

# CENTRAL PARK AQUATICS

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Manassas, VA 20110  
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Health & Wellness Center  
Adult Fitness Membership Handbook

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Dear Member,

Thank you for becoming a part of the Central Park Aquatics Health & Wellness Center. Over the next year you will get the chance to see why your decision to join us will benefit you and your family in multiple ways.

Making health and fitness a part of your lifestyle can be a difficult task. We are here to make you feel as comfortable as possible by answering any questions you may have to help you learn about Land Exercise and Water-Wellness. Our goal with offering memberships is to provide a first class experience for every member and help you in your fitness goals through a welcoming, safe environment.

The following information is being provided to inform you of the privileges and responsibilities of your Membership. Our goal is to provide you with the most professional service in an atmosphere that instills motivation, satisfaction and results.

Central Park Aquatics is in an ever changing and rapidly growing industry and can not anticipate every circumstance or question during our day-to-day operation. Therefore, the information contained herein is subject to change without notice and the interpretation of the management is final.

## *Facility Hours*

*The below times are hours that all or a portion of each will be available to use by adult members of the facility to use at their own discretion. Other programs may be offered at the same time in a portion of the facility and may be available at additional costs to members.*

	<u><i>Weight Room</i></u>	<u><i>Competition Pool (Jeff Rouse)</i></u>	<u><i>Warm Water Pool (Bill Shaw)</i></u>
MON	6:30 AM to 5:30 PM	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
TUE	6:30 AM to 5:30 PM	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
WED	6:30 AM to 5:30 PM	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
THUR	6:30 AM to 5:30 PM	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
FRI	6:30 AM to 3:30 PM	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
SAT	10:00 AM to 2:00 PM*	10:00 AM to 2:00 PM*	10:00 AM to 2:00 PM*
SUN	12:00 PM to 6:00 PM*	12:00 PM to 3:00 PM*	12:00 PM to 3:00 PM*

Closed ALL National Holidays

Check calendar for events and other closings

Monday, Tuesday & Thursday From November 1-February 1 the swimming pools closed from 4:30am-7:30am

\*Saturdays & Sundays may be closed during swim competitions (see website for dates)

The number of lanes may vary from time to time due to courses and other program offerings

During Thanksgiving Weekend (November 24-27) and PWC winter break (December 23-January 1) there will be significant limitations on the competition pool availability.

# *Facility Features:*

- The Functional Fitness room features an open space that can be used by individuals or groups to work on hundreds of different fitness modalities. Light weights, stability balls and other equipment is available to use in this room. Multiple TVs are stationed throughout the room for video directed exercises or stream one of over 80 DirecTV channels of education, entertainment, sports and music programming.
- Fitness Evaluations and Personal Training for land and aquatic based programs with Certified Professional Staff providing education, training and instruction for all Central Park Aquatics Members.
- **Bill & Hope Shaw Shallow, Warm Water Pool** 5 lane, 25 yard pool for fitness lap swimming, water walking, and vertical exercising as well as Post-Rehab and Care Giver Programming. The water temperature is kept between 84-88 degrees for comfortable entry and use by all ages
- **Jeff Rouse Competition Pool** 8 lane, 25 yard pool for fitness lap swimming, water jogging and deep water vertical exercising. The water temperature is kept between 78-82 degrees for more rigorous training to be done.
- Both pools have ADA compliant entry systems available.
- Both pools feature ultraviolet sanitization system, as well as Chloramine evacuators. (That's fancy talk for the pools are state-of-the-art, and they provide the most healthful environment for you and your family!
- Locker/Shower/Changing Rooms for both Men & Women. Over 90 lockers of various types available in each of the areas. Both dressing areas have ADA showers as well as a separate private "caregiver" specialty dressing and shower room.
- USA Competitive Swim Team operates at Central Park Aquatic Center – Occoquan Swimming ([www.swimoccs.org](http://www.swimoccs.org)).
- Nationally renowned Learn to Swim Program... with programs for infants to adults using Swim University curriculum.
- Therapy Services – Land Therapy and Rehab Services.
- Two Vending and Viewing Area overlooking the pools and Aquatic Center.
- Conference and Meeting Rooms available for rent.
- Central Park Aquatics offers Gift Certificates for all types of occasions. Stop by the Front Desk to inquire about a custom designed Gift Certificate for someone special.
- Central Park Aquatics offers Member Referral Rewards Stop by the Front Desk to inquire how you can qualify.

# *Central Park Aquatic Center* *at a Glance*

The 24,500 square foot Central Park Aquatic Center offers you one of the most modern and uniquely designed facilities in the country.

- Easy access off of hwy 234 and hwy 28 in Manassas with plenty of convenient parking including handicap allocated parking.
- Swimming equipment and apparel store located in the lobby (operated by Riptide Swim & Tri)
- 2,000 square feet of Classroom and Meeting Room space.
- 2,000 square feet of Land Wellness Area featuring Cardio and Strength Equipment and audio/visual featuring Direct TV
- 2,500 square feet of Changing Area rooms with privacy showers
- Over 2000 square feet of common areas with big reception entrance as well viewing areas with free WiFi and TVs in every room.
- Over 12,000 square feet (2 pools) of water dedicated to aquatic exercise, lap swimming and therapeutic use.
  - Bill & Hope Shaw Pool offers five lanes 25yards length in a shallow (3 ½ feet to 4 feet deep) warm (86-88degrees) water pool.
  - Jeff Rouse Pool offers eight lanes 25 yards length in a deeper (7feet deep) cooler (78-82 degrees) water pool.
  - Both pools are in the same building, same level, and wheel chair/handicapped accessible from all locker rooms.
- Two dedicated family changing rooms with full shower to allow for parents, spouses or caregivers of opposite sex for assisted dressing before and after pool use.

# Central Park Aquatics

## Membership Information and

### Definitions

<u>Membership Types</u>	<u>Definition</u>
<b>Single Membership</b>	A person 18 years or older
<b>Couples Membership</b>	2 people, 18 years or older, living at the same address
<b>Corporate Membership</b>	Ask for details at Front Desk

<u>Membership Types</u>	<u>Single Individual Adult</u>	<u>Family</u>
<b>Annual Membership Fee</b>	\$50.00	\$50.00

New members may request a tour and orientation of the facility and services upon registration

<u>Monthly Fitness Access</u>	<u>Single Individual Adult</u>
See Facility Hours Note all the amenities are not available at all times during the normal operating hours.	18-60 yrs old - \$30.00/month (\$330/yr) 60+ yrs old - \$25.00 (\$275/yr)  Monthly fees are paid monthly via auto payment

<u>Central Park Member Services</u>	<u>Daily/Monthly</u>	<u>Yearly</u>
Towel Service (Coming Soon)	\$4.00 per day/ \$10.00-per month	\$60.00
Personal Training Aquatic or Land based	\$40.00 per 30-minute session by appointment only	
Group Exercise Class (in water & land) (Coming Soon)	Classes vary \$5-\$20 and will offer discounts for multiple visits	
Guest Fees/ One-Time Visitor Pass	\$10.00 per visit	
Guest Fees/ One-Time Visitor Pass Accompanied by active Central Park Member	\$5.00 per visit	

<u>Specialty Education Programs</u>	<u>Daily/Monthly</u>	<u>Yearly</u>
Swimming Lessons	8 classes per session (\$96)	Discounts available for annual/long term lesson commitments
Personal Swimming Lesson	\$40/30-minute session	

<u>Specialty Program Types</u>	<u>Definition</u>
Family Swim	<p>Select Times</p> <p>These special parent and child open swims offer an opportunity for parents to work and play with their child in an open swim environment to continue to foster the love of the water.</p> <p>Alternatively, a daily fee of \$10 per adult is payable</p> <p>Guests of members (non-family members are admitted at the guest visit rate of \$5).</p> <p>Any monthly Central Park Aquatics Membership allows the adult member free access.</p> <p>Guest may attend with member present</p> <p>Only designated areas of the pool and facility will be open during Family Swim Times. Other restrictions and limitations apply to enforce a controlled, safe environment for families. All kids must be accompanied by an adult.</p>

The following pages contain Central Park Aquatics Policies, Procedures and Member Protocols.

Central Park Aquatics strives to make all Policies and Procedures fair and just for a safe and rewarding experience every time every member visits the facility.

By enrolling in a program with Central Park Aquatics, each Central Park Aquatic Center Member agrees to adhere to all stated Policies, Procedures and Protocols as well as any restrictions that may apply.

Questions and clarifications of any Central Park Aquatics Policy and Procedure can be obtained via the Facility Staff.

## ***Land Fitness Area*** ***Policies and Procedures***

- 1.) Central Park Aquatic Members are required to check-in at the Front Desk prior to accessing the facility. A basic orientation is required before using any equipment.
- 3.) No children are allowed in the Land Fitness areas unless directed by fitness staff or as part of a program provided for them.
- 4.) Appropriate workout attire required. Jeans, sharp objects in pockets and improper footwear may damage equipment and create an unsafe workout.
- 5.) Only water in plastic bottles (with caps) are allowed in Fitness Areas and Pools. All other food and drink may be consumed in the Viewing Area.
- 6.) Please allow other Members to work through machines and areas, if you are doing multiple sets. Do not just sit on the station if others are present.
- 7.) Please return all equipment to the proper area. Please use a towel to wipe clean the machines.
- 8.) No swearing, abusive, offensive or inappropriate language.

- 10.) There are lockers provided in the changing rooms as well as the fitness area. Please keep bags, jackets and other belongings out of the workout areas.
- 11.) Please ask for assistance for any Audio/Video needs.
- 12.) Please check with Front Desk concerning Personal Training Policies.
- 13.) As with all areas of Central Park Aquatic Center, please be considerate when using any perfumes/colognes/ deodorants.
- 14.) Fitness center hours and access (except on holidays and during events) for exact schedule and times visit online calendar.
- 15.) Land Fitness access defined as

<i>Weight Room &amp; Fitness Studio</i>	
MON	6:30 AM to 5:30 PM
TUE	6:30 AM to 5:30 PM
WED	6:30 AM to 5:30 PM
THUR	6:30 AM to 5:30 PM
FRI	6:30 AM to 3:30 PM
SAT	10:00 AM to 2:00 PM*
SUN	12:00 PM to 4:00 PM*

\*Saturdays & Sundays limited on some weekends due to swimming competitions

# *Aquatic Program*

## *Policies and Procedures*

- 1.) Members are required to check in at the Front Desk via scanning Central Park Aquatics Membership ID Card.
- 2.) A Safety Orientation tour is required for all new Aquatic Program Members.
- 3.) Members must be a minimum of 18 years old to utilize Pools during the fitness hours except under the direct supervision of specific training programs.
- 5.) The Virginia Department of Public Health requires any and all Central Park Aquatic Center Members to shower before entering Pools. Swim caps are required for hair over 4 inches long.
- 7.) Aquatic apparel other than a normal swim suit must be pre-approved before entering pool.
- 8.) Plastic Water Bottles ONLY are allowed in pool area. Other nutritional items may be



consumed in Viewing Area.

- 9.) Lap Swimmers are limited to “Lap Swimming” Lanes (this includes, but is not limited to: kicking, swimming, snorkeling). No “swimming” is allowed in any other part of any pools that are designated for other types of fitness programming.
- 10.) Water Access Defined:

	<u><i>Competition Pool (Jeff Rouse)</i></u>	<u><i>Warm water Pool (Bill Shaw)</i></u>
MON	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
TUE	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
WED	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
THUR	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
FRI	7:30 AM to 2:30 PM	4:30 AM to 3:30 PM
SAT	10:00 AM to 2:00 PM*	10:00 AM to 2:00 PM*
SUN	12:00 PM to 3:00 PM*	12:00 PM to 3:00 PM*

## ***Locker, Shower and Changing Area Policies and Procedures***

- 1.) All lockers should be kept locked at all times; however all locks must be removed each night. Locks left overnight will be removed and valuables inside locker will be placed in the lost and found for the facility.
- 2.) Please do not put stickers, name tags, write on or in any other way customize / decorate the inside or outside of the locker.
- 3.) Please do not get talcum/baby powder on the carpet or tile. This presents a health and safety hazard. If you must use powder stand on your towel and then fold the towel so the powder does not get on the floor.
- 4.) Do not attempt to stand on the benches. They are for sitting and changing only.
- 5.) If you have “Towel Service” you may pick up a Towel from staff at the front desk on checking in. One small hand towel and one large shower towel is allowed each day.
- 6.) Please do not leave Central Park Aquatics Towels in the Locker Room. Please return the used towels to the Laundry Room door.
- 8.) Please do not leave wet suits, wet towels, or dripping equipment in your locker. We will remove items that are causing a problem and notify the Member.
- 11.) A 100% water soluble shower gel is provided for each shower and is required by the Virginia

Department of Public Health to be used before entering pools. You may use your own shampoo/conditioner after exiting the Pool, however, we ask that you do not use these or any other products (bar soap, lotions, cleansers, oils etc...) before entering the Pool.

13.) Please do not use the Infant Changing Station for children over 40 lbs.

15.) Bags should be kept in lockers only. Do not leave items on the benches or hanging unless you are in the changing room.

## **ADULT FITNESS CENTER TIMES**

1.) Children under the age of 18 years old may not be in the facility (other than viewing areas) unless enrolled in one of the Central Park Aquatic Programs or admitted as a guest of a member of the facility.

2.) There will be no running, rowdy behavior or excessive noise allowed anywhere in the Facility during the adult fitness times.

3.) Children with adults must stay in the Viewing Area.

3.) No children are allowed in or around the Fitness Area unless in a specific fitness program.

4.) No children may be in the Changing/Showering Area unless accompanied by an adult.

5.) Central Park Aquatic Center is Adult Membership based. One of our promises to our Members is the privacy to workout in a controlled and relaxed environment. This includes but is not limited to, providing an environment free of excessive noise from children or children being present during their workout.

6.) We firmly believe that the Occoquan Swim Team and Lessons programs are assets to our facility. We ask that parents keep their children under control according to the above policy. Parents are responsible for the actions of their children while at the facility.

# *Accounts Payable And Receivable*

## *Policy and Procedure*

- 1.) Annual Memberships are valid from the day of sign up through the corresponding day of the following year. (12 consecutive months)
- 2.) All Central Park Monthly Programming is valid for the current month paid for. If a member joins between the 1<sup>st</sup> and 10<sup>th</sup> of any month, the full month payment is due in order to utilize the facility. If a member joins between the 11<sup>th</sup> and 20<sup>th</sup> of any month, ½ of the monthly fee is due. If a member joins after the 20<sup>th</sup> of any month a daily rate (based on the number of days remaining that the facility is open (not on the member's participation) will be billed at \$5 per day (but no more than ½ of the monthly rate).
- 3.) Central Park Aquatics does not require any yearly contract for services, however, upon registering with Central Park Aquatics for the year, your account will be billed the monthly fees unless a 30 day notice to cancel is provided.
- 5.) All statements are available after the first day of the month and if your account is not set with an auto processing, fees are due by the 10<sup>th</sup> of the month. Any balances left unpaid by the 28<sup>th</sup> of the month will incur a \$15.00 late fee.
- 6.) Dues such as Annual Membership, Guest Fees, Towel Fees, Personal Training, etc. may be billed to your account and may affect the total of your monthly statement. If you have any questions please do not hesitate to contact the Central Park Front Desk
- 7.) Payment for Services:
  - A.) Members may pay via personal check, money order, or Visa/MasterCard. (mail or drop box) We do not accept cash payments for services or fees.
  - B.) Members may place credit card on file at the time of registering will automatically bill your card when your statement comes due.
- 8.) Accounts more than 30 days past due will be contacted via the Central Park Aquatics Billing Office. If the payment is not received within 7 days after notice has been made, a \$15.00 Administrative Surcharge will continue to be added to the account.
- 9.) After 60 days past due, the Member will no longer have access to the Facility, Programs or Services until the account has been brought to a "\$0" balance.
- 10.) Central Park Aquatic Center has a \$20.00 Returned Check Fee for all checks returned for any reason.
- 11.) Daily Guest Fees are \$10.00 per day for use of the entire facility during the times the areas are open to members
- 13.) Central Park Aquatic Center Members taking advantage of the "Couples Discount" are subject to the

following requirements. Both Members must be ACTIVE for the discount to apply that 30 day period. If only one Member is active, the non discounted rate applies and will be billed accordingly.

- 14.) Personal Training sessions may be contracted and paid for via the following:
- A.) Payment may be made on the day of service via check or Visa/MasterCard.
  - B.) Members may place credit card on file at the office and Central Park Aquatics will automatically bill your card when your statement comes due.
  - C.) Pre-payment of PT sessions is recommended
  - D.) A maximum of 4 Personal Training (land or water) sessions can be charged to an account before a payment in full is required.

17.) No merchandise from Riptide Swim & Tri or any services from the Occoquan Swim Team may be charged to you Central Park Aquatics Account. These are totally separate businesses with separate billing policies and procedures.

# *Seminars... Workshops...* *Meetings... Functions And* *Special Events*

Central Park Aquatics Health & Wellness Center offers a 470 square foot Conference Room, class room chairs, conference tables and Audio Visual equipment. The room comfortably seats 16 board-room style and 30 classroom style. The room is available to reserve under the following conditions:

- 1.) Rental rates are \$70 for the first hour and \$50 per hour or any part of an hour thereafter.
- 2.) Available Hours: Monday - Friday 7:00 am - 9:00 pm. Saturday and Sunday on case by case basis.
- 3.) Advance reservations for the room are required along with a \$70 non-refundable deposit which will be credited towards the rental rate.
- 5.) Outside catering must be pre-approved.
- 6.) Renters are subject to a exit inspection of the Conference Room and will be held liable for any and all damage that occurs.
- 7.) Renting the Conference Room does not automatically give attendees Pool or Membership privileges. A Guest Package can be arranged with the Front Desk so the attendees can swim, or work out in the Fitness Areas on the lunch break or after the meeting.
- 8.) Special rates and discounts are available to non-profit organizations, boy scouts, girls scouts, board of directors, etc. Inquire at front desk.