Join the Pony Activity Center
The PAC will be available for community members to use at specified times. The facility will have the following areas available for members to use:
Indoor walking/running track - 9 laps per mile
Weight Room - 5600 sq ft
Cardio Room -2400 sq feet
4 High School Gymnasiums
Stretching/Resistance Weight Area
Locker rooms with a shower

PAC Schedule

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
<th>Walking Track/ CE Weights</th>
<th>Cardio Room</th>
<th>Weight Room</th>
<th>Gymnasiums 5-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>5:30-7:30 AM</td>
<td>OPEN</td>
<td>OPEN</td>
<td>OPEN</td>
<td>OPEN</td>
</tr>
<tr>
<td></td>
<td>School Day 7:30 am - 2:10 pm</td>
<td>OPEN</td>
<td>Limited access during the school day. Check weekly schedule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:10-4:30 pm</td>
<td>CLOSED due to student activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4:30-9:30 pm</td>
<td>OPEN</td>
<td>OPEN</td>
<td>OPEN</td>
<td>Limited access. Check weekly schedule.</td>
</tr>
<tr>
<td>Saturday - Sunday</td>
<td>7 am - 7 pm</td>
<td>OPEN</td>
<td>OPEN</td>
<td>Sat morn check team schedule</td>
<td>Limited access. Check weekly schedule.</td>
</tr>
</tbody>
</table>

The schedule to the PAC will vary, use the online schedule of each facility to verify access and programming. This schedule can be found at https://stillwaterschools.org/PAC/

The Community Education Catalog is also an option to review programming and class offerings. The Community Education Catalog can be found at www.stillwater.ce.eleyo.com

Tournaments and community youth athletic association groups will use PAC gymnasiums. These will be posted on the individual calendars listed on the PAC website.

The PAC will be closed on any date that is considered an all district holiday. These include national holidays and may include the day before or after depending on the day of the holiday in any given year. These dates typically include: Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Day, New Year's Day and Memorial Day.
**Membership Information**

The PAC will provide monthly membership through online registration to community members. Monthly memberships are available with no contract or start-up fee. Fees include sales tax. If you would like assistance in signing up for a membership, forms are available at the PAC.

- Register online for a PAC membership - [http://stillwaternewschools.org/PAC/](http://stillwaternewschools.org/PAC/)
- Monthly membership payment can be paid via online portal, automatic withdrawal from your checking account or credit card, or cash/check at the PAC due the 1st of the month.
- All daily visitors and members must present a valid state-issued identification card. The card will be scanned into our visitor management system to comply with district guidelines.
- When using the facility, always enter through the PAC entrance.
- A key card and wristband will be issued to all members. This key card and wristband should be brought each time you visit for check in purposes.
- If you forget your key card, your picture will be stored in our system to verify membership status.

**Steps for PAC membership**

1) Discuss any questions about guidelines and daily schedule with PAC staff on phone or in person. Call 651-351-8036 with any questions.
2) Register online for PAC membership - [https://stillwaternewschools.org/PAC](https://stillwaternewschools.org/PAC)
3) If you are interested in a recurring monthly membership, with no specified term or commitment period, please contact the Pony Activity Center office to purchase one. These types of memberships may not be purchased online.
4) Register for health care reimbursements if they apply to you - www.nicharewards.org
5) Come to the PAC for ID check
6) Take a picture
7) Receive membership key card and wristband. (Replacement costs $2.00 each)
8) [https://stillwaternewschools.org/community-education/pony-activity-center](https://stillwaternewschools.org/community-education/pony-activity-center)

**What you will need to sign up for a membership online or in person:**

1. Valid state issued identification
2. Payment method - cash, check, debit or credit card (Visa & MasterCard)
3. Health insurance card (if health reimbursement is applicable)
4. A voided check and current insurance card must be presented if you intend to apply for healthcare reimbursement at the PAC.
5. If you would like to register for healthcare reimbursement online, you do not need to bring in your health insurance card or a voided check. You will need to enter this information at [http://nihcarewards.org/](http://nihcarewards.org/)

**Daily Passes**

Daily passes are available for individuals to purchase. Adults wanting to purchase a daily pass, must present a valid state-issued identification card. Students must present a school issued identification if they have not been issued a state ID card. The card will be scanned into our visitor management system to comply with district guidelines. Senior Citizens (62+) and students, ages 12-21 can purchase daily passes for $3. Adults, ages 22 - 61 can purchase daily passes for $5.
**Wristbands**
The PAC will serve many groups: members, school teams, spectators, students, youth associations and classes. In order to differentiate between the groups, name tags will be issued to daily pass visitors. These tags will be required to be placed in a visible and appropriate area of clothing. This policy will be strictly enforced by PAC personnel.
- Track only members and full access members will be given a plastic wristband that should be worn each time at the PAC.
- One wristband will be given when you sign up for your membership.
- Replacement wristbands can be purchased for $2.00.

![Table]

<table>
<thead>
<tr>
<th>PAC MONTHLY MEMBERSHIP RATES</th>
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</thead>
<tbody>
<tr>
<td>TRACK ONLY</td>
</tr>
<tr>
<td>-----------------</td>
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<tr>
<td>Ages &amp; Criteria</td>
</tr>
<tr>
<td>District Resident/Staff</td>
</tr>
<tr>
<td>Non-District Resident</td>
</tr>
<tr>
<td>Daily Rate</td>
</tr>
</tbody>
</table>

*Children 12 and under must be accompanied with an adult in the PAC.
**Must be at least 14 years old to use weight and cardio equipment with proper training from Physical Education Class, Pony Power and Performance or orientation.

The National Independent Health Club Association (NIHCA) is the organization that will process reimbursements into your account. The PAC will turn in a monthly report to NIHCA and they will reimburse individuals that meet the required number of workouts. Reimbursements qualify for one visit per day. Two visits in one day will not qualify as 2 workouts. Your reimbursement will be sent to you directly from NIHCA and will be applied at the end of the next month. For example, if you meet your required monthly workout quota in June, you would receive the reimbursement at the end of July.

Register for health reimbursement online at [http://nihcarewards.org/](http://nihcarewards.org/). When signing up for these reimbursement programs, please have your health insurance card and a checking account.
number with you. These documents are required for registration. Reimbursement forms are also available at the PAC front desk.

**PAC Gymnasiums Courts #5-8**
Play basketball, soccer, volleyball, pickleball and more in the gym—it’s all included with your membership. Open gym offerings are also included in your membership. Review the schedule to find out availability. You will need to provide your own equipment such as basketball and volleyballs for personal use. If you have a group that would like to organize an open gym activity, please contact the PAC.

The Gym is a shared space
Physical education classes, High School games, Community Education classes, open gyms and rentals are several activities that will occur daily. The gym schedules will be posted in the gym areas and available online for PAC members and visitors to view in advance. You can find the schedules located on the PAC website: www.stillwaterschools.org/PAC

<table>
<thead>
<tr>
<th>Gym Use Age Guidelines</th>
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</thead>
<tbody>
<tr>
<td>Children ages 11 &amp; under</td>
</tr>
<tr>
<td>Children ages 12-13</td>
</tr>
<tr>
<td>Children ages 14 &amp; older</td>
</tr>
</tbody>
</table>

**Cardio and Weight Rooms**
The Community Education equipment, cardio room and weight room at the PAC includes exercise machines, stretching areas, strength and weight equipment. This area is available for PAC members and daily pass visitors. *It is not available to those that have a track membership only.*

**Orientation**
If you would like a free orientation on how to use the cardio or weight equipment, specific dates and times will be listed on the website or available in the PAC Office. This orientation will provide an overview and basic understanding of each machine. You will need to pre-register at the PAC office or on the PAC website.

**Age Guidelines**
- Children ages 13 and under not allowed in the cardio room or weight room.
- Children ages 14 and above may use the cardio room or weight room after they have had proper training through:
  - Signature from Stillwater Area Public Schools Physical Education Courses
  - A PAC Cardio and Weight/Strength Orientation
  - Pony Power and Performance Training or similar offering within the school district
• Adults with proper training in weights, strength and/or cardio machines may use these rooms without an orientation.

**Indoor Track**
The indoor track may be used for walking or running. 9 laps equals one mile from lane 1 of the indoor track.

**Age Guidelines**
• Children 12 and under must be accompanied by an adult while using the track

**Fitness Classes**
Group fitness classes are offered by Community Education and require a separate registration and fee. There are many adult and youth enrichment activities that include cardio, dance, strength and yoga. Please visit the Community Education catalog or call (651-351-8036) to determine which classes qualify for health care reimbursement and complete advance registration.

**Age Guidelines**
Classes will specify adult, youth, or family age requirements.

**Community Fitness Activities**
On select Friday evenings and Saturday afternoons, families and adults can access athletic facilities at Stillwater Middle School, Pony Activity Center and Early Childhood Family Center. These events are free for PAC members and community members who register in advance. At Stillwater Middle School, access to the pool, weight room and gym activities are available. At the Pony Activity Center, participants will have access to the gymnasiums, indoor track, cardio and weight room.

**Children under 10 must be accompanied by an adult.**
**Weight room and cardio users must be at least 14 years old with required training.**

Pre-registration must be completed by 12:00 PM for Friday and Saturday Pony Activities. If you have a PAC membership, there is no cost, but pre-registration is required.

**Locker Rooms**
Lockers are available for daily use by members and visitors. Please bring your own lock and remove it at the end of each visit. Locks left overnight on lockers will be removed. PAC Staff will not be responsible for safekeeping valuables. Electronic devices with cameras are not to be used in the locker rooms.

There are locker rooms located on the second floor. These locker rooms have one bathroom, locker stalls, changing area and one shower. Towels are not provided. There is one family bathroom located on the first floor. This bathroom should be used when children accompany a parent or guardian of the opposite sex.
By offering separate changing areas and individual and family locker rooms, we believe everyone can find a reasonable solution which will allow all members to have access to our facilities.

**Weather and Facility Closing**
The PAC will follow school and facility closure guidelines in accordance with district policy for inclement weather. Facility closures will be announced on the PAC website, via email to all members when possible, and on local media channels. All efforts to communicate closures in advance will take place, however unforeseen circumstances may require a portion or the entire facility to be closed or restricted for construction, repair, health and/or safety reasons. The PAC reserves the right to close certain parts of the facility for major events that would impact your ability to effectively use the PAC.

**Lost and Found**
The PAC is not responsible for any lost or stolen items. Contact the front desk to retrieve lost items. Items that are not recovered will be donated to a local charity.

**Cancellation Policy**
The PAC does not have long-term or annual contracts with its members. Membership runs on a month-to-month basis with automatic monthly withdrawal of membership dues or payment in full. Membership is not based on facility usage, therefore monthly membership dues will be withdrawn or paid in full whether or not members use the facility. Notice must be provided by the account holder in one of two ways: in writing, or in person at the PAC.

**Cancelling a Monthly Recurring Membership**
If you are registered for a monthly recurring payment membership (that is not for a specified term or commitment period), you may cancel by providing notice to the PAC office at least 5 business days before the date of automatic withdrawal. Upon your request to cancel, all future monthly payments will be stopped. Your current membership will remain active until the end of the month.

Members can suspend payment on their membership for up to 3 months while they are unable to use their membership, due to injury, travel and other qualifying circumstances. If the member is unable to use their membership for more than 3 months, the membership will be cancelled. At that point the member will need to re-register at the PAC when they wish to resume.

**Cancelling a Prepaid Monthly Membership**
If you have purchased a fixed-time (1 Month, 2 Month, 3 Month, etc.) membership and paid the balance in full, you must provide notice to the Pony Activity Center office 30 days before the cancellation date to receive a refund. All cancellations given with a 30 day notice will be charged a $5.00 processing fee and refunded the remaining monthly amount. No refunds are given if there is less than 30 days on your contract.
**Membership Suspension or Termination**
The PAC reserves the right to suspend or terminate your membership, or any member on your membership, at any time for a failure to comply with these or any of our other rules, regulations, procedures or policies (which may be amended as necessary), or for conduct we determine to be improper or contrary to our best interests. A membership that is terminated will stop payment at the end of the month and no refund is given. If a membership is suspended, payment to the account still occurs. Wristbands, daily passes are to be used to the name assigned. Violation of this will be grounds for membership termination.

Students suspended from school are unable to be on school grounds, therefore they are unable to use the PAC.

**PAC Common Courtesies**
- Avoid cell phone and camera use while working out.
- Food and drink (other than water) is not allowed
- Be courteous to others waiting to use equipment—if you see people waiting, allow others to participate.
- Observe safety guidelines and precautions when using fitness equipment—like using spotters and collars, when appropriate.
- Clean equipment with provided disinfectant wipes after use.
- Return all equipment to its proper place after use.
- Proper use of aerobic, strength and weight machines will be enforced.
- Slower walkers and runners should use the inside lanes of the track.
- While passing a person on the track, pass on their outside shoulder.
- Strollers and walking assistance devices should use the inside lane.
- Wait to enter the space or set up equipment needed until the previous class/group is finished

**PAC General Policies**
- **Proper Conduct.** We strive to uphold a safe, fun, family-oriented environment. As such, we expect proper, respectful conduct on the premises at all times. We do not permit disrespectful conduct toward our members, guests, employees, vendors or property including, but not limited to vulgar, profane, indecent, offensive, violent, hostile, aggressive, threatening, harassing, stalking, fraudulent, or other inappropriate conduct or communications.
- **Weapons.** You may not bring or use weapons of any kind on the premises for any reason.
- **Proper Attire.** You must wear proper attire at all times, including shirts and shoes, unless noted in a specific area. Wear clean, closed toe, non-marking shoes. Spikes and cleats are not allowed on the indoor track. The PAC will follow school district guidelines for proper attire.
- **Membership Cards and Check-In.** As a member, you should remember to bring your key card and wristband for entry.
● **Locker Rooms.** We expect proper etiquette in our locker rooms. You may not use an electronic device equipped with a camera in our locker rooms.

● **Security.** Secure coats, bags and valuables in a locker—the PAC is not responsible for lost or stolen property.

● **Injuries.** If you are injured while on the premises, please seek immediate assistance from an employee of the PAC. An employee can provide or arrange for appropriate medical assistance and must complete an incident report.

● **No Personal Training by Members or Guests.** You may not solicit or conduct on the premises any personal training as defined above, with or without compensation. The PAC retains sole discretion to determine whether a member or guest is engaged in personal training.

● **Leagues.** You may not organize your own informal or formal sports leagues, tournaments, or programs. The PAC retains sole discretion to determine whether a member or guest is engaged in organizing or participating in non-PAC league play.

● **Cell Phones and Other Mobile Devices.** Cellular phones and other mobile devices may not be used in photographic or video mode in any locker room or bath room for the security and comfort of members, students and guest. Please use common courtesy when using mobile devices in all areas of the center. Violation of this policy can result in consequences up to termination of membership.

● **Photography and Video.** Professional photography and recording of video on the premises is not allowed without the advance approval of the Activities Office or PAC Office. Personal photography is allowed in public areas of the club only. You must have consent to photograph any other member, guest or team. No photography or cameras of any kind are allowed in any locker room or rest room.

● The Community Education Department allows certain team members to take images of members and guests for communication purposes. If you do not wish to have images taken by our employees, please let the team member know, so that you can opt out.

● **Alcohol.** You may not consume alcohol on the premises. You may not use our equipment, services or programs while under the influence of alcohol. Alcohol must be consumed responsibly and you assume all risks associated with your consumption.

● **Drugs.** You may not use, possess or sell any illegal drug on the premises, including but not limited to anabolic steroids or other illegal growth-enhancing substance. You may not use our equipment, services or programs while under the influence of illegal drugs. You should not use, or should stop using, any equipment, service or program if your prescription medication adversely impacts or influences your ability to safely use it.

● **Smoking.** You may not smoke, chew or use any other tobacco or electronic cigarette products on the high school premises including any outdoor areas (e.g., sidewalks or parking lot).

● **Illness.** You may not enter the premises if you have a contagious illness that may be transferred through ordinary use of our equipment, services or programs. You must cover exposed lesions or rashes.

● **Animals.** You may not bring any animal on the premises unless it is a service animal performing its duties in the care of a person who requires its assistance or is an on-duty law enforcement animal ("exempt animals"). All exempt animals must be meet appropriate requirements and must be removed immediately if it causes a disturbance, interrupts the work of others or poses a health or safety risk to those who are exposed to it. The animal's owner must promptly remove animal waste and is liable for any damage caused by the animal.
• **Damage to Center.** You may not damage the center in any way, including but not limited to any damage, or theft of, exercise equipment, supplies or other center property. If there is damage to the facility or equipment, the individual or family is responsible for paying for it.

**Inherent Risk Statement**
There is an inherent risk of accident and injury in any activity. It is the responsibility of the participant to be aware that there are assumed risks in participation of this class and any associated class activities. Stillwater Area Public Schools assumes no responsibility of injuries received during activities. Any changes in participant's current physical activity level should be done under the approval and direction of their physician and/or health care provider(s).

**Privacy Policy**
The PAC will follow Stillwater Area Public Schools District Privacy Policy.