

**VILLAGE OF TARRYTOWN  
VILLAGE ADMINISTRATOR'S OFFICE  
MEMORANDUM**

TO: Joe Arduino, Recreation Supervisor  
FROM: Josh Ringel, Assistant Village Administrator  
CC: Richard Slingerland, Village Administrator  
FILE  
RE: Recreation Department Fitness Center Rules and Regulations  
DATE: October 21, 2020

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On October 19, 2020, The Board of Trustees Adopted the below set of Rules for the Fitness Center. These rules should be made up at a print shop and posted conspicuously in fitness center where members can review them easily. The rules should also be posted somewhere on the Parks & Recreation Department Page. Please also pin/attach the COVID-19 rules hat we set (can be printed on standard 8.5x11) to the formal rules once you've had them printed up.

**MEMBERSHIP TYPES:**

Adult Membership	Ages 18 through 60 years old
Senior Membership	Any person 60 years of age or older
Family Membership	Consists of Two Adults and (any number of) Children/Dependents, living in the same household Ages 13 to 22 years of age:
College Membership	Persons aged 17 to 22 with proof of active student status
Guests	limit of 2 guests per visit

**RULES AND POLICIES**

- You must submit your membership ID card to enter the Fitness Center every time you use the facility. On the rare occasion that a member does not have their card, they may produce another form of identification to check the system for valid membership.
- The Village reserves the right to ask any person using the gym to provide proof of active membership or identification so such membership can be confirmed.
- Gym members must be a full-time resident of the Village of Tarrytown or a Village of Tarrytown Employee.

- If you wish to change a radio or television station, please alert the front desk and we can assist in the changing of the station or channel. Personal headsets or earbuds are welcome as long as the volume is not disruptive to others. No personal boom boxes, blue tooth speakers or stereos are allowed.
- Food is not allowed in the Fitness Center or in the Studio Room. Closed beverage containers are permitted. No glass containers are allowed.
- Please wipe down the equipment after each use.
- Taking or Making phone calls in the fitness center or studio is prohibited.
- If equipment is moved from a designated area, we ask that it is returned to its original place after you are done using it.
- We provide a towel service for you or you may bring your own towel. If you borrow a towel, you must leave your membership ID at the front desk. You then exchange the towel for your ID on your way out of the fitness center.
- Athletic attire and the proper footwear must be worn in the Fitness Center.
- Fitness Center members are not allowed to leave bags or backpacks in the workout area. All personal belongings should be left in the lockers. Jackets can be hung up on the rack outside of the Fitness Center.
- Weight plates are not to be leaned against equipment standards, mirrored walls or machines.
- After utilizing equipment, please remove weights from a bar and return plates and dumbbells to their proper storage areas.
- Fitness Center members should report all equipment malfunctions, personal injuries, and specific concerns immediately to the staff.
- A Fitness Center member is not permitted to use the Studio Room if the room is being occupied by a class or an instructor for a group of 5 or more persons.
- Studio schedule is subject to change whenever new programs are added.
- Programs that are taught and classes held in the Studio Room are not limited to Fitness Center members.
- Personal Training is limited to Fitness Center Members. All personal trainers must be contracted with the Village of Tarrytown (i.e. no outside personal trainers) or be fellow members of the fitness center.

- The Fitness Center hours maybe adjusted due to inclement weather, holiday or public health threat.
- Please adhere to 30 minutes of use on designated machines when other members are waiting to use said machine.
- The Fitness Center is not responsible for the storage of members' valuables.
- You are expected to act in a courteous and respectful manner. You are required to follow the instructions of the Fitness Center staff at all times. Profanity, yelling, rude or boisterous behavior will not be tolerated.
- Liability: Participation in any of the activities of the Village of Tarrytown Recreation Department is done so at the individual's own risk.
- Refund Policy: Refunds are issued only for the following reasons:
  1. A full refund will be issued for any program canceled by the Tarrytown Recreation Department.
  2. A refund request because of illness or an injury must be accompanied by doctor's note.
  3. All refunds will be prorated based on the date received with a \$10.00 processing fee attached.
  4. Please note that the participant assumes the risk of all changes in personal and business affairs.
- Individuals who do not comply with the established policies may be asked to leave and/or may have their membership suspended.