

WELCOME!

We are glad you became a member of the Central City Convention Center! This center exists to promote wellness of the mind, body and spirit for citizens of all ages by providing a facility for education, recreation and physical fitness. We will strive for excellence in each area of our facility. Each area should be clean, our staff should be courteous, our equipment should function as designed and our classes should be scheduled to maximize participation. Whenever we do not measure up to these expectations, please do not hesitate to tell us. We hope your experience at the Central City Convention Center is enjoyable, and we encourage you to take full advantage of the programs and services offered. Attached is information about our facility. We hope this handbook will answer many questions you might have concerning the facility, but if you are in need of additional information, please contact the CCCC at (270) 757-1723.

Again, welcome to our facility!

Tammy Piper, Executive Director
Lindsay Ward, Assistant Manager

Central City Convention Center
320 Golden Tide Avenue
Central City, KY 42330
(270) 757-1723 Phone
(270) 757-1753 Fax

Hours of Operation:

Monday – Friday 4:30am – 9:30pm
Saturday 6am – 6pm
Sunday 1pm – 7pm

Outdoor Pool and Spray Park (Seasonal ONLY):

Monday – Saturday 9am – Noon (Members ONLY)
Monday – Saturday Noon – 6pm (Open to the Public)
Sunday 1pm – 6pm (Open to the Public, No Members ONLY Hours)

PLEASE READ MEMBERSHIP HANDBOOK THOROUGHLY!

USER FEE PLANS AVAILABLE:

- *Family:** Family user fee payment plan includes a man and a woman legally married, or a single parent, with children under the age of 21, living in the same household that are legal dependents as defined by the IRS. *There will be an additional \$10 fee per person, per month for families with more than 6 members. *Unmarried children (dependents) with dependents—as well as other adult members living in the same household—MUST obtain their own family membership.*
- Couple:** Couple user fee payment plan includes a man and woman legally married.
- Senior Couple:** Senior Couple user fee payment plan includes a man and woman legally married, with either spouse being at least sixty (60) years of age.
- Adult Individual:** Adult Individual user fee payment plan includes a person eighteen (18) years of age or older.
- Senior Individual:** Senior Individual user fee payment plan includes a person sixty (60) years of age or older.
- Student:** Student user fee payment plan includes any person currently enrolled as a full time student (a minimum of 12 hours per semester enrolled for college students; 6 hours in summer sessions). Full time college students who are between semesters during the summer break will qualify for this plan during the summer break. High school students who are at least sixteen (16) years of age will also qualify for this plan.
- Corporate:** Corporate user fee payment plans are offered to local businesses willing to pay for employees' user fees to CCCC. Beginning March 1, 2015, in order to receive a corporate discount, all memberships MUST be paid in full, withdrawn monthly via EFT or payroll deducted from the employer.
- Veteran:** Any person having received a discharge (other than a dishonorable discharge) from any of the armed forces of the United States, including the US Coast Guard.
*Veterans shall receive a discount of ten percent (10%) from the user fees. However, multiple simultaneous discounts shall not be applied. For example, no additional discount shall be applied to a Senior rate or Student rate which are already set at less than the regular user fee.

The CCCC reserves the right to ask for proof of IRS status or other pertinent documentation regarding marital status, proof of dependency and / or verification for full-time student enrollment. All memberships include use of the outdoor pool and spray park at no additional charge.

USER FEE STRUCTURE:

*FAMILY	\$51
COUPLE	\$46
SENIOR COUPLE	\$33
ADULT INDIVIDUAL	\$33
SENIOR INDIVIDUAL	\$21

STUDENT	\$26
DAILY USER FEE NOT UNDER ANY PLAN, PER PERSON	\$7 / PERSON / VISIT

USER FEE PAYMENT PLANS:

Monthly Payment Plan:

Monthly Payment of your user fees can only be made through the Bank Draft Plan. The Bank Draft Plan is a convenient method that allows your checking or savings account or your credit or debit card to be automatically debited monthly for the amount previously published for your user fee payment plan. (This method is termed EFT, Electronic Funds Transfer). EFT may be drafted from checking / savings accounts or a credit card. User fees will be withdrawn the 5th day of each month. If you decide to cancel your bank draft, you must notify the CCCC in writing by the 15th of each month, prior to the next succeeding draft. Bank Draft initial payment includes the first month's prorated user fee (if applicable).

Quarterly Payment Plan:

Should you not wish to participate in the Bank Draft Plan, you may pay for three (3) months of user fees in advance with cash, check, debit or credit card. You must pay the first month's prorated fee and the first quarterly payment when joining as a member.

Annual Payment Plan:

You may also pay for a full year of user fees. The Annual Plan may be paid with cash, check, debit or credit card. Should you wish to pay in full for one year, a discount is applied to receive one month free (i.e. pay for 11 months, receive the 12th month free) and the proration fee is waived.

If you have a past due account in collections, you may NOT join or pay a guest pass until the balance has been paid in full.

USER INFORMATION:

1. Please keep the CCCC staff advised of your current personal and billing information. In case of an emergency, it will save valuable time obtaining assistance and information.
2. We believe user fee payment plans are a good value. The CCCC offers quality service at a fair price. We will listen to your concerns and comments. Suggestions are always welcome.
3. We expect each user to pay their bills on time, respect policies and take care of equipment.
4. Participants in the user fee plans agree to pay their user fees, regardless of use. The user fee payment plans are continuous and will remain in effect for one (1) year. In order to terminate a contract, participants must provide a proof of address change—at least 25 miles away—or a doctor's statement proving the participant is excused from any and all physical activity.

USE OF THE CCCC INCLUDES ACCESS TO:

1. Group Fitness Classrooms
2. Racquetball Court
3. Gymnasium
4. Indoor / Outdoor Pools and Spray Park

5. Juice Bar
6. Weight Room
7. Child Care
8. Locker Rooms

Weight Room / Fitness Center

This area has been created to house the latest in cardiovascular and strength training equipment. Top of the line equipment includes Life Fitness and Hammer Strength.

1. Children under sixteen (16) are not allowed in the weight room unless accompanied and under the direct supervision of an adult. Anyone older than sixteen may utilize the facility as they deem necessary. Children under 10 are not allowed in the weight room at anytime. Child care will be available for children 10 and under at designated times.
2. Proper exercise attire is required at all times including clean shirts / sweatshirts, shorts / pants and clean closed toe athletic shoes.
3. No food or beverages are allowed in the weight room except water bottles with secure lids. In the event of a spill, wipe the area clean immediately and inform a CCCC staff member if further cleaning is needed.
4. No tobacco products allowed.
5. Use the equipment properly, following signs and directions. A staff member will be on duty to assist you with any questions, comments and / or concerns. Failure to follow these rules and abide by the staff members' directions will result in immediate expulsion and being barred from future use.
6. Keep hands and feet away from all moving parts and weight stacks.
7. Allow others to use equipment while resting between sets.
8. Cardiovascular equipment is on a first come, first served basis. During busy hours, users may be required to sign up for the next available machine. Use of the cardiovascular equipment may be subject to a maximum usage time during peak hours.
9. Immediately report any weight room related injury or facility / equipment irregularity to a CCCC staff member. Do not attempt to repair / adjust any equipment that has malfunctioned.
10. All bars, weights and dumbbells must be returned to their proper plate holders and racks after use. Do not lean plates against walls or frames of equipment.
11. Slamming or dropping weight stacks or free weights is prohibited.
12. No equipment shall leave the facility at anytime for any reason.
13. Spotters must be utilized when necessary.
14. Collars are mandatory at all times on any free weight equipment and plate loaded equipment.
15. Personal radios (except iPods, mp3 players, etc) are prohibited.
16. Please clean the machines / equipment after each use.
17. Noise level must be kept to a minimum. Profanity is strictly prohibited.

Gymnasium

1. No food or beverages are allowed in the gymnasium except water bottles with secure lids. In the event of a spill, wipe the area clean immediately and inform a CCCC staff member if further cleaning is needed.
2. No tobacco products allowed.
3. Profanity is strictly prohibited. Play with sportsmanship and courtesy at all times.
4. Appropriate footwear must be worn at all times.
5. No glass items.
6. Do not kick basketballs or volleyballs.
7. Disputes will NOT be tolerated. A CCCC staff member will have the final authority to expel or ban members from the facility.
8. No dunking or hanging on the rims.

Front Desk

The front desk is the first point of contact to the CCCC. This area is a source for user check in, program information, facility tours, suggestions and questions.

1. Equipment such as basketballs, racquetballs, towels, etc. will be issued to members. There is a \$15 fee for all items lost or damaged while in possession of the item.
2. General lockers are available for members. Daily use lockers are free of charge. Lockers can be rented on a first come, first served basis at \$10 per locker per month.
3. Lost and found items will be handled through the front desk.

Men's and Women's Locker Rooms

The CCCC locker rooms are complete with large lockers, private shower areas and easy access to the pool area. Please keep locker rooms clean and neat by disposing of trash. Additionally, using the lockers will keep personal items safe and secure while using the facility.

Juice Bar

The juice bar offers a variety of healthy snacks, smoothies and supplements for an enhanced healthy lifestyle. There are tables available for a relaxing experience to watch TV following a workout. Free coffee is available to all members.

Group Exercise Classrooms

There are several group exercise rooms used for additional workouts and a variety of programs. Schedules are updated monthly and are available at the front desk.

Racquetball Court

Users must wear rubber soled shoes. No street shoes are allowed. Equipment is available at the front desk or members may bring personal equipment.

Indoor Pool

Please be advised that a certified lifeguard will not be on duty for entire pool operation hours. Please swim at your own risk.

1. Shower before swimming.
2. No diving, running, horseplay or jumping off the diving blocks. No playing on lane lines, guard stands, etc.
3. No glass.
4. Swimming attire only. No cut offs, make shift bathing suits, etc.
5. Do not disturb guard on duty.
6. No profane language.
7. When guard is off duty, no one under 16 is allowed without adult supervision.
8. When guard is off duty, children under 13 must have an adult in the water.
9. Adult supervision is considered 18 or older.
10. At no time shall a child under 13 be left alone without a parent or guardian in the pool or pool area.

Sauna and Steam Room

1. Observe sauna and steam room instructions before entering the sauna and steam room.
2. Users must be 16 or older.
3. Swimsuits are required.
4. Shoes are prohibited.
5. Shower before entry.

Outdoor Pool and Spray Park

1. No outside food or drink may be brought in.
2. Children under 13 must be accompanied by an adult. Parents and guardians are responsible for their children.
3. No diving except in designated areas.
4. No running, screaming or horseplay.
5. Please remove all toys and floats before leaving.
6. No glass or breakable items.
7. No profanity or fighting.
8. Please bring arm flotation devices for non-swimmers. Use swim diapers for children who are not potty trained.
9. Swimming attire only. No cut offs, make shift bathing suits, etc.

Child Care

This child care center is NOT a licensed facility. The child care attendants will provide basic supervision and care during the 90-minute time limit you and your child are in the facility. The basic care includes facilitating play and socialization, comfort and fundamental safety. Children ages 6 weeks to 12 years are welcome. The child care area is free to members who have a family membership. Others will be charged a \$7 guest pass per child, per visit. Children may not be left unattended in a closed child care room.

1. Children must be checked in and checked out by the same parent
2. The maximum stay is 90 minutes.
3. All parents must be participating in a CCCC activity and may not leave the facility at any time for any reason. Failure to abide by this will result in immediate termination.
4. The CCCC child care attendant are NOT required to administer medication, preparing bottles of formula or serving meals to the children in child care. Employees are also NOT allowed to change soiled diapers or linens. Parents will be asked out of programs, classes or workouts to attend to these issues.
5. Children who are ill should not be brought into the child care area.
6. CCCC reserves the right to refuse children due to behavioral problems or health reasons. Parents will be notified of such problems as the situation arises.

Child Care Hours:

Monday – Saturday 8am – 12pm

Monday – Friday 4pm – 8pm

Sunday 1pm – 5pm

*Child care hours are subject to change.

Central City Convention Center User Application

User Application for Primary User

A primary user shall consist of an adult (age 18 or older) who is responsible for the payment of the monthly fees (as determined by the user fee payment level at which he/she elects to participate). The primary user is responsible for any additional family members included within this agreement.

Applicant Name

Birth Date

Home Address

Phone

City State Zip

Business / Employer

Occupation

Business Address

Phone

City State Zip

Email Address

Emergency Contact Name Relationship

Phone

ADDITIONAL FAMILY MEMBERS (SPOUSE AND DEPENDENT CHILDREN ONLY, NO EXCEPTIONS)(*\$10 additional fee per person, per month for families with more than 6 members)

Name _____	Relationship _____	Birth Date _____
Name _____	Relationship _____	Birth Date _____
Name _____	Relationship _____	Birth Date _____
Name _____	Relationship _____	Birth Date _____
Name _____	Relationship _____	Birth Date _____
Name _____	Relationship _____	Birth Date _____

Please select the type of user fee plan you are enrolling for:

- () Family () Married Couple () Senior Married Couple
- () Adult Individual () Senior Individual () Student

User Agreement

I, _____, hereby make application for status as an ongoing user at the Central City Convention Center. I acknowledge having received a copy of the facility handbook which contains policies and procedures and I agree to abide by the same. I understand that by signing this contract, I am liable for a full year of membership. I understand that to terminate my contract, I must provide proof of address change of more than 25 miles from the facility and / or a doctor's statement proving I am unable to engage in physical activity. I agree to pay the monthly user fees based on the agreed terms below.

USER FEE PAYMENT PLAN (Please initial the appropriate payment plan.)

- User fees paid via electronic funds transfer (EFT from checking or savings)
- User fees paid via electronic funds transfer (EFT from debit or credit card)
- User fees paid in full for three (3) months by cash, check or credit / debit card
- User fees paid in full for one (1) year by cash, check or credit / debit card

Monthly User Fee Payment Authorization

1. The monthly fee is a continuous plan. This authority is to remain in full and in effect for one (1) year.
2. The Director of the CCCC may at any time adjust the monthly rate applicable to my category of use. I understand that I will receive thirty (30) days prior notice of any such change.
3. Should my user fee draft not be honored by my bank or credit card for any reason, I understand that I am responsible for any payment plus a \$35 CCCC service charge in addition to any bank service fee(s).
4. I understand that if I wish to terminate or change my user fee plan in any way, I must provide the CCCC with thirty (30) days prior written notice of such change. I further understand I must turn in all CCCC identification cards upon termination of my ongoing user fee plan participation.
5. **I understand that this membership is a yearly contractual agreement.**

I certify that I have read the above five (5) points and fully agree to the terms and conditions of this agreement.

Primary User Name _____

User Fee Plan Type _____

USER FEE PAYMENT PLAN (Please initial the appropriate payment plan.)

- _____ User fees paid via electronic funds transfer (EFT from checking or savings)
- _____ User fees paid via electronic funds transfer (EFT from debit or credit card)
- _____ User fees paid in full for three (3) months by cash, check or credit / debit card
- _____ User fees paid in full for one (1) year by cash, check or credit / debit card

MONTHLY USER FEE PAYMENT (Please initial the appropriate payment plan.)

- _____ Bank Account (Attach a copy of deposit slip)
- _____ Credit / Debit Card (Attach a copy of card)

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Credit Card Name: _____

Credit Card Number: _____

Credit Card Expiration Date: _____

I understand that this membership is a yearly contractual agreement.

Signature: _____

Date: _____

Thank you for choosing to use the facilities, services and programs of Central City Convention Center. We request your understanding and cooperation in maintaining both your health and safety and ours by reading and signing the following agreement and release of liability form. Any and all users must read and sign below before participating in any activity. No refund will be given for emergencies or inclement weather.

AGREEMENT AND RELEASE OF LIABILITY

- In consideration of being allowed to participate in the activities of CCCC and to use its facilities, equipment, and machinery in addition to the payment of any fee or charge, I do hereby waive, release and forever discharge CCCC and its officers, agents, employees, representatives, executors, and all other from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities or my use of equipment or machinery in the above mentioned facilities or arising out of my participation in activities at CCCC. I do also hereby release all of those mentioned and any these acting upon their behalf from any responsibility or liability for any injury or damage to myself, including those caused by the negligent act or omission of any of those mentioned or others acting on their behalf or in any way arising out of connected with my participation in any activities of CCCC or the use of any equipment at CCCC. (Please initial __, __, __, __, __)
- I understand and am aware that strength, feasibility, and aerobic exercise, including the use of equipment, is a potentially hazardous activity. I also understand that fitness activities involve a risk of injury and even death and that I am voluntarily participating in these activities involve a risk of injury and even death and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death. (Please initial __, __, __, __, __)
- I do hereby further declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent participation in any of the activities and programs of CCCC or use of equipment or machinery except hereinafter stated. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise / fitness activity or in the use of exercise equipment and machinery. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as to physical activity, exercise, and use of exercise and training equipment so that I might have recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and have been given a physician's permission to participate, or I have decided to participate in activities and / or use equipment and machinery without the approval of my physician and do hereby assume all responsibility for my participation and activities, and utilization of equipment and machinery in my activities. (Please initial __, __, __, __, __)

Signature _____ Date _____