



GARDENDALE CIVIC CENTER

FACILITY INFORMATION

HANDBOOK

P.O. Box 889 • 857 Main Street
Gardendale, Alabama 35071

(205) 631-5679

For additional information visit our website:

cityofgardendale.com

 @GardendaleCivicCenter  @GdaleCC



CITY OF GARDENDALE

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Adam Berendt - District 2

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Will Hardman - District 5

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Danny Goolsby Gene Cornett

Adam Berendt Sandy Morton

Jon Swam Draper Rogers

Civic Center Staff

Phone: (205) 631-5679 • Fax (205) 631-1707

Keith Mosley, Director

Georgiann Pickens, Event Manager

Lesley Baldwin, Administrative Assistant

Norman Miller, Building Technician

Ellen Edmonson, Receptionist/Front Desk

Heather Lebeschak and Robin Hill, Group Fitness Managers

Richard Renfro, Basketball Director

Civic Center Hours of Operation

Monday through Thursday.....	4:30 AM - 9 PM*
Friday.....	4:30 AM - 7 PM*
Saturday.....	7:00 AM - 7 PM*
Sunday.....	1:00 PM - 5 PM*

*The Civic Center closes at this time to the general public but may remain open after this time for scheduled events, functions and reservations if arranged in advance.

HOLIDAY CLOSINGS POSTED ON BULLETIN BOARD

The Civic Center may occasionally be closed due to special events. The closings will be made at the discretion of the Gardendale Park and Recreation Board. Advance notice will be posted if possible. No adjustment of the fees will be made.

GENERAL FACILITY RULES

In order to make the operation of the building safe and ensure your enjoyment, certain rules and policies have been established. All rules and policies will be reviewed periodically to allow for needed changes.

All members must present their membership card at the control desk before they enter the fitness area, break room, use the track, or play racquetball or basketball.

All fees for programs that are not included in the membership fees must be paid at the control desk prior to participating in the class - Spin Classes, Group Fitness Classes, Personal Training, etc.

DRESS CODE for Fitness Area and Basketball Court

The Civic Center is a FAMILY fitness facility and modest apparel for working out is required. Shirts and shoes must be worn at all times. Civic Center staff may request a patron to change or leave if they deem the workout attire is inappropriate or not within facility guidelines. Specifics concerning apparel are in a book at the control desk.

FOOD AND DRINKS for Fitness Area and Basketball Court

* Food and drinks are allowed in the break room only! There are exceptions for water bottles in the fitness areas.

AGE REQUIREMENTS

For age requirements please see page 6.

FITNESS FACILITY RULES & MEMBERSHIP FEES

TYPES OF MEMBERSHIPS - RULES

TRACK MEMBERSHIP & RULES

9 laps equals a mile *Walkers stay to the outside and runners stay to the inside.
No strollers permitted *Group of walkers must be no more than 2 lanes wide.
\$25.00 annually per person - Must be 14 years of age. Includes Track and Locker Room only. Gardendale Senior Residents (65+) are free to use the track.

FULL MEMBERSHIP

Includes Cybex Room, Cardio Room, Free Weight Room, Basketball Court, Racquetball Court and Track. If a 14 or 15 year old has a Full Membership and wants to go in the Weight Room, they must be supervised by an adult (18 years or older) that will accept full responsibility for them. Before going into the Weight Room, the 14 or 15 year old must come to the front desk with the adult to inform staff.

TEEN MEMBERSHIP

Includes the basketball gym and break room only. For ages 12-18.

RESIDENCY

A resident is defined as living INSIDE THE CITY LIMITS of Gardendale. Merely having a Gardendale address doesn't necessarily mean that the address is within the Gardendale city limits. Likewise, some locations are in the city limits but do not have a Gardendale address. Two proofs of residency are required, i.e., utility bill, personal check, or valid driver's license. Every time membership is renewed, proof of residency and filling out NEW paperwork is required.

***Retired Gardendale Military Veterans are entitled to a Free Full Membership.**

Track Membership - \$25 per person.

	RESIDENT		NON-RESIDENT	
	6 Months	1 Year	6 Months	1 Year
FULL SINGLE	\$100.00	\$200.00	\$135.00	\$270.00
FULL FAMILY	\$150.00	\$300.00	\$175.00	\$350.00
TEEN	\$70.00	\$140.00	\$100.00	\$200.00

**Anyone living in the household age 23 and under qualifies for Family Membership*

GUEST FEE - \$5.00 A DAY

SILVER SNEAKERS/RENEW ACTIVE/SILVER AND FIT

The Civic Center participates in these senior fitness programs which provide a free membership for Medicare-eligible individuals irrespective of their place of residency.

LOCKERS are available on a *daily basis only*

Individual furnishes their own lock and removes it each time. Failure to do so may result in the lock being cut off by staff.

DRESS CODE FOR FITNESS FACILITY

***SHOES** - Tennis shoes only! No work shoes, work boots, street shoes, sandals, flip-flops or any other open toe shoe is allowed in the gym or fitness area. Any tennis shoe with a black sole that marks the floor surface may not be worn.

CLOTHING

The Civic Center is a family fitness facility and modest apparel for working out is required.

- * Inappropriate clothing will be determined by the Civic Center Staff.
- * Cover ups must be worn over workout attire to and from workout areas.
- * Shirts must be worn at all times.
- * No short-shorts allowed.

**WEIGHT ROOM, BASKETBALL COURT
& TRACK POLICIES**
(Monitored by closed circuit TV)

WEIGHT ROOM

- * 30 Minute Weight Limit on all Machines.
- * Dropping weight plates and dumbbells will not be tolerated.
- * Solution to wipe down the machines after each use is provided in each workout area.
- * Re-rack all plates and dumbbells when finished.




BASKETBALL COURT

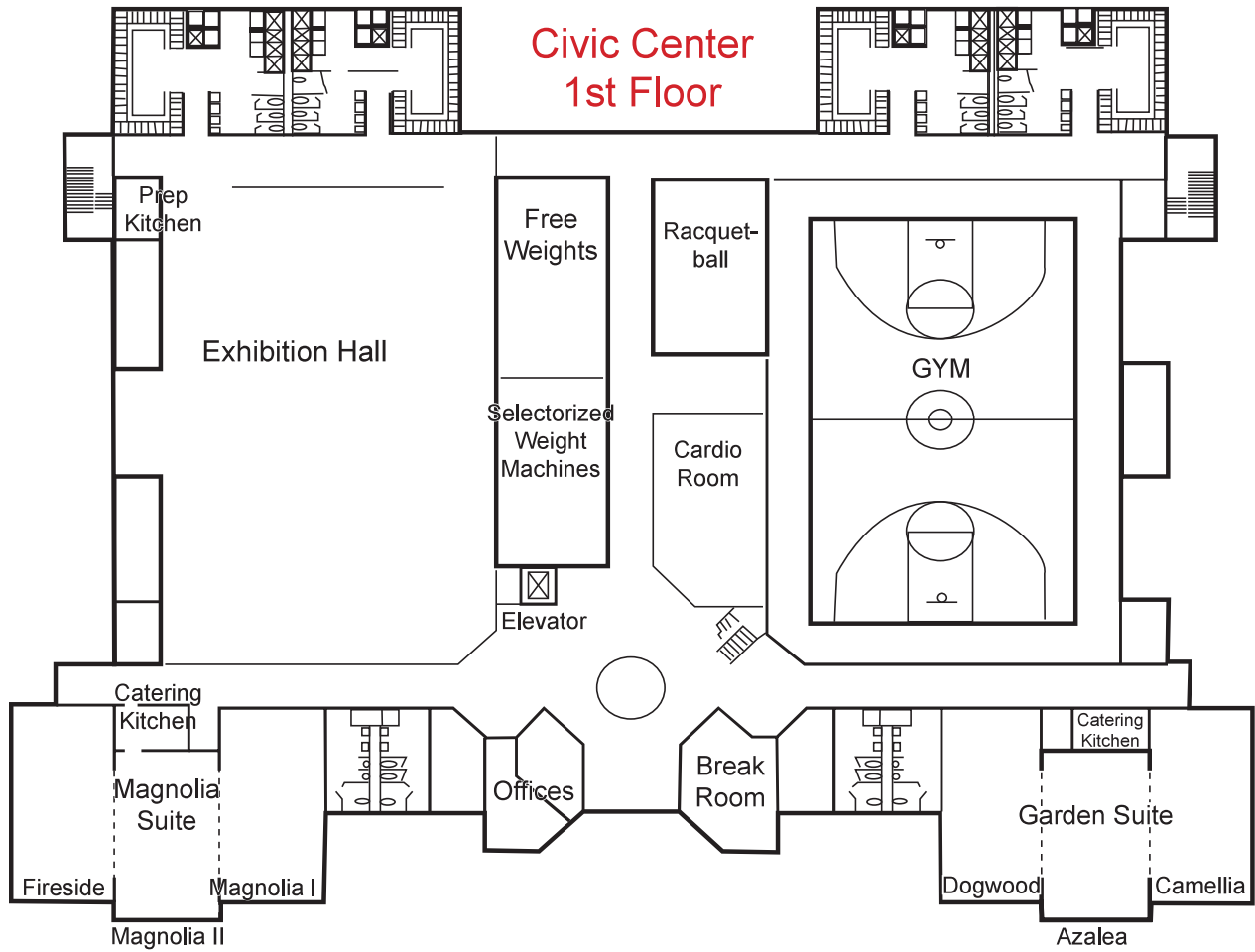
- * Half court only. No full court at any time.
- * Hanging on goals & slam dunking may result in suspension.

INDOOR TRACK (9 Laps equal a Mile)

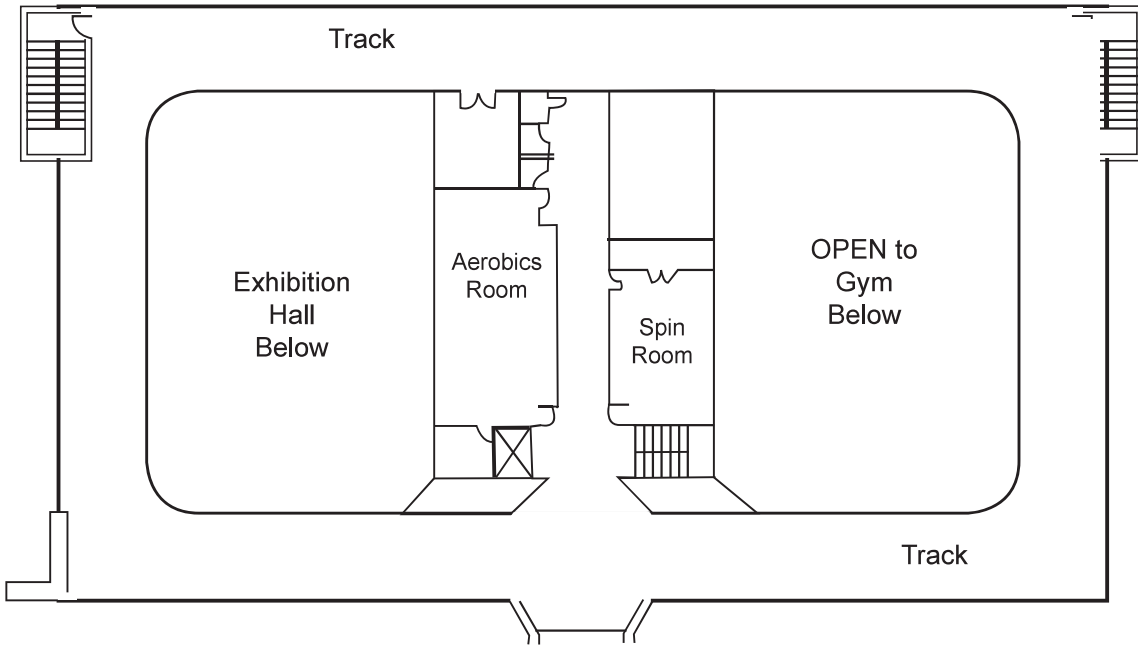
- * Walkers should stay to the outside of the track and runners stay to the inside.
- * Strollers are not permitted on the track. Infant backpacks may be used.
- * Group of walkers must be no more than 2 lanes wide.

	AGES 9 & UNDER	AGES 10-11	AGES 12-13			
	Access to gym & break room only	Access to gym & break room only	Access to gym & break room only	AGES 14-15	AGES 16-17	AGES 18-23
May be included in Family membership	Yes	Yes	Yes	Yes	Yes	Yes
Must have membership card	No	No	Yes	Yes	Yes	Yes
May have a 'Teen Membership' (For ages 12-18. Access to gym and break room only)	No	No	Yes	Yes	Yes	Yes UNTIL AGE 19
May be in the Civic Center without a parent present	No	No	Yes	Yes	Yes	Yes
May use fitness facilities (<i>Weight rooms & cardio machines</i>)	No	No	No	Yes <small>(BUT MUST BE ACCOMPANIED BY A PERSON AGE 18+ WHO WILL BE RESPONSIBLE)</small>	Yes	Yes
May play racquetball	No	No	No	Yes	Yes	Yes
May have a Track membership	No	No	No	Yes	Yes	Yes
May have unrestricted access to gym, break room, racquetball, and all fitness facilities	No	No	No	No	Yes	Yes
May have a full, single membership in own name	No	No	No	No	Yes <small>PARENTAL APPROVAL REQUIRED</small>	Yes

Civic Center
1st Floor



Civic Center
2nd Floor



RACQUETBALL COURT RULES

- * Players will be required to furnish their own equipment.
- * There will be no charge for those who purchase Full Memberships.
- * Those who purchase Basic (Track) Memberships will pay \$2.00.
- * Guests of Members will pay \$5.00.
- * All participants must wear protective eye wear.
- * The court will be available by reservation and may be reserved one day in advance to guarantee the date and time requested.
- * Courts may be reserved one day in advance.
- * Reservations are for one hour only. Courts will be held for only 15 minutes after reservation time.
- * Names and phone numbers of both players are required at the time reservation is made.
- * No back-to-back reservations are allowed.
- * Players are notified when their court time is expired.
- * Only white-soled tennis shoes are allowed.
- * No black balls will be allowed.

PICKLEBALL

Pickleball may be played on the basketball court and in the Exhibition Hall during certain times. Call the Civic Center (205-631-5679) for availability.

GROUP FITNESS CLASSES

Membership is not required to participate in group fitness classes.

The classes cost \$3.00 each or \$35 for monthly unlimited classes.

The following is a list of classes typically offered: Body Pump, Body Flow, Body Attack, Body Combat, Core, H.I.I.T., Yoga, Vinyasa Yoga, Kickboxing, Barre, Zumba, Spin and additional cardio classes.

Follow our Facebook page 'Gardendale Civic Center Group Fitness' for the monthly class schedule and other up-to-date information.

PERSONAL TRAINERS

Our certified personal trainers are available by appointment to give you personalized attention and instruction. The process involves an in-depth conversation with one of the personal trainers, including a detailed analysis of your starting fitness level and goals, in order to develop a training plan just for you.

GENERAL INFORMATION FOR FACILITY RENTALS AND ROOM RATES*

RENTAL RATES (SUNDAY – THURSDAY)

All individual rooms are \$60.00 for 4 hour blocks except the Fireside - \$100.00

Magnolia Suite \$225.00 for 4 hours

Garden Suite \$180.00 for 4 hours

WEEK-END ROOM RATES (FRIDAY PM & SATURDAY)

Deposit - \$100

MAGNOLIA SUITE

Up to 6 HOURS - \$325.00
7 HOURS - \$425.00
8 HOURS - \$525.00
11 HOURS - \$750.00
12 HOURS - \$850.00
13 HOURS - \$950.00

GARDEN SUITE

Up to 6 HOURS - \$280.00
7 HOURS - \$380.00
8 HOURS - \$480.00
11 HOURS - \$650.00
12 HOURS - \$750.00
13 HOURS - \$850.00

* Room Rates are subject to change at the discretion of the Park and Recreation Board.

**REGULAR ROOM RATES ARE IN A 4 HOUR BLOCK
SUNDAY THROUGH FRIDAY,
FRIDAY NIGHT AND SATURDAYS - 6 HOUR BLOCKS
up until 11:00 PM**

* The facility may be rented for civic, business and social events, i.e., showers, banquets, dinners, business meetings, etc.

* Only a person 21 years of age or older may rent the facility.

CONFIRMATION/SECURITY DEPOSIT

* To confirm a reservation a Security Deposit must be paid. This deposit, or a portion thereof, may be refundable after a function, depending upon the condition in which the area is left cleaned and undamaged. A walk-through with a staff member after the function will determine if a total or a partial refund is due.

* Payment of the Security Deposit is confirmation of the reservation. In the event there is a cancellation after the Security Deposit is paid, it will be **NON-REFUNDABLE AND NON-TRANSFERABLE!**

* The total amount due for the space reserved must be paid within 30 days before the scheduled function.

DECORATIONS

Decorating for a function is basically limited to table decorations. No decorations, banners or streamers are allowed on walls, ceilings, doors or windows. No confetti, glitter or any other type of tiny decorative material may be used. **NO RED, GRAPE, OR ORANGE COLORED PUNCH ALLOWED.**



CLEAN-UP

The Civic Center Staff will set up tables and chairs for rental functions according to arrangements made at the time of agreement. Clean up includes putting all food items, decorations, and table coverings in trash cans. All trash is to be bagged and tied and placed in the garbage cans provided. A staff member will do a walk-through with renter immediately after the function.

CATERERS

You may use the caterer of your choice, as the Civic Center doesn't utilize exclusive caterers.

Caterers must remove all their equipment immediately after the event unless other arrangements have been made. Caterers must have a current City of Gardendale business license or must purchase one if they do not already have one.

ALCOHOLIC BEVERAGES

Alcoholic beverages are strictly prohibited. In the event alcohol is discovered on premises, the staff has the authority to ask renters to leave.

NO SMOKING OR VAPING

Any form of tobacco or electronic cigarettes is prohibited in the building. Designated areas and ash trays are available outside the facility for smoking.

SECURITY

Certain events may require additional security or staff. The size and nature of the function will determine the number needed. The number and the cost will be determined by the Director. The expense will be the responsibility for the person or group renting the facility.

DISCIPLINARY PROCEDURES

Destructive, aggressive, or disruptive behavior and profanity will not be tolerated. Offenders will be asked to leave the facility and may not return until meeting with the Director.

1st Floor

Administrative Offices

Reception Desk

Break Room

Fitness Center

Member/Guest Check-In

Vending Machines/Television

18 Station Cybex Machines

*Elliptical Machines

*Treadmills

*Stairmaster Lifecycles

*Stair Climbers

*Rowing Machines

*Crossrobics

Racquetball

1 Regulation Racquetball Court

Free Weight Room

TVs

Weight Machine Room

Lockers (Daily Use Only) Showers/Dressing Area

Exhibition Hall

6000 Square Foot Multipurpose w/catering kitchen

Basketball Court

6 Meeting Rooms

Wedding Receptions • Business Meetings

Class Reunions • Seminars • Catering Kitchens

* Fireside Room opens to an outdoor courtyard area with a water fountain

2nd Floor

Aerobics Room

Solid Maple Floating Wood Floor

Les Mills Program and freestyle classes

Spin Room Indoor

Spin Classes taught by certified instructors

Walking Track

9 Laps to a Mile

Outside Track

2 Laps approximately 1 Mile



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