



City of Russellville

City Hall
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City of Russellville Policies and Procedures for Reopening the Carpenter Center

Effective June 15, 2020

The City of Russellville intends to reopen the Carpenter Center for the purpose of fitness equipment and aquatic center use pursuant to the policies and procedures set forth herein. Failure by any individual to abide by these policies and procedures, shall be grounds for the individual to be asked to leave the Carpenter Center until further notice, and could result in the revocation of the individual's Carpenter Center membership.

Policies and Procedures for Use of the Fitness Equipment

Appointments for Use and Social Distancing Requirements

- Use of the fitness equipment will be limited to current members only, and no new memberships or one day passes will be issued until further notice.
- Members must make an appointment by phone to use the fitness equipment. Appointments will be for one-hour periods and limited to four (4) individual appointments in the fitness room and four (4) individual appointments in the weight room during any one (1) hour period. Appointments can be scheduled no more than one (1) week in advance.
- Members are required to execute an “**ACCIDENT WAIVER AND RELEASE OF LIABILITY AGREEMENT AND ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES FOR USE OF THE CARPENTER CENTER FACILITY**” document prior to the individual member's first appointment. Any adult member that is accompanying a minor member pursuant to the policies herein, shall be required to execute this document on behalf of the minor as well as the adult member. This document will be kept on file and shall be continuously enforceable. Should a member be asked to leave the facility for failure to comply with the policies and procedures set forth by the City of Russellville, prior to that member being allowed to re-enter the facility, the member will be required to execute a renewed waiver and acknowledgment document.
- Members will be required to “check in” at the front desk at the beginning of their appointment time and then “check out” at the front desk at or before the end of their one (1) hour appointment.

- After each one (1) hour period of appointments, the fitness center will be closed for the following one (1) hour period in order for the staff to ensure proper sanitation before the next appointment times.
- Adult members with an appointment will not be allowed to bring anyone else with them to the fitness center. Members under the age of eighteen (18) with an appointment, must be accompanied throughout the entire appointment time by an adult member of the same household. The accompanying adult must adhere to all social distancing and personal protective equipment policies and procedures contained herein, or both the adult and minor will be asked to leave. Accompanying adults will only be allowed to observe the minor, unless the adult has his or her own individual appointment to use the fitness equipment. Observing adult members are required to maintain a minimum of six (6) feet social distance between themselves and any other individual in the facility.
- Members may only use the fitness equipment that is open for use. All open equipment will be spaced at a minimum of six (6) feet apart in order to ensure social distancing. Some equipment may be closed for use in order to maintain proper social distancing.
- Members will only be allowed to access the fitness center side of the facility and/or the locker room during their appointment time, and will be prohibited from going into any other part of the facility including the aquatic center.
- There will be no in-person fitness classes conducted at the Carpenter Center until further notice.
- Use of the fitness equipment is limited to individual use, and no group exercise will be allowed until further notice.
- There will be no “lost and found” bin or collection at the Carpenter Center until further notice. Any items left by a member after an appointment will be disposed of.
- Members should bring their own mats, bands, or other small exercise accessories, as none will be available at the Carpenter Center until further notice.
- Members should bring their own personal water bottles for hydration during exercise. Water fountains will not be available for use until further notice.
- Vending machines will not be available for use until further notice.
- At the conclusion of an individual’s one (1) hour appointment time, they should leave the facility, and not engage in any type of congregating inside the Carpenter Center.
- The locker rooms will be available only for limited use by members. The showers will be unavailable for use until further notice. Certain lockers, sinks, and/or toilet stalls may be unavailable for use in order to ensure six (6) feet social distancing of all members using the locker rooms. The locker rooms will be sanitized after each one (1) hour appointment block.

Sanitation Requirements

- All members must utilize hand sanitizer upon entering the building, and are encouraged to either wash their hands or use additional hand sanitizer throughout their time inside the Carpenter Center.
- All fitness equipment will be sanitized by staff prior to each appointment time. Members will be given a clean towel and sanitizer, and must sanitize any surfaces touched by the member during the member's use of the equipment.

Personal Protective Equipment (PPE) Requirements

- In order to enter the Carpenter Center facility, a member will be required to be wearing a face mask, and members must keep the face mask on throughout their time inside the facility, including while a member is utilizing the fitness equipment. Refusal to wear a face mask will be grounds for staff to deny a member entrance into the facility.

Policies and Procedures for Use of the Aquatic Center

Appointments for Use and Social Distancing Requirements

- Use of the aquatic center will be limited to current members only, and no new memberships or one day passes will be issued until further notice.
- Members must make an appointment by phone to use the aquatic center. Appointments will be for one-hour periods and limited to four (4) individual appointments in the lap pool and one (1) individual appointment in the therapy pool during any one (1) hour period. Appointments can be scheduled no more than one (1) week in advance.
- Members are required to execute an “**ACCIDENT WAIVER AND RELEASE OF LIABILITY AGREEMENT AND ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES FOR USE OF THE CARPENTER CENTER FACILITY**” document prior to the individual member’s first appointment. Any adult member that is accompanying a minor member pursuant to the policies herein, shall be required to execute this document on behalf of the minor as well as the adult member. This document will be kept on file and shall be continuously enforceable. Should a member be asked to leave the facility for failure to comply with the policies and procedures set forth by the City of Russellville, prior to that member being allowed to re-enter the facility, the member will be required to execute a renewed waiver and acknowledgment document.
- Members will be required to “check in” at the front desk at the beginning of their appointment time and then “check out” at the front desk at or before the end of their one (1) hour appointment.
- After each one (1) hour period of appointments, the aquatic center will be closed for the following one (1) hour period in order for the staff to ensure proper sanitation before the next appointment times.
- Adult members with an appointment will not be allowed to bring anyone else with them to the fitness center. Members under the age of eighteen (18) with an appointment, must be accompanied throughout the entire appointment time by an adult member of the same household. The accompanying adult must adhere to all social distancing and personal protective equipment policies and procedures contained herein, or both the adult and minor will be asked to leave. Accompanying adults will only be allowed to observe the minor, and will not be allowed to use the aquatic center during the minor’s appointment time. Observing adult members are required to maintain a minimum of six (6) feet social distance between themselves and any other individual in the facility
- Members with an appointment to use the lap pool, must only use the lane they are assigned. All lanes will be assigned such that members will be a minimum of six (6) feet apart in order to ensure social distancing. Some lanes may be closed for use in order to maintain proper social distancing.

- Members will only be allowed to access the aquatic center side of the facility and/or the locker room during their appointment time, and will be prohibited from going into any other part of the facility including the fitness center.
- There will be no in-person aquatic classes conducted at the Carpenter Center until further notice.
- Use of the aquatic center is limited to individual use, and no group exercise will be allowed until further notice.
- There will be no “lost and found” bin or collection at the Carpenter Center until further notice. Any items left by a member after an appointment will be disposed of.
- Members should bring their own personal water bottles for hydration during exercise. Water fountains will not be available for use until further notice.
- Members should bring their own person towels for drying off after aquatic center use.
- Vending machines will not be available for use until further notice.
- At the conclusion of an individual’s one (1) hour appointment time, they should leave the facility, and not engage in any type of congregating inside the Carpenter Center.
- The locker rooms will be available only for limited use by members. The showers will be unavailable for use until further notice. Certain lockers, sinks, and/or toilet stalls may be unavailable for use in order to ensure six (6) feet social distancing of all members using the locker rooms. The locker rooms will be sanitized after each one (1) hour appointment block.

Sanitation Requirements

- All members must utilize hand sanitizer upon entering the building, and are encouraged to either wash their hands or use additional hand sanitizer throughout their time inside the Carpenter Center.
- All aquatic center equipment will be sanitized by staff prior to each appointment time.

Personal Protective Equipment (PPE) Requirements

- In order to enter the Carpenter Center facility, a member will be required to be wearing a face mask, and members must keep the face mask on throughout their time inside the facility. A member with an appointment in the lap pool or therapy pool must leave their face mask on until they are entering the pool, at which point they will be allowed to remove the face mask. Immediately upon exiting the pool, the member must be their face mask back on.
- Any observing adult that is accompanying a minor to an aquatic center appointment, is required to wear a face mask at all times while inside the Carpenter Center.
- Refusal to wear a face mask pursuant to these policies and procedures will be grounds for staff to deny a member entrance into the facility.

**CITY OF RUSSELLVILLE, KENTUCKY
ACCIDENT WAIVER AND RELEASE OF LIABILITY AGREEMENT
AND
ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES FOR USE OF THE
CARPENTER CENTER FACILITY**

In consideration of being permitted to utilize the fitness and/or aquatic facilities at the Carpenter Center in Russellville, Kentucky, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY AND ALL ACTIVITIES ASSOCIATED WITH THE CARPENTER CENTER FACILITIES OWNED BY RUSSELLVILLE, KENTUCKY, INCLUDING ANY ACTIVITIES PERFORMED DURING TIMES IN WHICH NO LIFEGUARD IS PRESENT OR ON DUTY. I hereby acknowledge that I am fully aware of the dangers involved in utilizing said fitness and/or swimming facilities.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the City of Russellville, Kentucky, for the activity in which I may participate on property owned by the City of Russellville, Kentucky, and that it will govern my actions and responsibilities during said activity. In consideration of permitting me to utilize the facilities at the Carpenter Center, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me while utilizing the facilities at the Carpenter Center, including my traveling to and from this facility, **THE FOLLOWING ENTITIES OR PERSONS: The City of Russellville, Kentucky, and/or their elected officials, employees, volunteers, representatives, and agents;**

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in paragraph (A) from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that the **City of Russellville, Kentucky and their elected officials, employees, volunteers, representatives, and agents** are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity which may occur during my use of the facilities at the Carpenter Center. I acknowledge and fully understanding that the **City of Russellville, Kentucky and their elected officials, employees, volunteers, representatives, and agents** are NOT responsible to provide financial assistance or any other type of assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness (including but not limited to the COVID-19 virus or any other virus and/or disease), death or property damage. This Accident Waiver and Release of Liability Agreement shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I further acknowledge that I have received and read in its entirety the Policies and Procedures of the City of Russellville for use of the Carpenter Center facilities. I hereby agree to follow all policies and procedures set forth by the City of Russellville for the use and operation of the Carpenter Center facilities, and acknowledge that my failure to abide by the policies and procedures can result in me being removed from the premises and/or my membership being revoked. I acknowledge and agree that my waiver of liability and consent to the Policies and Procedures shall be continuous and ongoing unless specifically revoked by me in writing.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AS WELL AS THE CITY OF RUSSELLVILLE'S POLICIES AND PROCEDURES FOR THE CARPENTER CENTER, AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Participant's Signature
(Please print legibly.)

Date

Participant's Name

Age

Parent/Guardian Signature

Date

(If under 18 years old, Parent or Guardian must also sign.)

PREPARED BY:
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