

City of Livonia

Jack E. Kirksey Recreation Center

Community Standards

Vision Statement

The Jack E. Kirksey Recreation Center enhances community life by providing engaging, accessible, and inclusive experiences that prioritize families and promote well-being

Facility Overview

The Jack E. Kirksey Recreation Center includes aquatic areas, gymnasiums, fitness spaces, an indoor track, childcare services, rental rooms, and outdoor amenities. Specific guidelines apply to each area and are outlined in the sections that follow.

Hours of Operation

- Monday – Friday: 5 a.m. to 10 p.m.
- Saturday: 6 a.m. to 7 p.m.
- Sunday: 7 a.m. to 7 p.m.

Holiday Hours

- **7 a.m. to 2 p.m.:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, New Year's Eve
- **Closed:** Easter, Christmas Day

Maintenance Shutdown

Portions of the facility, or the entire Recreation Center, may be closed periodically for maintenance, repairs, or improvements to ensure a safe and comfortable environment for all guests.

Schedules

Schedules outlining drop-in activities, classes, and programs will be published regularly. Facility hours may be extended for special events or rentals and adjusted or closed during emergencies or special circumstances.

Emergency Evacuation Procedures

- In the event of a fire, activate the nearest alarm, exit the building immediately, and do not use elevators.
- For other emergencies, follow posted exit signs and staff directions.
- Evacuation maps are posted throughout the facility for reference.

User Definitions

The Jack E. Kirksey Recreation Center is owned and operated by the City of Livonia. Access and facility use may vary based on residency and/or membership status. The following definitions clarify terms used throughout these policies:

- **City of Livonia Resident** - Any individual who resides within the city limits of Livonia.
- **Non-Resident** - Any individual who does not meet the criteria of a City of Livonia resident.

- **Member** - Any individual, regardless of residency, who has purchased an active and valid membership at the time of facility use.
- **Daily Use Pass Holder** - A guest who has purchased a daily pass, granting access during designated times to open recreation areas such as the gymnasium, swimming pool, tree fort, fitness area, and lounge.
- **Open Use** - Activities available to guests without instruction or direct supervision. Open use hours are posted and subject to change based on classes, maintenance, weather, staffing, or rentals.

Membership Classifications

Payment Options

Annual Membership: Pay in full for the year.

EFT (Monthly Payment): Monthly auto-draft from a bank account or credit/debit card (2-month minimum commitment, 30-day cancellation notice required).

Membership Options

- **Youth (4–13 years)**: Age 3 and younger free with paying adult.
- **Teen (14–17 years)**
- **Adult (18–61 years)**
- **Senior (62 and older)**
- **Family**: Up to 6 people at the same address (at least one 19+); additional fees for 7+.
- **Adult + 1**: Two people at the same address.
- **Matinee (Mon-Fri, 8 a.m.–3 p.m.)**: Discounted access for adults during limited hours.
- **Insurance-Based Matinee**: For those eligible through programs like Silver Sneakers, Renew Active, One Pass, Peerfit, FitOn, etc. (eligibility verified through provider).
- **Business**: Discounted rates for individuals working 30+ hours/week at a Livonia-based business (proof required).
- **Corporate**: Memberships purchased in bulk by businesses (10 pass minimum), for use by employees (company card required).

Military Rate Details

- **Active Duty**: Resident or non-resident youth rate (based on residency, proof required) for Daily Pass.
- **Training**: Resident youth rate with signed military training documentation and supervision by authorized personnel.
- **On Leave**: Free access for up to 30 days per year with official leave papers.

Membership Information

Membership provides regular users with discounted access to facilities, classes, and programs, along with other exclusive benefits.

Membership Benefits

- **Facility Access**: Use of Recreation Center amenities, including outdoor pools during designated open-use times. Free use of Kid Quarters and Climbing Wall during posted hours.
- **Discounted Rates**: Access to reduced “Member Rates” for classes and programs (see Fees and Charges Policy).
- **Priority Registration**: Early registration opportunities for classes, camps, and programs (see Registration Policy).

- **Complimentary Passes:** New and renewing members receive two free complimentary day passes or two drop-in wristbands.
- **Guest Privileges:** Members may bring up to two guests per visit at the applicable resident day pass rate.
- **Referral Rewards:** Members who refer new members receive a \$15 credit (non-transferable, no cash value; insurance-based memberships like Silver Sneakers/Renew Active/etc. are not eligible).

Membership Policies

- Memberships are valid for a set term and are considered “new” if expired for more than one year.
- Membership identification will be managed through digital membership cards (or fingerprint scan for existing users). Photo verification is required for admittance.
- Memberships are non-transferable and may be revoked for misuse or rule violations.
- No refunds, prorating, or fee transfers are provided for memberships (see Refund Policy).

Ten Visit Pass

The Ten Visit Pass offers flexible access to the Recreation Center during designated open-use times.

- Each pass allows ten individual visits and is valid only for the person it was purchased for—passes are non-transferable.
- A visit is counted each time you check in at the facility.
- Passes must align with the appropriate age group rate at the time of purchase.
- Ten Visit Pass holders do not qualify for Member rates on classes or programs.
- No expiration date—visits remain valid until used.
- No refunds or fee transfers are permitted, except for purchase of an annual membership.

Daily Visit Pass

Daily Visit Passes allow access to the Recreation Center during designated open-use times.

- **Access:** Valid for one-day use during open-use times. Daily passes do not include climbing wall classes, Kid Quarters, free wall climbing, or outdoor pool access.
- **Non-Refundable:** All Daily Visit Pass purchases are final. Guests are encouraged to check activity area availability before purchase.
- **Ages 3 and under:** Children 3 years and under are free with a paying adult.
- **Wristbands Required:** Guests must wear their wristband at all times as proof of entry.
- **Photo ID & Contact Information Required:** Guests must provide their name, address, emergency contact, and have a photo taken for safety purposes. (This does not apply to party guests or school groups.)
- **Youth Supervision:** Youth 13 years and under using a Daily Visit Pass must be accompanied by a paying responsible person 16 years or older, who must remain in the building. Supervisor must also have a pass to enter.

Facility Admittance Policy

All guests must check in at the front desk and will be admitted under one of the following conditions:

- **Membership Verification:** Present a valid membership via scan card, digital membership card, or fingerprint (fingerprint verification is available for existing users only; new registrations will use digital membership cards or scan card).
- **Day Pass:** Present a valid Ten Visit Pass or purchase a Daily Visit Pass.

- **Program or Rental Check-In:** Be a registered program/class participant or part of an approved group rental.
- **Guest Access:** Present a valid guest pass, promotional pass, or other approved documentation.
- **Caregiver Entry:** Caregivers assisting individuals with disabilities are admitted at no cost and may only use the facility for caregiving purposes (no personal activity use).
- **Supervision of Youth:**
 - Non-member youth (ages 13 and younger) must be supervised by someone age 16 or older.
 - Members ages 12 and older may use the facility without direct supervision.
 - Children ages 3 and younger are admitted free when accompanied by a paying person age 16 or older.
 - Supervisor must be in the same room as the youth/child.
- **Commercial Use:** Use of the facility for commercial activities is prohibited without prior written approval from the Superintendent or Parks and Recreation Commission.
- **Service Animals:** Service animals are welcome at our facility. Under the Americans with Disabilities Act (ADA), service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Miniature horses may also qualify as service animals in certain circumstances. Emotional Support Animals are not considered service animals. Management reserves the right to remove a service animal if:
 - It is out of control and the handler does not take effective action to control it
 - If the animal is not housebroken
 - The animal poses a direct threat to the health or safety of others.

If a service animal is excluded, the person with a disability is still allowed to access the facility without the animal.

Refusal of Admission

Management reserves the right to deny entry or service to any individual who appears to be under the influence of alcohol, controlled substances, or who is violating facility rules or policies.

Fees and Charges

Fees help offset the cost of maintaining facilities and providing services. Rates vary based on Resident, Non-Resident, and Member status and are subject to change. Current rates are published in brochures and online materials.

Rate Categories

1. City of Livonia Residents

- Receive discounted Resident Rates on memberships, passes, classes, programs, and events.
- Proof of residency is required at registration and may include:
 - Valid driver's license or state ID
 - Current utility bill (electric, gas, or cable only)

2. Non-Residents

- Pay Non-Resident Rates for memberships, passes, classes, programs, and events.

3. Members

- Receive Member Rates on Recreation Center classes and programs, regardless of residency.
- Valid membership status is required at the time of registration.

Membership Rate Notes:

- Individual Memberships: Member rates apply to the individual and their children ages 3 and under.
- Family Memberships: Member rates apply to all individuals included in the family membership.

- Corporate Memberships: Do not include member rates for programs or classes; passes are not assigned to a specific person.

Refund Policy

Memberships

No refunds on annual membership, except:

- Refund within 10 business days: Admin fee applies; visits deducted at daily rate.
- Medical refund with doctor note or proof of moving out of the area: Prorated from the request date or expiration may be extended at the discretion of the Facility Manager.
- No transfers allowed for memberships from one person to another.

EFT Memberships

- Commitment to two months at sign-up

Daily Visit & Ten Visit Passes

- No refunds.

Classes & Programs

Canceled by department

- Full refund.

Customer cancels

- One week before start: Less \$10 fee
- Before second class: 50% refund
- After second class: No refund

No refunds on material fees, team sports, or leagues.

Camps

Canceled by department

- Full refund.

Customer cancels

- One week before start: Less \$30 fee
- Before second day: 50% refund
- After second day: No refund

Special Events

Canceled by department

- Full refund.

Customer cancels:

- Before event: Credit to Customer CivicRec Account, minus materials
- After event: No refund

Rentals

- Subject to cancellation charge (see Facility Reservation Policy).

Satisfaction Guarantee Policy

The City of Livonia Parks and Recreation Department guarantees your satisfaction with our recreational programs and classes.

If expectations are not met, participants may submit a Refund Request Form to receive one of the following options:

1. A complimentary repeat of the program
2. Account credit toward a future program (no administrative fee)
3. A refund, subject to standard administrative processing fees

To qualify:

- The program must run four weeks or longer
- The participant must attend the first two sessions
- A Refund Request Form must be submitted prior to the third session

Exclusions: This policy does not apply to leagues, memberships, single-visit passes, special events, ticketed outings, or permit-based reservations.

Participant Code of Conduct

Applicable to all Parks & Recreation Facilities, Programs, Events, Rentals, and Services

Purpose

The City of Livonia Parks and Recreation Department aims to provide a safe, welcoming, and inclusive environment. This Code of Conduct sets clear expectations for behavior to maintain the integrity of our programs, services, and facilities. Participation is a privilege, and everyone is responsible for treating others with respect.

Expected Behavior

All participants, visitors, and users must:

- Be respectful and cooperative toward others.
- Follow staff instructions and posted rules.
- Use facilities, equipment, and all amenities properly, safely, and as intended.
- Respect others' property and the City's property.
- Maintain appropriate hygiene and behavior.
- Follow all laws and facility rules.

Zero Tolerance for Threatening Behavior

Any threatening or aggressive behavior is prohibited, including:

- Abusive, vulgar, or sexually explicit language or actions.
- Any action or language that creates a hostile environment.
- Verbal or physical threats or harassment.

Prohibited Conduct

Included, but not limited to:

- Harassment, bullying, or discriminatory actions.
- Use of profane, vulgar, obscene, or inappropriate language.
- Fighting, physical aggression, or unsafe conduct.
- Refusal to follow staff instructions.
- Vandalism, theft, or misuse of property.
- Possession or use of illegal substances or weapons.
- Smoking, use of tobacco, e-cigarettes, or vaping.

- Disruption of programs, activities, or other patrons.
- Failure to supervise children appropriately.
- Falsifying information – including name, age, address, etc.

Dress Code

General Guidelines

- Guests must wear a shirt or workout top and closed-toe, non-marking shoes in all activity and exercise spaces. The exception is the pool area, where swimwear is appropriate and water shoes or sandals may be worn.
- Clothing must be free of any sharp or abrasive objects in the Fitness Area.
- Swimwear must be lined, and designed for public use. Wet clothing is not permitted outside the pool or locker rooms.
- In the Tree Fort, shoes must be removed, but socks are required at all times.
- Please wear clean footwear; separate gym shoes are encouraged.
- Clothing or visible items must not display obscene or offensive content.
- Strong scents should be avoided out of courtesy to others with sensitivities.
- Attire worn in other activity areas will not be allowed in the swimming pools.
- Bags, backpacks, or other items brought in the facility should be placed in lockers or cubbies, and are not allowed on the gym or track floor.

Food & Beverage

General Guidelines

- Food and snacks (including items from vending machines) may be consumed in the lobby, lounge, and pool gallery only.
- Water, sports drinks, and electrolyte beverages are permitted in activity areas if stored in spill-proof, non-glass containers.
- Report spills or messes to staff right away so cleanup can be arranged quickly.
- Vending machine use is at your own risk – City of Livonia is not responsible for lost money or malfunction.

Recording Devices

Use of cameras, cell phones, or any recording devices is strictly prohibited in locker rooms, family changing rooms, and restrooms.

In all other areas of the Kirksey Recreation Center, patrons may not photograph or record other members, guests, or patrons without their express consent.

Safety Issues

Accidents & Injury

Accidents or injuries should be reported immediately to a staff member or the front desk.

- Basic first-aid supplies (ice packs, bandages, gloves, etc.) are available for self-administration.
- Aquatics staff are certified in Lifeguard Training, CPR, AED, and First Aid through nationally recognized programs.

- Building Supervisors are trained in CPR, AED, and First Aid.
- Staff cannot provide transportation for injured individuals.
- Emergency services (911) will be contacted upon request or if the injured person is unresponsive or unable to respond, at staff discretion.
- An Accident/Incident Report must be completed for all injuries requiring assistance.

Severe Weather & Emergency Conditions

The safety of our guests and staff is our top priority during severe weather or emergency situations.

Tornado Watch:

Operations will continue as normal. Staff will monitor weather conditions and maintain communication with emergency services.

Tornado Warning / Sirens Activated:

- All activities will be suspended. Guests must either take shelter in designated safe areas (locker rooms or party rooms) or exit the facility.
- Guests 18 and older may leave at their own risk.
- Guests 17 and under must remain in shelter unless accompanied by a parent or guardian.
- Children in Kid Quarters will be relocated to the Family Locker Room.

Power Outages or Other Emergencies:

The facility will make every reasonable effort to remain open with limited operations for programs, rentals, or events as appropriate.

Snow Days

The Jack E. Kirksey Recreation Center does not follow local school district closures for inclement weather. Every effort will be made to maintain normal operations during snow events.

1. Drop-in activities will continue as scheduled, as long as staff is available.
2. Classes and programs may be canceled based on severity of conditions. Cancellation decisions will be made as follows:
 - For morning classes (before noon): by 8:00 p.m. the night before
 - For midday classes (noon–4:00 p.m.): by 8:00 a.m.
 - For evening classes (4:00 p.m. to close): by 12:00 p.m. (noon)
3. Cancellations and updates will be posted on:
 - LivoniaParks.org
 - Social media
 - Weather Line: (734) 466-2299
 - Recreation Center Front Desk: (734) 466-2900

Emergency Shelter

In designated emergency situations, the Jack E. Kirksey Recreation Center may serve as an official emergency shelter. Once declared by the Mayor's Office, normal operations may be adjusted or suspended in accordance with the City of Livonia's Emergency Operations Plan.

Weapons

Weapons of any kind are not permitted in the facility, unless expressly allowed by law. Firearms must be checked at the front desk and secured in a designated locking safe.

Facility Policies

The City of Livonia has established rules for the use of the Jack E. Kirksey Recreation Center's building, facilities, and grounds. Guests are responsible for knowing and following these policies.

- Failure to comply may result in suspension or loss of privileges. Rules may be updated as needed, with changes reflected by the posting date. Current rules are available upon request.
- The City of Livonia is not responsible for personal belongings that are lost, stolen, or damaged. Please secure any and all valuables in a locker and use a lock for security.
- Food is allowed in designated areas only (concessions and lounge).
- Headphones or ear buds must be used with all personal music devices – speakers are not allowed.
- The City of Livonia is not liable for injuries resulting from participation in activities or use of any facilities – participate at your own risk.
- Staff have final authority over all facility televisions, radios, and sound systems, including content and volume.

Lost and Found

- Lost and found items will be held for up to 14 days before being discarded, donated, or otherwise handled per City policy.
- Valuables may be immediately turned over to the Livonia Police Department.
- Personal care items and undergarments will be discarded immediately.
- Items left in lockers overnight may be considered lost and moved to Lost and Found.

Bulletin Boards

All promotional materials, including posters, flyers, and handouts, must be pre-approved by the Parks & Recreation Department before being displayed or distributed in or around the facility. Approved materials may only be posted on in designated areas.

Petition Gathering and Literature Handouts

Gathering petition signatures or distributing literature inside any recreation facility is prohibited unless expressly authorized in advance by the Department.

Reasonable signature gathering may be permitted outside the facility, provided that:

- Entrances and exits remain clear and unobstructed.
- There is no harassment, intimidation, or disruption of individuals entering or using the facility.

Exercise Precautions

- Consult your doctor before beginning exercise, especially if you have health concerns.
- Exercise responsibly and within your fitness level.
- Follow equipment instructions and posted rules.
- Ask staff for assistance if needed.

Spectator Viewing

- **Purpose of Admission:** Spectators are permitted entry to supervise, chaperone, or assist individuals participating in scheduled activities or programs.
- **Check-In Requirements:** All spectators must check in at the front desk with a valid photo ID and complete the sign-in sheet. No admission will be granted without photo identification.
- **Spectator Guidelines:** Spectators must remain in designated viewing areas and are not permitted to use activity spaces or equipment.

Classes, Programs, and Activities.

Registration Guidelines

The Recreation Center offers scheduled classes and programs in addition to drop-in use. The following registration guidelines apply:

- Priority Use: Scheduled programs have priority over drop-in activities.
- Schedules: Program schedules are published by session and are subject to change.
- Registration & Access
 - Programs are open to the public based on the published fee schedule.
 - Priority registration is given in the following order: Members, Livonia Residents, then Non-Residents.
 - Only fully registered participants may attend fee-based programs.
 - Non-members attending a program may check in up to 20 minutes before their scheduled start time and may only access the designated program space and locker rooms.
- Supervision: Youth 13 and younger who are non-members must be supervised by someone age 16 or older.
- Spectators: Permitted only in designated areas and at the instructor's discretion.

Registration Policy

Proof of residency and/or member status is required at the time of registration.

- Registration is on a first-come, first-served basis.
- Full payment is required at the time of registration.
- A receipt is provided after each registration. Further communication may not occur prior to the first class - attend the first class as scheduled.
- Participants must check in at the front desk with a membership scan or class receipt.
- Children age 3 and younger may register for classes based on their parent/guardian's residency or membership status.
- Parent/Tot classes may use either the parent/guardian or child's eligibility to determine priority status.

Class Make-up Policy

- Classes canceled by the Department will be rescheduled or a refund issued to the customer's account.
- There will be no make-ups for participants missing a scheduled class.

Group Fitness Class Drop-in Policy

Unfilled spaces in Water Aerobics and Fitness/Wellness classes may be available for drop-in use, based on enrollment.

- A drop-in fee is required and applies only to the specific class—use of other areas is not included.
- A drop-in wristband must be turned in to the instructor upon entry.
- Some classes may not allow drop-in participation.

Business Booth

Livonia-based businesses are eligible to participate in the Business Booth Program, designed for informational outreach only. Onsite selling is not permitted.

- Each booth includes one 8-foot table.
- Program availability, rates, and additional guidelines can be found in the current flyer or by inquiring at the front desk.

Facility Rental

Select areas of the Recreation Center may be rented, provided the intended use aligns with facility capabilities and operating hours, as outlined in the Facility Usage Policy.

Facility Availability

- Facility spaces may be rented during regular or after-hours when not in use by Recreation Center programs or events.
- Rentals for commercial purposes or profit are not permitted without prior approval.
- The facility may not be rented for programs that duplicate or compete with offerings by the City of Livonia Parks and Recreation Department.
- Rentals are considered private events. The applicant or event sponsor is responsible for the conduct of all attendees and for any damage or loss incurred during the rental.

Reservations

- Reservations are accepted on a first-come, first-served basis, and requests must be turned in at least two weeks prior to the first proposed rental date.
- Applications for facility rentals may be turned in up to one year in advance.
- Birthday party requests may be submitted up to 100 days in advance.
- A completed application and full payment of applicable fees are required. Requests for equipment or furniture must be specified in the application.
- The reserved time must include all setup, event time, and cleanup.
- Separate guidelines apply for general and after-hours rentals.
- Reservations are not final until approved and confirmed by Recreation Center staff.
- Organizations requesting rentals that involve additional services or vendors may be required to provide a Certificate of Insurance listing the City of Livonia as "Additional Insured."

Fees

Rental fees are based on the current Facility Usage Policy.

- Rentals under \$750 must be paid in full at the time of application.
- Business or personal checks will not be accepted for:
 1. Rental fees of \$300 or more
 2. Any rental within 21 days of the event
- Rentals of \$750 or more require a deposit of 50% of the rental fee or \$500, whichever is greater.
- A damage/clean-up deposit is required for all rentals.

Cancelation Fee

If your plans change, the following cancellation options and fees apply:

- Rescheduling: With at least 14 calendar days' notice, you may reschedule to another available date. A \$25 processing fee will apply.
- Refunds:
 1. 30–100+ days' notice: 75% refund (25% cancellation fee)
 2. 14–29 days' notice: 50% refund
 3. 0–13 days' notice: No refund

Set-Up Guidelines

Furniture, Equipment, and Decorations

- All requested items must be listed in the rental application and pre-approved.
- Decorations may not be attached to walls, ceilings, or sprinkler systems and must not cause damage to any surfaces.

Guest Check-In

- All guests are required to complete a waiver online prior to check in.
- All guests must check in at the front desk upon arrival.

Security

- Security may be required at the City's discretion.
- The renter is responsible for all related costs.

Clean-Up Guidelines

All clean-up must be completed within the approved rental time.

Renter is responsible for the following:

- Remove all food, beverages, decorations, equipment, and materials.
- Wipe down tables, chairs, counters, and appliances.
- Clean up spills and sweep floors.
- Deposit all trash in proper receptacles or dumpsters.
- Report any unusual clean-up needs to the Supervisor.

Inspection & Deposit

- A Supervisor will inspect the space after clean-up.
- Failure to fully clean the space may result in forfeiture of the damage/clean-up deposit.

General Information

General Use & Conduct

- Violations of rental policies or misuse may result in immediate cancellation without refund and/or loss of future rental privileges.
- Use is limited to the area, time, and purpose specified on the rental application.
- Rentals must not interfere with other facility operations or users.
- All behavior must comply with local, state, and federal laws and reflect mature, responsible conduct.

Supervision & Staff Roles

- City staff are not responsible for group supervision and will perform assigned facility duties only.

Youth groups must be adequately supervised:

- Ages 12 and younger: 1 adult (21+) per 10 children.
- Ages 13 and older: 1 adult (21+) per 15 youth.
- In-water: 1 adult per 3 non-swimmers.

Chaperones must be the same gender as participants when applicable.

Restrictions & Responsibilities

- Alcohol is not permitted.
- Only appropriate music is allowed. Volume must be kept at staff-approved levels.
- Selling items or providing catering/entertainment requires advance approval.
- Accidents or injuries must be reported immediately to on-duty supervisors.
- The rental applicant is responsible for the behavior and actions of all guests and vendors.

Aquatics Policies

General Rules

Supervision

- Non-member youth 13 and under must be accompanied by someone age 16 or older.
- Non-swimmers must have a parent/guardian within arm's reach at all times.
- In-water chaperones are required for non-swimmers (1:3 ratio).

Swim Attire & Hygiene

- Soap showers are required before swimming.
- A lined bathing suit is required; street clothes are not allowed.
- Children who are not toilet trained must wear a swim diaper under a lined swimsuit.
- Avoid swimming if you've had diarrhea or a contagious illness in the past two weeks.
- Facemasks and goggles that cover the nose are not permitted.

Cell Phones / Electronic Devices

- Use of cell phones, tablets, or other electronic devices while in the water is prohibited.

Flotation & Toys

- Only Coast Guard-approved lifejackets and built-in suit flotation devices are allowed, and users must be within arm's reach of a guardian.
- Personal toys and inflatables are not permitted.

Behavior & Safety

- No running, rough play, breath-holding, foul language, or unsafe behavior.
- No climbing or hanging from features, dividers, or ropes.
- No flips, handstands, or somersaults in the Leisure Pool.
- Diving is only allowed in designated Lap Pool areas.
- The island is for emergencies only.

Pool Deck & Belongings

- No street shoes on the pool deck.
- Bags and personal belongings must be stored in lockers.

Injury & Incident Reporting

- Report all injuries and incidents to staff immediately.

Lifeguard Authority

- Lifeguards are responsible for rule enforcement and may implement additional rules to ensure safety.

Water Slide Rules

Health Advisory

- Individuals with heart conditions, back problems, or who are pregnant should not use the slide.

Height & Safety Requirements

- Riders must be at least 48 inches tall and able to reach both handles unassisted.
- Riders wearing a Coast Guard-approved lifejacket must use a double tube with someone age 16+ and meet height & handle reach requirements.

Proper Use

- Ride feet-first, on your back, in a seated position.
- Remain on the inner tube throughout the ride.
- Keep hands inside the slide at all times and do not turn, stop, or dismount mid-ride.
- After the ride, exit the plunge pool immediately.

Prohibited Items & Actions

- No goggles, eyeglasses, watches, or metal objects.
- No throwing items from the stairs or slide.
- Wait for staff signal before going down the slide.

General Conduct

- Lifeguards may restrict slide access as needed for safety.

Splash Pad Rules

- Only non-glass water bottles are permitted. No food or other drinks allowed.
- Rough play, climbing, hanging on features, spitting, foul language, and glass objects are prohibited.
- No lifeguard on duty—use at your own risk.

Diving

- One person on the board at a time; wait until it is clear before climbing the ladder.
- Do not dive until the previous diver has exited the area and reached the side.
- Forward dives only—no flips, twists, or somersaults.
- No horseplay on or around the diving board.
- Only one bounce per dive.
- Stay out of the diving area while the board is in use.
- The board may be closed at the guard's discretion.
- Do not dive from racing blocks without direct supervision and training by a qualified person.

Lap Pool

- Diving is permitted only in designated areas; observe movable floor depth markers.
- During lap swim, follow lane speeds and swim in a counterclockwise circle pattern (stay to the right).
- To pass another swimmer, tap their foot and pass down the center. Be aware of oncoming swimmers.
- Resting swimmers should sit on the pool edge—do not hang on lane lines.
- No swimming under the bulkhead.

Hot Tub

Always soap shower before entering.

- Ages 14+ may use unsupervised.
- Ages 11–13 may use with direct parent/guardian supervision, based on capacity.
- Ages 10 and younger are not allowed.
- Do not put your head underwater.
- Consult a physician before use if pregnant, elderly, or with a heart condition.
- Limit use to 10 minutes—overuse may cause nausea, dizziness, or faintness.
- Caution – Warm Water: Not suitable for those with certain health conditions or young children.

Individual Room Rules

Men's & Women's Locker Room & Lockers

- Lockers are for day-use only. Locks left overnight will be cut and contents placed in lost and found.
- Guests must bring their own locks. Lockers are first-come, first-served.
- No glass, food, gum, or beverages allowed in locker rooms.
- Personal soap and shampoo must not be left in shower areas.
- Dry off completely in the shower area before returning to the locker area.
- Do not leave plugged-in styling tools unattended.
- No opposite sex individuals in the men's or women's locker room. Please use family locker room instead.
- Staff are available to assist with removing locks that are broken or when a combination has been forgotten. Patrons who request removal of a lock that is later determined not to be theirs will be required to cover the cost of replacement.

Sauna

- Ages 18 and older may use unsupervised.
- Youth 17 and younger require direct parent/guardian supervision.
- Wear a bathing suit or sit on a towel—do not sit/lie directly on benches.
- Limit use to 10 minutes—long exposure may cause dizziness, faintness, or nausea.
- Not suitable for all health conditions—consult a physician before use.
- No personal grooming or shaving.
- Do not pour water or substances on the heater, rocks, or sensors.

Family Locker Room

- Children must be accompanied by a parent/guardian.
- Use cabanas promptly—others may be waiting.
- Do not leave personal belongings in cabanas. Use lockers for storage.
- Locks left overnight will be removed daily.
- Hallway is monitored by video surveillance.

Fitness Area

- Children 12 years and younger are not permitted in the Fitness Area.
- Teens ages 13–15 may use the fitness equipment only when accompanied by an adult who provides direct supervision.
- Teens ages 13–15 may use the Fitness Area without adult supervision after successfully completing the Teens in Training class.
- Athletic shoes must be worn. Sandals, flip-flops, or other open-toe footwear are not permitted.
- Please observe proper gym etiquette:
 - Wipe down equipment after each use
 - Return weights and equipment to designated racks after use
 - Do not drop weights
- Staff reserves the right to instruct patrons on proper equipment usage.
- Report any maintenance or facility issues to staff immediately.

Track

The track is intended for fitness use only. Please be courteous to others.

- Eleven laps equal one mile.

- Stretch only in designated areas.
- Walkers and slower users must keep to the inside lane; pass on the outside only.
- In-line skates, scooters, and other wheeled devices are not permitted.
- Stopping on the track to observe activities is prohibited.
- Strollers are permitted in the walking lane only.

Gymnasiums

Practice good sportsmanship – treat others with respect.

- Shirts must remain on at all times.
- Participants with open wounds or bleeding must be bandaged. Clothing soiled with bodily fluids must be changed before returning to play.

The following are prohibited and may result in removal from facility:

- Dunking or hanging on rims
- Spitting
- Fighting, abusive/vulgar language, or disorderly conduct
- Shooting at baskets in use during full-court games

Open Basketball

- All games (full court and half court) are played to 9 points (1 basket = 1 point). No win-by-two is required. Games are limited to a ten-minute running clock when staffed.
- Winning team stays on the court. Losing team rotates out if five or more players are waiting.
- Sign up for the next game using the whiteboard provided. If unavailable, players must call "next" or "winners." You may only sign up yourself or your team currently present.
- If more than 10 players per basket are present, staff may switch full court games to half court only to maximize participation.
- For assistance or rule enforcement, please contact a Building Supervisor.

Volleyball

- Outside of scheduled open volleyball, at least six or more players must be present to request a net be set up.
- Only one net will be set up at a time.
- Games are played to 15 points using rally scoring.
- Teams that win two games in a row must rotate out.
- Players who just lost must sit out the next game, unless limited player numbers require otherwise.

Kid Quarters

Participants can stay for a maximum of 2 hours per day, and a parent or guardian must always remain inside the Recreation Center during this time.

- Valid membership or Kid Quarters daily pass purchase required for use.
- A parent or legal guardian must sign children in and out
- Children will only be released to those listed at drop-off, and a photo ID is required at pickup.
- Children must be 6 months to 12 years of age.
- Staff to child ratio is 1:10, with no more than 2 children under 14 months per staff.

Sick children are not allowed at Kid Quarters.

- Children must be symptom-free for at least 24 hours before returning.
- Children kept home from school due to illness may not attend Kid Quarters that same day.
- Staff reserve the right to refuse entry to any child showing signs of illness.

Change diapers or take children to the bathroom before drop-off.

- Staff do not change diapers, and will call a parent/guardian if necessary.

Children and parent/guardian(s) must follow staff directions and treat others with respect.

- Foul language, hitting, biting, threats, or violent behavior will not be tolerated.
- Repeated behavioral issues may result in suspension or removal from Kid-Quarters.
- Flight/fleeing behavior (attempting to leave or hide from staff) is considered a safety concern.
- If a child cries for more than 15 minutes, a parent/guardian will be contacted for early pickup.
- Parents/guardians must remain accessible and responsive to staff communication while their child is in Kid Quarters. Repeated failures to respond to staff attempts to contact you (via phone, intercom, or in-person requests) may result in suspension from Kid Quarters.
- No food or drinks, except non-glass water bottles or sippy cups.
- Please do not leave coats, boots, or extra clothing in the play area.

Emergencies

- In the event of a Tornado Warning, children will be taken to the Family Locker Room.
- In the event of a fire or evacuation, children will be escorted to the Skate Park Pavilion.

Spectator Gallery

- Show good sportsmanship — be respectful to coaches, instructors, officials, and fellow spectators.
- No throwing objects of any kind.
- Do not block the ramp access — keep all walkways clear.
- Do not lean over the glass wall.

Climbing Wall

The Climbing Wall at the Jack E. Kirksey Recreation Center is a supervised, harnessed, top-rope climbing wall designed for recreational use. Wall use permitted during posted hours only.

General Policies

- All participants must have a signed waiver on file prior to climbing. Youth under 18 must have the waiver signed by a parent/legal guardian. Staff may deny access if there is any doubt regarding waiver legitimacy.
- Minimum age to climb is 6 years old. If a child's age is in question and cannot be verified, they may be denied access.
- Youth ages 13 and younger must be accompanied by a parent or guardian age 16 or older, unless the 12–13-year-old is a member.
- Belaying is provided on a first-come, first-served basis for members and belay time purchases.

Attire & Equipment:

- Climbers must wear athletic, climbing, or hiking shoes that are close-toed.
- Active, athletic clothing is recommended. Skirts or dresses are not permitted unless shorts are underneath.
- Climbers must be able to safely fit into a facility-approved harness. If a proper fit cannot be achieved, climbing will not be permitted.

Belay & Safety:

- All climbers must pass a Belay and Safety Test prior to first-time climbing.
- Belay setups must be inspected by a Wall Supervisor before climbing.
- Climbers may not belay someone who weighs more than twice their body weight unless:
 - A ground anchor or assisted braking device is used AND

- The belayer demonstrates competency with the safety equipment AND
- Staff approves the pairing based on the belayer's experience level and comfort with the weight difference.
- Climbing above 60 inches without a harness, rope, and belayer (bouldering) is not permitted. Only climbers age 18 and older may boulder within the 60" limit.

Check-In & Use:

- All climbers must sign in before each use.
- Report any loose holds or equipment concerns to staff immediately.

Flow & Courtesy:

- Routes will be selected based on group skill level; easier routes will be offered first.
- To manage time efficiently, staff may begin sessions by harnessing several climbers before rotating into belay roles.
- Form a single-file line along the perimeter of the wall to ensure fair access.

Prohibited Behavior:

- No walking under active climbers or entering the climbing zone without permission.
- No inappropriate language, refusal to follow instructions, or behavior that compromises safety.
- No climbing while under the influence of drugs or alcohol. Staff reserves the right to refuse access.

Tree Fort

The Tree Fort is a designated play area for young children to explore, climb, and interact in a safe, supervised environment.

- Socks are required at all times. Socks may be purchased at the Front Desk if needed.
- Maximum age is 10 years old. Children must be accompanied by a responsible person age 16 or older.
- The toddler area is for children aged 3 and younger only.
- Do not enter if ill.
- Tree Fort is not a substitute for childcare. Active supervision is required.
- Notify staff of any damage to the Tree Fort.

Prohibited Items and Behavior

- Climbing on the outside of the Tree Fort
- Party/gift opening
- Loose jewelry, drawstrings, or untied cords (please remove before play)

Outdoor Facility Rules

Skate Park

The Skate Park is a mixed-use facility designed for both experienced and beginner riders.

- The Skate Park is intended for non-motorized skateboards, inline skates, bikes, and scooters only.
- Helmets are required at all times while on the skating surface. Elbow pads, knee pads, and other protective gear are strongly recommended.
- Livonia Parks and Recreation reserves the right to modify hours and close the park due to weather, maintenance, special events, or other safety concerns.
- This is a high-risk activity, and all participants assume responsibility for their own safety.

Conduct & Safety

- No smoking, use of tobacco, e-cigarettes, vaping, drugs, or alcohol permitted on the premises.
- No food or drink inside the skate park. Non-glass water bottles are permitted.
- No horseplay, fighting, or profanity. Respect others at all times.
- One rider at a time per ramp. Follow flow patterns and wait for ramps to clear before entering.
- Children ages 10 and younger must be supervised by a parent/guardian.
- No headphones. Music may be played at a low volume. Staff reserves the right to prohibit music at any time.
- Proper attire is required: shirts and shoes must be worn; no loose jewelry.
- Unlawful entry may result in a trespassing citation and suspension from the park and Recreation Center property.

Maintenance & Liability

- Please report damage or maintenance concerns to Livonia Parks and Recreation staff. All equipment must be in safe, working condition.
- Livonia Parks and Recreation is not responsible for lost, stolen, or damaged personal items.
- Staff reserves the right to ask individuals to leave or restrict access for failure to follow rules or for unsafe behavior.

Inline Rink

This is a high-risk activity, and all participants assume responsibility for their own safety.

- Protective gear is recommended for all skaters.
- Youth 10 and younger must be supervised by a parent or guardian.
- Limit play to 45 minutes if others are waiting.
- Food and drink are not permitted on the rink. Only non-glass water bottles are allowed.
- Personal items such as gym bags, backpacks, and loose belongings must be kept off the rink.
- No headphones. Music may be played at a low volume. Staff reserves the right to prohibit music at any time.
- No smoking, use of tobacco, e-cigarettes, vaping, drugs, or alcohol permitted on the premises. Remove or secure loose-fitting jewelry.
- Report any vandalism or issues to staff immediately.
- The Recreation Center is not responsible for lost, stolen, or damaged personal items.
- Use of the rink is free, but Recreation Department programs and permitted uses have priority.

Sand Volleyball

- Parks and Recreation programs / leagues take precedence over open play.
- Respect and good sportsmanship are expected.
- Court hours are dawn to dusk.

Jog/Walk Path

- No motorized vehicles allowed on path
- Stay to the right of the path except when passing
- No sitting or standing on path

Violations of Community Standards or Participant Code of Conduct

Community Standards have been established as consistent guidelines for the use of the building, facilities, and grounds. It is each patron's responsibility to be familiar with and follow these rules.

Failure to comply with Community Standards may result in suspension or termination of facility and program privileges. Violations considered to be serious – including vandalism, theft, physical assault, harassment, possession of controlled substances, or other actions that threaten the safety or operations of the facility – may result in longer suspensions, permanent removal, involvement of law enforcement, and/or financial restitution for damages.

Violations are reviewed on a case-by-case basis by the Facility Manager or their designee.

Notification

Patrons in violation of Community Standards may be issued a suspension. Suspended individuals will receive a written notice outlining:

- The reason for the suspension
- The length of the suspension
- The appeal process available to them

Suspended individuals may not enter the facility or participate in programs during their suspension. Unauthorized return during a suspension may result in further disciplinary action, including a trespassing warrant.

Appeals

Individuals (or their guardians) have the right to appeal a suspension as follows:

1. Initial Appeal

- The suspended individual (or their parent/guardian if under 18) may appeal in writing within three (3) business days of receiving a suspension notice. This written appeal must be submitted to the Facility Manager. Appeals can be sent to parks@livonia.gov or dropped off at the Kirksey Recreation Center ATTN: Facility Manager.

2. Secondary Appeal

- If dissatisfied with the Facility Manager's decision, a second written appeal may be submitted within five (5) business days to the Assistant Superintendent or Superintendent of Parks and Recreation.

3. Final Appeal – Commission Review

If the suspension is upheld, the suspended individual (or guardian) may request a hearing before the Parks and Recreation Commission. To do so:

- Submit a written request within seven (7) business days of the Superintendent's decision.
- A hearing will be scheduled at the next monthly evening Commission meeting.
- Parks and Recreation staff will present documentation and a summary of the incident supporting the suspension.
- The suspended individual (or their parent/guardian) will have the opportunity to present information or arguments in opposition to the suspension.
- The Commission will review all materials and render a final decision within two weeks.

Possible Outcomes:

- Suspension/termination is upheld.
- Suspension/termination is upheld with modification.
- Suspension/termination is overturned.

The decision of the Parks & Recreation Commission is final.

Note: Failure to submit appeals within the specified timelines will result in the forfeiture of your appeal rights.

Special Consideration for Minors:

If the suspended individual is under 18 years of age, the Commission will consider petitions for reconsideration even after a final decision. In such cases, the Commission may again choose to uphold, modify, or overturn the suspension.

Additions/Deletions

Rules and policies may be updated or modified by facility management at any time to ensure the safety of guests and the optimal use of the Recreation Center.