



Roger W. “Pip” Moyer Community Recreation Center (PMRC) Member and Guest Services Information

Facility Hours of Operation

Monday – Friday 6 am – 9 pm

Saturday and Sunday 8 am – 9 pm

PLEASE NOTE: hours may be altered for programming needs, use patterns and special event consideration.

Days Closed

PMRC is closed on the following holidays:

- New Year’s Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The facility may operate on a reduced schedule for other recognized City holidays and special events.

Memberships / Daily Admission

All visitors must either present a membership card or check in with the Front Desk staff upon arrival. If the guest is not a full member, they must purchase a guest pass to use the facility. Program members are only permitted during registered class times. Use of the facility during non-class times requires the purchase of a guest pass. **NO REFUNDS FOR ANY REASON ARE GRANTED. Memberships are not extended or placed on hold.**

Fees are determined annually by the Annapolis City Council.

Children 2 and under are free with paying adult unless using Ballocity™

Family memberships and adult/spouse memberships require all members to reside at the same address. Proof of residency will be required.

Youth member (Age 3-17 years)

Senior member (Age 62+)

Memberships Defined

All persons utilizing the PMRC facility must be a member or purchase a guest pass.

Full Memberships – Full members are entitled to use the building for private rentals, register for programs or classes and/or use the facility during non-program times. Program/rental fees also apply. Includes drop-in use of the gymnasium, fitness center, indoor track, Ballocity™ and rock climbing wall (member climb times only). Full memberships are valid for one year from date of purchase. All types of memberships must be paid-in-full at time of member registration.

Punch Cards *not actively sold as of July 1, 2014* - Punch Cards are sold periodically throughout the year during special sales and promotions. Punch Cards must be used within one year of purchase date. This is one punch per visit (not per day). Punch Cards are non-refundable. However, they are transferable *only* among family members of the same household with an adult purchased Punch Card. Punch Card holders are allowed to use the fitness center, Ballocity™, rock climbing wall, indoor track, main and auxiliary gyms.

City Residents are defined as any person living in the corporate limits of the City of Annapolis and paying City taxes. Annapolis mailing addresses or zip code designations of 21401 or 21403 may or may not qualify one as a City resident. This does not qualify a guest or family member (except your college kids) visiting you. All members must provide proof of residency including driver's license and utility bill or matching address of a paid tax bill.

Non-Residents are defined as any person not paying Annapolis City taxes. An Annapolis mailing address or zip code of 21401 or 21403 does not provide proof of residency. Persons living on U.S. Naval Academy property do not pay City taxes and so are considered non-residents. Non residents are welcome to purchase memberships and guest passes.

Guest Admissions

Any visitor, who does not hold a full membership, must purchase a guest pass to utilize the facility. Those passes are valid for one visit only on the date of purchase. Should visitors leave and want to return in the same day, a second guest pass must be purchased. Guest passes are non-refundable and non-transferable.

Spectator Policies for Youth Activities at the Recreation Center

Spectators are permitted in the designated viewing space during class times (a daily pass or membership is not required). Spectators, however, are not permitted to utilize the center amenities.

Proof of Residency

Acceptable documents showing correct name, current date, and current City of Annapolis address include a valid Photo I.D. (School, Military, Drivers License, Passport) and one of the following:

- Unpaid Utility Bill
- Personal Property Tax Receipt

Additional Information Regarding Memberships:

Members and guests are required to abide by facility rules and regulations. Children must either be supervised by an adult or be enrolled in Kidz Zone babysitting (child care maximum 2 hours, extra fees apply.)

1. Youth ages 12 years and younger must be accompanied by an adult while in the facility.
2. All patrons must be dressed with appropriate attire within the facility including shoes and shirts.
3. Alcohol, weapons, chewing gum and/or tobacco products are prohibited in the facility.
4. We reserve the right to perform a physical baggage search of any items brought into the facility.
5. Solicitation within the building or on the park grounds is prohibited.
6. Loitering is prohibited.
7. Foul language is prohibited in the facility and may be cause for removal.
8. Locks must be removed from locker rooms by closing time; items will be removed nightly.
9. Annapolis Recreation and Parks is not responsible for lost, stolen, or damaged items. It is strongly recommended that you lock up items or do not bring valuable items to PMRC.
10. Lost or Stolen Permits will not be replaced.
11. PMRC staff reserves the right to ask for membership verification (fingerprint scan) or membership card at any time or revoke a membership at any time.
12. Cell phone use is restricted to the hallways and lobby only.
13. **Please refer to the ARPD website for additional policies and procedures pertaining to your membership/permits www.annapolis.gov/recreation.**

Youth Participants

Children 12 years and younger require supervision while in the facility. These children must either be supervised by an adult or be enrolled in the Kidz Zone (child care: maximum two hours and extra fee involved). Children 12 years and younger must have an adult in the facility at all times.

New Member Tours Available

New members may schedule a free fitness orientation of the equipment. Members can request a tour (upon availability of staff) of the facility and learn how to get the most out of their membership.

The Fitness Center

The Fitness Center is located on the main level floor in the facility. It includes free weights, cardio, and plate loaded fitness equipment. The staff and personal trainers are available to assist members with the proper use of all equipment. Membership or guest pass required.

1. Before beginning a new fitness routine, ARPD encourages all participants to consult with their physician.
2. All bags and personal belongings should be left in lockers or in cubbies, not on the floor. ARPD is not responsible for lost or stolen items.
3. The Fitness Coordinator manages the television station selection in the fitness center. No other staff or PMRC members are permitted to change the stations under any circumstances.
4. Anyone ages 14-15 must have completed the fitness/weight orientation class and have a permission form, signed by a parent or legal guardian, on file at the fitness desk before using the fitness equipment.
5. Youth, ages 13 and under, are not allowed in the fitness area even if attended by a parent.
6. Cardio equipment use is limited to 30 minutes during peak times.
7. Collars required when working with the barbells.
8. It is recommended that spotters be used at all times.
9. No cell phones permitted.
10. Weights must not be dropped.
11. Weights must be racked when finished using.
12. Screaming, yelling, or use of profane language is strictly prohibited
13. Proper attire must be worn at all times. Shirts required. No jeans, cut-offs, or sandals of any type permitted. Close-end shoes required.
14. Wipe down machines with the supplied cleaning solutions after your use.
15. No food, gum or drink except water in approved plastic water bottles.
16. No spitting permitted.
17. Customers may keep records of their workout on file in the Fitness Center. All workout cards are kept in a file cabinet that is accessible to everyone.
18. Personal training sessions will be arranged by the Fitness Center staff. Membership required.
19. Personal trainers not employed by ARPD cannot provide their services at PMRC. Anyone participating in a Personal Training session not associated with ARPD will have his or her membership revoked.
20. Failure to comply with the Fitness Center rules will result in dismissal.

Power Lifting

1. Individuals must be age 16 or older to use this equipment, or have completed the fitness orientation class.
2. Shirts and close-ended shoes (front and back) must be worn at all times.
3. Please re-rack all weights.
4. It is recommended that spotters be used at all times.
5. Collars are required on bars at all times.

Fitness Center Introductory Session

Introductory workouts are provided at no charge to members to become familiar with the facility's fitness equipment and conditioning. Workouts are provided to the new exerciser, focusing on strength and cardiovascular equipment. These introductory workouts are scheduled and held in a group setting.

Youth Fitness Center Orientation

Youth members, ages 14-15, may be granted use of the fitness area after successfully completing a weight training orientation. This class teaches proper techniques for using equipment, rules and regulations, etiquette.

This is a revocable privilege extended to youth serious about weight training. Class times vary and will be posted at the guest services desk.

Personal Trainers (Fitness Specialists)

One-on-one or small group programs are tailored to meet needs and fitness goals. All personal trainers are professionally certified. Fees are charged for this service. All personal trainers must be employed by ARPD. Anyone participating in a personal training session not associated with the ARPD will have their membership revoked. Membership is required to utilize the services of a personal trainer.

Indoor Track

A walking/jogging track is suspended above the gymnasium floor. It is available for use with the purchase of a guest pass or full membership.

Rules:

1. Before beginning a new fitness routine, ARPD encourages all participants to consult with their physician.
2. Anyone age 14 or older may use the track unattended; however, anyone under age 14 must be accompanied by an adult.
3. Strollers are only permitted on the track weekdays between the hours of 9 am and 4 pm as long as it is not too crowded. This will be up to the discretion of the staff.
4. Everyone must follow the track direction. The direction will be posted and changed daily.
5. Tennis shoes are required to use the track.
6. All bags and personal belongings should be left in lockers, not on the track area floor.
7. A total of 8 laps equals 1 mile.
8. No food, gum or drink permitted, except water in approved plastic water bottles.
9. No spitting.
10. Failure to comply with the track rules will result in dismissal.
11. Walkers and slower runners, please use inside lanes; yield to faster runners.

Rock Climbing Wall

PMRC is home to a 31 foot, indoor rock climbing wall. Outfitted with three (3) belays, the climbing staff has arranged holds, color-coded routes, and rated routes based on difficulty. For safety, the climbing wall is only open when a trained safety guide can instruct, monitor, and assist climbers. Hours are posted at the Front Desk and at the climbing wall area. Climbers must agree to follow all policies and procedures of the facility, including those outlined below and any communicated by the Climbing Wall staff. Failure to follow all the required policies and procedures may result in losing climbing wall privileges. The wall is available for use during posted hours with the purchase of a guest pass or full membership.

Rules:

1. All users must sign an Acknowledgement of Risk and Waiver form in order to climb (everyone under 18 years of age must have a parent's signature).
2. Climbers must be at least 5 years of age.
3. Appropriate shoes (climbing or athletic) are required. No bare feet or inappropriate clothing.
4. Climbing is only permitted during open wall hours and with staff supervision.
5. All equipment must be approved by the ARPD staff prior to use. (ARPD provides harnesses, carabineers, ropes, and belay devices.)
6. Food and beverages are not permitted in the climbing area.
7. Dangling jewelry, watches, rings, bracelets, excessively loose clothing, gum, candy, and items in pockets must be removed when climbing or belaying.

Ballicity™ Indoor Playground

A safe, clean indoor play space for children of all ages. Ballicity™ is a unique play arena that allows soft, washable balls to be collected and placed into a fountain, levitation table, hoppers and blasters for hours of active

fun. Children (and adults) can climb, slide, stretch and push their way through an obstacle course built onto 6' tall platforms. Smaller children can also explore the soft foam play pieces located next to the play structure. Full membership or daily passes are required for children over 2 years of age. Socks are required; shoes are not permitted.

Hours of Operation:

- Monday – Thursday, 9 am to 8 pm
- Friday, closed *for cleaning*
- Saturday, 10 am to 4 pm
- Sunday, closed

Locker Room / Locker Use

Locker rooms and lockers are available for use at no charge. You must provide your own lock. Lockers are for daily use only. Locks left on will be removed nightly and contents moved to the lost and found. Annapolis Recreation and Parks is not responsible for lost or stolen items. *A family locker room is not provided. Please use family changing rooms/restrooms as needed for opposite sex children and parents.*

Open Gym

Court sports take precedence. Basketball and volleyball play is provided for drop in play in the gym on at least one court at most times. Full membership or guest passes required. Open gym times may be interrupted occasionally due to special events. To ensure the safe and efficient use of the gymnasium, these rules must be adhered to at all times. Individuals or teams observed to be in violation of posted rules are subject to having membership/pass revoked.

Gymnasium Rules:

1. No gum, food or drinks permitted in the gym except water in a closed container.
2. Appropriate attire is required: shirts, non-marking rubber soled shoes and shorts/warm-up suits. No “skins”.
3. Changing of clothes in the gymnasium is strictly prohibited.
4. No shoes with wheels or skates permitted in the gym.
5. Gym bags, coats, clothing, and other articles must be kept in the locker room at all times.
6. Hanging, climbing, pulling on net or rims is strictly prohibited.
7. No foul language.
8. No spitting.
9. Children 12 years and under must be supervised at all times.
10. Open gym is shared and all participants are expected to utilize the space in an appropriate manner.
11. ARPD is not responsible for lost or stolen items.
12. ARPD staff reserves the right to resolve all conflicts during play on the gym floor.
13. All equipment is to be used in the proper way; no kicking or sitting on volleyballs or basketballs.
14. Equipment is to be returned to the proper place following use.
15. Good sportsmanship is expected at all times. ARPD reserves the right to eject anyone for not following the rules.

Gym Equipment

Basketballs are available to borrow at the Front Desk. **A form of collateral (cell phone or state-issued ID) must be provided to staff in order to receive a basketball. Should the basketball not be returned, a \$25 fee will be charged for the user to receive their form of collateral back.** However, a membership is required to borrow equipment. You must be 14 years or older to check out equipment. Equipment not returned will be charged to the member's account.

Kidz Zone Babysitting

Fee is \$3/hour (or any portion of hour) for first child; \$2/hour for additional children in same family
10-hour punch card: \$25

Parent(s) must remain in building while child attends Kidz Zone.

Hours of Operation:

- Monday – Thursday, 9 am to 8 pm
- Friday, 9 am to 2 pm
- Saturday, 10 am to 4 pm
- Sunday, closed

Rules:

1. Kidz Zone is available for children ages 4 months to 12 years.
2. Maximum length of each visit is two hours.
3. Adults need to pay at the front desk for the child care services. The cashier will issue a receipt to present to the child care attendant.
4. Adults must sign their children in and out with each visit.
5. Adults must remain in the facility at all times while their child is in the Kidz Zone room.
6. The child care attendants do not change diapers or feed children. If these services are needed, the adult will be paged to attend to the child.
7. Children are required to wear clothes at all times, which includes shirts, socks and shoes.
8. Parents need to bring all necessary provisions for their children. Items should be in a diaper bag, tote or backpack labeled with the child's name.
9. The child care attendants have the right to deny service to any child that may have symptoms of an illness (cough, fever, runny nose, sore throat, etc.) If a child has a contagious illness, the parent may be required to submit a doctor's note before the child is re-admitted.
10. Food is not allowed in the Kidz Zone area.
11. The child care attendants will do their best to comfort any child needing attention. If the situation continues beyond 10 minutes without improvement, the parent will be found and asked to attend to their child.
12. Adults will be paged or found if their child is disruptive.
13. No glass bottles are allowed.
14. Permits lost or stolen will not be replaced
15. If the need arises for the building to be evacuated, adults should proceed to the nearest exit and meet their child in the parking lot on the west side of the building. The child care attendants will safely evacuate all children.

Vending / Concessions

Vending is available in the main lobby. Please consume purchased food in the lobby area. (Please note: we cannot refund any money lost in the vending machines as they are maintained by an outside company.) During special events, concessions will be available from the concession stand in the main gym. Please dispose of all trash in appropriate containers.

Lost and Found

The lost and found is located at the Front Desk. All items turned in will be held for one week. After one week, they will be removed.

Gift Certificates

Gift certificates may be purchased at the Front Desk. They may be purchased in any amount and can be redeemed for memberships or programs.

Scholarships for Youth and Adults

Because some residents are unable to participate in programs due to economic hardship, Annapolis Recreation and Parks provides a scholarship option for reduced membership fees, program fees and charges. Applications and the complete list of guidelines are available at the Front Desk. A limited amount of funding is available.

Scholarships are for recreation programs and memberships only; they do *not* apply to child care, supply fees, trips or facility rentals. *Scholarships are for City of Annapolis residents only (must show proof of residency.)*

Cancellation / Refund

Annapolis Recreation and Parks reserves the right to cancel a program due to insufficient enrollment. Full refunds will be offered when a course is canceled by staff.

Class / Activity Refunds

A full refund or credit will be given for classes cancelled by the Department. A refund may be granted after the first class if the class has not met your expectations. Please notify the Department in writing, prior to the second class, if you are requesting a refund for any reason. No refunds will be granted after the second class is held. A \$5 processing fee will be deducted from all requested refunds.

Athletic League Refunds

No refunds will be issued unless the team space can be filled with another team registration at least 10 working days prior to the start date. No refunds will be granted after 10 working days prior to the start of the league. Absolutely no refunds will be granted after the scheduled start date as game schedules are set and officials are committed.

Child Care / Camp Refunds

In all cases, deposits are non-refundable and non-transferable for those programs that require a deposit to hold a spot. Splash Camps will receive a refund after 50% of total. Refunds for the balance of the payment may be granted if the Department receives written notification at least 10 working days prior to the start of the program and we are able to fill your spot. A \$5 processing fee will be deducted from all refunds.