MEMBERSHIP HANDBOOK

Membership Handbook

MEMBERSHIP Updated 6/1/18:

PVFiT offers memberships to Pleasant View Communities Residents and Employees, as well as the outlining community for people ages 40 and over.

Below is a detailed information regarding PVFiT memberships.

	Price	Fitness Center	Pool Area	Classes	Personal Training
Community Membership (1-year Contract)	$37/ month and One-time $25 activation fee	X	X	X	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
Community Senior Membership (1-year Contract)	$32/ month and One-time $25 activation fee	X	X	x	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
Community Membership (3-Month Contract)	$149	X	X	X	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
SilverSneakers®/ Silver&Fit®	FREE	X	X	X	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
PRIME®	X	X	X	X	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
Local First Responder	$15/month	X	X	X	1 Free Orientation Session in Fitness Center; additional Personal Training available for a fee
Employees	$15/month	X	X	X	1 Free Orientation Session in Fitness Center; 3 Personal Training sessions each year for free

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MEMBERSHIP PAYMENTS Updated 6/1/18:

- Community Membership (1-year Contract)
  Under this membership PVFiT members are responsible to pay $37 monthly by Credit Card or Checking Account kept on file on the 1st day of each month.

- Community Senior Membership (1-year Contract)- For ages 65 and older
  Under this membership PVFiT members are responsible to pay $32 monthly by Credit Card or Checking Account kept on file on the 1st day of each month.

  Members may change the payment on the month of their 65th birthday. Members must contact PVFiT by the 15th of the previous month to update the account.

- Silver&Fit® and SilverSneakers® Membership
  Members eligible for a Silver&Fit® and SilverSneakers® membership may attend Town Square Health at no fee.

  PVFiT is compensated per visit of each Silver&Fit® or SIlverSneakers® member. While there is a maximum amount per month that PVFiT is able to get compensated, PVFiT does not limit the number of visits per month.

- Tivity PRIME Membership
  Members eligible for a PRIME membership may attend PVFiT at no fee to PVFiT. PRIME members are responsible for payment to Tivity Health to remain active in the program. Failure to remain active will result in membership cancellation to PVFiT.

  PVFiT is compensated per visit of each PRIME members. While there is a maximum amount per month that PVFiT is able to get compensated, PVFiT does not limit the number of visits per month.

- Local First Responders
  Under this membership PVFiT members are responsible to pay $15 monthly by Credit Card or Checking Account kept on file on the 1st of each month. This membership is a one-year contract.

Persons eligible for the local first responder departments include employees and active members of the Penryn Fire Department, Manheim Fire Company, Manheim Memorial Ambulance, Manheim Borough Police Department, Northern Lancaster Country Regional Police Department, Northwest EMS, Mastersonville Fire Department, Susquehanna Valley EMS and Warwick EMS. Prospective members must show department ID badge prior to signing up for a membership.

- Pleasant View Employee Membership
  Employees are responsible for the PVFiT membership by either Payroll Deduction or through Credit Card process. The deduction is processed through payroll on the first pay of each month. Credit Cards are processed on the 1st of the month.

Failure to process payment by the 15th of each month- member is not permitted to attend PVFiT until payment is processed and may result in an additional fee.

Membership Freeze- Memberships may be frozen for up to 6 months with a medical excuse at no monthly charge. Membership freeze for any other reason can be done for a $15 fee and may freeze membership for up to three months. Member must give a written notice by the 15th of the previous month prior to freezing membership.

Membership Cancellations- Members must fulfill their one-year contract prior to cancelling. Members must give written notice by the 15th of the previous month prior to cancelling.

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GUEST POLICY Updated 6/1/18:

- For Guests Under the Age of 16
  Guests of PVFiT members and/or residents under the age of 16 are welcome to use the Swimming Pool during the following times:
  - Monday-Thursday 9am-11am and 2-6pm
  - Fridays 2-6pm
  - Saturday-Sunday 10am-1pm

  Guests under the age of 16 are not permitted to use the Hot Tub or Sauna and must be accompanied by a PVFiT member at all times.

  A $5 Guest Fee applies to guests ages 2 and older. Each member may bring 2 guests at one given time.

- For Guests Ages 16 and older
  Guests of PVFiT members and/or residents over the age of 16 are welcome to use the Pool Area and/or Fitness Center when accompanied by a PVFiT member.

  A $5 Guest Fee applies.

- Day and Week Pass
  Anyone over the age of 40 may purchase a day pass to PVFiT. This allows the guests to use all the amenities offered at PVFiT.

  A $10 fee applies for a Day Pass. A $25 fee applies for a Week Pass.

PARKING FOR PVFIT Updated 6/1/18

- Members and guests are encouraged to use the North Entrance of Red Oak Dr.
- Members and guests should park in the Town Square North large Parking Lot or in the Lower Parking Lot near PVFiT Entrance.
- Do Not Park in Reserved Spots- this is including but not limited to: Resident, Out Patient Therapy, Short Term Parking and Parking in Town Square.
- Handicap Parking Spaces are available in the Lower Parking Lot.

FACILITY RULES, POLICIES AND PROCEDURES Updated 6/1/18:

All members and guests are expected to follow all PVFiT rules, policies and procedures. Failure to do so may result in membership suspension at PVFiT.

- PVFiT Rules and Policies
  1. All members and guests must show behavior that respects Pleasant View Communities's Mission Statement and Core Values.

     Pleasant View Communities Mission Statement:
     We aspire to provide healthy, vibrant living- full of joy, meaning and purpose- through passionate, Christ-like service.

     Pleasant View Communities Core Values:
     Dignity, Kindness, Empathy, Compassion, Joy and Stewardship

  2. Notify staff immediately if you experience shortness of breath, become dizzy, overheated or nauseous and/or experience unusual pain.
     If PVFiT staff views your current state is in need of medical attention, staff will call for an ambulance. It is the right of the member or guest to decline service with ambulance service upon arrival of the first responders.
  3. Abuse and/or misuse of PVFiT property and equipment is unacceptable. Violators will be held financially responsible for damages and losses. Violators will be asked to leave the premises and action may result in entry privileges being suspended or revoked.
  4. Misuses, moving, or altering any portion of PVFiT property is prohibited.
  5. Foul and abusive language is unacceptable.
  6. Pleasant View Communities is a tobacco-free campus. Tobacco use of any kind is prohibited on Pleasant View property.

- <u>Check-in Procedures</u>
  1. Members must swipe their membership badge in the computer system upon arrival.
  2. Members must use the sign-in sheet if they do not have their badge with them. If it becomes apparent that a badge is misplaced, it will be recommended that a replacement badge be purchased. There is a $5 badge replacement fee for misplaced badges.
  3. Class sign-in sheets are placed at the front desk. Class participants are required to sign-in prior to the start of class.

- Fitness Center Rules
  1. Notify staff immediately if you experience shortness of breath, become dizzy, overheated or nauseous and/or develop unusual pain.
  2. For your safety and the safety of others, please wipe down all fitness equipment (including but not limited to cardiovascular machines, weight machines, dumbbells, free weights, etc.) with disinfecting wipes after each use.
  3. Athletic attire is required; including shirts and closed-toed athletic shoes. No sandals, flip flops or shoes with high heels are permitted.
  4. For safety and security reasons gym bags, purses or other bags are not allowed on the fitness floor.
  5. Limit your time to 30-minutes on cardiovascular equipment when there is someone waiting to use the equipment. Persons who are waiting to use cardiovascular equipment should put their name on the waiting board to notify exercisers that someone is waiting.
  6. Please allow others to work in when doing multiple sets on strength equipment. Do not rest on strength equipment between sets when others are waiting.
  7. Please return free weights and other equipment to their proper place. Avoid dropping weights or leaning weights against walls, mirrors or machines.
  8. Food of any kind is prohibited on the fitness floor.
  9. Water and other beverages must be in closed containers.

- Pool Area Rules
  1. Notify staff immediately if you experience shortness of breath, become dizzy, overheated or nauseous and/or develop unusual pain.
  2. Please use caution when walking in the Pool Area. The floor may become slippery as water may puddle. For this reason, water shoes or clean footwear is recommended.
  3. There is no running on the pool deck.
  4. Food and beverages are prohibited, other than bottled water. Glass containers are prohibited.
  5. Members and guests should use lockers in the pool area or locker room to store their towels and belongings. Personal belongings should not be placed on furniture or equipment in the Pool Area.
  6. Members and guests are required to shower before entering the Swimming Pool or Hot Tub.
  7. Return all exercise equipment to proper storage areas when completed with your exercise.
  8. The Pool Area closes 30-minutes prior to the facility closing.
  9. In the event that severe weather (including but not limited to thunder, lightning, high winds, tornado and hurricane warnings) approaches the area, PVFiT staff will closely monitor local radar and weather reports. If necessary, the pools will be closed and guests will be asked to exit the Pool Area.

10. When and if severe weather will affect the Pool Area operations is impossible to predict. Therefore, PVFiT staff cannot predict whether the pools will be closed when severe weather is forecasted, nor can they predict when the pools will reopen after a severe weather closure. Decisions will be made on a case by case basis by facility staff. If the Pool Area has been closed, PVFiT staff will reopen the Pool Area as soon as weather conditions allow.

- Swimming Pool Rules
  1. Participants are required to take a cleansing shower prior to entering the pool.
  2. Swimsuits are required in the pool, hot tub and sauna area. Cut-off pants, gym trunks, underwear or see-through swim suits are not permitted.
  3. Participants must enter and exit the pool via the ramp or ladders ONLY. There is no entering the pool from the side of the pool.
  4. No diving is allowed.
  5. Be respectful of others around you.
     - There are no saved spots in the pool.
     - Be careful of unnecessary splashing.
     - Spitting, blowing the nose, or discharge of bodily waste in the pool is strictly prohibited.
  6. A person with bandages, blisters, cuts, rashes, stitches and/or communicable diseases is prohibited from using the PVFiT pool.
  7. Use of the Lap Lane:
     The lap lane is available on a first come, first serve basis and is reserved for swimmers. If there is a wait for the lap lane, the current swimmer is limited to 20 minutes. If you are waiting for the lap lane it is your responsibility to notify the swimmer or walker in the lap lane. Place the "Lap Lane Waiting Sign" at the end of the lap lane for the swimmer to see it. When there are multiple users of the pool at the same time- Lap swimmers and water joggers/walkers should stay to the "Lane Side" of the pool and all stationary exercisers should stay on the "Ramp side" of the pool.
  8. All long hair must be tied back or wear a bathing cap.
  9. Contact the PVFiT manager regarding urinary incontinence prior to using the pool.

- Hot Tub Rules
  1. Children under the age of 16 are not permitted to use the hot tub.
  2. Pregnant women and those suffering from heart disease, high or low blood pressure and/or diabetes should not enter the hot tub without physician's approval.
  3. Exercises of any kind are not permitted.

  4. Maximum time limit in the hot tub is 10 minutes. If you wish to use the hot tub longer, exit the hot tub, shower and cool down then re-enter the hot tub.
  5. Enter and exit the hot tub with caution.

6. No jumping or diving into the hot tub.
7. Underwater submersion is prohibited.
8. Do not use body lotions, oils or suntan products. Shaving is prohibited.

- Sauna Rules
  1. Children under the age of 16 years of age are not permitted to use the sauna.
  2. Pregnant women and those suffering from heart disease, high or low blood pressure and/or dianetesshould not enter the hot tub without prior physician's approval.
  3. If you experience symptoms of overexposure such as: lightheadedness, dizziness, increased heart rate, nausea or extreme fatigue, leave immediately and sit until your body temperature returns back to normal.
  4. Limit your exposure to 15 minutes per sitting in the sauna.
  5. Allow a 10-minute cool down after intense exercise or hot tub use before entering the sauna.
  6. Use caution when entering and exiting as the floor may be uneven.
  7. Always sit on a towel when using the sauna.
  8. A bathing suit is required to use the sauna. Do not use the sauna fully clothed or in street shoes.
  9. Individuals must shower and towel dry before using the sauna.
  10. No newspapers, magazines, or paper products are permitted in the sauna.
  11. Do not pour water onto heating coils in the sauna.
  12. Do not use body lotions, oils or suntan products. Shaving is prohibited.
  13. Remove all jewelry to prevent burns when using the sauna.

- Locker Room Rules
  1. Cell phone use and photography is prohibited in all locker rooms.
  2. To prevent slips and falls members and guests must mop up the wet areas of the floor using the mops provided.
  3. Adult locker rooms are for ages 13 and older. Children 3 years of age and younger are also permitted with adult supervision.
  4. A private bathroom is available for families with children ages 3 to 12 years. Opposite gender care givers may use the private bathroom to help members with disabilities.
  5. Lockers must be emptied each day. Overnight storage is not permitted. Items left overnight will be removed.
  6. Lock up valuables in a locker. PVFiT is not responsible for lost or stolen items.

- Golf Simulator Rules and Guidelines
  1. Players are responsible to check-in with a PVFiT staff member upon arrival and leaving the facility.

2. Participants are asked to leave the Golf Simulator Room in a clean, orderly fashion.
3. Clean footwear is required.
4. No food or glass containers are allowed.
5. Participants are limited to the time reserved. Additional fees will apply if participants go over time.
6. Up to four players are permitted to play at one time.

- Class Rules and Policies
  1. All class participants must sign-in on the class sheet prior to each class.
  2. Please notify the instructor of injuries or medical conditions.
  3. Be respectful of others and arrive to class on time.
  4. Be respectful of other participants and refrain from excessive talking during class.
  5. There are no reserved spots in class.
  6. Stay hydrated and bring water to class!
  7. Wipe down sweat from mats, equipment and/or floor area at the end of each class.

FACILITY CLOSURES, CLASS RESERVATION AND CLASS CANCELLATION POLICIES Updated 6/1/18

- Facility Closures
  - Holidays: PVFiT is closed on the following holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day
  - Inclement Weather: In the event of severe inclement weather PVFiT will close. Facility closures will be announced on WGAL.com, on the PVFiT voicemail, and on our Facebook Page.
- Class Cancellations
  Class participants are encouraged to register on the PVFiT website portal for each class. Participants will be notified via email in the event of a class cancellation.
  - Class Cancellation due to Severe Weather: In the event of severe weather, the aquatic classes at PVFiT will be canceled.
  - Class Cancellations due to Inclement Weather: In the event of inclement weather, PVFiT will cancel classes as follows:
    - If Manheim Central Schools have a 2-hour delay MORNING CLASSES ARE CANCELLED UNTIL 11am.
    - If Manheim Central Schools are closed MORNING CLASSES ARE CANCELLED UNTIL 11am. Classes after 11am will be evaluated based on the weather conditions. A decision regarding evening classes will be made by 3pm.
- Reservations and Cancellations for Classes with Limited Availability
  Classes with a Limited Availability include: Aqua Stand Up®, Hydrorider® and TRX® classes

- Participants arriving later than 5 minutes to class may have their spot given up to another client on the waitlist.
- No admittance to classes after 5 minutes of class time has surpassed.
- 4- hour cancellation notice is required for all Specialty Class bookings.
- Failure to cancel within the cancellation window will result in your class being forfeited, and your credit card will be charged in the amount of $5. If the members credit card is not on file, it is the members' responsibility to pay the $5 fee prior to participating in the next class.