



HOUSE RULES
July 2010

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The following rules are current as of the date hereof. The MAC reserves the right to amend these rules at any time. Copies of the most current MAC House Rules will always be available to members at the Front Desk or in the Membership office.

As part of the MAC Membership Contract a member releases, waives, discharges, covenants not to sue, agrees to indemnify, and saves and holds harmless Boxwood RSF, LLC, which is the entity doing business as MAC, and its owners and managers, employees, sponsors, advertisers, and agents from all liability arising out of or in connection with his/her membership in MAC or the use of the facilities, equipment or services at MAC and assumes full responsibility for and risk of bodily injury, death, or property damage in connection therewith.

(1) GENERAL INFORMATION

Welcome to Midlothian Athletic Club! The rules governing the operations of the Club are published for the information and guidance of all members. All representatives of each membership are responsible for reading and comprehending these House Rules.

A child must be 13 years of age to be on Midlothian Athletic Club's premises without a parent. A child 9-12 years of age may be unattended at the club, but a parent/guardian must be at the club as well. Children 8 and under must be within arms length of their parent/guardian or in child-minding or a supervised program at all times.

(2) MEMBERSHIP INFORMATION

Midlothian Athletic Club is a private facility operating expressly for the use of the membership and their guests.

Ages for Joining Facility:

Those 18 and older are allowed to join individually. Anyone younger than 18 cannot have their own membership; they must join with a parent/guardian.

Membership Cards:

Members must present their membership card when they enter the building.

Membership cards are not transferable to any other party. A card will be made at the time the member joins the MAC. One free replacement card will be given, after which a member will be charged \$3.00 per replacement card.

Membership Agreement:

The MAC Membership Agreement is a legal and enforceable agreement to be read and understood. In the event an account is turned over to an attorney for collection processes, the member agrees to pay any agency fees. It is the Club's policy to refer all accounts past due for over sixty days to collections.

Changes in Account Status:

In order to change account status (upgrade, downgrade, freeze, cancel, new credit card number, address, or phone number), written notice 5 days prior to the end of the month must be provided to the Business Office or Membership Office including a signature. In the case of cancellation, the member should come in to the Club, see the Membership or Business Office, and complete a Membership Change form prior to 5

days before the end of the month. If a member is unable to come in to the facility, a written letter with a signature must be submitted, also prior to 5 days before the end of the month, and the member must contact the Club to verify receipt of the letter. If any charges are made to the account after the cancellation of the membership, the member has 15 days to contact the Club in which charges will be reviewed for errors. No account is automatically cancelled unless it is a specified short-term membership account (e.g., Summer Membership). The Club reserves the right to revoke membership for non-payment of dues, other charges, or a violation of the Club's rules and regulations.

Family Memberships:

To qualify for a family membership at the MAC, the members of the family must be living in the same household and comprise couples and their child or children as well as single parents with more than one child. Children must be under the age of 24 to be on the Family membership. When the child reaches the age of 25, he/she must contact the Membership Office to obtain a new, separate membership.

Couples Memberships:

To qualify for a couples membership, the main member and sub-members must be married or living together in a relationship. A single parent with one child can qualify for a couples membership type.

The MAC has sole discretion in determining a members' qualification for a particular membership category or type.

Membership Acceptance:

The Club reserves the right to reject any membership application.

Right of Cancellation:

The rights of cancellation are specifically outlined in the Membership Agreement, and include the following:

1. A penalty free cancellation of the agreement within three business days of its inception and a full refund with such notice.
2. A full refund of any advanced dues payments if the Club should close for any reason.
3. Cancellation of the agreement if the member dies or becomes physically unable to use the Club, or moves more than 50 miles away. The MAC may require verification of a member's move prior to accepting a cancellation due to moving.

Members must notify the Club in person or in writing, and should retain a copy of such request for their records. A cancelling member is required to pay all outstanding balances within 30 days.

(3) FINANCIAL INFORMATION

Payment for Services:

Depending on the membership type, memberships may require a one-time initiation fee in addition to regular monthly dues. Both of these fees are subject to adjustment from time to time at the discretion of the club, provided; however that the MAC will not change monthly dues fees for those under contract at a specified monthly rate for the duration of the contract period.

Unless otherwise arranged, all monthly dues and charges will be electronically drafted from the member's checking account or credit card account on or about the fifteenth of each month.

Payment of daily fees (including tennis and racquetball court fees, restaurant charges, pro shop charges, etc.) can be made by cash, credit card, and house accounts, which can be electronically drafted monthly along with monthly dues payments.

House Accounts:

A House Account can be established for any member by using a credit card or check draft for EFT payment. Midlothian Athletic Club reserves the right to delete a house account or limit charge amounts at any time.

Upgrading or Downgrading:

Changing a membership status from a higher dues level to a lower dues level requires a \$25.00 accounting fee and 5-day written notice prior to the end of the month. The change will occur in the month subsequent to the month in which notice is given. Upgrading to a higher membership category requires a difference between the higher initiation fee and the lower initiation fee and the difference in the pro rated membership dues. All fees must be paid at the time of membership change.

Other Fees:

Any member or guest who abuses the privileges of their membership will be subject to an appropriate fine and the costs of any damage to the facility, and may be subject to membership suspension or cancellation depending on the action.

Returned checks or returned EFT's will carry a \$25 service charge.

Any no-show or failure to cancel a tennis or racquetball court at least four (4) hours in advance of scheduled playing time will result in a \$10 fee.

Failure to cancel child-care reservations at least 30 minutes in advance will result in a \$10.00 per child assessment for the first space held and \$5 for any additional space for reservations not used and not cancelled.

Suspension:

The club may suspend or cancel any member's privileges for the following reasons:

1. Failure to pay membership indebtedness in accounts past due over sixty (60) days.
2. Violation of any of the House Rules.
3. Obvious disregard for the safety of others.
4. Conduct that compromises the enjoyment of the Club by fellow members and guests including public arguments with staff members, club members, and guests.
5. Any criminal activities such as theft, violence, or other related misdeeds.
6. Intentional disregard of staff direction regarding behavior.

(4) HOURS OF OPERATION

Midlothian Athletic Club is open daily with the exception of Christmas day. The regular hours are Monday – Friday, 5:30AM – 11PM, Saturday, 7AM - 8PM, Sunday, 8AM - 10PM. Opening and closing schedules will be curtailed on Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, New Year's Eve, and New Year's Day. Any other changes in daily operational hours will generally be posted on the club's website, at the front desk, or in the online newsletter, and email reminders about any changes will also be sent as appropriate.

Midlothian Athletic Club may close during inclement weather without notice. During these conditions we suggest calling the Club at 330-2222 to verify operating hours.

(5) ATTIRE

Black soled running shoes are not permitted on the tennis courts, racquetball courts, the gymnasium, aerobic studios or other designated areas at the Club.

Bathing suits are not permitted in the Club except in the locker rooms, pools, and spa.

Shirts and shoes must be worn at all times in the Club with the exception of the locker rooms, pool, and spa areas. Tennis attire should be worn on all tennis courts.

Members and guests should wear appropriate clothing at all times. Clothing bearing offensive words or graphics, or worn in such a manner to be generally offensive or inappropriate will not be tolerated.

** Wet clothing, such as wet bathing trunks or suits, is not allowed in facility other than in the aquatics or locker room areas.

(6) FOOD AND BEVERAGE

Members are restricted from bringing outside food and beverages, including beer and wine, on the premise or grounds.

Food shall be consumed in the inside and outside Café areas only.

Inside, all alcoholic beverages must be consumed in the Café area only. Alcoholic beverages are not to be taken out of the club.

Outside, alcoholic beverages may be consumed on the lower or upper deck of the waterpark. Also, permitted along the outdoor café area and on the sidewalks from the upper deck to the Clay Courts Gazebo, and along the tennis courts to the Hard Courts Gazebo.

Alcoholic beverages will not be sold or served to underage individuals.

(7) SMOKING POLICY

Smoking is not allowed anywhere on the grounds (inside or outside) of the Club.

(8) CHILD MINDING

Midlothian Athletic Club provides child-minding services for children six (6) weeks to eight (8) years old. Fees are included with a family membership. Individual memberships pay for usage only when the parents are using the facility. Reservations are required and can be made by calling 330-2222 ext 317. Listed below are the rules for Child Care:

1. Reservations **MUST** be made by ALL MAC Kidz Klub users. They can be made no more than 1 week and no fewer than 30 minutes before arrival. Reservations can be made by calling, 330-2222 ext 317, during Kidz Klub business hours.
2. Reservation cancellations will be accepted up to 30 minutes before the time of the reservation(s). In the case of a no show there is a \$10 fee for one reservation space held, and \$5 per additional reservation space. If 15 minutes late for a reservation your entrance can be denied.
3. Each child must be signed in, and the location of the parent **MUST** be documented.
4. A Child may not stay in Kidz Klub for more than 2 hours per visit with no grace period. If the time limit of a reservation exceeds 15 minutes or more, after which the parent has been paged and/or called, a \$5 fee will be charged.
5. Parents **MUST** remain on the premises.
6. MAC Kidz Klub welcomes children ages 6 weeks to 8 years old.
7. Children with illnesses are **NOT** allowed into Kidz Klub. Some signs of sickness

include: rash, coughing, runny nose, fever, irritability, and vomiting. The staff has the discretion to deny entrance to any child who they believe is sick. **See Sick Policy posted on the wall outside of the MAC Kidz Klub.

8. MAC Kidz Klub staff cannot be responsible for feeding children. Drinks, snacks, lunches/dinners are still welcome, and will be supervised, providing the child can feed himself. Babies will not be given bottles unless they can hold it themselves.
9. MAC Kidz Klub staff will not change soiled diapers or soiled clothes due to health and safety reasons. Please make sure your child's diaper is fresh upon arrival. You will be paged if necessary.
10. Physical aggression from a child is not tolerated. The following actions will be taken if a child gets physical with another child or staff member: 1st time is a warning, 2nd time will result in 2 weeks suspension of the child from Kidz Klub, if a 3rd time occurs the consequence will be based on the scenario and decided by the Kidz Klub staff and director.
11. MAC Kidz Klub staff has the right to deny entrance to anyone who violates any of the rules and/or when the maximum capacity of the room is reached.

A child must be 13 years of age to be on Midlothian Athletic Club's premises without a parent. A child 9 – 12 years of age may be on his/her own at the Club but a parent/guardian must be at the center as well. Children 8 and under must be within arms length of a parent/guardian at all times.

(9) TOWEL POLICY

Members and guests towels are provided for indoor use only when checking into the club. Please help the club keep costs down by returning all towels to the designated buckets or to the front desk on your way out of the facility.

(10) GUEST POLICY

The guest policy provides members of Midlothian Athletic Club the opportunity to introduce the facility to their friends and associates.

Members must be present with a guest.

Guests living within 50 miles of the Club are limited to one visit per month.

Guest fees vary for adults and children depending on the season. See the Front Desk for fees.

Multi-day Guest Passes:

In certain cases and subject to availability and restrictions, a member may purchase a multi-day pass for a non-member. Please see the membership for details.

(11) PARTIES AND SPECIAL EVENTS

All private parties must be reserved through the Activities Department of the Midlothian Athletic Club. No special equipment should be used by private parties without the expressed permission of the management. The member/sponsor is responsible for all damages to the facility. A security deposit is required for all reservations.

Fees for services can be obtained through the Activities Department.

Any food or beverages to be brought in, or consumed, at the center must be approved by the management. Minors will not be served alcoholic beverages. A policy and regulation sheet is available for all who want to rent the facility.

Members and their guests will be responsible for their own conduct.

(12) PASSPORT PROGRAM

IHRSA (International Health and Racquet Sports Association), the trade association for quality centers nationwide, provides in their Passport Program, access to major facilities in the United States and abroad. A list of the facilities participating in the Passport Program may be obtained at www.healthclubs.com. A guest fee is generally required and it is necessary to call the visiting club in advance.

(13) LOCKER ROOM AREA

MAC is NOT responsible for any valuables or property brought into the facility. Please secure all personal possessions.

Locker Usage:

Daily use of a locker is permitted. We require a membership card or picture identification in exchange for a locker key.

Permanent Lockers:

Members may rent lockers on an annual basis. Please ask at the Front Desk how to arrange rental of a permanent locker. All annual locker fees are charged in advance once a year and are non-refundable once paid.

Locker Room Rules:

Children are not allowed in the locker room of the opposite sex. If a parent/guardian feels the child needs assistance for the use of the locker area, assistance may be obtained through the Front Desk. The Front Desk manager on duty or staff personnel

will escort him/her through the locker room, but will not supervise the child for any length of time.

Please utilize the vanity area in the locker rooms for personal grooming and not in other parts of the locker rooms or facility.

Family changing rooms are located in the indoor pool area.

Members are required to use towels whenever sitting in the locker room areas for sanitary purposes.

Steam Rooms:

Both men's and women's locker rooms are equipped with steam rooms. The adjustment knob is located directly outside of the steam room to control the amount of steam in the area. Please be aware that others are using the steam room and that any adjustment of the controls should be discussed with other users of that area. Steam rooms are for sitting and relaxing. There is to be no exercising or personal grooming performed in the steam room.

Sauna:

The men's locker room has a dry heat sauna. The dry heat sauna is automatically controlled and requires no adjustments prior to entering the area.

Please do not carry flammable material such as newspapers and magazines into the sauna.

Please do not use the Sauna for drying articles of clothing.

Members must be over 16 years old to enter the sauna or the steam room

****Rules for the use of the steam rooms and sauna are posted outside of the rooms. Please observe these rules and fully comprehend them before entering these areas.**

(14) TENNIS

Court Reservations:

Court reservations can be made by Gold members ONLY.

No member may hold more than one reservation per day and only one court reservation is allowed per phone call.

Court reservations can be made by calling the Club at 302-5156. All tennis courts can be reserved four (4) days in advance beginning at 9:30AM for reservations requested prior

to 3PM. Calls will be taken at 10:30AM for reservations requested for 3PM and later. Reservations can only be taken by phone request at this designated time. Reservations may be accepted by walk-ins only after all callers on hold have made their reservations.

Players cannot sign up for singles or doubles courts back to back and use 1 ½ hours for a singles or doubles game with the same individuals.

When calling to reserve a court, members must provide the names of 2 players using the court. These names must appear on the court sheet. The intent of this system is for those who call to be the ones who actually use the courts. Calling and reserving courts for others is not allowed. Those who purposely and/or repeatedly try to circumvent the system will be subject to disciplinary action which could include suspension of court reservation or usage privileges.

All courts reserved and not used are subject to a \$10.00 fine per player. Courts must be cancelled at least four (4) hours in advance. The club will hold a reservation for 25 minutes as a grace period before releasing the court to another member.

Silver members may use a court if it is available, but will incur court fees. While the club will do its best to monitor court usage by Silver members and charge appropriate court fees, it is the obligation of a Silver member using the courts to check in with and notify the Front Desk of such usage. Failure to do so could result in fines and/or suspension of membership privileges.

Playing Attire, Equipment, and Refreshments:

Tennis shorts, tennis dresses, skirts, collared tennis shirts and/or tennis oriented T-shirts, and tennis shoes are required. Cut-off shorts, swim trunks or any other non-tennis attire are not allowed.

Water and sport bottles are permitted on the courts. Anything with the potential to stain when spilled is not permitted on the courts.

Outdoor Tennis:

Outdoor court rules are the same as indoor court rules. Adults have priority for court time after 5PM weekdays, weekends and on holidays.

Guests of Gold Card Members pay no court fees; they are included in the guest fee.

Miscellaneous:

Private and group instruction is available through the Club's professionals.

(15) AQUATICS

Lifeguards have the obligation and authority to enforce all club policies and rules. Both pools will be operated and the rules will be interpreted in such a way as to provide enjoyment for all members.

During water aerobics, swim practice, etc., lap lanes will be limited. When a water aerobics class numbers are 20 participants or under, 3 lap lanes will be made available for lap swimming.

All effort will be made to maintain the indoor pool temperature between 82 and 84 degrees Fahrenheit. The whirlpool temperature will be maintained between 102 and 104 degrees Fahrenheit.

Aquatic Rules:

All patrons must rinse off prior to entering the water.

All swimmers 9 years old and up not supervised by an adult must be able to swim one length (25 yards), float on their stomach or back, and tread water for at least 60 seconds.

During water aerobics, no children are allowed to congregate around the stairs entering the pool.

Diving masks, fins, and snorkels are allowed in the pool and are for lap swimming.

Adults have the priority for lap swimming from 5 PM to close, Monday through Friday and on weekends (with exceptions for swim clinics and aqua aerobics).

Intoxication of a patron in the pool area will cause immediate removal from facility and may be cause for suspension of membership.

Lifeguards may clear the pool area when conditions exist that threaten the safety of the patrons.

Adult members have priority use of the pool, deck, and pool furniture.

In the summertime, children under 16 are not permitted in the indoor pool during aqua aerobics unless they are participating in a swimming lesson/clinic.

Whirlpool Rules:

The whirlpool is to be used for relaxation and therapy and is not to be used for recreational swim.

Prolonged use of the whirlpool may result in overheating the body. The recommended maximum time limit is fifteen minutes.

Lifeguards may deny the use of the whirlpool to any individual who appears to be under the influence of alcohol or drugs.

Children under the age of 16 are restricted from using the whirlpool.

Indoor and Outdoor Pool Rules:

1. No outside food or coolers are allowed to be brought into the pool area.
2. Adults (18 and older) have priority to pool furniture.
3. Proper bathing attire required (no gym shorts, cut-offs).
4. Children under 8 are not allowed in the pool unless they're under the supervision of an adult (18 and older).
5. Children may wear swim arm bands in the pool but a parent **MUST** be in the water with them at all times.
6. No flotation items (noodles, rafts, etc.) are allowed in the pool area except arm bands.
7. Recreational equipment (water guns, toys, etc.) is not allowed in the pool.
8. No glass of any kind is allowed in pool area.
9. No alcoholic beverages allowed in the indoor pool area.
10. Running, pushing, and rough play is not permitted.
11. No hanging on the lane lines.
12. Jumping into the pool feet first is recommended. MAC assumes no responsibility for injuries resulting from diving into the pool.
13. An adult swim time will occur each hour approximately 50 minutes past the hour. Adults 16 and over are only allowed in the lap pool during this time. Lap pool with lane lines is to be used for swimming only.
14. Only swim diapers are allowed in the pool.
15. Proper attire is required when coming from the pool into the club. **NO** wet attire. Shoes, shirts, and pants are required inside the club.
16. **NO GUM** is allowed in the pool area.

Lap Swimming:

1. Lap swimmers have priority in designated lap lanes. Adults have priority after 5 PM Monday – Friday and also on weekends.
2. Lap swimming lanes are not to be crossed by other swimmers.
3. Two or more swimmers may share a lane comfortably, providing each swimmer communicates with the other swimmer and follows his/her path of swim.
4. Lap swimming should be done either by circle swimming, in which 2 or more swimmers stay to the right of the lane at all times. Side by side swimming may be used also as long as each swimmer stays on one side of the lane.

Weather Conditions:

1. When thunder is heard or lightning is seen, the entire pool area will be closed. The aquatics staff will follow the rule that the pool area will be closed until a 15-minute period has been observed with no lightning or thunder. After this time, the area will be reopened.
2. During inclement weather, the pool hours will be decided by the aquatics director or assistant pool manager.
3. Call the Front Desk if you have any questions about opening.

Slide Rules:

1. Children must be at least 5 years of age to use the slide. An adult must supervise unless the child is 8 years or older.
2. Going head first down the slide is NOT permitted.
3. Do not go down the slide until the person in front of you has exited the water.
4. Exit immediately after entering the water from the slide.
5. Pushing, horseplay, etc. is NOT tolerated around the slide area.
6. NO cutting underneath or through the slide tower structure.
7. When going down the slides, cross your arms across your chest and cross ankles.
8. Shorts with grommets will not be permitted on the slide.

Baby Pool Rules:

1. Children over the age of 4 are not permitted in the baby pool.
2. Parental supervision of children is required.
3. No disposable diapers are allowed in the baby pool. Swimming diapers are permitted.

(16) RACQUETBALL

Court Reservations:

Only Gold members can make court reservations. Racquetball courts may be reserved four (4) days in advance starting at 9:30AM by calling 302-5156. The maximum reservation is two hours per court and no member may reserve more than one court per phone call.

Court cancellations require four (4) hours advance notice. A \$10.00 fine will be charged if the court cancellation notice is under the four (4) hour time frame and the court is not to be reserved by other members.

No member may hold more than one reservation per day.

Guests of Gold Card members pay no court fees; they are included in the guest fee.

Silver Members are permitted to play on open racquetball courts after 10 AM and prior to 5PM without incurring any court fees, but cannot make reservations to do so. At all other times, a court fee will be assessed. These fees vary season; see front desk for current rate.

Court Rules:

1. Eye guards are mandatory for racquetball play.
2. If courts are unreserved and empty, juniors may use the courts by signing up at the Front Desk.
3. Proper attire must be worn on racquetball courts. No running shoes or cutoff shorts are allowed. Shirts must be worn at all times.

(17) FITNESS

Members are expected to utilize Midlothian Athletic Club in a safe manner. Proper attire and athletic shoes must be worn at all times. Shirts and athletic shoes must remain on each member. Bathing suits, jeans, cut off shorts, or open toed shoes are not permitted. Clothing must be appropriate and non-offensive.

No children under the age of 13 are permitted in the fitness areas.

If assistance is required on the equipment, a fitness instructor will be available to answer any questions during certain hours.

Instructors and personal trainers taking new members through the equipment have priority over all others using machines.

MAC fitness staff must perform all personal training.

Please use a towel to wipe off perspiration after equipment use.

While using exercise equipment please be mindful to keep your beverages in the appropriate drink holders to avoid any spills.

Free Weights:

While lifting, you are required to use a training partner or spotter.

Collars must be used if there are weight plates added to a barbell.

All weights and dumbbells must be returned to their proper place when exercise is completed. Never set the weights on the floor or lean against the equipment.

Weights or dumbbells should never be dropped on the floor. Any use of equipment that results in any potential damage will not be tolerated.

Persons engaging in careless or dangerous behavior will be suspended from the free weight area.

Cardiovascular Equipment:

Instructions are required for most equipment and a MAC employee should be consulted prior to the use of any of these machines. Upon joining, the personal training staff will instruct any member on usage of the equipment during their evaluation and orientation appointment. Equipment should be used at appropriate levels and speeds.

Machines are utilized on a first come, first serve basis.

Time limits and/or sign up sheets may be posted next to certain pieces of equipment.

(18) GROUP EXERCISE

Group exercise schedules for all classes are available at the Front Desk, the Group Exercise Studio, and on our website, www.MACrichmond.com.

Group exercise instructors are in charge of all classes. Questions and concerns about group exercise classes should be expressed to the group exercise/ aerobics coordinator.

Instructors are responsible for the start of each class. Please wait for instruction from the leader of the class before moving or manipulating any equipment. Members should not warm-up or start a class without an instructor present.

Children under 8 years of age are not allowed to participate in aerobics classes, unless the class is specifically for this age group. Children between the ages of 9 and 12 are allowed to participate if accompanied by parent/guardian. Parents, however, are responsible for the safety and conduct of their children. Children 13 and older are permitted to take classes but they must adhere to all guidelines set by the instructor, and are responsible for their conduct.

(19) GYMNASIUM

A schedule of activities will be posted on the gymnasium door and at www.MACrichmond.com

Supervised Periods – In all cases the employee supervisor will have the managerial control of the gymnasium during these periods.

No food, drink (including alcohol), or chewing gum is permitted in the gymnasium.

Any abusive language or behavior will not be tolerated and individuals will be required to leave immediately if exhibiting this behavior. Leagues will provide participants a Code of Conduct to adhere for the safety and enjoyment of others.

Information concerning events can be obtained from the Activities Department, the Front Desk, the newsletter, or the website.

The activities listed on the schedule are mandatory during these times and assistance can be obtained from the Manager on Duty for problems occurring during the unsupervised periods.

Black soled shoes are not permitted in the gymnasium.