

Group Rentals/Lock-Ins Rules and Procedures 2018

Staffing/Chaperones

- Rush Copley Healthplex Staff will be responsible for leading each rotation.
- Chaperones will be required to be a group leader and help supervise the participants of the Lock-In. Chaperones are responsible for the all of the children in their group particularly after lights out when supporting Healthplex staff are no longer present.
- Chaperones and parents must assist Healthplex staff with each activity.
- Chaperones must obey all Rules and Procedures listed and designated by Healthplex staff.
- A ratio of 1 volunteer/chaperone to 8 participants will be required.
- The Healthplex is a no smoking campus.
- Chaperones do not participate in the activities including Climbing Wall. Swimming is allowed.

Rules and Procedures

- Groups will use the Main Entrance near the registration desk.
- Please do not arrive more than 15 minutes prior to the start of the event.
- All Participants and Volunteers/Chaperones must turn in a waiver before entering the Healthplex.
- Final Payment must be made at the start of the event.
- Participants will be placed into groups by the Healthplex group facilitators and event chaperones.
- Each group must be lead by a leader or chaperone to each rotation.
- A volunteer or chaperone must govern bathroom breaks. (The bathroom facilities to be used are either the Discovery Club or family locker room facilities.)
- All food must remain in the designated area unless otherwise specified by Healthplex staff. One scheduled snack time is allowed. No late night snacking or breakfast.
- The Fitness Floor/Fitness Equipment, Men's/Women's Locker Rooms, and other areas specified by Healthplex staff are prohibited during all events including chaperones.
- No one is allowed to wander throughout the club.
- At bedtime everyone must stay in the designated sleeping area.
- No one may leave in the middle of the night unless prearranged through Healthplex staff.
- **All Participants must bring their own towels.**
- The Healthplex must be restored to its standard of cleanliness by the end of the event.
- Healthplex staff will enforce all facility rules including Pool and Rock Climbing rules.
- All other posted Rules Apply
- No one is allowed in the Healthplex unless accompanied by Healthplex staff.
- Rush Copley Healthplex is not responsible for items that are lost or stolen.
- Any concerns must be brought to the lead person.
- After the doors are locked it is the sole responsibility of the group leaders to arrange late arrival or early pick-up participants to be let in or out as needed.

See attachments- behavior contract and the what to bring list

Rush Copley Healthplex reserves the right to immediately terminate a contract for an event and request the dismissal of all guests, from the Healthplex, with no refund or credit issued.