



MEMBERSHIP GUIDELINES

JOIN THE **PAC**

PONYACTIVITYCENTER

The PAC will be available for community members to use at specified times. The facility will have the following areas available for members to use:

- Indoor walking/running track - 9 laps per mile
- Weight Room - 5600 sq feet
- Cardio Room - 2400 sq feet
- 4 High School Gymnasiums
- Stretching/Resistance Weight Area
- Locker rooms with a shower



***The schedule to the PAC will vary. Use the online schedule of each area to verify access and programming. This schedule can be found at stillwaterschools.org/PAC/**

The Community Education Catalog is also an option to review programming and class offerings. The Community Education Catalog can be found at stillwater.ce.eleyo.com

Tournaments and community youth athletic association groups will use PAC gymnasiums. These will be posted on the individual calendars listed on the PAC website.

The PAC will be closed on any date that is considered an all district holiday. These dates typically include: Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Day, New Year's Day and Memorial Day.

Membership Information

- The PAC offers memberships for 30, 60 or 90 days. Recurring memberships are also available.
- Register online for a PAC membership - stillwaterschools.org/PAC or in person at PAC.
- Membership payments should be made online.
- Recurring memberships are automatically withdrawn from your checking account or credit card. This can be set up any time during the month, but automatic payments are due the 1st of the month.
- All daily visitors and members must present a valid state-issued identification card. The card will be scanned into our visitor management system to comply with district guidelines.
- When using the facility, always enter through the door 11W, the PAC entrance
- A key card will be issued to all members. This key card should be brought each time you visit for check in purposes.
- All members must have their picture taken to verify the identity of members.
- If you forget your key card, your picture will be stored in our system to verify membership status and you are able to provide your name for reference.

Steps for PAC membership

1. Discuss any questions about guidelines and daily schedule with PAC staff on the phone or in person. Call 651-351-8036 with any questions.
2. Determine which type of membership you want to purchase.
3. Register online for PAC membership - stillwaterschools.org/PAC or in person at the PAC.
4. Purchase memberships and/or day pass online and electronically sign Membership Guidelines and COVID-19 Waiver and Release Form online.
5. Come to the PAC for ID check
6. Take a picture for membership identification
7. Sign PAC Membership Guidelines and COVID-19 Waiver and Release Form (If membership is not purchased online).
8. Receive membership key card. (Replacement costs \$2.00 each)
9. Register on your own for health care reimbursements, if applicable at nicharewards.org

What you will need to sign up for a membership online or in person:

1. Valid state issued identification
2. Payment method - cash, check, debit or credit card (Visa, MasterCard & Discover)
3. A voided check and current insurance card must be presented if you intend to apply for healthcare reimbursement at the PAC.
4. If you would like to register for healthcare reimbursement online, you do not need to bring in your health insurance card and a voided check. You will need to enter this information at nihcarewards.org



Daily Passes

Daily passes are available for individuals to purchase. Day passes for guests should be purchased online prior to your visit. Day passes can be purchased in advance or on the day of use. Day pass guests must check in. Individuals 18 and over, wanting to purchase a daily pass, must present a valid state-issued identification card. The card will be scanned into our visitor management system to comply with district guidelines. Students must present a school issued identification if they have not been issued a state ID card.

- Senior Citizens (62+) and students, ages 12-21 may purchase daily passes for \$4.
- Adults, ages 22 - 61 may purchase daily passes for \$6.
- Children ages 5-11 must be accompanied by an adult when using the PAC
- Children in a stroller are not charged for a daily pass.
- Children under 5 are not charged a daily pass.

Children ages 13-17 must have their parent/guardian permission to use the PAC. If purchasing the day pass online, the parent/guardian will sign off via electronic signature. If purchasing in person, the parent/guardian must sign off on the paper form. The waiver can be found at Stillwaterschools.org/pac if you would like to print off in advance.

The PAC will serve many groups: members, school teams, spectators, students, youth associations and classes. In order to differentiate between the groups, wristbands are issued to daily pass guests.

PAC Monthly Memberships and Daily Rates:

	Track Only	Youth	Senior Citizen	Adult	2 Adults	Family
Criteria	All ages*	Age 12-21*	Age 62+	Age 22-61	Living in same household	2 adults and dependents living in same household
District Resident	\$11/person	\$11	\$16	\$22	\$33	\$44
Non-District Resident	\$17/person	\$17	\$22	\$33	\$44	\$55
Daily Rate	--	\$4	\$4	\$6	--	--

PAC Use Age Guidelines	
*Children ages 11 & under	Must be accompanied by a parent or guardian at all times in the PAC.
*Children ages 12-13	May use the PAC, so long as parent/guardian is somewhere in PAC Building.
*Children ages 14 & older	May use the PAC alone and do not need a parent or guardian present in the building.

Health Care Reimbursement

The National Independent Health Club Association (NIHCA) is the organization that will process reimbursements into your account. The PAC will turn in a monthly report to NIHCA and they will reimburse individuals that meet the required number of workouts. Reimbursements qualify for one visit per day. Two visits in one day will not qualify as 2 workouts. Your reimbursement will be sent to you directly from NIHCA and will be applied at the end of the next month. For example, if you meet your required monthly workout quota in June, you would receive the reimbursement at the end of July.

Register for health reimbursement online at nihcarewards.org. When signing up for these reimbursement programs, please have your health insurance card and a checking account number with you. These documents are required for registration.

Cardio and Weight Rooms

The Community Education equipment, cardio room and weight room at the PAC includes exercise machines, stretching areas, strength and weight equipment. This area is available for PAC members and daily pass visitors. *It is not available to those that have a track membership only.*

Orientation

If you would like a free orientation on how to use the cardio or weight equipment, please give your name and number to PAC staff member and you will be called to set up an orientation. This orientation will provide an overview and basic understanding of each machine.

Age Guidelines*

- Children ages 14 and above may use the cardio room or weight room after they have had proper training through:
 - Signature from Stillwater Area Public Schools Physical Education Courses
 - A PAC Cardio and Weight/Strength Orientation
 - Pony Power and Performance Training or similar offering within the school district
- Adults with proper training in weights, strength and/or cardio machines may use these rooms without an orientation.

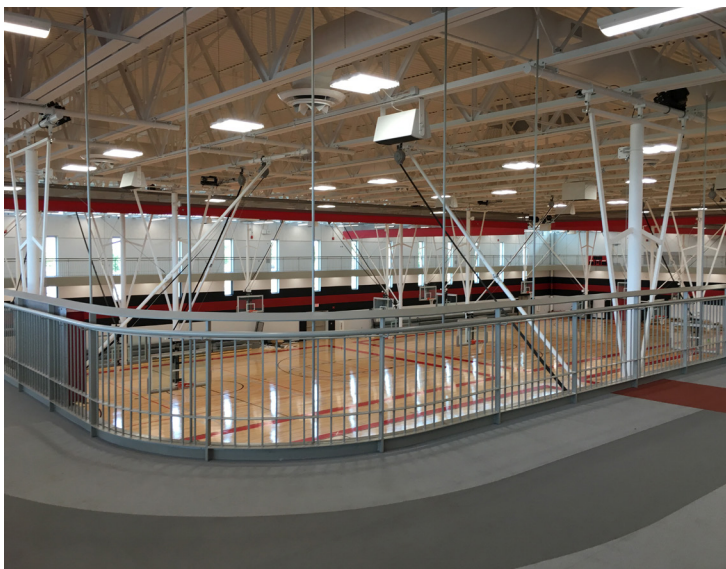


PAC Gymnasium Courts #5-8

Play basketball, soccer, volleyball, pickleball and more in the gym—it's all included with your full access membership. This does not apply to track only memberships. Open gym offerings are also included in your membership. Open gym designated for adults is for individuals ages 18 and over. Review the schedule to find out availability. You will need to provide your own equipment such as basketballs and volleyballs for personal use. If you have a group that would like to organize an open gym activity, please contact the PAC.

The Gym is a shared space

Physical education classes, high school games, Community Education classes, open gyms and rentals share PAC spaces. The gym schedules are posted online for PAC members and visitors to view in advance. You can find the schedules located on the PAC website: stillwaterschools.org/PAC



Indoor Track

- The track may be used for walking or running.
- 9 laps equals one mile from lane 1 of the indoor track.
- Outermost lane is used for passing only.
- Track rules are posted along the track for reference.
- Walkers and runners should always move on the inside lane to allow for passing on the outside lane.

Fitness Classes

Group fitness classes are offered by Community Education and require a separate registration and fee. There are many adult and youth enrichment activities that include cardio, dance, strength and yoga. Please visit the Community Education catalog or call (651-351-8036) to determine which classes qualify for health care reimbursement and to complete advance registration. Participants do not have to be a PAC member to register for Community Education fitness classes.

Punch Cards

Punch Cards to attend fitness classes held in district buildings are available for purchase. The classes that qualify for the punch card are listed in the Keep it Moving section of the Community Education catalog. Pickleball and private studio classes are not included.

5 punch card.....\$50 10 punch card.....\$100

Check Community Education Online for updated programming availability of this program based on MDH Guidelines for COVID-19.



Community Fitness Activities

On select Friday evenings, Saturday mornings and afternoons, families and adults have access to athletic facilities at Stillwater Middle School, Oak-land Middle School, the Pony Activity Center and Early Childhood Family Center. These events are free for PAC members and community members

who register in advance. At Stillwater Middle School, access to the pool, weight room and gym activities is available. At Oak-Land Middle School, access to the gym and cafeteria for young children is available. At the Pony Activity Center, participants will have access to the gymnasiums, indoor track, cardio and weight room. Check the Community Education calendar for upcoming dates.

- **Children under 10 must be accompanied by an adult.
- **Weight room and cardio users must be at least 14 years old with required training.

Community Fitness Activities is a free event for all participants. Pre-registration for each date is encourage and appreciated. You are able to attend and sign-in as a walk-up.

Locker Rooms

Lockers are available for daily use by members and visitors. Please bring your own lock and remove it at the end of each visit. Locks left overnight on lockers will be removed. PAC Staff will not be responsible for safekeeping valuables. Electronic devices with cameras are not to be used in the locker rooms.

There are locker rooms located on the second floor. These locker rooms have one bathroom, locker stalls, changing area and one shower. Towels are not provided.

There is one family bathroom located on the first floor. This bathroom should be used when children accompany a parent or guardian of the opposite sex.

By offering separate changing areas and individual and family locker rooms, we believe everyone can find a reasonable solution which will allow all members to have access to our facilities.

Individual lock boxes are available to members and guests to lock up phones, keys and wallets. Lost keys are replaced for \$15.

Weather and Facility Closing

The PAC will follow school and facility closure guidelines in accordance with district policy for inclement weather. Facility closures will be announced on the PAC website, via email to all members when possible and on local media channels. All efforts to communicate closures in advance will take place, however unforeseen circumstances may require a portion or the entire facility to be closed or restricted for construction, repair, health and/or safety reasons. If the PAC opens, before a decision has been made to close school due to inclement weather, the PAC will determine within the next hour the decision to stay open or close and communicate to PAC members. The PAC reserves the right to close certain parts of the facility for major events that would impact your ability to effectively use the PAC.

Lost and Found

The PAC is not responsible for any lost or stolen items. Contact the front desk to retrieve lost items. Items that are not recovered will be donated to a local charity.

Cancellation Policy

The PAC does not have long-term or annual contracts with its members. Membership runs on a month-to-month basis with automatic monthly withdrawal of membership dues or payment in full. Membership is not based on facility usage, therefore monthly membership dues will be withdrawn or paid in full whether or not members use the facility. Notice must be provided by the account holder in one of two ways: in writing or in person at the PAC.



Cancelling a Monthly Recurring Membership

If you are registered for a monthly recurring payment membership (that is not for a specified term or commitment period), you may cancel by providing notice to the PAC office at least 5 business days before the first of the month. Upon your request to cancel, all future monthly payments will be stopped. Your current membership will remain active until the end of the month.

Flexible renewal options with a variety of membership durations allows members to end their membership for personal reasons without penalty or additional fees. Re-register at the PAC when you wish to resume.

Cancelling a Prepaid Monthly Membership

If you have purchased a fixed-time (30 Day, 60 Day, 90 Day) membership and paid the balance in full, you must provide notice to the Pony Activity Center office 30 days before the expiration date to receive a refund. All cancellations given with a 30 day notice will be charged a \$5.00 processing fee and refunded the remaining monthly amount. No refunds are given if there is less than 30 days on your contract.

Membership Suspension or Termination

The PAC reserves the right to suspend or terminate membership, for you or any member on your membership, at any time for a failure to comply with these or any of our other rules, regulations, procedures or policies (which may be amended as necessary), or for conduct we determine to be improper or contrary to our best interests. A membership that is terminated will stop payment at the end of the month and no refund is given. If a membership is suspended, payment to the account still occurs.

Students suspended from school are unable to be on school grounds, therefore they are unable to use the PAC.

PAC Common Courtesies

- Avoid cell phone and camera use while working out.
- Food and drink (other than water) is not allowed.
- Be courteous to others waiting to use equipment—if you see people waiting, allow others to participate.
- Observe safety guidelines and precautions when using fitness equipment—like using spotters and collars, when appropriate.
- Clean equipment with provided disinfectant wipes before and after use.
- Return all equipment to its proper place after use.
- Proper use of aerobic, strength and weight machines will be enforced.
- Slower walkers and runners should use the inside lanes of the track.
- While passing a person on the track, pass on their outside shoulder.
- Strollers and walking assistance devices should use the inside lane.
- Wait to enter the space or set up equipment needed until the previous class/group is finished.
- Earbuds should be used when using the weight room. Access to the speaker system is granted to district employees working in the weight room.



PAC General Policies

- PAC members and day pass guests must comply with COVID-19 guidelines set forth by the Minnesota Department of Health. Non-compliance may result in access to the facility.
- Members are required to sign PAC membership Guidelines and COVID-19 Waiver and Release Form prior to using the PAC.
- **Proper Conduct.** We strive to uphold a safe, fun, family-oriented environment. As such, we expect proper, respectful conduct on the premises at all times. We do not permit disrespectful conduct toward our members, guests, employees, vendors or property including, but not limited to vulgar, profane, indecent, offensive, violent, hostile, aggressive, threatening, harassing, stalking, fraudulent or other inappropriate conduct or communications.
- **Weapons.** You may not bring or use weapons of any kind on the premises for any reason.
- **Proper Attire.** You must wear proper attire at all times, including shirts and shoes, unless noted in a specific area. Wear clean, closed toe, non-marking shoes. Spikes and cleats are not allowed on the indoor track. The PAC will follow school district guidelines for proper attire. *stillwaterschools.org/dresscode*
- **Membership Cards and Check-In.** As a member, you should remember to bring your key card for entry.
- **Locker Rooms.** We expect proper etiquette in our locker rooms. You may not use an electronic device equipped with a camera in our locker rooms.
- **Security.** Secure coats, bags and valuables in a locker or lock box—the PAC is not responsible for lost or stolen property.
- **Injuries.** If you are injured while on the premises, please seek immediate assistance from an employee of the PAC. An employee can provide or arrange for appropriate medical assistance and must complete an incident report.
- **No Personal Training by Members or Guests.** You may not solicit or conduct any personal training on the premises, with or without compensation. The PAC retains sole discretion to determine whether a member or guest is engaged in personal training.
- **Leagues.** You may not organize your own informal or formal sports leagues, tournaments or programs. The PAC retains sole discretion to determine whether a member or guest is engaged in organizing or participating in non-PAC league play.
- **Cell Phones and Other Mobile Devices.** Cellular phones and other mobile devices may not be used in photograph or video mode in any locker room or bath room for the security and comfort of members, students, staff and guests. Please use common courtesy when using mobile devices in all areas of the center. Violation of this policy can result in consequences up to termination of membership.

- **Photography and Video.** Professional photography and recording of video on the premises is not allowed without the advance approval of the Activities Office or PAC Office. Personal photography is allowed in public areas of the PAC only. You must have consent to photograph any other member, guest or team. No photography or cameras of any kind are allowed in any locker room or rest room.

The Community Education Department allows certain team members to take images of members and guests for communication purposes. If you do not wish to have images taken by our employees, please let the team member know, so that you can opt out.
- **Drugs and Alcohol.** You may not use, possess or sell any illegal drug or alcohol on the premises, including but not limited to anabolic steroids or other illegal growth-enhancing substance. You may not use our equipment, services or programs while under the influence. You should not use, or should stop using, any equipment, service or program if your prescription medication adversely impacts or influences your ability to safely use it.
- **Smoking.** You may not smoke, chew or use any other tobacco or electronic cigarette products on the high school premises. This includes any outdoor areas (e.g., sidewalks or parking lot).
- **Animals.** You may not bring any animal on the premises unless it is a service animal performing its duties in the care of a person who requires its assistance or is an on-duty law enforcement animal ("exempt animals"). All exempt animals must meet appropriate requirements and must be removed immediately if it causes a disturbance, interrupts the work of others or poses a health or safety risk to those who are exposed to it. The animal's owner must promptly remove animal waste and is liable for any damage caused by the animal.
- **Illness.** You may not enter the premises if you have a contagious illness that may be transferred through ordinary use of our equipment, services or programs. You must cover exposed lesions or rashes.
- **Damage to PAC.** You may not damage the PAC in any way, including but not limited to any damage, or theft of, exercise equipment, supplies or other PAC property. If there is damage to the facility or equipment, the individual or family is responsible for paying for it.
- **Facility Use.** Stillwater Area Public Schools has a Facility Use Policy (R #4.1) that any non-district group activity or event must be scheduled and obtain a permit to utilize district space(s). This includes all activities and events (examples: meetings, celebrations, personal training and tutoring sessions). Failure to comply with this policy could result in asking guests or members to leave the premise, suspension of PAC access or termination of membership. Please see the PAC office for further details.

Inherent Risk Statement

There is an inherent risk of accident and injury in any activity. It is the responsibility of the participant to be aware that there are assumed risks in using the PAC and any associated class/programs. Stillwater Area Public Schools assumes no responsibility of injuries received during activities. Any changes in participant's current physical activity level should be done under the approval and direction of their physician and/or health care provider(s).

COVID-19 Waiver and Release form

Consistent with Executive Order 20-74, Stillwater Area Public Schools will begin allowing limited access to the Pony Activity Center/Stillwater Area High School for community fitness use. All members and day pass guests must adhere to the applicable COVID-19 Minnesota Department of Health and Stillwater Area Public School guidelines.

Due to the highly contagious nature of the current COVID-19 virus outbreak and potentially any other virus that can be contracted from both symptomatic and asymptomatic people, Stillwater Area Public School District assumes no responsibility for the contraction of any illness resulting from use of the Pony Activity Center/Stillwater Area High School. All participants are required to comply with social distancing expectations. Failure to do so could result in cancellation of membership and/or day pass privileges. The Pony Activity Center will not be responsible for determining whether or not any participant has or does not have COVID-19 or any other illness before, during or after use of the facility. Anyone having any illness is required to not attend the activity this permit was issued for. It is the school district's recommendation that during the COVID-19 pandemic that the participant consult their doctor before participating and follow the CDC and MDH guidelines.

Members and/or day pass guests certify that they will comply with any applicable Executive Order from the Governor of Minnesota regarding use of the Pony Activity Center/Stillwater Area High School.

Members and/or day pass guests understand that if they display any of the symptoms of COVID-19 they are NOT to come to the Pony Activity Center and Stillwater Area High School and must be quarantined for 14 days.

Parent/Guardian Permission Statement

I certify that I am a Parent/Guardian and give my child permission to use the Pony Activity Center under the PAC Membership Guidelines.

Privacy Policy

The PAC will follow Stillwater Area Public Schools District Privacy Policy.

