

The Potomac Community Recreation Center's Club Friday program welcomes you. We will be providing exciting, fun filled nights for you. In order for all of us to have a good time, we are asking that all Club Friday parents and members read and abide by the rules and regulations of the club. The following is a statement that all members must read and understand. This statement is on the membership card, which must be signed by the member before attending.

"I hereby agree to abide by all regulations of the Potomac Community Recreation Center, with a full understanding that the privileges of Club Friday may be revoked for failure to comply."

Use of the Community Recreation Center is a privilege, and members and their guests are expected to abide by these established rules of conduct in order to protect the interests of all members.

### **RULES & REGULATIONS**

1. Members are expected to have regard for others as well as respect for the facility and staff.
2. Do not bring valuables to Club Friday. The Department of Recreation and the Potomac Community Recreation Center are not responsible for lost or stolen items.
3. Any misconduct, vandalism, behavior problems, etc. will be reported immediately to the child's parent or guardian. Appropriate disciplinary action may include expulsion from Club Friday without a refund.
4. Respect other people's property.
5. Guests must be accompanied by a member and must be in 3-6th grade. Members are responsible for the actions of their guest. Use of the Community Recreation Center is a privilege. Members and their guests are expected to follow the rules. Any misconduct will result in immediate notification of parents. Guests are not allowed to enter the building unless they are accompanied.
6. If a Club Friday guest is being picked up by his/her parent at the end of Club Friday, this needs to be noted on the Club Friday carpool form at the beginning of the night. Club Friday guest parents must follow the same check out procedure as a Club Friday parent.
7. There is absolutely no running in the building and **no cellphones** are to be brought to Club Friday.
8. Loud, boisterous, verbally or physical abusive behavior is inappropriate and will not be tolerated. Conduct yourself responsibly. Horseplay, unwelcome teasing, bullying, or other unkind behaviors are not allowed.
9. No more than four people at one time will be allowed in the bathroom during Club Friday.
10. All food and drink must be eaten in the community room only. The snack machines in the lobby will not be available for use during Club Friday. Members are expected to throw away all of their trash in the proper receptacles and to clean up after themselves.
11. Appropriate dress and language are expected at all times. Shoes must be worn at all times.
12. Only tennis shoes or rubber sole shoes will be allowed in the gymnasium. No heeled shoes (shoes with wheels.)
13. There will be no sitting on the ping-pong or billiard tables, or the pre-school play area equipment.
14. Abusing equipment (e.g., slamming ping-pong paddles, handling pool sticks improperly, etc.) will not be tolerated. Reimbursement will be expected for any broken equipment arising from such abuse.
15. Replacement membership card cost is \$2. Members arriving for Club Friday without their membership card will be checked in and charged the \$5 guest fee at the door prior to entry.
16. Front desk staff will make emergency phone calls when it is necessary.
17. Any conflicts or abusive behavior should be reported to a Recreation Staff member or parent volunteer immediately. Do not try and solve conflicts alone. The staff are there as your support.
18. Once you have entered the building, you will not be permitted to leave without a parent or guardian. Parents/guardians/carpool drivers will sign out their children/carpool in the gymnasium. There are no exceptions to this policy. This is for your child's safety and protection as well as your peace of mind.

***Thank You For Agreeing To Abide By The Club Friday Rules. Enjoy The Program.***

I have read the above rules and regulations for the Potomac Community Recreation Center's Club Friday program and I agree to abide by them.

Club Friday member \_\_\_\_\_ Date \_\_\_\_\_

I have read the above rules and regulations for the Potomac Community Recreation Center's Club Friday program and agree that my child must abide by them.

Club Friday parent \_\_\_\_\_ Date \_\_\_\_\_