



CITY of CALABASAS



CALABASAS COMMUNITY CENTER RULES & REGULATIONS

It is the intent of these Rules and Regulations to ensure the enjoyment of the Calabasas Community Center. The obligation of enforcing these Rules lies primarily in the hands of the Calabasas Community Center Staff whose principal responsibility is to ensure patrons have all courtesies, comforts and services to which they are entitled. It is also the duty of Calabasas Community Center patrons to know these Rules and Regulations and to cooperate with the management and staff in their enforcement.

HOURS OF OPERATION

Monday-Friday: 6 a.m. – 10 p.m.
Saturday & Sunday: 8 a.m. – 6 p.m.

CONTACT INFORMATION

Phone: (818) 479-8180
Website: www.cityofcalabasas.com/CCC

HOLIDAY SCHEDULE

New Year's Day	January 1	CLOSED
Martin Luther King Day	3 rd Monday in January	CLOSED
President's Day	3 rd Monday in February	CLOSED
Memorial Day	Last Monday of May	CLOSED
Independence Day	July 4	CLOSED
Labor Day	1 st Monday in September	CLOSED
Veteran's Day	November 11	CLOSED
Thanksgiving Day	4 th Thursday in November	CLOSED
Day Following Thanksgiving	4 th Friday in November	CLOSED
Christmas Eve	December 24	CLOSED
Christmas Day	December 25	CLOSED
New Year's Eve	December 31	CLOSED at 12:00 noon

****Hours of operation and Holiday schedule are subject to change****

ARTICLE I Definitions and Application

1.1 THE CCC

“The CCC” refers to the Calabasas Community Center, 27040 Malibu Hills Road, Calabasas, CA 91301.

1.2 MANAGEMENT

“Management” refers to City employees and appointed staff at the Calabasas Community Center (CCC). The affairs of The CCC are administered by the Recreation Manager (“Manager”), under the direction of the Community Services Director. The Manager has supervisory responsibility over The CCC at all times.

1.3 FEES

All fees, membership, monthly or otherwise, are determined by the City Council. The Council reserves the right to modify, change and add to these fees, dues and charges at its sole discretion. The schedule of fees, dues, and charges in effect at any given time is contained in a classification table listed within the Calabasas Municipal Code. Membership fees are adjusted annually per City Council Resolution based upon the Consumer Price Index for Los Angeles County.

1.4 APPLICABILITY OF RULES

These Rules apply to all patrons and visitors who participate in CCC programs and/or use the CCC Facility.

ARTICLE II House and Grounds Rules

2.1 PROPER CONDUCT

All persons who participate in CCC programs and/or use the CCC Facility shall abide by this Code of Conduct.

- 2.1.1 Take direction from CCC staff/supervisors.
- 2.1.2 Be respectful of participants and program staff.
- 2.1.3 Be able to care for oneself; must function on their own or with assistance of a caregiver, subject to ADA accommodations by the City.
- 2.1.4 Refrain from abusive, intimidating, threatening, or harassing language toward any patrons, participants, City of Calabasas personnel, instructors, coaches, or volunteers.
- 2.1.5 Abstain from overly persistent complaints, pestering correspondence, derogatory social media posts, or actions initiated with intent to intimidate or humiliate any patron, participant, player, official, coach, spectator, volunteer, or City of Calabasas personnel.
- 2.1.6 Refrain from derogatory statements, or those that may be interpreted as derogatory, regarding sex, race, national origin, ancestry, age, marital status, sexual orientation, religion, disability, or other classification protected by federal or state law.
- 2.1.7 Bullying is not tolerated. Bullying is when one or more people exclude, tease, gossip, hit, kick, or intimidate another person with the intent to hurt or have power over that person.
- 2.1.8 Refrain from damaging equipment, supplies and facilities.
- 2.1.9 Refrain from fighting, wrestling, spitting, physical abuse, challenging others to fight, pushing, shoving, striking, threatening, verbal abuse, destroying or damaging property (personal or City) and other disruptive, intimidating or harassing behaviors.
- 2.1.10 Abstain from use of tobacco, cannabis, or illegal drugs while on property (including parking

lot). Persons appearing to be under the influence of cannabis, or illegal drugs or consuming tobacco will be asked to leave the CCC immediately.

- 2.1.11 Abstain from consumption of alcohol except when explicitly authorized by Management in conjunction with a program, rental, or special event. Persons appearing to be intoxicated will be asked to leave the CCC immediately
- 2.1.12 Weapons of any kind are prohibited while on the premises.
- 2.1.13 Refrain from lying outstretched or sleeping on the furniture or the floor.
- 2.1.14 Solicitation or sales of goods or services by an individual, participant or group are prohibited (unless approved by Management in writing).
- 2.1.15 Under no circumstances may individual participants ask staff or other participants for money.
- 2.1.16 Participants who cause an unreasonably loud noise that is disturbing or annoying and interferes with the ability of City staff to perform their tasks or of members of the public to participate in activities may be asked to leave the premises.
- 2.1.17 Obey all parking laws.
- 2.1.18 Refrain from consuming or carrying any food or beverages in weight room or gymnasium except bottled water. Exceptions can be made given medical or other reasonable accommodation requests as approved by City staff.
- 2.1.19 Refrain from bouncing basketballs and other sports / toy balls inside the CCC with the exception of the Gymnasium.

2.2 HOURS OF OPERATION

The schedule of operation for The CCC shall be published in the front page of this CCC's Rules and Regulations but is subject to change without notice. From time to time, certain areas of the CCC will be taken offline for general maintenance or other purposes.

2.3 SPECIAL FUNCTIONS

Members, businesses or the public may use areas within the CCC for a fee set and approved by the Calabasas City Council. Prior approval must be obtained through the City of Calabasas Rental's Office. Liability insurance with proper endorsements required. Management, at its sole discretion, may use the CCC for City related programs and functions.

2.4 FOOD AND CATERING SERVICE

ALL third-party vendors and service providers (i.e., food vendors, caterers, etc.) must be pre-approved by the City of Calabasas and have the required insurance on file with the reservation office at least 30 days prior to the event date. This includes rental and special event equipment (i.e., tables, stages, booths, umbrellas, archways, etc.). It is the responsibility of the renter to coordinate the delivery of these items within rental hours. It is the responsibility of the renter to secure all necessary insurance documents mandated by the City for third party vendors and service providers.

2.5 GYM 2 GYM MEMBERSHIP

Members of the public may pay a fee for the right to unlimited use of the weight room facility during open hours and use of the gymnasium during open-play hours. Members further receive priority registration for classes offered at the Calabasas Community Center (excluding events, camps, and leagues) unless stated

otherwise in membership classification.

2.6 MINORS

Member parents or guardians of minors are directly responsible for the actions of their minor children. In the event of violations of CCC rules or policies by minors, restrictions may be imposed on family use of The CCC facilities. Minors under the age of fourteen (14) years are not allowed in the weight room.

2.7 REPORTING INJURIES

Any injury to persons or damage to property should be reported immediately to the Customer Service Desk staff.

2.8 DRESS CODE

Appropriate athletic attire is required to ensure proper hygiene, minimize skin to equipment contact, and to assure the well-being of all participants while using CCC facility. Shoes, shirts, and bottoms must be worn at all times. Closed toed/closed heel athletic shoes are required in the gymnasium, weight room, and fitness studio. Clothing with any feature that may damage equipment is prohibited and must be free of profanity or offensive material.

2.9 LOCKER ROOMS

Daily use lockers and showers are provided on a first-come/first-served basis for Gym 2 Gym members, class attendees, or patrons who have paid the requisite Daily Use fee. Customers must provide own lock and remove it by end of business day.

2.10 PARKING

All members must drive and park motor vehicles in accordance with applicable laws and posted regulations. Violations of regulations will lead to warnings, citations, and/or towing of vehicle at owner's expense. All members must drive with caution when in the parking lot due to heavy pedestrian traffic. No overnight Parking permitted.

2.11 ANIMALS

With the exception of service animals, pets or other animals are not permitted anywhere on The CCC premises at any time, regardless of whether they are on a leash or supervised.

2.12 NON-SMOKING POLICY

Smoking (Including E-Cigarettes) is strictly prohibited in the parking lot or any portion of the CCC grounds. (City of Calabasas - ordinance 2006-217).

2.13 CELL PHONE USE

Cell phones must be silenced upon entering the CCC facility. Talking or taking phone calls while in the weight room, gymnasium or while participating in a program is prohibited.

2.14 FILMING

All filming of videos and/or still photos must be approved and a permit issued by the facility management and the City of Calabasas.

ARTICLE V Infractions & Discipline

3.1 VIOLATIONS

Any person who violates these Rules is subject to warning (either verbal or written), suspension, or immediate ban. Any person found to be in violation of the Rules may be denied usage of the CCC and/or all Calabasas Community Services Department facilities and programs. The City is not required to issue a warning before imposing a suspension or ban on a person found to be violating these Rules.

No refunds will be given for anyone asked to leave the CCC or program for violation of these Rules.

The Community Services Director or their designee in writing shall have the authority to determine who has violated these Rules and implement penalties.

3.2 PROCEDURE FOR IMPOSING SUSPENSIONS

Procedure for Imposing Suspensions or Violations

A written notice shall be prepared by the City describing the violation, the appeal process, noting all parties involved, and specifying the penalty established by the City. This notice shall be sent to the person or persons in violation of the rules.

Guidelines for Severity of Penalty

Management shall impose penalties of persons found to be violating these rules based on the following scale:

Adult Participants: (corrective action may vary based on severity of conduct)

1st offense: Verbal warning & correction of behavior

2nd offense: 7-day suspension

3rd offense: 30-day suspension

4th offense: Suspension for entirety of current program session

5th offense: Indefinite suspension from program

Minor Participants: (corrective action may vary based on severity of conduct)

1st offense: Verbal warning & correction of behavior

2nd offense: Parent/guardian conference

3rd offense: 7-day suspension

4th offense: 30-day suspension

5th offense: Suspension for entirety of current program session

6th offense: Indefinite suspension from program

The City retains the authority to deviate from these guidelines and impose greater or lesser penalties, including immediate suspension or ban, based on the discretion of the Community Services Director and based on specific factual circumstances.

ARTICLE IX Miscellaneous

4.1 RELEASE AND DISCLAIMER

While using CCC facilities or participating in CCC events, whether on or off the premises, patrons are charged with the responsibility of using proper judgment and caution at all times. The City of Calabasas assumes no liability for injuries caused to or incurred by any user or guest, or for damage to property resulting from the use of the CCC facility. Consequently, any patron who uses or accepts the use of any

CCC facility, service, or engages in any athletic contest, exercise or other activity, either on or off the premises, does so at their own risk and shall hold the City of Calabasas, their employees and agents harmless from any injury, damage, claim, or liability resulting from such use or engagement.

4.2 PERSONAL PROPERTY

Each member, family member or guest is responsible for his/her own personal property. Management is not responsible for lost property or articles stolen from anywhere on The CCC premises, including the parking lot and specifically disclaims any such responsibility. The Manager without notice may dispose of property left by any person on the CCC premises and not claimed within thirty (30) days.

4.3 NO AGENCY

No user or person participating in the activities at the CCC shall have the authority, express or implied, to act on behalf of or as an agent for the CCC, or the City of Calabasas.