. Please be advised these photos are for Parks and recreation use only and may be used in future publications and advertising.

FIREARMS

Unlicensed possession of a firearm on these premises is prohibited. School sponsored activities do occur at the Warford Activity Center. When the Warford is being used for a school sponsored activity, persons licensed to carry firearms are subject to the following restrictions and signs will be posted as follows:

NOTICE: SCHOOL ACTIVITY IN PROGRESS

CONCEALED HANDGUNS PROHIBITED

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

PROHIBIDAS LAS ARMAS DE FUEGO OCULTAS

CONFORME A LA SECCIÓN 30.06, DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO OCULTAS) PERSONAS CON LICENCIA BAJO DEL SUB-CAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIA DE ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO ARMAS DE FUEGO OCULTAS.

OPENLY CARRIED HANDGUNS PROHIBITED

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

PROHIBIDAS LAS ARMAS DE FUEGO PORTADAS PÚBLICAMENTE

CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO PÚBLICAMENTE) PERSONAS CON LICENCIA BAJO DEL SUB-CAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIA DE ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO ARMAS DE FUEGO PÚBLICAMENTE.

SOLICITATION/BULLETIN BOARD USES

Any type of commercial solicitation or promotion is prohibited. The bulletin board in the Warford entry is reserved for posting City of Amarillo sponsored events and local events. All postings must receive approval from the Parks and Recreation Director or his/her designee. Unauthorized postings will be removed by staff and placed in the trash.

BICYCLES, SKATES, SKATEBOARDS & SCOOTERS

Do not bring bicycles inside the building. Skates, skateboards, and scooters must not be used within the facility.

LIABILITY

The City of Amarillo shall not be responsible or liable to any person for articles damaged, lost or stolen in or about the facility, lockers, and parking lots. Valuables cannot be held at the front desk; rather, lockers are available in the locker rooms of the facility to secure valuables.

All people use the Amarillo Parks and Recreation facilities at their own risk. Both proper and improper use of fitness equipment, athletic equipment and participation in athletic programs may be hazardous. Members, dependents, and guests are required to read and follow instructions for proper equipment usage. All persons are **STRONGLY** urged to have a complete physical examination before participating in any physical activity.

FACILITY USE

In order to fulfill the mission of the City of Amarillo Parks and Recreation Department, recreation programs, camps, and classes take priority over all other activities in the following areas including but not limited to the pool, gym, fitness and dance studio, afterschool room, kitchen, and at times other areas of the building for special programs or events. For indoor pool classes, one lane may be open depending upon class size for non-class participants while the class uses the rest of the pool. Non-class participants will be asked to share the open lane during classes. At times, full closure of the indoor pool may be necessary. Members may not engage in any activities that interfere with recreation programs, classes, or events. Members who become a nuisance or disruptive will be subject to membership suspension and/or cancellation.

The Warford Activity Center may be open to the general public for City sponsored events that are approved by the Parks and Recreation Director.

TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Smoking, tobacco products, and electronic cigarettes/vaping are not allowed on the premises of the Warford Activity Center. Alcoholic beverages and/or illegal substances are not permitted on the premises of the Warford Activity Center. Persons under the influence of these substances will be asked to leave. Staff may call the Amarillo Police Department, if necessary.

EQUAL OPPORTUNITY

The City of Amarillo ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Marita Wellage-Reiley, the City's ADA Coordinator, at 806-378-6234, or TDD at 806-378-4229.

SERVICE DOGS

Service dogs are welcome at the Warford Activity Center.

VENDING AND PEDDLING

No person on Amarillo Parks and Recreation property including the parking lot shall display or offer for sale any article or thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any article or thing. Concessionaires acting by and under the express written authority and regulation of the director are excepted.

EMERGENCIES

1. **Accident or Illness** – Report accidents or illnesses to staff immediately. Call 911 if needed. AED equipment is located next to the gymnasium entrance at Warford. Staff will attend to the individual until relieved by paramedics. Staff will complete an accident/incident report.
2. **Loss of Power or Water** – If the Warford Activity Center loses power or water, people will be asked to evacuate the facility immediately or as soon as weather permits. Since life safety features depend on power and water, the building will be closed until these utilities are restored. Notices will be placed on the front doors and on social media.
3. **Fire Alarm** – In the event of a fire alarm, people must leave the building by using the closest exit. Staff will assist with the evacuation process with the priority of assisting disabled persons and children as needed.
4. **Tornado/Storm** – In the event of a tornado warning being issued, staff will follow these procedures:
 - Move people away from the perimeter of the building and exterior glass.
 - Leave exterior offices and close the door.
 - Relocate people to the nearest area of refuge (Men’s and/or Women’s locker rooms, afterschool program room, north daycare room, and computer lab)
 - Sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.
 - DO NOT stay in the Lobby. Get away from areas with glass.
 - Should you be caught in an outside perimeter office, seek protection under a desk, pulling a chair toward you for protection from flying glass.
5. **Lightning or Thunder** - If there are people or children outside of Warford participating in an Amarillo Parks and Recreation program, they will be brought inside Warford. The program will be allowed to go back outside after 30 minutes has passed without lightning or thunder.

AFTER-SCHOOL PROGRAM

The Afterschool Program is available to both members and non-members who are 5 to 13 years of age. Program fees are set annually. Parents/guardians are required to complete the Warford After-School Application for each child prior to participating in the Afterschool Program. Space is limited in the program. The application form can be found at www.amariloparks.org.

See the Youth Program Standards of Care and the Warford Afterschool Program Handbook for specific program rules and procedures.

MEMBERSHIP INFORMATION

WARFORD MEMBERSHIPS

- Memberships are available for an Individual or a Household, by the month or by the year.
- Youth memberships cover 12 years of age and under. The Youth membership fee is either \$15 per month or \$150 per year.
- Adult memberships cover ages 13- 61 years of age. The Adult membership fee is either \$20 per month or \$200 per year.
- Senior memberships cover 62 years of age and older. The Senior membership fee is either \$15 per month or \$150 per year.
- Household membership covers up to 2 adults and 4 children. The Household membership fee is either \$60 per month or \$600 per year. Additional children in a Household may be added for \$5 per child per month or \$20 per child on a yearly membership.
 "Household" means all of those members who live at the same address as their permanent address. Proof of residency for those 18 years of age and older must be shown at the time of registration. A current driver's license, utility bill or an auto insurance card may be used to show proof of residency. (A short period of being away, such as for a temporary work assignment, military duty, or temporary child custody visits and similar does not affect permanent residency address.)
- Those with expired memberships will not be permitted to use the Warford facilities until their membership is renewed.
- Day Passes can be purchased to have full use of the facility without needing a membership. Day Passes are for individual use only. Groups cannot use Day Passes as a way to circumvent renting the facility for practices, trainings, etc.
- A \$10 replacement fee will be charged for each lost card.

MEMBERSHIP CARDS

Upon the completion of membership application, an identification photo card will be made for each member. These cards must be presented each time you come to use any of the Warford facilities. ID cards on cell phones are permitted. A \$10 replacement fee will be charged for lost membership cards. Members are permitted a maximum of three (3) visits in a 30-day period without a membership ID card before a new ID is required to be purchased. Warford membership ID cards may not be used by anyone other than the member to which the membership card was issued; doing so may cause loss of membership of the card holder.

REFUNDS

There will be no cash refunds given for any reason. Refunds must be requested in writing and if approved, the refund will be put back onto the credit card that was used or a check will be mailed to the member's address on file.

GUEST POLICY

Guests may utilize the facilities after paying the appropriate day pass fee and completing a guest waiver.

CAREGIVERS

Caregivers are allowed to assist members while they are in the facility and the guest fee will be waived providing the caregiver is not working out themselves and are at Warford only to provide care. Caregivers are required to sign the guest waiver each time they come into Warford and all facility rules apply. If a member needs to bring in a caregiver that is not a current member of Warford Activity Center, contact the Center Supervisor or his/her designee.

LOST AND FOUND

The City of Amarillo assumes no responsibility for lost items. Other than as stated here, Staff is not responsible for safeguarding or returning lost items to individuals. The Lost and Found is cleaned out every Friday afternoon at or about 4:00 pm. Staff will remove unclaimed items and either place in the trash or donate to a charity, as appropriate.

The facility will only keep dry items in the lost and found area. All wet items will be disposed of for sanitary reasons. Cash money and other valuables are marked with a date when found and put in the safe until claimed. After 30 days, the Center Supervisor will take unclaimed valuables to the Amarillo Police Department.

GROUP EXERCISE CLASSES

Group exercise offers a variety of benefits you might miss out on if you choose to work out on your own. Some of the benefits include exposure to a social and fun environment, a safe and effectively designed workout, a consistent exercise schedule, an accountability factor for participating in exercise, and a workout that requires no prior exercise knowledge or experience. See the front desk or amarilloparks.org for a current schedule of group exercise classes.

Group exercise class sessions are offered to members. It is not required that you sign up in advance for group exercise classes. Group exercise classes are included in all memberships as well as with a day pass.

INDEMNIFICATION

Persons using the Warford Center agree to hereby release, indemnify and hold harmless the City of Amarillo, Amarillo Parks and Recreation (collectively referred to hereinafter in this paragraph as "City"), its officers, agents, employees, successors and assigns, from any loss, liability, damages of every kind, claims, costs and attorney fees for property damages or personal injury or death arising out of or related to the use of or condition of the programs or facilities and equipment at the Charles E. Warford Activity Center,. It is the express intention of the parties that the indemnity provided for in this paragraph includes indemnity by Member of the City, its officials, employees, agents, assigns and successors, from the consequences of City's own negligence, whether that negligence is the sole or concurring cause of the injury, death or damage.

SERVICES & RENTALS

CHARLES E. WARFORD ACTIVITY CENTER RENTAL

The Warford Activity Center is available for operational hour's rentals and after-hours rentals. There is a two-hour (2) minimum for after-hours rentals. Set-up and clean-up time must be included in the rental hours. See the Warford Rental Fees listing at the Center or at amarilloparks.org for current fees and rental rules.

Rental reservations are due no later than Wednesday at 5:00 p.m. for the following Friday, Saturday and Sunday. All payments for reservations are due at the time of reservation including the required \$50 refundable deposit.

Commercial General Liability Insurance may be required for rentals made by organizations, businesses and other vendors. The policy must list the City of Amarillo as an additional insured and must have a minimum coverage of \$500,000 per occurrence. The Director of Parks and Recreation may waive insurance requirements based upon the nature of the purpose of the rental.

Amarillo Parks and Recreation reserves the right to cancel or reschedule reservations due to unforeseen circumstances, safety issues or conflicts up to 24 hours prior to reservation time. If the Parks and Recreation Department has to cancel or reschedule, a full refund will be issued to the permit holder. Reservations cancelled by the permit holder less than ten (10) business days prior to the event, will not be refunded. Cancellations prior to 10 business days will be refunded with an administrative fee of \$10. Approved refunds may take up to 20 days to process depending on original form of payment. The person to whom a permit is issued shall be liable for any loss; damage or injury to any person whatever by reasons of negligence for the person to whom such reservation has been issued.

Rental Rules

Permit holders reserving spaces at the facility shall be provided with facility rental rules at the time of a paid reservation. Permit holders will acknowledge receipt of the Rental Rules by acceptance and completion of the permit process (reservation process). Upon completion of the permit process, a printed copy of the permit/receipt should be retained by the permit holder.

Multi-Use Rooms

Since Warford is a community based facility, use of these rooms is primarily for Warford programs. Warford programs will receive the first priority for reservations. Any community based organizations or groups may request usage of the room for a public meeting, though the rental fee will be charged. All requests will be reviewed on a case by case basis by the Parks and Recreation Director or his/her designee. Fees may be waived for City sponsored public meetings and events. Food and drink are allowed, but are not provided by Warford. No glass containers are allowed. No food or drink with the exception of water is allowed in the gym.

Reservation Process

Rentals may be reserved in person at the Warford Activity Center, online at amarilloparks.org or by calling the Warford Center at 806-803-9785 or the Parks Administration Office at 806-378-3036 (Option 6).

- Rooms will be reserved on a first come, first served basis.

- Limited tables and chairs are provided. It is the responsibility of the group using the room to set up and clean up the space. The room is expected to be left in a clean and orderly condition at the end of the reservation. Future reservations may be denied and deposit forfeited if the room is not cleaned and put back in an orderly fashion.
- The Parks and Recreation Director has full authority to refuse reservations for use of the rooms to any person, group or organization who in his/her opinion maybe be a conflict of interest, not an appropriate use of the facilities, will misuse or who has misused or damaged the facilities, or refused to cooperate or otherwise violated Warford Activity Center policies or any part of City ordinances.
- The Parks and Recreation Director shall have the authority to revoke a permit upon finding deceptive, misleading, or incomplete information in the reservation application, for violations of the terms of the reservation, for violation of any rule or ordinance, or upon other good cause shown