

# Courthouse Racquet & Fitness

## Rules & Regulations (as of 3/20/08)

### **Mission Statement**

We are a multifaceted full service athletic facility dedicated to providing a positive and healthy environment for all our members and their guests. Our goal is to help people improve their games and their health. We are a viable for profit corporation.

### **Front Desk**

The Front Desk is the one area of the club that every member will use. The staff at the front desk is trained to offer courteous and knowledgeable answers to many questions. However, there are some questions they do not have the knowledge or authority to answer properly. These questions may need to be handled through either the Club Manager, Accounting or a Membership Representative. Please note: The Front Desk staff has a variety of forms to help with your membership needs. The Front Desk staff will provide the forms and sign for receipt of the forms, but the Member Services must also sign the form for final validity.

### **The Courthouse Staff**

The Courthouse offers the best professional staff in the state. Examples include:

- USPTA professional tennis staff
- AMPRO racquetball professional
- Fitness instructors with college degrees in fitness fields and national certifications
- Group Exercise instructors with national certifications in their specialties
- American Red Cross Lifesaving certified lifeguards
- Nursery employees certified in Adult and Child/Infant CPR and First Aid

### **Club Manager**

The Club Manager serves a vital role at the club by ensuring the cleanliness and staffing of the club is excellent and to help trouble shoot problems. If you have any questions or comments about the club, please call, email or stop by the Club Manager's office.

### **Accounting/Member Services**

The Accounting office is located at the Lakeland facility. If you have membership status or billing questions you may call the accounting office at 601-932-4801 extension 2007 or 2008 or email at [memberv@mscourthouse.com](mailto:memberv@mscourthouse.com).

## Membership Representative

Membership Representatives are located at each facility. They can help you with new membership sign up, changes to existing memberships and cancellation of membership.

## Membership Qualifications

### Individual Membership

For individuals age 15 and above. Parents may be required to co-sign membership for those under age 18. Picture ID may be required.

### Family of 2 Membership

- A husband and wife.
- A parent and 1 dependent child age 21 or younger
- A man and woman within 1 month of being married. Marriage license may be required.
- 2 siblings age 15-21. Picture ID's may be required.

### Family of 3 Membership

- A husband and wife and 1 dependent child age 21 or younger.
- A parent and 2 dependent children age 21 or younger.
- A man and woman within 1 month of being married with 1 dependent child age 21 or younger. Marriage license may be required.
- 3 siblings age 15-21. Picture ID's may be required.

### Family of 4 Membership

- A husband and wife and 2 dependent children age 21 or younger.
- A parent and 3 dependent children age 21 or younger.
- A man and woman within 1 month of being married with 2 dependent children age 21 or younger. Marriage license may be required.
- 4 siblings age 15-21. Picture ID's may be required.

### Student Membership

For individuals age 15 - 21 years of age attending school.

## New Membership Application

1. Completely fill out the joining documents for the membership type requested. This includes membership agreement, bank draft form, voided check or credit card copy, driver's license copy.

2. Pay the joining fee, card fee, pro-rata dues for the remainder of the month and if the current month is 1/2 over, the following month's dues at the time of sign up.

3. Initial and sign the places indicated on the joining documents and Courthouse employee must sign as having received the application for membership.

## Approval of Membership

The Courthouse shall have the right to accept or reject any application for membership on any basis and for any reason whatsoever. Subject to the limitation of these rules and regulations, membership in The Courthouse shall be available to anyone whose membership has been accepted by The Courthouse and who has paid the applicable fees and dues. All memberships in the club are non-proprietary. No person, by virtue of the payment of any joining fees, dues and other fees and charges, shall have any ownership, equity or other interest in the property, facilities or other assets of The Courthouse or any voting or other rights in or with respect to the management or operation of The Courthouse. Membership in the Club shall only confer upon a member a non-exclusive revocable right and privilege, subject at all times to the rules and regulations and policies established by The Courthouse from time to time, to use the properties, facilities and activities of The Courthouse upon the condition or payment of all required fees, dues and charges.

## Membership House Charge Accounts & Bank Drafts

- Most memberships have an account to which dues and other items (i.e. Pro shop merchandise, lessons, diet supplements, etc.) may be charged. Most membership accounts are collected by bank draft as authorized by the member on the Authorization for Automatic Payments. The members account will be drafted for dues and house charges on the 5th of the month for credit cards and debit cards, on the 10th or 15th for checking accounts. Any change in draft information requires a 15 day notice.
- Members with activity on their account will be sent a statement at the end of each month. The statements run from about the 29th of the prior month through about the 28th of the current month and will show membership dues for the following month. The member's credit card, debit card or checking account will be drafted for the ending balance on the statement.
- Any draft or check returned by the member's bank will be charged to the member's Courthouse account with a \$10 returned item charge. This balance must be paid before the member is allowed to use the facilities.
- Any outstanding balance over 30 days may cause suspension or termination of membership and turned over to a collection agency.
- Refunds may be made to members for errors made on their account. Refunds to be made at the discretion of Accounting/Member Services only. **NO REFUND FOR ERRORS MADE MORE THAN 60 DAYS FROM WRITTEN NOTIFICATION.** Written notification of suspected error and request for refund should be sent to Accounting/Member Services office as soon as noticed.

## Changes to Membership

- For a membership to be changed (adding/deleting a member or switching membership types) a Membership Change Request Form must be completed. There may be an upgrade charge to pay difference in joining fee paid and current joining fee for membership type requested.
- Monthly dues may be increased or decreased, depending on situation, when making a change to your membership. A pro-rate fee for additional dues may be charged for the current and the following month.
- Members may upgrade or downgrade only once in a 12 month period.

## Freezing Membership

Freezing your membership keeps the membership in an inactive status for a period time. Reasons for freezing may include sickness, travel or non-use of club. Member relinquishes all club privileges while frozen. Frozen member may pay \$10 guest fee to use facility during this time.

- Freeze privileges are \$10 per month and are drafted monthly just like your monthly dues.
- A freeze form must be completed by the 20th of the month prior to when you wish to freeze.
- When unfreezing, member owes no new joining fees and returns to paying dues at their pre-frozen rate.
- Once an account has been unfrozen, it may not be frozen again for 12 months.

## Resignation of Membership

The Courthouse understands that members need to resign their memberships for various reasons. Any member resigning a membership may be required to pay a full joining fee upon rejoining the facility. To resign a membership, member should find the bullet below that matches their situation and follows the requirements for that bullet.

- A member not under contract is allowed to resign their membership after meeting these requirements:
  1. Return of all membership cards.
  2. Settlement of account balance.
  3. 30 day written notification or Cancellation Form (available at Front Desk or Membership Rep) completed before the 20th of the month prior to the effective date of resignation.
- A member under contract who has met time requirements of contract is allow to resign after meeting these requirements:
  1. Return of all membership cards.
  2. Settlement of account balance.
  3. 30 day written notification or Cancellation Form (available at Front Desk or

- Membership Rep) completed before the 20th of the month prior to the effective date of resignation.
- A member under contract who has not met time requirement of contract and is moving outside the tri-county area is allowed to resign after meeting these requirements:
    1. Return of all membership cards.
    2. Settlement of account balance.
    3. Payment of Cancellation Fee \$100
    4. Verification of move, such as a letter from future employer or housing contract.
    5. 30 day written notification or Cancellation Form (available at Front Desk or Membership Rep) completed before the 20th of the month prior to the effective date of resignation.
  - A member under contract who has not met time requirement of contract and is not moving outside the tri-county area is allowed to resign after meeting these requirements:
    1. Return of all membership cards.
    2. Settlement of account balance.
    3. Payment of Cancellation Fee \$200
    4. 30 day written notification or Cancellation Form (available at Front Desk or Membership Rep) completed before the 20th of the month prior to the effective date of resignation.

## **Membership Forms/Existing Members**

All forms are in pdf format. You need Acrobat Reader to view document. Click on name to view and print out form. Fill out form and turn in to front desk at any location.

[Contact Info Change Form](#)

[Draft Authorization Form](#)

[Change Request Form](#)

## **Children's Use of The Courthouse**

The Courthouse has many activities for children to participate in such as tennis, racquetball and swimming to name a few. Many parents and their children also want to get a more direct form of fitness through strength training on the Cybex, Nautilus, free weights and cardiovascular equipment. The Courthouse has adopted the following age requirements for the different areas of the club.

- **Children ages 7 and younger** must be under direct parental supervision, on in a structured Courthouse program to use any area of the Courthouse. These areas include child care/nursery, tennis lessons or practice, and swimming lessons or practice, and the wet areas and locker rooms. These children are not allowed to be in the group exercise room, beside the tennis courts, in a racquetball court, any

fitness area or in other areas of The Courthouse that may pose dangerous to the child or distract other members in those areas. The Child Care/Nursery area is open during specified times to accommodate smaller children when parent is using The Courthouse. Fees may apply.

- **Children ages 8 through 11** may use some areas of the facility without parental supervision. Areas that they may use include tennis, racquetball, swimming, playground, locker rooms and showers. Areas off limits include cardiovascular, free weight, Cybex/Nautilus and Group Exercise rooms. Under direct parental supervision use of the Steam Room, Whirlpool and Sauna are permissible areas. Out of control children of this age will be put in the Child Care/Nursery area until parent picks up.
- **Children ages 12 through 14** have access to more areas, but with some restrictions. They have full access to tennis, racquetball, swimming, locker rooms, and showers. These children may also use the cardiovascular, free weight, and Cybex/Nautilus area only after child and parent have met with that location's Fitness Director, parent has signed a release form and Fitness Director agrees child is mature enough for these areas. The Fitness Director will be the judge of child's maturity level for being in those areas. These children will also have access to the Group Exercise classes after child and parent have met with the Group Ex Director, parent has signed a release form and Group Ex Director agrees child is mature enough for these areas. Under direct parental supervision use of the Steam Room, Whirlpool and Sauna are permissible areas. Out of control children of this age will be made to sit down in appropriate area until parent picks up.
- **Children ages 15 and older** have full access to the Courthouse facilities and are subject to the same rules as the other members.

### **Suspension or Termination of Membership by The Courthouse**

All membership shall be terminable and revocable by The Courthouse at any time and for any reason, either with or without cause. The Courthouse reserves the right to suspend or terminate a member's membership, including those members under contract, with or without cause and without prior notice. Any member who has been suspended or whose membership has been terminated will be notified in writing by The Courthouse. Any sums owing or account balance owed by a suspended or terminated member shall be due and payable immediately upon request of such notice by mail or otherwise, and if not paid promptly, The Courthouse will pursue collection of the amount owed. Any member of The Courthouse may be suspended or terminated for any conduct by the member, the member's family or guests, unbecoming a member, which conduct may include but shall not be limited to the following:

## Guest Policies

There are only three ways to gain access to The Courthouse.

- Be a prospective member and have a guest pass from a Courthouse representative.
- Be a guest of a current Courthouse Member.
- Be a current member of a IHRSA club

If you do not have a guest pass the fee is \$10. This is for local and out of town guest 18 years of age and older. Members who wish to reduce this fee or request a free guest pass must do so through a Manager, Assistant Manager, Director or Membership Representative.

Members are limited to 2 guests per day. If more guest privileges are desired member may request additional guest passes from the facility Manager, Assistant Manager, Director or Membership Representative.

In-town guests are limited to 5 visits per year. After 5<sup>th</sup> visit guest are asked to join.

Adult Guest 18 and over - \$10

Guest 17 years of age and younger - \$5

Childcare guest - \$3 (Does not include use of pool)