



Member Handbook



We are very excited to have you as a new member to our facility. You are very important to the Manassas Park Community Center.

This handbook lists the basic policies and guidelines for use of your Manassas Park Community Center membership. It will also help you understand who we are and how valuable your membership is for you and your family. Again, thank you for becoming a member of the Manassas Park Community Center.

Please feel free to bring your concerns or questions to one of our staff members. We are here to serve you and to make your membership experience enjoyable.



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Mission Statement

Our mission is to provide a variety of high quality, diverse leisure opportunities, foster our city's parks and natural resources, and support the individual growth and well-being of our citizens.

If you would like to know more about any aspect of the programs and services available at Manassas Park Community Center or the Parks and Recreation Department, please check our website at www.ManassasParkCommunityCenter.com.

Inclusion Statement

City of Manassas Park is responsible for all aspects of the daily administration and operation of the Community Center, and as such, the Center is an equal opportunity and an affirmative action facility committed to the principle that access to Center facilities, programs, and activities shall be afforded equally to all persons without regard to race, color, religion, national origin, disability, veteran status, sex, gender identity, sexual orientation, or age.

Assumption of Risk and Indemnification of Liability

The member and/or guest is aware that there are certain risks involved in using the Manassas Park Community Center including but not limited to the risk of theft or damage to property and the risk of personal injury from participation in recreation activities. In consideration of being granted permission to participate in these activities and to use the facilities of the City and/or other activities and services provided by City of Manassas Park Department of Parks and Recreation, its agents and employees, including food service, I hereby agree to hold harmless and indemnify the City and all its officers, departments, agencies, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, and costs (including court costs and attorney's fees), charges, liabilities, or exposures, however caused, resulting from or arising out of or in any way connected to my or my family's use of and participation in the Manassas Park Community Center and its sponsored programs.

Important Phone Numbers

Memberships & Rentals

General Information.....	703.335.8872
Membership Services.....	x1473
Facility Rentals.....	x1473
Birthday Party Rentals.....	x1473
Aquatics Rentals and Group Visits.....	x1482

Services

Fitness Assessments.....	x1425
Group Exercise Programs.....	x1425
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Programs

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Sports Programs.....	x1481
Teen Programs.....	x1483
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Operating Schedule

Building Hours

Monday - Friday 8:00am-9:00pm

Saturday 7:00pm-7:00pm

Sunday 10:00am-6:00pm

*Pool closes 30 minutes prior to the facility.

Holiday Closures

New Year's Day Easter Memorial Day Fourth of July

Labor Day Thanksgiving Day Christmas Day

*The Manassas Park Community Center reserves the right to close any or all of the facility for additional holidays, special programs, and events. The Community Center may close for up to two weeks for annual major maintenance and repair.

Facility Guidelines

Active Participation

Participants assume an obligation to conduct themselves in a manner compatible with the Manassas Park Community Center function as an active recreation facility. While there are lounge areas and furniture in the facility, their primary functions are for socialization, relaxing, and waiting; not for sleeping.

ADA Accessibility

The City of Manassas Park Department of Parks and Recreation is fully committed to compliance with provisions of the Americans with Disabilities Act. Please direct all inquiries concerning program and disability accommodations to the Director of Parks and Recreation. We kindly ask individuals who may need accommodations to make their request ten (10) business days before the event or program.

Alcohol and Drugs

Manassas Park Community Center is an alcohol and drug free facility. Customers suspected of being under the influence of either alcohol or drugs will be directed to leave the facility.

Attire

- For the safety and comfort of all members and guests, Manassas Park Community Center participants are required to wear sports attire appropriate for the activity area being used.
- Requirements vary between areas. If you have specific questions, please check with the Customer Service Representatives at the Customer Services Desk or check with any attendant working in the area you intend to use for your workout.

Commercial Activity

No commercial or other private “for profit” activity may be conducted in or on the Manassas Park Community Center’s premises without prior written approval from Center management. Examples of these activities include but are not limited to personal training (land or aquatic), physical therapy, massage therapy, team training, coaching, swim lessons, etc. Solicitation for future performance of these type “for profit” activities on the premises without prior approval of the management is also prohibited

Credit Cards

Manassas Park Community Center is happy to accept your payment via credit card or a debit card with a Visa, American Express, Discover or MasterCard logo. Please note we do charge a nominal 3%+ .30 cents* surcharge for every credit/ debit transaction.

*Rate Subject to Change

Damaged Equipment

For your safety and enjoyment of the Manassas Park Community Center, please immediately report any damaged equipment to staff.

Discipline

Violation of conduct and/or program policies will result in removal from the facility at minimum to lifetime suspension. All discipline cases will be referred to the Parks and Recreation Advisory Board. Depending on the nature of the incident, reports may be forwarded to the Manassas Park Police Department.

Disorderly Conduct

Conduct in violation of policies is grounds for dismissal from the facility. Repeated disorderly conduct is grounds for suspension from the Manassas Park Community Center, examples include but are not limited to; hanging on the rims, dropping weights, and inappropriate clothing.

Dispute Resolution/ Appeals

Customers have the right to dispute applications of disciplinary actions. A valid dispute must have either a misapplication or misinterpretation of the Manassas Park Community Center handbook policies. A written appeal of the disciplinary decision must be submitted within 48 hours (two days) of notification.

Emergency Paging

Manassas Park Community Center is only capable of providing audible announcements during a facility, City, or State emergency. If you have a personal emergency, please ask the caller to call the Customer Service Desk and every reasonable attempt will be made to contact the member or guest if they are inside the building.

Employment

All employees fall under the policies and regulations of the City of Manassas Park. The City of Manassas Park is an equal opportunity employer.

Applications are available at both City Hall and the Customer Service Desk. Please be specific regarding the “position you are applying for,” so we may forward your application to the appropriate hiring manager. Employment is based on openings available, knowledge, skills, and abilities.

Due to the high number of applications and the level of interest, only applicants that meet knowledge and experience of the job requirements will be selected for an interview. We regret that not every applicant will be contacted.

Fighting

Any Manassas Park Community Center customer that, in the judgment of a staff member, engages in violent behavior, or the threat of violent behavior, will have their Manassas Park Community Center access and privileges revoked or suspended for a period of one year (365 days). Violent behavior directed toward any on-duty staff member will result in suspension indefinitely but no less than 2 years (722 days).

Food and Drink

All food and drinks must remain in designated food areas. Food is prohibited in the gym, wellness area, aerobic studio, pool and computer lab. Food purchased from the vending machines is permitted in the Lobby and break area only. Water and sport drinks in sealable plastic containers (no glass) may be brought into the facility. Gum is not permitted anywhere inside the facility.

General Guidelines

- Natatorium (both pools & spa) – appropriate swim attire, i.e. lined swim suits, no thong swim attire, no “running” shorts, no street clothes, and no extreme tight-fitting pants (i.e. Under Armor). No street shoes on the pool deck.
- All pool and spa users must shower before using the facilities.
- Non-marking athletic shoes and shirts must be worn during exercise in all workout areas of the facility including the gym.
- For hygiene purposes and to prolong the life of the fitness equipment, a shirt that covers the torso is required at all times.
- Denim or clothing with external rivets or zippers will not be permitted inside the fitness or wellness program areas.
- Clothing with vulgar or profane language, or clothing promoting illegal substances is not allowed, and you will be asked to remove the article of clothing or turn the item inside out.
- In consideration of members who are sensitive to chemicals, please refrain from using heavily scented products anywhere in the building including the fitness areas, locker rooms, and pool.

Good Sportsperson Conduct

- We strive to provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual’s sex, race, ethnicity, age, religion, disability, sexual orientation, gender identity, or any other legally protected status.
- Be respectful and cooperative with Manassas Park Community Center staff and others.

Insurance Disclaimer

It is the member or participant's responsibility to provide their own accident and health insurance. The City of Manassas Park or the Manassas Park Community Center does not provide any such coverage for members or participants.

Lost and Found

Manassas Park Community Center is not responsible for lost or stolen articles. Lost and Found items are kept at the Customer Services Desk for fourteen (14) days and then donated to a charitable organization. For health and safety reasons, unsanitary items may be disposed of earlier as deemed appropriate by management.

Membership Card

Your membership card is important. Membership cards are issued to all members. Your card must be shown and scanned each time you use the facility. Membership cards are the property of Manassas Park Community Center and are non-transferable. Please report any lost or stolen cards to the Customer Service Representatives. Lost cards are replaced for a nominal fee of \$15.00.

Offensive Words and Actions

- Spitting on the floors, in the pool drains, or the drinking fountain is strictly prohibited.
- Use of obscenity, insulting language, swearing, or profanity is prohibited.
- Harassment of customers, staff, and vendors is strictly prohibited.
- Offensive actions can include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological, or physical harm.

Pet Policy

- Only Assistance Animals will be permitted inside the facility.

Pictures

Pictures are taken by Manassas Park Community Center staff for promotional purposes unless you indicate on your membership application that you do not wish to have your photograph taken.

Phone Usage

- Manassas Park Community Center is a place of business. If you need to utilize a phone, please speak to a Customer Service Representative. All phone calls must be purposeful (emergencies only) and calls kept short (less than 5 minutes).
- As a privacy and courtesy to all customers, the use of cell phone cameras, or any other type of camera is prohibited in all areas.

Solicitation & Advertising

No flyers, banners, or advertising materials can be placed in or on the Manassas Park Community Center without the expressed written consent of the Director.

Volunteering

Manassas Park Community Center members make a difference in our programs every day! Coaches, volunteer instructors, and parents have the distinct opportunity to teach others about various recreation, health, and wellness topics and program areas. Discover for yourself the joy of volunteering! Please contact the Department of Parks and Recreation Services Supervisor, Tony Thomas for more information at 703.335.8872 Ext. 1483.

Child, Teen, and Youth Group Supervision

Children under the age of 12

- Infants through children 11 years of age may utilize the facility with a parent or guardian during open gym, recreation, and swim times.
- Parents may not leave the building while their children are in swimming lessons, fitness classes, or organized recreational activities. The only exception to this policy is the preschool, after school, day/ night camp programs.
- Parents are responsible for the actions of their children.
- Members or guests accompanied with children age 4 and older must use the Family Changing Room.

Youth and Teens 12-15 Years of Age

- Children ages 12-15 may use the teen center or participate in “teen events” without parental supervision, but with a Manassas Park Community Center membership and waiver on file.
- Children age 12-15 who wish to use the cardio and strength training rooms must complete a training in order to use without supervision.

Teens 16 years of Age

Teens, 16 years and up, have full adult privileges.

Youth Groups

Public and private groups should maintain an adult supervision ratio of 1:3 for ages 2 and under and a ratio of 1:10 for ages 3-5 and 6+, for adequate supervision of children while in the Center. Depending on the type of group, number of participants, type of activity, or purpose Manassas Park Community Center may have more stringent adult to child ratios.

Health and Safety Policies

Dangerous Activity

Activity that is destructive or appears to be unsafe is prohibited and will result in reparation for repair costs and expenses relating to the act.

Evacuation

In the event of an emergency, we may need to evacuate the building. Manassas Park Community Center staff will provide verbal instructions. Please follow all directions given by staff and other emergency response personnel.

Fire Alarm

If an alarm sounds, all users must exit the facility immediately. Fire drills, and other emergency response trainings are held regularly to ensure staff and customers are aware of emergency procedures.

Inclement Weather

In case of inclement weather, please call 703.335.8872 or check our website at www.manassasparkcommunitycenter.com. The facility may shut down early or close in severe weather.

Lock-Down

In the event of an emergency, emergency personnel may instruct staff to “lock-down” the facility. Although it may be an inconvenience, we kindly ask you to follow all staff and emergency response team’s directions for your safety.

Medical Emergency and Injuries

Please report all injuries to Manassas Park Community Center staff immediately. Please do the same if you see a hazardous situation or potential problem.

Medical Examinations

- It is strongly recommended that all customers have a medical examination prior to utilizing the fitness facilities.
- Consult your physician before beginning an exercise program, especially if you smoke, have an existing medical condition, are new to exercising, obese, or pregnant.

Security Cameras

- Manassas Park Community Center utilizes several cameras in the facility. The purpose of the cameras is to improve the safety and enjoyment of the Manassas Park Community Center members and guests.
- Footage is only kept on file for a pre-determined period of time and can be used by law enforcement agencies.

Facility Policies

Below are several of the key policies and procedures for each specific program area. Each program area will have additional policies and procedures posted. A copy of these rules is provided upon request at the Customer Service Desk. Manassas Park Community Center reserves the right to interoperate, change, and administer the policies as deemed necessary by management without notice.

Bathrooms

We encourage our guests to use the bathroom that most closely matches their gender identity. For guests who prefer a gender neutral bathroom, the Pool area has two single stall family bathrooms available.

Comments, Suggestions, and Complaints

Members and guests that wish to provide a comment, suggestion, or complaint may do so at the Customer Service Desk. Comments will be forwarded to the Manassas Park Community Center staff responsible for the area of concern. We kindly ask that you provide contact information so that the key personnel responsible for your area of concern may contact you directly.

Locker Rooms

- The lockers in the locker rooms are for day-use only.
- Never leave personal belongings in a locker overnight. The lock will be cut and the contents removed. If you have a lock cut, check with the Customer Services Desk for your belongings. If you do not claim your belongings immediately, they may be placed in Lost and Found. Always lock your locker!
- The Manassas Park Community Center is not responsible for lost or stolen items or for items we remove from lockers overnight.
- Photography in the locker rooms is strictly prohibited.
- The family locker rooms are designated for families and individual parents with small children or individuals that need assistance or prefer a single stall restroom.

General Policies

- Members and guests are encouraged to be responsible for their own safety.
- If any person exhibits behavior which threatens the safety of another individual the behavior must be reported to Manassas Park Community Center Staff immediately.
- The Manassas Park Community Center is a smoke free facility.

Gym

- Food, gum or drinks (unless it is water or sports drinks) are not permitted in this area.
- Wear only soft-soled, non-marking shoes.
- Schedules for open basketball are available at the Front Desk.
- Basketballs are available at the Front Desk.
- Manassas Park Community Center reserves the right to adjust the schedule to meet programming/rental needs.
- Policies are posted in the gym.

Pool

- The pool temperature will be maintained between 80-82 degrees when the main pool is open. Spa temperature will be maintained between 102-104 degrees.
- Natatorium (both pool & spa) – appropriate swim attire, i.e. lined swim suits, no thong swim attire, no “running” shorts, no street clothes, and no extreme tight-fitting pants (i.e. Under Armor). No street shoes on the pool deck.
- Showers are required before entering the pool.
- No sitting or hanging on the lane-line.
- No running, pushing, wrestling, or horseplay.
- No splashing or dunking allowed.
- Food, gum or drinks are not permitted in this area.
- Please exit the water as soon as the whistles are blown.
- All non-toilet trained participants must wear swim diapers. No disposable diapers.
- Additional policies are posted in the aquatics area.

Wellness Center

- Children must be 16 years of age to use the wellness center unsupervised. *Unless 12-15 years old and completed teen weight training class.
- Food and drinks, other than water or sports drinks, are not permitted.
- Shirts and full covering shoes must be worn in the Wellness Center.
- Denim shorts and jeans are not permitted if you are using the equipment.
- Please keep all gym bags in the locker rooms or in the storage cubicles. Personal effects are not allowed on floor.
- Please wipe off the equipment after you are finished.
- Please return dumbbells and weights to the appropriate racks when finished.
- Additional policies are posted in the Wellness Center area.

Banquet Hall and Rental Facilities

There are specific rules and regulations for all individuals/ groups that rent space inside the Manassas Park Community Center. These policies include times, food and drink, security, decorations, additional vendors, etc. This list is not to be considered inclusive. For more information, please contact the Operations Manager.

Kids Korner

- Kids Korner is available Monday-Friday 9:00am-11:00am and 4:30pm-8:30pm and Saturdays 8:00am-12:00pm.
- Kids Korner provides a limited duration sitting service for members while they are using the Manassas Park Community Center. We welcome children from 4 weeks to 11 years of age. Maximum stay is 2 consecutive hours per day. At least one parent or guardian must be present in the Center (at all times) to use this service.
- Kids Korner is not open most Holidays; please be sure to check the kids Korner calendar in the front of the Sign In book for any closures
- Fees are to be paid prior to service at the Customer Service Desk. This receipt must be shown to the Kids Korner Monitor.
- Kids Korner Policies and Procedures Manual are available in Kids Korner.

Membership Policies

Additional Fees and Surcharges

- Electronic funds transfer (EFT) resulting in “Non-Sufficient Funds” will warrant a \$35.00 fee. This applies to check, bank draw, or credit card draw. If the returned check results in an unpaid account, a suspension will result until the account is paid. An email will be sent notifying you of the first insufficient fund return.
- Lost or stolen Membership Cards must be replaced after 2 (two) visits of it not being available.
- Downgrades in Membership categories: \$25.00. This includes changes to a membership such as the removal of persons and/or the changing from one membership to another.
*Not applicable with All Access membership
- Membership Freezes: \$25.00. Members may freeze their membership for a minimum of 30 days / maximum of 90 days. Requests must be made in writing.
- Early membership cancellation: Requests for early membership termination must be given in 30 Days prior to cancellation date and will be reviewed and approved on a case-by-case basis, not applicable with All Access except with proof of special criteria. If approved, a cancellation fee of \$100.00+ one month fee must be paid prior to the termination of member’s contract. In case of an emergency, you must provide written

documentation from a physician or employer. Cancellations cannot be made over the phone; they must be made in person and in writing.

- All refunds must be approved by management.
- Lost rental equipment or failure to return basketballs or other loaned equipment will result in a \$25.00 charge or the cost to replace the equipment; whichever is greater.

Collection of Accounts

Failure to meet financial obligations to the Manassas Park and Community Center may result in the delinquent account being placed with a collection agency, withholding of money from tax returns, and/or other collection procedures. Members are responsible for costs incurred by the Manassas Park Community Center in collecting their delinquent accounts.

Electronic Draft Payments

Community Center members remitting membership payment via monthly EFT transactions must have sufficient funds available on the agreed upon automatic draft date each month to complete the process. If payment is not made within 30 days, account will be considered delinquent and the membership suspended.

Guest Passes and Daily Admission

- Each guest must sign the Expressed Assumption of Risk & Indemnification of Liability Form at the front desk.
- Guests must pay the daily admission rate.
- All guests must follow the rules and policies of the Manassas Park Community Center.

Membership Cards

- Members must present their membership card upon entering the facility.
- Personal identification: Member pictures will be processed at the time of enrollment, or as soon as practicable, and attached to the electronic membership record. The picture will serve as identification upon entry into the facility.

Membership Categories

- Teen – 12 years through 17 years of age or still in high school.
- Adult – 18 years and older.
- Senior – Ages 60 and over.
- Dual – One parent and dependent children or another adult in the same household.
- All Access – Families of up to 10 individuals that live in the same household together.
- Family – Up to two adults in the same household and up to three dependent children age 18 (still in high school) and under and full-time college student (enrolled in 12 credit hours or more) through age 24, or the State has deemed an individual a “dependent” in your household. Proof is required.

- Resident – Family or individual that lives within the City limits of Manassas Park, attends a Manassas Park City School, or pays personal property tax to the City of Manassas Park.
- Corporate Rate – A group of 5 (minimum) to 20+ individuals who work for the same company. Additional discount given to Manassas Park Businesses.
- Non-Resident – An individual that lives outside the City of Manassas Park and does not pay any personal property taxes to the City.

Membership Discounts, Perks, and Benefits

- Unless stated in a separate fee schedule, the member discount does not apply to services, including fitness assessments, one day seminars, facility rentals or parties, or any programs/special events with a fee of less than \$20.
- Any member discounted fee applies to participation in program by the MEMBER ONLY. Proof of membership will be verified at time of registration.
- Member discount cannot be combined with any other offers or discounts.

Member's Guests

- Guests are treated the same as daily admission. All guests must pay at the Customer Service Desk and must sign a waiver of liability form.
- Member's guests may use the Center's facilities, programs, and activities by paying the daily admission fee.
- Members may depart and reenter the Center at any time. Daily guests may also re-enter on the same day admission with a receipt.
- Fees for one daily (same-day) admission can be credited towards three month, six month, and annual membership dues, for up to one week with a receipt for proof of purchase. For information on rates, please contact a Customer Service Representative at 703.335.8872.

Membership Refunds/Credits

- Membership fees are non-refundable.
- Early membership cancellation: Requests for early membership termination must be given in 30 days prior to cancellation date and will be reviewed and approved on a case-by-case basis. If approved, a cancellation fee of \$100.00+ one month advance payment must be paid prior to the termination of member's contract. In case of an emergency, you must provide written documentation from a physician or employer. Cancellations cannot be made over the phone; they must be made in person and in writing. *All Access membership must meet special cancellation criteria.
- Program refunds shall not be given due to weather, illness, vacation, or lack of interest in the class.

- Refunds shall be given to participants if the Manassas Park Community Center cancelled the class due to low enrollment.
- If an instructor is unable to teach a class, there will be credit given for the missed time which can then be used for another class of your choice.

Payment for Classes/Programs

Classes are paid at the time of registration. You may sign up for classes in person or online.

Payment Types

- Cash, check, credit card (American Express, Discover, Master Card, Visa) or gift certificates are accepted forms of payment for any programs, memberships, rentals, drop-ins, and classes at the Community Center.
- An electronic fund transfer service (EFT) is offered and encouraged for membership payments. Please note we do charge a nominal 3%*+ .30 cents surcharge for every credit/debit transaction.

*Rate Subject to Change

Youth Groups and Organizations Usage

Public and private groups should maintain an adult supervision ratio of 1:3 for ages 2 and under and a ratio of 1:10 for ages 3-5 and 6+, for adequate supervision of children while in the Center. Depending on the type of group, number of participants, type of activity, or purpose, Manassas Park Community Center may impose more stringent adult to child ratios.

Instructional and Recreation Programs

Registration

To register for classes, the following options are available:

- Phone 703.335.8872.
- At the Customer Service Desk during normal operating hours.
- Online Registration.
- All programs require registration in advance.

Services Offered

- Manassas Park Community Center offers recreation, sports, fitness and aquatics classes, youth camps, leagues, preschool and other special events throughout the year. Program schedules are posted on our website www.ManassasParkCommunityCenter.com and in our publication the *MOSAIC*.
- If you don't see a class you would like to take/participate in, please provide your ideas and suggestions.

Fitness Programs and Services

Fitness Equipment Introduction

First time members have an opportunity to meet with fitness instructors to learn how to use cardio and strength equipment. Stop by the fitness area desk to sign up for no fee.

Group Exercise Classes (Land and Water)

- Please ask our Customer Service Representatives, located at the Customer Service Desk, for our schedule of group fitness classes.
- Please check in at the Customer Service Desk when attending classes to scan membership card or pay for class.
- Schedules are also available at www.ManassasParkCommunityCenter.com.

Fitness Assessments

- Initial Assessment is free with first time memberships!
- Establish a baseline to check your progress as you attain your fitness goals. The assessment measures cardiovascular function, BMI, flexibility, muscular strength and endurance. Call 703.335.8872 or register at the fitness desk for an appointment.

Personal Training

- Informative, supportive, motivating, goal setting and achievement oriented one-on-one sessions provide the ideal service for everyone from novices to veterans.
- Individual sessions and group training packages are available. Call 703.335.8872 for more information.

Team Training

- Team Training is available for area sports teams.
- Each team is given a specific workout regimen based on their sport and the strengths and weaknesses of the team members. Call 703.335.8872 for more information.

Training Cancellation Policy

Please cancel 24 hours prior to your scheduled appointment to avoid being charged a 60% cancellation fee.

Aquatic Programs and Services

General Pool Usage

- The pool closes one-half hour before the building closing each day. Some areas are reserved for aquatic programs, classes, and rentals throughout the day.

- Please refer to a pool schedule, available at www.ManassasParkCommunityCenter.com or at the Customer Service desk, for specific information and times for Recreation Swim, lap lane availability, and group fitness.

- Pool Hours are as follows:

Sunday 10:00am-5:30pm

Monday-Friday 8:00am-8:30pm

Saturday 7:00am-6:30pm

*Monday-Thursday from 5:00pm-6:30pm, only one lane is available for lap swim (Members Only). Beach entry is closed for swim lessons only.

Facility Rentals and Birthday Parties

Birthday Parties & Youth Groups

- We offer birthday party packages available for swimming and gym/activity.
- Comprehensive birthday party packages are available.
- We can accommodate large groups and special events.

Facility Rentals

- The Manassas Park Community Center has limited availability for rental space both during and after operating hours. Examples include but are not limited to the Community Room, classrooms, pool space, gymnasium, birthday party area, and patio. Please call 703.335.8872 for more information.
- We can accommodate large receptions, celebrations, reunions, and special events.
- For more intimate gatherings or meetings, we have several conference rooms, classrooms, and multi-purpose rooms available.

Computer Lab Policies

- The City of Manassas Park, Department of Parks and Recreation is committed to serving the needs of the community by offering access to educational, recreational, and cultural resources. Customers may access the Internet and numerous software programs at the MPCC computer lab. While the Internet offers many positive, rewarding, and informative experiences, it also poses some risks. The MPCC computer lab supports the right and responsibility of parents to determine and monitor their own children's use of Internet access.

- Individuals under the age of 16 must be supervised by Community Center staff. Members ages 12 and over are excluded from this restriction.
- Customers using the MPCC computer lab Internet connection are solely responsible for what they access on the Internet. The City of Manassas Park does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of documents or information found on the internet.
- There is no guarantee of privacy while using the MPCC computer lab internet connection. Staff and other customers may view what is on any computer screen.
- Downloading music or movies of any kind is prohibited through the MPCC Internet connection.
- Access to “chat-rooms” and “instant messaging” is prohibited through the MPCC computer lab Internet connection.
- Accessing pornographic or obscene materials is prohibited through the MPCC computer lab Internet connection.
- Access to personal e-mail accounts is authorized; however, opening attachments is prohibited through the MPCC computer lab Internet connection.
- Operating a business from the MPCC computer lab Internet connection is prohibited.
- Customer must comply with applicable copyright laws and licensing agreements.
- All existing laws and City policies apply to conduct when accessing the Internet on city-owned connections. Unauthorized access to the MPCC computer lab computers, databases, and network, hardware or software settings is prohibited. Damage to computer resources also is prohibited.
- The MPCC computer labs and the City of Manassas Park shall not be liable for any damages or costs of any type arising out of or in any way connected with use of the MPCC computer lab internet connection.
- Failure to comply with this policy may result in loss of computer lab and/or Community Center privileges in addition to any appropriate legal action including criminal prosecution.

Emergency Action Plan

In the event of an emergency, our staff has been trained to follow facility protocol and implement the following emergency action plan procedures as necessary and appropriate:

Building Evacuation

The Manager on Duty will calmly and clearly announce the need to evacuate the building over our public address system. MPCC staff will direct patrons via the following evacuation routes:

- Pool Sun Deck Exit: pool, locker rooms, family changing rooms, and wet classrooms (teaching classrooms)
- Individual Door Exit: Multi-purpose rooms 1-7, wellness center, and aerobics studio
- Main Front Exit: yellow conference room, green hallway bathrooms, and computer lab
- Gym Exit: Gymnasium and gym bathrooms
- Administrative Exit: pre-function area, banquet hall, kitchen, blue conference rooms, and pre-function bathrooms.
- MPCC staff will stand outside emergency exits and direct people to the designated assembly area (far left corner of main lot). Please be cognizant of emergency vehicles and personnel and stay with large group. Once the emergency concludes, the MOD will promptly notify customers if the building can be occupied or if it will need to remain closed.

Medical Emergencies

All of our staff receives routine training and certification in First Aid/CPR; however we are limited in our ability to handle medical emergencies. As a result, staff has been instructed to call 911 and immediately seek expert medical attention as dictated by the severity and necessity of the situation. Individuals may refuse medical treatment/transport once emergency personnel come onto the scene and confirm that individual is stable/safe. If the injury is minor in nature, our staff will provide necessary first aid treatment, potentially recommend seeking further medical advice, and always document the accident/incident with the patrons (or parent/guardian's) signature.

Power Outage

In the event of a power outage, MPCC staff will assist patrons throughout the facility and guide individuals to our emergency lit (generator powered) areas as necessary (Banquet Hall, Gymnasium, and Recreation Services).

Tornado Warning

In the event of a tornado, MPCC staff will make an announcement over our public address system that we are in a tornado warning and to quickly follow staff to our shelter in place location. You will want to immediately get away from all windows and glass and quickly make your way to one of the gymnasium corridors. Anyone on the pool side of the building will make your way to the long corridor between the gymnasium and Indoor Pool locker rooms. Anyone on the administrative office side of the building will need to make your way to the long corridor between the gymnasium and banquet hall. Once you arrive to respective location you will need to crouch down as low as possible, facing the ground, and cover your head. Staff at various locations throughout the building will direct patrons accordingly to respective safe place. Once the storm has passed, MPCC staff will escort patrons out of shelter area or redirect them outside if substantial damage has occurred.

Earthquake

Earthquakes occur without warning and often are accompanied by subsequent aftershocks for days, weeks, and even months. Once an earthquake begins, you will want to drop, cover, and hold on. It is best to minimize your movements and get to a nearby safe place as quickly as possible. Get down, get below a sturdy table or piece of furniture, and hold on tight. If you cannot access something sturdy, it is best to get to an inside corner of the building and cover your face and head. Remember to stay away from glass, windows, outside doors/walls, and anything hanging that could fall. Stay put until the shaking stops. MPCC staff will announce via our public address system when it is safe to move and go outside. Aftershocks may occur so be cognizant of that as you exit the facility.

Building Lockdown

In the event of a building lockdown, MPCC staff will calmly and clearly advise patrons that the building will be going into lockdown mode and will direct everyone to the gymnasium. All exterior doors/windows will be secured and all patrons/staff will remain in the gymnasium until MOD has been given clearance from authorities to resume normal activity.

Code Adam

In the event that a child becomes separated from their parent/guardian the following procedures will be implemented:

- MPCC staff will utilize public address system to page child to the front desk. In the meantime, staff will obtain an immediate description of the child using Code Adam form (name, height, hair color, clothes, last location, etc.).
- If unsuccessful, MPCC staff will then make a “Code Adam” alert on the public address system. This will signal staff to carefully watch and monitor all building doors/exits.
- Staff members will then be directed to check all quadrants of the building thoroughly questioning patrons/members to see if a child matching this description was recently spotted.
- If the child still has not been found after a thorough and detailed search of the entire building, then MPPD will be immediately called.
- If the child found refuses to go with the requesting parent/guardian or if a child matching the description was noticeably removed by another individual not authorized by the parent/guardian then MPPD would immediately be called.

Missing Parent

In the event that MPCC staff/patron finds a lost or unaccompanied child, staff will immediately obtain the child’s name as well as the parent/guardian’s name and physical description. MPCC staff will immediately use the public address system to direct missing

parent/guardian to the front desk. If parent is found, staff will address the severity and significance of such a situation. If the parent/guardian cannot be found within the building, staff will subsequently attempt to make phone contact and make proper arrangements for pick up. If the parent/guardian is unreachable by phone MPCC staff will be forced to call the non-emergency police line and turn child over to the care of MPPD.

Fire/Explosion

In the event of a building fire and/or explosion MPCC staff will make an announcement via our public address system directing all patrons to evacuate the building via the closet exit. Keep in mind that any patron who discovers a fire emergency should activate one of our pull stations as available. Once the pull station is activated, all individuals will be alerted by audible and visual cues that a fire emergency exists. Patrons should not attempt to extinguish a fire but should immediately evacuate the building by means of the most direct exit. Once everyone is safely outside and gathered in the designated assembly area, MPCC staff will remain in close contact with emergency personnel and keep patrons up to date as information comes available. Once emergency personnel make a decision as to the status of the building, patrons will be escorted back into the building or given instructions as to when they can return.

CITY OF MANASSAS PARK



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