

RECREATION CENTER

## Membership Handbook



*Grow stronger with us!*

### Hours:

Monday - Thursday 5:05 a.m. - 10:00 p.m.  
Friday 5:05 a.m. - 8:00 p.m.  
Saturday 7:30 a.m. - 5:30 p.m.  
Sunday 9:30 a.m. - 5:30 p.m.

### Contact:

400 Collins Road NE, MS 154-100  
Cedar Rapids, IA 52498  
Phone (319) 295-2552  
Fax (319) 295-8833  
[www.rockwellcollinsrecenter.com](http://www.rockwellcollinsrecenter.com)

**Rockwell  
Collins**

## Rec Center Benefits

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### ***Weight management***

Burning calories regularly through exercise helps maintain weight

### ***Improve heart strength***

A stronger heart muscle lowers heart rate

### ***Sleep better***

Regular exercise can improve sleep quality

### ***Improve dietary intake***

Active people tend to eat less fat and eat more fiber

### ***Decrease diabetes risk***

Regular exercise decreases risk of developing diabetes

### ***Control blood pressure***

Regular exercise can help prevent or reduce high blood pressure

### ***Improve mobility***

Maintains mobility and makes it easier to perform activities of daily living

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Educated and Certified Fitness Staff	Cardiovascular Area with TV FM Transmitters	Over 70 Fitness Classes per Week at NO ADDITIONAL CHARGE
Complimentary Fitness Programming and Assessments	Free Weights and 3 Lines of Weight Machines	Tae Kwon Do and Tai Chi
Rec Center Physical Therapy Clinic	Two Fitness Classrooms and Cycling Studio	Fitness Yoga Classes
Challenge Program	Two Full Length Wood Basketball/Volleyball Courts	Website and Monthly Newsletter
Bench Press Club	Four Racquetball/Wallyball Courts	SilverSneakers® Programming
Babysitting Service	Indoor Walking/Running Track (1/10 mile)	MAX10 Bodyshaping
Nutritional Program Services	Open 7 Days a Week	Outdoor Tennis Courts, Softball Diamonds, Soccer Fields
Locker Rooms with Dry Saunas	360° Functional Training Machine	Billiards Table and Ping Pong Tables
Towel and locker service at NO ADDITIONAL CHARGE	Pilates with Certified Instructors (reformer classes)	Cholesterol (full lipid profile) and Resting Metabolic Rate Testing

## Babysitting/Rec Room

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Parents must be in the facility while using the Babysitting Service.

**Bottles for infants are permitted. Other food, drink, gum, and candy are prohibited.**

Please provide diapers for children who are not potty-trained.

**There is a two-hour time limit for children attending the Babysitting Room.**

**Hours:** Morning

Monday – Friday 9:00AM - 1:00PM

Saturday

8:00AM - 12:00PM

Evening

Monday - Thursday 4:00PM - 7:45 PM

Friday

4:00PM - 6:45 PM

**Fees:** \$1.50/hour – per child over 18 months of age  
\$2.25/hour – per child under 18 months of age

**Babysitting hours are strictly enforced with an after hours late fee of \$1.00 per minute.**

## Check-In

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All members are required to present their Recreation Center picture ID for admission to the facility. All members, league participants, spectators, visitors and vendors are required to check in at the Front Desk.

## Equipment Sign-Up

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Sign-up rules and regulations have been established to ensure equal opportunity for all members to use our most popular equipment. The sign-up process is seasonal and with new machines may be added periodically. If a machine requires sign-in, we will have clipboards attached or nearby. Detailed instructions will be attached to the clipboards when it is mandatory to sign up.

**Non-Prime Time Equipment Use:** There is a 30-minute limit during non-prime time hours. Applies when machines are full.

**Prime Time Equipment Use:** There is a 20-minute limit on machines during prime time hours. If any part of your workout falls within prime time hours it is considered a prime time workout. Applies when machines are full.

**Exception:** If no one has indicated their intention to use a machine, you may continue your workout beyond the time limit – until someone does notify you, then you must immediately terminate your workout on that machine.

**NOTE:** You may not get off a machine when your time is up and sign-up again for more time on that machine if no one has sign-up while you're on it.

Prime time hours reflect the established periods of heaviest activity. Courts and equipment will be least available during these hours. Time limits have been established for popular equipment to provide equal access.

Prime Times are as follows:

Monday – Friday	5:05AM – 1:00PM
Monday – Friday	3:30PM – 7:00PM
Saturdays	8:00AM – 12:00PM

## Fees

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**Forgotten Membership ID:** 1<sup>st</sup>-3<sup>rd</sup> offense (per calendar year) Warning, 4<sup>th</sup> time a membership ID will be charged to you at the rate of \$5.00 + tax.

**Replacement ID:** \$5.00 + tax

**Replacement Locker Keys:** \$30.00 fee to purchase a new lock and key for the locker.

**Late Closing Fee:** 1<sup>st</sup> offense – warning, 2<sup>nd</sup> & after - \$1.00 per minute that you are late checking out of the facility.

**Babysitting Late Fee:** \$1.00 per minute that you are late checking your child(ren) out of the room.

**No Show Fee:** Members who reserve space in IronWorks or Cycling Classes, will be charged a No Show Fee of \$3.00 plus tax if you don't sign in for the class or cancel in advance.

## Fitness Classes

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We offer over 70 fitness classes each week. (Please see the Fitness Class Schedule). Bikes for Cycling and equipment for IronWorks can be reserved up to 48 hours in advance.

## Fitness Services

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**Fitness Programming:** Our educated instructors will put together a fitness program to fit your needs. By appointment, no fee.

**Body Composition:** Lean muscle mass testing using skinfold or a bio-electrical impedance scale and tape measurements. By appointment only, no fee.

**Fitness Assessment:** What is your fitness level? Test by cycling, walking or running. Body Composition testing also included. By appointment, no fee.

**Exercise Prescription:** Meet to discuss your Fitness Assessment results. By appointment only, no fee.

**Cholesterol:** Full Lipid Profile (HDL, LDL, Total, Glucose) \$15 plus tax for members, \$20 plus tax for non-members.

**Resting Metabolic Rate Measurements:** Using BodyGem (FDA approved), \$25 plus tax for members, \$35 plus tax for non-members.

**Personal Training:** By appointment only. Please see a Front Desk Representative for more information.

## Guests

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**Guest Fee:** \$12.00 plus tax, good for the day, plus any applicable court costs/fees.

**Guest Fee Monday-Friday from 1:00 – 4:00 PM:** \$6.00 plus tax.

**Guest Punch Card:** 5 visits for \$40.00 plus tax (1 year expiration date).

Recreation Center members (age 16 or older) are allowed to bring guests to the facility providing:

- No more than three guests per member visit.
- Maximum 12 visits per guest per year.
- Guests must be accompanied at all times by a member (age 16 or older).
- Youth guests ages 7-11 must be accompanied by an adult (age 18 or older) at all times. Youth members & guests are restricted from 5:00 – 6:00 PM Monday-Friday.

## Holidays

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The Recreation Center is closed on the following Holidays: Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, and New Year's Day.

## Leagues

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If you have any questions or concerns regarding our league programming, please contact the League Manager at 295-2552.

- Badminton      October - April
- Basketball     November - March
- Bowling        September – April
- Cricket         May – August
- Disc Golf      April - October
- Dodgeball     March - May
- Flag Football   August – November
- Futsal         November - April
- Golf            April – September
- Pickle Ball     Year Round
- Ping Pong      Varies
- Racquetball    September - March
- Soccer         May - September
- Softball        May – September
- Tennis         May – September
- Trap & Skeet   May - August
- Volleyball     Indoor: November – March    Outdoor: June - August

# Membership

Membership pricing effective November 11, 2009.

All prices below include 6% state sales tax. As of April 1, 2009 fees will reflect 1% local option sales tax.

Monthly Rates are listed below. An I.D. fee of \$5.00 + tax is charged to new members at the time of enrollment.

## Plan A - Rockwell Collins Employees and Immediate Families

For Rockwell Collins Employees and their immediate Families (immediate families include spouse and children).

- Employees \$25.00
- Spouse or Fiancé \$25.00
- Youth (age 7-11) \$25.00 (Restricted hours)<sup>1</sup>
- Children (age 12-23) \$25.00
- Adult Children (age 24 & up) \$31.00 (see Plan B below for Family Rate)
  
- Plan A Family Rates\* \$75.00 maximum
  - 2<sup>nd</sup> Member \$25.00
  - 3<sup>rd</sup> Member \$17.00
  - 4<sup>th</sup> Member \$8.00
  - More than 4 No charge

\*Child members must be under 24 years of age to be included in Plan A Family Rate.

## Plan B - Rockwell Collins Employee/Retiree Extended Family Sponsorship Plan

- Adult Children (age 24 & up) \$31.00
- Daughter-in-law, Son-in-law, Brother,  
▪ Brother-in-law, Sister, Sister-in-law,  
▪ Parent, Parent-in-law, Aunt, Uncle,  
▪ Niece, Spouse of Niece, Nephew,  
▪ Spouse of Nephew, First Cousin,  
▪ Spouse of First Cousin, Grandchild,  
▪ Spouse of Grandchild
  
- Extended Family Sponsorship Plan Members listed above (Ages 7-11) - \$25.00 (Restricted hours)<sup>1</sup>
  
- Plan B Family Rates\*\* \$99.00 maximum  
  - 2<sup>nd</sup> Member \$31.00 (\$25 for ages 7-11)
  - 3<sup>rd</sup> Member \$23.00
  - 4<sup>th</sup> Member \$14.00
  - More than 4 No charge

<sup>1</sup>Restricted during the following hours:  
Monday – Friday 5:00 PM – 6:00 PM

\*\*All immediate family members must be directly sponsored by the Rockwell Collins Employee or Retiree. Child members must be under 24 years of age to be included in Plan B Family Rate.

## Plan C - Rockwell Retirees and Spouses or Fiancé or Seniors (62 & Over)

- Rockwell Collins Retiree/Spouse Restricted<sup>2</sup> \$13.50
- Rockwell Collins Retiree/Spouse Unrestricted \$25.00
- Senior Retiree Restricted<sup>2</sup> \$16.50
- Senior Retiree Unrestricted \$31.00

<sup>2</sup>Restricted during the following hours:

Monday – Friday 5:05 AM – 7:00 AM  
Monday – Thursday 4:00 PM – 10:00 PM

## Plan D –Approved Rockwell Collins Contract Employees\* and Immediate Families\*\*

\*Approved Rockwell Collins Contractors include but are not limited to: Collins Community Credit Union, Rockwell Collins Child Development Center, Munson Electric, ABM, HP, S&A Computers, U.S. Securities and Aramark.

\*\*Immediate families include spouse and children ages 7-23.

- Contract Employee \$31.00
- Spouse or Fiancé of Contract Employee \$31.00
- Youth (age 7-11) \$25.00 (Restricted hours)<sup>1</sup>
- Children (age 12-23) \$31.00
  
- Plan D Family Rates \$99.00 maximum  
  - 2<sup>nd</sup> Member \$31.00 (\$25 for ages 7-11)
  - 3<sup>rd</sup> Member \$23.00
  - 4<sup>th</sup> Member \$14.00
  - More than 4 No charge

<sup>1</sup> Restricted during the following hours:  
Monday – Friday 5:00 PM – 6:00 PM



## MAX10 Bodyshaping

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MAX10 is a weight loss and body shaping program designed to help you look and feel amazing in just 10 weeks! MAX10 consists of Fitness Kickboxing, Tae Kwon Do, resistance and core training along with a nutrition system designed to blast fat and build lean muscle tissue. The atmosphere is fun and supportive. You're provided nutrition and fitness coaching while in a team atmosphere, along with session progress reports. The program was designed by Travis Richardson, former Olympic hopeful, state kickboxing champion, and six-time National Tae Kwon Do champion. Please see a Front Desk Representative for upcoming class times and fees.

### Miscellaneous

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- Cameras and video equipment are prohibited in accordance with company guidelines.
- Alcoholic beverages are not allowed in the Rec Center or on company grounds. Consumption of food and beverage is to be confined to the lounge.
- Smoking is prohibited anywhere inside the facility.
- For the safety of our members and guests, please refrain from using cell phones on motorized equipment. In addition, we ask that you be respectful of others when using your phone in the facility.
- League and free play may occasionally be pre-empted for special activities or events.
- Shirts and shoes are required. Revealing attire is not acceptable, please use good judgment.
- Hours of operation, fees and rules are subject to review and revision without notice.
- The management reserves the right to deny, restrict, suspend, or revoke memberships.
- All fees, goods, and services are subject to Iowa State Sales Tax (6%) in addition we will charge in accordance for the local option sales tax.

### Motivation and Incentive Programs

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**Bench Press Club:** Test your maximum lift in the bench press on a regular basis. By appointment only, no fee.

**Challenge Program:** Personally challenge yourself throughout the year by partaking in frequency, personal, annual and competition challenges. Sign up with a Fitness Instructor, no fee.

**E-Z Team:** Endurance Zone participants are challenged to increase their endurance through cardio cross training. Members are required to sign a contract and partake in Mega Minute Challenges, Cardio Cannibal Workouts and competitions. It's anything but EZ! Ask your Fitness Instructor for more information.

## Nutrition Services

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An individual diet analysis and menu plan is available for \$45 by appointment with our nutrition consultants. Obtain strategies for improving your eating habits, losing or gaining weight, or reducing symptoms and complications of chronic disease.

## Orientations

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All new members are required to attend an orientation with a Fitness Instructor and will be issued a temporary membership until they attend their appointment. You should plan on spending 30 minutes to an hour with your Instructor to be introduced to Recreation Center equipment, programs and regulations. The orientation is a great time to discuss your personal fitness goals with your Instructor.

Come prepared for your orientation as follows:

- Dress in comfortable clothes that allow unrestricted movement (sweats, shorts & t-shirt, etc.).
- Wear rubber-soled shoes designed for walking, running, or aerobics.
- Please arrive early to allow time for checking in and changing into workout clothes.
- Inform the Front Desk Staff that you are here for your orientation appointment.
- After you have changed into your workout clothes, please wait in the lounge, where your Fitness instructor will meet you for your appointment.

### **PLEASE NOTE THE FOLLOWING:**

- If you are 15 minutes or later for an appointment, please notify the Front Desk so that your appointment can be rescheduled.
- Temporary ID cards are only valid until the date of the first scheduled appointment.
- No shows or cancellations will not be allowed to use the facility until the orientation has been completed.

## Physical Therapy

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Our facility houses **Rec Center Physical Therapy**. This is an on-site physical therapy clinic providing a convenient service to Rockwell Collins Employees and their dependants. The clinic is also open to the public and accepts most insurance coverage. If you carry Rockwell Collins Insurance, you do not need a referral. If you are experiencing any aches, pains, or discomfort, the Therapists at Rec Center Physical Therapy can help you. Call 319-295-8899 with questions or to schedule a visit. For more information visit us at [www.reccenterphysicaltherapy.com](http://www.reccenterphysicaltherapy.com).

## Quality Time

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On Sundays from 1:00 – 3:30PM, members are encouraged to introduce their young children, ages 5–11, to fitness, fun and recreation. Participants may use the Racquetball Courts, High Court #2, the High Court Track, the Billiards Table and the High Court Fitness Class Area. Parents must sign a Quality Time Agreement acknowledging QT rules and guidelines in order to participate.

## Court Reservations

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- Racquetball courts (non-league play) - \$3.00 + tax a court/hour fee for reservations made more than four hours in advance. Otherwise no charges will be assessed for racquetball court usage. One hour limit on racquetball, 1½ hours on wallyball.
- Use of courts #1 and #2 (basketball and volleyball) will be a no charge for walk on usage.
- Advance reservations are strongly recommended for racquetball courts. Reservations may be made no earlier than 6 days before desired usage. Reservations may be made for single sessions only.
- Full fees will be charged for no-shows and reservations not cancelled at least 4 hours in advance, unless the reservation can be transferred to another member or re-booked by the Recreation Center Staff.

## Restricted Hours

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**Youth Members** (ages 7-11) are restricted during the following hours:

Monday – Friday            5:00PM – 6:00PM

Youth members & guests will be provided an orange jersey to wear while in the facility. They are prohibited from using the free weight and weight machine equipment. Youth members & guests must be accompanied by an adult member (18 years or older) and at all times.

**Retiree & Senior Restricted Members** are restricted during the following hours:

Monday – Friday            5:05AM – 7:00AM

Monday - Thursday       4:00PM – 10:00PM

Retirees paying full membership price are not restricted at any time.

## Services

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The **Billiards** table is available at no charge on a first come first serve basis.

**Towels and Lockers** are provided at no charge. Towels must be returned to the Front Desk. No permanent lockers are available. Personal padlocks are prohibited. The Recreation Center is not responsible for lost or stolen items.

## SilverSneakers®

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The Recreation Center partners with the SilverSneakers® Program to provide Humana health insurance cardholders a FREE membership. This does not include those who ONLY have Humana prescription insurance. In addition, those with Secure Horizons health insurance are also eligible. For details please contact a Front Desk Representative.

## Sponsorship

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Current Rockwell Collins Employees and Retirees can directly sponsor their family members as listed below and includes in-laws, step or half relatives. See specific rates under membership prices and sponsorship.

Spouse, Children, Daughter-in-law, Son-in-law, Brother, Brother-in-law, Sister, Sister-in-law, Parent, Parent-in-law, Aunt, Uncle, Niece, Spouse of Niece, Nephew, Spouse of Nephew, First Cousin, Spouse of First Cousin, Grandchild, Spouse of Grandchild.

## Tae Kwon Do

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All Recreation Center Members ages 12 and up are eligible to join our Tae Kwon Do classes. In addition, eligible children ages 7 through 11 may join classes if they meet the eligibility requirements for the Recreation Center. However, once the child turns 12 years old, the child has to be a Recreation Center member to continue taking classes. Instructors will determine if a child is "ready" to attend class. Cost is \$10.50 per month. Tae Kwon Do classes at the Recreation Center are held at the following times:

Monday	7:30 – 8:30PM
Thursday	7:30 – 8:30PM

## Visitors

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The Recreation Center is a secure facility. The only non-members allowed access are Rockwell Collins Leagues participants, adult spectators. They are restricted to their activity area, the lounge and the public restrooms.

Children must be in the immediate company of an adult and are restricted to the lounge and public restrooms. They are not allowed in the locker rooms or any activity area.

## What you need to know to cancel your membership

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- All members must complete a membership cancellation form at the Rec Center to initiate the cancellation process.**
  - All balances due must be paid in full.**
  - All contract minimum time commitments must be fulfilled.**
  - All payroll deduction and bank withdrawal memberships will continue indefinitely until the cancellation form is completed.**
  - Cancellations completed during the month are effective on the last day of the calendar month.**
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November 2009

**Rockwell  
Collins**