

SIA RECREATION CENTER

OUTDOOR FACILITIES AND FIELDS USE GUIDELINES

Effective May 1, 2014

1.0 PURPOSE

These guidelines have been issued to set forth the requirements for all SIA Recreation Center Members, their Guests and other Visitors to the SIA Recreation Center (“Recreation Center”) with regard to use of the Recreation Center’s outdoor facilities and fields. These Guidelines set forth the procedures and criteria for using, reserving and enjoying the outdoor facilities and fields.

2.0 SCOPE

These Guidelines apply to all Recreation Center outdoor facilities and fields including but not limited to the pond, fields, trails, woods, pavilion, playground, tennis court, basketball court and frisbee golf course.

3.0 DEFINITIONS

3.1 Member - A Member is any individual who is eligible to use the Recreation Center free of charge due to his or her employment/retirement status with Subaru of Indiana Automotive, Inc., or an approved vendor of SIA and in accordance with the Recreation Center’s Vendor Use Guidelines.

3.2 Guest - A Guest is any individual who is eligible to use the SIA Recreation Center as an invited guest of any Member as defined by the Recreation Center’s Guest Guidelines. A Guest may include but is not limited to a spouse, dependent or friend. All Guests must be at least age 18.

3.3 Visitor - A Visitor is any individual invited to use and enjoy the Recreation Center outdoor facilities and fields that is not otherwise eligible to use the Recreation Center due to his or her Member or Guest status.

4.0 General Rules & Requirements

4.1 During the Recreation Center’s regular operating hours, all Members, Guests and Visitors of the outdoor facilities and fields must first check in at the Recreation Center Front Desk before using facilities and/or fields. Member and their Guests are welcome to use the outdoor facilities and fields during non-operating hours of the Recreation Center for their personal recreational and fitness purposes at their own risk and in accordance with these Guidelines. However, Visitors are **not** permitted to use the outdoor facilities or fields during non-operating hours of the Recreation Center. No outdoor facilities or fields may be used after dark EXCEPT where outdoor lighting is available.

- 4.2** In the event of severe weather, all Members, Guests and Visitors using the outdoor facilities and fields should take shelter in the designated shelter area located inside the Recreation Center. Members and Guests should avoid using the outdoor facilities and fields when severe weather is forecasted if the Recreation Center is closed.
- 4.3** In the event of an emergency, Members, Guests and Visitors should call SIA Security at ext. 2222 (at an outdoor emergency phone) or by calling 765-449-6802 or dial 911. All injuries or illnesses must be reported to the Recreation Center Front Desk and SIA Security Staff – NO EXCEPTIONS. Please note that the SIA Health & Wellness Center is a primary care health facility for SIA Associates and their eligible Dependents only and should not be used as a first aid station by Recreation Center patrons.
- 4.4** NO unsupervised children under the age of 17.
- 4.5** NO pets are allowed on the Recreation Center grounds except for during an SIA sponsored event such as the Annual Doggie Charity Walk.
- 4.6** NO smoking and/or use of tobacco or nicotine products, including cigarettes, E-cigarettes, cigars, chewing tobacco, snuff, etc.
- 4.7** NO alcoholic beverages.
- 4.8** NO glass containers.
- 4.9** NO loaded or unloaded firearms or weapons.
- 4.10** NO skateboarding is permitted. In-line skates are permitted on paved trails only and users must exercise caution and yield to runners and/or walkers.
- 4.11** NO motorized vehicles, including but not limited to scooters, ATVs, off-road vehicles, golf carts, or radio controlled vehicles (planes, helicopters, cars, trucks, etc.).
- 4.12** NO boats, canoes, kayaks or other floatation devices or swimming is permitted in the pond unless authorized by SIA Management in connection with an SIA sponsored event.
- 4.13** NO littering. Patrons are encouraged to “leave no trace,” upon leaving the Recreation Center facilities and fields. It is SIA’s preference that Recreation Center patrons using the pavilion take your trash with you when you leave. All other recyclables or refuse must be deposited into the appropriate recycling receptacles for glass, plastic, and/or aluminum cans. Please be sure to tightly secure any trash bags before disposal to prevent the scatter of debris or attraction of wildlife.
- 4.14** NO parking on grass or sidewalks or anywhere on the premises not designated for such purpose.
- 4.15** NO soliciting or trespassing. Members, Guests and Visitors are not permitted to sell or offer for sale any food, drinks, confections, merchandise or commercial services; to conduct any commercial business activities of any kind; to post, or to place or erect on any facility or object any advertising, notice, billboard, paper or other advertising device.

- 4.16 NO profanity or abusive language.
- 4.17 NO open fires (fire pits, campfires, etc.), fireworks or grilling allowed EXCEPT as authorized by SIA during SIA sponsored events (i.e. Boy Scouts Campout, etc.).
- 4.18 Coolers are permitted but will be subject to inspection by SIA Security and/or Recreation Center Staff.
- 4.19 NO feeding of wildlife (i.e. ducks, geese, deer, etc.) is permitted. Members, Guests and Visitors are urged to properly dispose of all food scraps and to be respectful of SIA's natural wildlife habitat.
- 4.20 NO amplified sound use is permitted without written consent of SIA Management.
- 4.21 Children under the age of 18 are not permitted to utilize or play on any outdoor stationary fitness equipment (i.e. bench press, etc.) at any time.

5.0 GENERAL RESERVATION PROCEDURES

- 5.1 Reservations may be made for the pavilion and designated sports fields only. The playground, trails, tennis court, basketball court, pond, and frisbee golf course cannot be reserved and shall remain open for the general use of all Recreation Center Members and their Guests EXCEPT that any outdoor amenity may be closed WITHOUT NOTICE for any SIA sponsored events (i.e. Child Development Center activities, Fishing Derby, Boy Scouts Camp-out, Appreciation Day, etc.) or if SIA, or its designee, determines the conditions are unsafe or unusable (i.e. inclement weather, standing water, construction, disrepair, etc.).
- 5.2 The pavilion and fields may only be reserved for recreational purposes only. Members, Guests and Visitors are not permitted to reserve such facilities for commercial sports tournaments or games (i.e. non-SIA Recreation league tournaments), weddings and wedding receptions, entertainment, or for profit purposes. Organized sports practices, drills and casual or pick-up games are considered permitted uses for the fields.
- 5.3 All reservations must be made in person at the Recreation Center Front Desk. NO telephone, e-mail or on-line reservations will be accepted. Reservations are accepted during regular business hours of the Recreation Center only and as described in these Guidelines.
- 5.4 Reservations may only be made by Recreation Center Members. Guests or Visitors are not permitted to make reservations. Proper identification is required to make reservations. A driver's license or SIA issued picture ID (i.e. Badge) are acceptable forms of identification. Members must acknowledge they have read and received a copy of these Guidelines in writing at the time the reservation is made.
- 5.5 The reserving Member **MUST** be and remain in attendance for the entire period of the reservation.

- 5.6** Reservations will be accepted on a first come, first serve basis only. Reservations may not be made more than sixty (60) days in advance of the scheduled event. Members are limited to two (2) scheduled reservations at any given time during a week's period (Monday-Sunday). Recurring reservations (i.e. every Tuesday/Thursday) may not be made for longer than two (2) months at a time. Cancellations should be made at least 48 hours in advance by calling the Recreation Center Front Desk at 765-449-6160 EXCEPT that formal cancellations are not required during inclement weather events. Any Member who fails to cancel reservations (No Call No Show) more than twice forfeits his or her right to make reservations for a period of one year. Any recurring reservations scheduled for that Member will be removed from the schedule.
- a. Fields are available for reservation beginning April 15th and ending on November 15th annually, weather permitting.
 - b. Field reservations are limited to no more than two (2) hours daily by a single Member or group. Pavilion reservations are limited to no more than four (4) hours daily by a single Member or group.
 - c. The pavilion and fields may not be reserved before 6:00 p.m. on weekdays. The pavilion and fields may be reserved at any time during the Recreation Center's regular operating hours on weekends. No reservations may be made during non-operating hours of the Recreation Center; except that pavilion reservations made prior to May 1, 2014, shall be honored.
 - d. Field reservations may only be made if you have five (5) or more participants. If five (5) or more participants do not arrive at the field by the scheduled starting time, you may still be permitted to utilize the field if five (5) or more participants arrive within 15 minutes past the scheduled starting time. If at least five (5) participants are not present within 15 minutes after the scheduled starting time of the reservation, the reservation will expire and the field will be made available on a 'first come' basis to any Recreation Center Member or Guest. If no participants arrive within 15 minutes after the scheduled starting time, the reservation will be deemed a 'No Call No Show.'
- 5.7** All Visitors using reserved facilities or fields must remain in the immediate area of the reserved facility or field during the entire period of the reservation. For example, in the event of a softball field reservation, Visitors are not permitted to use the pond or frisbee golf course and must remain within the reserved field area.
- 5.8** All Visitors must sign a Waiver & Release Form prior to using the outdoor facilities and/or fields. All Visitors under age 18 must have a valid Waiver & Release Form signed by a parent/legal guardian prior to using the facilities and/or facilities. If a Certificate of Liability Insurance is provided in accordance with Section 5.9, a signed Waiver & Release Form will not be required by any Visitor covered by the Certificate of Liability Insurance.
- 5.9** For field reservations involving community-organized sports practices such as Little League, traveling softball/baseball/soccer, or similar organizations, the Member may be required to provide a Certificate of Liability Insurance listing Subaru of Indiana Automotive, Inc. as a Named

Insured. In such cases, General Liability coverage must be a minimum of \$1,000,000 per each occurrence. SIA delegates discretionary authority to the Recreation Center Management Company to require General Liability coverage.

- 5.10** Members may be held personally liable for any damage, defacement or unauthorized removal of trees, plants, benches, bleaches, turf, structures or equipment (including borrowed sports equipment) incurred during a reserved event.
- 5.11** Failure to comply with the rules set forth in these Guidelines may cause the cancellation of all reservations and possible denial of the use of the Recreation Center outdoor facilities and grounds in the future.