



**Bentonville Parks and Recreation
Advisory Board Meeting
Monday, December 1, 2025
5:00 p.m.
Administrative Services Building
1000 SW 14th Street**

Agenda

Old Business

1. Approval of November 2025 Meeting Minutes
2. Adult Recreation Center Policies – Tabled from November Meeting

New Business

1. Trail Naming Options – C Street from Thaden to S Walton
2. 2025 Parks and Recreation Report

Other Business

Attachments

PRAB Minutes – November 2025
2025 Capital Improvement Worksheet – December 2025
BCC Policy and Procedure Manual
ARC Policy and Procedure Manual - PROPOSED



Bentonville Parks and Recreation Advisory Board Meeting Minutes November 2025

Meeting Date: November 3, 2025

Meeting Called to Order: 5:07 p.m.

Meeting Adjourned: 6:10 p.m.

Meeting Location: Administrative Services Building

Board Members Attending: Allyson de le Houssaye, Austin Bryan, Brady Blake, Chris Sooter, Eileen Patrick, Jon Terlouw, Kristin Kuhlow, Ryan Hollingsworth, Tacuma Williams, Ty Hoffine

Board Members Not Attending:

Staff Members Attending: Creek Wenger, Greg Hughes, Josh Stacey, Tracy Acosta, Wade Tomlinson

Guests:

Old Business

Approval of October Meeting Minutes

Motion to Approve: Kristin Kuhlow

Seconded the Motion: Eileen Patrick

Voted in Favor: All

Voted Opposed: None

New Business

Adult Recreation Center Policies

Greg Hughes reviewed the policies and procedures for the Community Center and the Adult Recreation Center. There were a few discrepancies in the policies and procedures for the Adult Recreation Center. This item was tabled until the next meeting, pending the updated documents.

Motion to Table Item: Eileen Patrick

Seconded the Motion: Austin Bryan

Voted in Favor: All

Voted Opposed: None

2025 Recreation Report

Greg Hughes reviewed a slide presentation of the recreation attendance.

Other Business

A Street Promenade Grand Opening, November 15, 2025

2026 Parks and Recreation Capital Improvement Worksheet

FY 2017 Rollover Projects

Project	Budget	Status
McCullum Street Sidepath Trail - Phase II	\$ 600,000	Design Revisions in place - Bidding Fall 2025
Razorback Greenway (P Street) Reroute	\$ 700,000	Construction Underway - 5% Complete

FY 2021 Projects

Project	Budget	Status
Arkansas Missouri Trail - Extension to 102 / 62	\$ 650,000	Project Under Design - 90% Complete
Memorial Park - Bridge Design & Stream Restoration	\$ 150,000	Grant Submitted Bank Stabilization - issue incorporated into Master Plan

FY 2022 Projects

Project	Budget	Status
Bentonville Green Design	\$ 350,000	Project Underway - Schematic 50% Complete
McKissic Creek Trail	\$ 1,200,000	Project Resumed / Underway - 50% Complete
Park Springs Park - Restroom Replacement	\$ 80,000	Project in re-design

FY 2023 Projects

Project	Budget	Status
Connect Bentonville - T1P - Neighborhoods	\$ 33,000	
Connect Bentonville - T2P - Crosswalks	\$ 12,000	
Walton Blvd Trail Safety Improvements	\$ 60,000	Plans Being Created / Reviewed

FY 2024 Capital Projects

Project	Budget	Status
8th Street Gateway Park Construction	\$ 37,000,000	Project Underway- 50% Complete
Adult Recreation Center	\$ 21,000,000	Project Underway - 80% Complete
Streambank Erosion Study	\$ 12,000	Project 5% complete
SW Bentonville Trail - Morningstar to Vendor Dr - Design		Project in design - 70% Complete
T1 Bikeway Projects	\$ 400,000	Grant Submitted Bank Stabilization - Analysis and Design underway for bridge

FY 2025 Capital Projects

Project	Budget	Status
Adult Recreation Center - FF&E	\$ 1,500,000	Project Underway - 2% Complete of Actual Budget spent. \$829K encumbered in fitness equipment & furniture
Bikeway T1 Projects	\$ 215,000	Awaiting Designs for Trail Crossings
Lawrence Plaza Splash Pad Resurface	\$ 120,000	Project rescheduled for Spring 2026
Parks Maintenance Facility - Construction	\$ 6,500,000	Project Underway - 25% Complete
Parks Maintenance Facility - FF&E	\$ 145,000	Project Underway-10% Complete
Phillips Park FF&E	\$ 100,000	Project Underway - 90% Complete
Phillips & Promenade Security Cameras	\$ 20,000	Completion Expected Fall 2025
Trail - Elm Tree 102 to 72	\$ 3,000,000	Design 95% Complete. Bidding October 2025
Trail - Greenway 102 to BHS	\$ 250,000	Project Underway - 0% Complete

FY 2026 Capital Projects

Project	Budget	Status
Parks Maintenance FF&E (2026)	\$ 120,000	
Little Sugar Creek - Dam Removal + Stream Restoration	\$ 4,500,000	
Bike / Ped T1 Projects	\$ 400,000	
Bike Ped Wayfinding Signage	\$ 250,000	
Trail Greenway Intersection Improvements at 5th	\$ 500,000	
Trail - Wishing Spring Trail Relocation		Project Underway - 5% Complete
Trail Wishing Spring Erosion Repair / Rebuild	\$ 450,000	
Trail - Arkansas Missouri Trail Extension (Moberly to MLK)	\$ 750,000	
Trail - North Trail Concrete Replacement	\$ 165,000	
Memorial Park - Pickleball Court Design	\$ 300,000	
Parks - 10 Year Master Plan	\$ 300,000	
Security Camera Install (BVL, Gateway, Dave Peel)	\$ 56,000	
Orchards Park - Landscape Boulder Improv	\$ 25,000	
Citizens Park - Replace Brick Crosswalks	\$ 60,000	
Memorial - Tennis Resurface (9-12)	\$ 65,000	
Memorial - Soccer Restroom Maintenance / Epoxy	\$ 14,000	
Memorial - Concession Building 2nd Floor Flooring	\$ 20,000	
Memorial - 1/9 + 5/6 Fencing	\$ 20,000	
Memorial Soccer - Regrade + Sod Improvements	\$ 150,000	
Memorial Park - Softball Field Lights (6+8)	\$ 552,000	
MFAC - Pool Deck Upgrade Dive Blocks	\$ 57,000	
MFAC - Dive Well Cover Replacement	\$ 12,500	
MFAC - Lane Line Reels	\$ 10,000	
BCC - Locker Room / Cabana Flooring Maint (Epoxy)	\$ 25,000	
BCC - Washer + Dryer	\$ 6,000	
BCC - Comp Pool UV System	\$ 50,000	
BCC - Fitness / Cardio Equipment	\$ 110,000	
Creekside - Pickleball Windscreens	\$ 18,000	
Creekside - Drainage Repair	\$ 40,000	
Bogle - Pavilion Roof Replacement	\$ 17,500	
Austin Baggett - Fallsafe Material / Turf	\$ 32,000	
2025 Capital Equipment		
Equipment	Budget	Status
Evacuator EV150 Vacumn Evacuator	\$ 48,000	
Excavator - Small Mini EX	\$ 60,000	
Mini Ex Attachment - Brush Cutter	\$ 10,000	

Gateway - Mower - Zero Turn 60"	\$ 17,000	
Gateway - UTV Mule (2)	\$ 50,000	
Gateway - Trailer Flat Bed	\$ 7,000	
Gateway - Dump Trailer	\$ 16,000	
Sweeper - Snowex Walk Behind	\$ 7,250	
Phillips - Robot Turf Mower	\$ 36,000	
Phillips - Robot Turf Mower Detail	\$ 8,000	
Pull-Behind Large Overseeder	\$ 24,000	
Pull Behind Turf Roller	\$ 13,000	
ABI InField Groomer	\$ 38,000	
Turf Tank - Robot Painter	\$ 65,000	
Terrain Cutter Mower	\$ 125,000	
Snow Blower Attachment	\$ 16,000	



Bentonville Parks & Recreation

Adult Recreation Center

Policies and Procedures

1. Introduction
 - a. Mission & Vision
 - b. Customer Service Mission
 - c. Values
2. Hours of Operation
 - a. Facility Hours
 - b. Holiday Hours
3. Membership/Programs
 - a. Membership Policy
 - b. Definition of Membership
 - c. Membership Fees
 - d. Resident Status Procedure
4. Code of Conduct
 - a. Code of Conduct
 - b. Suspension/Termination of User Privileges
5. Walking/Running Track
 - a. Introduction
 - b. Procedures
6. Gymnasium
 - a. Introduction
 - b. Procedures
7. Fitness Center
 - a. Introduction
 - b. Procedures
8. Activity Pool
 - a. Introduction
 - b. Procedures
9. Rest Rooms and Locker Rooms
 - a. Introduction
 - b. Procedures
10. Refund Policy
11. Others
 - a. Petitioners
 - b. Service Animals

APPENDIX

- A. ARC Pool Rules
- B. ARC Fitness Area Rules
- C. ARC Walking/Running Track Rules
- D. ARC Gymnasium Rules

Our Mission

To enrich lives through recreation, leisure, and culture.

Our Vision

Bentonville Parks & Recreation is the choice provider of recreation, leisure, and culture. Our parks, trails, programs, and events make Bentonville a premiere destination for residents and visitors. The parks system and its beauty encourage active lifestyles and enhance quality of life for citizens. We shape the character of Bentonville with parks, greenways, and trails that are sustainable, well-maintained, and safe. As an innovative organization, Bentonville Parks & Recreation offers comprehensive and diverse recreation programs for people of all ages, abilities, and interests.

Customer Service Mission Statement

Our guests experience a welcoming environment with a knowledgeable staff who consistently exceed expectations.

Our Core Values

QUALITY

We strive to provide the highest quality amenities to our citizens.

CREATIVITY

Our work environment empowers staff to think creatively, constantly striving for improvement.

FUN

Our work can be intense and having fun helps us keep it in perspective.

BUILDING A LEGACY

Our organization is bigger than any one individual and the work we perform will benefit residents for generations to come.

INTEGRITY

Our team strives to make decisions that reflect the highest standard of accountability. We uphold the highest ethical principles while demonstrating honesty and sincerity in all our dealings.

LEADERSHIP

We respect the vision and leadership that built the parks and recreation system and recognize the need for ongoing leadership in achieving excellence.

EXCEPTIONAL CUSTOMER SERVICE

We want to exceed your expectations by providing accurate information, helpful assistance, and great solutions.

WE ARE A TEAM

Our team works as one with the community to create great things.

SAFETY

We never compromise in creating the safest environments for patrons and employees.

ACCESSIBILITY

Bentonville Parks and Greenways are available to and welcome everyone.

HEALTH & WELLNESS

We encourage citizens to live a healthy lifestyle. We model that message in our daily work environment.

Hours of Operation

Bentonville Adult Recreation Center Hours:

Mondays:	7:00am – 7:00pm
Tuesdays:	7:00am – 7:00pm
Wednesdays:	7:00am – 7:00pm
Thursdays:	7:00am – 7:00pm
Fridays:	7:00am – 7:00pm
Saturdays:	8:00am – 12:00pm
Sundays:	Closed

Bentonville Adult Recreation Center Holidays and Holiday Hours:

The Bentonville Adult Recreation Center will be closed for operations on the following days:

Easter Day:	Closed
Thanksgiving Day:	Closed
Christmas Eve:	Closed
Christmas Day:	Closed

The Bentonville Adult Recreation Center will be operating holiday hours the following Days:

MLK Jr. Day:	Normal Hours
President's Day:	Normal Hours
Memorial Day:	8:00am – 2:00pm
Independence Day:	8:00am – 2:00pm
Labor Day:	8:00am – 2:00pm
Veterans Day:	Normal Hours
Thanksgiving Eve:	7:00am – 5:00pm
Friday after Thanksgiving:	7:00am – 7:00pm
Day After Christmas:	Normal Hours
New Year's Eve:	Normal Opening Time – Close at 5:00pm
New Year's Day	8:00am – 2:00pm

*These hours are subject to change depending on the day of the week each holiday falls.

Bentonville Adult Recreation Center Membership

Membership Policy

The Bentonville Adult Recreation Center is a member-based facility. Memberships are available for purchase. Memberships also include most wellness classes.

Definition of Membership

Annual - Membership fees may be paid by cash, check or debit/credit cards. Fees are due, in full, at the time of registration. Annual memberships are non-refundable, non-transferable, and are not eligible for cancellation before the anniversary date.

Monthly - Membership fees may be paid by cash, check or debit/credit card and will be processed on the initial day of registration and auto drafted on that same day each month so long as you own the membership. **All memberships are non-refundable.**

Corporate Memberships - Paying to the City of Bentonville: Proof of current employment with one of the corporations Bentonville Parks & Recreation is partnered with must be presented at the time of membership purchase. Acceptable forms of proof may be, but are not limited to current pay stubs, current employee email, ID badge, or other form that shows proof of current employment.

Membership Fees

Patron	Daily	Annual	Monthly
	Resident/ Non-Resident	Resident/ Non-Resident	Resident/ Non-Resident
Adults 50 + (ARC Only)	\$7 / \$10	\$149 / \$208	\$15 / \$19

Resident Status Procedure

- Residents may purchase membership by presenting proof of identification establishing Bentonville residency in the form of the following:
 - A valid Arkansas driver's license showing current address.
 - Bentonville utility bill (not older than 2 months) with address within the corporate limits of Bentonville.
- Bentonville Parks & Recreation management and staff reserve the right to verify the pertinent information provided by the patron. Falsified information on membership form may delay, disqualify, or invalidate membership.

Code of Conduct

- Bentonville Parks & Recreation will uphold all state laws and local ordinances regarding public behavior.
- Patrons must be 50 years of age or older to purchase a membership or day pass. No one under the age of 50 is permitted to be in the Bentonville Adult Recreation Center.
- All patrons entering the facility must present a valid membership card or purchase a day pass.
- Membership cards are non-transferable. Only the person whose photo and name appear on the membership card will be allowed to use it. Violation of this policy may result in suspension and/or forfeiture of membership without a refund.
- Members who forget their membership card may be manually scanned up to two consecutive times. On the third consecutive occasion, the member must pay \$5 to purchase a new membership card or set up a digital card on their phone.
- Members are responsible for notifying Bentonville Parks & Recreation staff of lost or stolen membership cards as soon as possible. Members will not be held responsible for unauthorized use after notification.
- The Bentonville Adult Recreation Center is an active-use facility. Patrons who are loitering and not actively using the facility may be asked to leave.
- Please be considerate of others while using facility furnishings and equipment. Keep feet off chairs, tables, counters, and treat furnishings and equipment with care. Sleeping in the facility is prohibited.
- Individuals interested in circulating a petition or survey or taking pictures in the Center, must give prior notification to the Recreation Manager or designee. To prevent potential program disruption, impeding access or creating a safety issue, these activities may be conducted in the designated First Amendment Area.
- The Adult Recreation Center is a recreational facility offering programming for individuals, age fifty (50) and older, able to maneuver independently throughout the Center and participate in activities. Individuals must also be able to care for themselves while partaking in Center activities. The Center staff will determine if members participating in onsite or offsite programs will need to be accompanied by a caretaker while participating in programs. Individuals who need to be accompanied by a caretaker, for example, due to memory impairment, incontinence, use of a mobile assistance device, etc., may participate in Center activities, onsite and offsite, but the caretaker will be required to remain with and assist the individual, as necessary, for the duration of the program. Care attendants meeting the eligibility criteria age fifty (50) and older are encouraged to participate in Center activities. Caretakers who are accompanying a patron due to a disability are eligible to enter the facility without paying admission. Caretakers who wish to actively use the facility must have a valid membership or pay a daily admission fee.
- Members and guests are expected to maintain an acceptable standard of personal hygiene. Soiled clothing or personal effects or unpleasant body odor, which may offend other patrons of the Center, is not allowed.
- Members should be mindful about wearing scented products to the Center as some participants have allergies and other environmental sensitivities.
- Members possessing electronic devices (e.g., cell phones, etc.) must turn them to silent, vibrate, or use headphones when participating in classes, programs, and activities. Members making or receiving calls must take calls outside, away from classrooms, and at a location away from Center activity.
- The Adult Recreation Center facility, including restrooms and locker rooms, are not equipped or intended for laundering, washing, or drying clothing or personal items. The use of sinks, hand dryers, swimsuit spinners, countertops, railings, benches, or any other surfaces or equipment for laundry purposes is strictly prohibited.
- Personal items left unattended will be considered abandoned property and removed at staff discretion.
- Lost and found items will be retained for 30 days before being discarded.
- Photography or video recording on the premises may require written permission. Consult staff for assistance regarding the process. Photography of the facility or members may require release forms.

Code of Conduct Continued

- The Bentonville Adult Recreation Center allows a 10-minute grace period after the facility has closed for patrons to exit. Failure to exit the facility before the end of the grace period may result in a suspension of membership from the facility.
- Alcohol and drugs, including marijuana, are prohibited on the premises. Anyone suspected to be under the influence of drugs or alcohol while in the facility will be reported to the Bentonville Police Department.
- Profanity, littering, or gambling is prohibited on the premises.
- Apparel & tattoos that advertise or depict drugs, nudity, gang membership, obscene language, or obscene graphics will not be allowed on the premises. Patrons may be asked to remove or cover such items.
- See-through clothing, bathing suits, or clothing considered undergarments must be covered before being allowed admission to the facility. A top must be always worn while in the non-aquatic areas of the facility.
- Food and drinks are permitted only in the café, café' lobby, vending machine and designated areas. Outside food is permitted only in designated areas and when part of activities and programs which are run by the Adult Recreation Center
- Fighting or conduct that constitutes a breach of peace will not be allowed and will result in immediate removal from the facility and may result in a suspension.
- It is unlawful to vandalize, deface, or otherwise damage the property of the Bentonville Adult Recreation Center. Solicitation of any kind is prohibited in the building.
- Solicitation of any kind is prohibited in the building.
- Organized groups or meetings (POA meetings, bible study, court-appointed meetings, etc.) are allowed in designated areas/times/days with prior staff approval. All members must be welcome to participate. If groups/meetings cause disruption or nuisance to other patrons, the group may be asked to leave the facility or rent a community room to continue.
- Excessive personal displays of affection including groping or frequent touching of another person are prohibited.
- Any sexual behaviors or activity are prohibited in all areas of the facility.
- Except restrooms, spaces in the Center which are behind doors are only available for use when scheduled.
- Members may not move furniture or equipment such as couches, heavy chairs, tables, sports nets etc.
- Public breastfeeding is allowed in the Bentonville Community Center per Arkansas Act 680:20-27-2001 "A woman may breastfeed a child in a public place or any place where other individuals are present." Women requesting a designated location or a more private location for breastfeeding will be directed to the family restrooms.

Suspension/Termination of User Privileges (Involuntary)

Bentonville Parks & Recreation reserves the right to suspend or terminate membership and/or usage of the Bentonville Adult Recreation Center if the patron fails to comply with the code of conduct. The following guidelines will be applied for determining the duration of suspension/termination. Suspension/termination of privileges by be appealed to the Parks & Recreation Advisory Board.

- **Up to One Month**
 - Profanity
- **Up to Six Months**
 - Initiating Breach of Peace
- **Up to One Year**
 - Breach of Peace/Fighting
 - Damage to Property
- **Permanent Termination**
 - Criminal Offense

*All suspension/terminations will be reviewed on an individual basis, and suspensions/terminations will be identified based on specific actions or activities.

Walking/Running Track

The Bentonville Adult Recreation Center walking/running track consists of three lanes and is approximately 115 meters, (*1/14 mile*), long.

Rules

- Patrons must follow track direction signs designated for the day.
- Only water in non-spill or leak proof containers will be allowed on the track.
- Athletic shoes with closed toes must be worn.
- The inside lane is designated for walkers. The outside lane is designated for runners.
- Only non-marking, closed-toe athletic shoes are allowed.
- Bentonville Parks & Recreation is not responsible for lost or stolen items.
- Management has the authority to require any patron to leave the facility for non-compliance of rules.

Gymnasium

The Bentonville Adult Recreation Center gymnasium features opportunities for a variety of activities including pickleball, basketball, badminton and volleyball.

Rules

- Only water in non-spill leakproof containers will be allowed in the gymnasium.
- Food is prohibited in the gymnasium.
- Dunking and hanging on the rims or nets is prohibited.
- Only non-marking closed toe athletic shoes are allowed.
- Foul language or inappropriate conduct is prohibited.
- Organized team practices are prohibited.
- Bentonville Parks & Recreation is not responsible for lost or stolen items.
- Management has the authority to require any patron to leave the facility for non-compliance of rules.

Fitness Center

The Wellness Center features a wide variety of cardio, strength, and functional wellness equipment.

Wellness Studio

The wellness studio is for classes only and will be locked when not in use. The wellness studio will offer a variety of group exercise classes weekly.

Personal Training

Bentonville Adult Recreation Center personal trainers are available for a fee and are the only authorized trainers allowed to use the facility.

Fitness Floor Rules

- Fitness floor users are required to wear appropriate workout attire.
- Athletic shoes with rubber soles and closed toes must be always worn on the fitness floor.
- Appropriate shirts or tops must always be worn.
- Fitness floor users must wipe off the equipment after each use (cleaning wipes are provided).
- Glass containers are not allowed on the fitness floor.
- Only water in non-spill or leakproof containers will be allowed on the fitness floor.
- Please re-rack weights after use.
- Bentonville Parks & Recreation is not responsible for lost or stolen items.
- Only Bentonville Parks & Recreation personal trainers are allowed to provide private instruction in the fitness area.
- When other members are waiting to use cardiovascular machines, members must limit their use to 30 minutes.
- Members should refrain from resting on the machines so as not to discourage other members from use.
- Do not slam or drop weights.
- Management has the authority to require any patron to leave the facility for non-compliance of rules.

Activity Pool

The Bentonville Adult Recreation Center features one indoor activity pool. Features include a zero-entry area, room for instructional classes and an area featuring a current (river walk).

Rules

- Swimwear is required.
- Cut-off shorts, thong swimsuits, see-through swimsuits, or cotton clothing are prohibited in the pools.
- Members may only enter the pool when on an activity roster or during open use.
- Members with open wounds or infectious diseases may not enter the pool.
- The Center staff will determine when the pool is at capacity. Once at capacity a waitlist will be established for entry.
- Always obey staff.
- Running, horseplay, shoving or dunking is prohibited.
- Food, gum and drinks other than water are prohibited.
- Glass containers and sharp objects are prohibited.
- Hanging on ladders or blocking exits is prohibited.
- Only Bentonville Parks & Recreation approved personal trainers, coaches, or swim instructors are permitted to provide group or private instruction.
- Management has the authority to require any patron to leave the facility for non-compliance of rules.

Rest Rooms and Locker Rooms

The Bentonville Adult Recreation Center features men's and women's bathrooms, and one multi-person cabana. These rooms are equipped with toilets, showers, and lockers.

Rules

- All items must be removed from lockers when the patron leaves the facility.
- All items must be removed from the multi-person cabana after use.
- Locks are available for use at no additional charge from the wellness desk by leaving your membership card or other acceptable collateral. Personal locks are not allowed.
- Bentonville Parks & Recreation is not responsible for lost or stolen items left in lockers and all such items will be removed nightly.
- Locks remaining on lockers overnight will be cut and items will be removed.
- Use of camera cell phones, cameras, or video recording devices in locker rooms or dressing rooms and area are prohibited.
- Management has the authority to require any patron to leave the facility for non-compliance of rules.

Bentonville Parks & Recreation Refund Policy

A \$10.00 administration fee per person, per activity, will be charged for all refunds.

Day Passes - No admission refunds will be granted to patrons who purchase a day pass to enter a facility.

Memberships - All memberships are non-refundable.

Private Lessons and Personal Training – All Private Lessons and Personal Training Sessions are non-refundable. In the event an instructor cannot complete the lesson, a transfer to a new instructor will occur.

All Other Programming – No refunds will be issued after the close of registration. Refunds must be requested 14 days before the beginning of the program to receive a refund.

Injuries - If an unforeseen physical injury occurs, limiting participants' ability to engage in a registered activity, Bentonville Parks & Recreation will work with the patron to assess the situation and identify appropriate action. A physician's note may be required for a refund request for activity fees due to injury/illness.

Refunds require the approval of a Facility Manager or Recreation Services Manager.

Others Petitioners

1. We request Petitioners to communicate with us prior to their arrival but not required. We request they are in a specific location outside the Community Center (as pictured below).
2. Petitioner Rules
 - a. Petitioners can be on city property.
 - b. Petitioners can stay on city property if they are lawful citizens.
 - c. Petitioning cannot take place in any Parks and Recreation facilities.
 - d. Petitioners can't physically stop patrons entering/exiting through the pathway of a facility.
 - e. If a patron complains to any Parks and Recreation staffer, please inform the patron that the petitioner has a legal right to be here at the location if they are lawful.

Service Animals

Service Animals: a dog or miniature horse that's trained to perform tasks or do work for the benefit of a person with a disability.

Bentonville Parks & Recreation team members can only ask:

- (1) Is the animal required because of a disability?
- (2) What work or task has the animal been trained to perform?

ADA Limitations: Service Animal can be asked to leave if:

- Not under handler's control (off-leash or not responding to commands)
- The service animal is not house broken
- Poses a direct threat to the health or safety of others

(ESAs) Emotional Support Animals or therapy dogs: Animals that provide a sense of safety or comfort to those with psychiatric or emotional conditions. Although ESAs often have therapeutic benefits, they are not individually trained to perform specific tasks for their handlers and are not issued by a physician or psychologist.

Because emotional support animals don't qualify as service animals under the ADA or Arkansas law, the owners of public accommodations are not required to admit ESAs—only service animals. Service animal laws also do not apply to pets and misrepresenting your pet as a service animal to get it into a public place that does not allow pets could cost you—up to a \$250 fine.

APPENDIX A

Adult Recreation Center Activity Pool Rules

1. Obey lifeguards and management at all times.
2. Appropriate swimwear must be worn at all times.
3. Patrons experiencing skin rash or open wounds are asked not to enter the pool.
4. Running, horseplay, shoving or dunking is prohibited.
5. Food, gum or drinks other than water are prohibited.
6. Glass and sharp objects are prohibited.
7. The following flotation devices are permitted during designated times and in designated areas: Coast Guard approved personal flotation devices and pool “noodles”.
8. Diving is prohibited.
9. Hanging on ladders or blocking exits is prohibited.
10. Only Bentonville Parks & Recreation approved coaches, trainers, or swim instructors are allowed to provide group or private instruction.
11. Management has the authority to require any patron to leave the facility for non-compliance of rules.

APPENDIX B

Adult Recreation Center Fitness Center Rules

1. Closed toe athletic shoes with rubber soles must be worn in the fitness center at all times.
2. Shirts or appropriate tops must be worn at all times.
3. Please wipe off the equipment after each use with the cleaning wipes provided.
4. Only water in non-spill or leak proof containers will be allowed in the fitness center.
5. Food is prohibited in the fitness center.
6. Amplified music and other sound are prohibited while in the fitness center.
7. Safety collars are required at all times while using strength equipment.
8. Please re-rack and put equipment in the proper destinations after use.
9. Please do not slam or drop weights on the fitness floor.
10. Only Bentonville Parks & Recreation facility approved personal trainers are allowed to provide private instruction in the fitness center.
11. Management has the authority to ask any patron to leave the facility for non-compliance of rules.

Equipment is inspected and maintained on a regular basis. Please report problems or concerns to the staff as soon as possible.

APPENDIX C

Adult Recreation Center Walking/Running Track Rules

1. Closed toe athletic shoes with rubber soles must be worn in the fitness center at all times.
2. When using mobility assistive devices, only non-marking “feet” or wheels are allowed on the track.
3. Only water in non-spill or leak proof containers will be allowed on the track.
4. Food is prohibited on the track.
5. Patrons must follow track directional signs designated for the day.
6. The inside lane of the track is designated for walkers. The outside lane of the track is designated for runners.
7. Amplified music and other sound are prohibited while using the track.
8. Please yield to faster walkers/runners.

APPENDIX D

Adult Recreation Center Gymnasium Rules

1. Closed toe athletic shoes with rubber soles must be worn in the fitness center at all times.
2. Only water in non-spill or leak proof containers will be allowed in the gym.
3. Food is prohibited in the gym.
4. Dunking or hanging on the basketball goals is prohibited.
5. Moving portable equipment is prohibited.
6. Organized team practices are prohibited.
7. Foul language or inappropriate conduct is prohibited.
8. Amplified music and other sound are prohibited in the gym.
9. Fighting or conduct which constitutes a breach of peace is prohibited.
10. Management has the authority to ask any patron to leave the facility for non-compliance of rules.



Bentonville Parks & Recreation

Bentonville Community Center

Policies and Procedures

1. Introduction
 - a. Mission & Vision
 - b. Customer Service Mission
 - c. Values
2. Hours of Operation
 - a. Facility Hours
 - b. Kids Center Hours
 - c. Natatorium Hours
 - i. Leisure Pool
 - ii. Competition Pool
 - d. Holiday Hours
 - i. Facility Closure
 - ii. Facility Change of Hours
3. Membership/Programs
 - a. Membership Policy
 - b. Definition of Membership
 - c. Membership Fees
 - d. Resident Status Procedure
 - e. Scholarships
4. Code of Conduct
 - a. Code of Conduct
 - b. Suspension/Termination of User Privileges
5. Rentals
 - a. Community Center Rooms
 - i. Reservation Policy
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APPENDIX

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- B. Track Rules
- C. Gymnasium Rules
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Our Mission

To enrich lives through recreation, leisure, and culture.

Our Vision

Bentonville Parks & Recreation is the choice provider of recreation, leisure, and culture. Our parks, trails, programs, and events make Bentonville a premiere destination for residents and visitors. The parks system and its beauty encourage active lifestyles and enhance quality of life for citizens. We shape the character of Bentonville with parks, greenways, and trails that are sustainable, well-maintained, and safe. As an innovative organization, Bentonville Parks & Recreation offers comprehensive and diverse recreation programs for people of all ages, abilities, and interests.

Customer Service Mission Statement

Our guests experience a welcoming environment with a knowledgeable staff who consistently exceed expectations.

Our Core Values

QUALITY

We strive to provide the highest quality amenities to our citizens.

CREATIVITY

Our work environment empowers staff to think creatively, constantly striving for improvement.

FUN

Our work can be intense and having fun helps us keep it in perspective.

BUILDING A LEGACY

Our organization is bigger than any one individual and the work we perform will benefit residents for generations to come.

INTEGRITY

Our team strives to make decisions that reflect the highest standard of accountability. We uphold the highest ethical principles while demonstrating honesty and sincerity in all our dealings.

LEADERSHIP

We respect the vision and leadership that built the parks and recreation system and recognize the need for ongoing leadership in achieving excellence.

EXCEPTIONAL CUSTOMER SERVICE

We want to exceed your expectations by providing accurate information, helpful assistance, and great solutions.

WE ARE A TEAM

Our team works as one with the community to create great things.

SAFETY

We never compromise in creating the safest environments for patrons and employees.

ACCESSIBILITY

Bentonville Parks and Greenways are available to and welcome everyone.

HEALTH & WELLNESS

We encourage citizens to live a healthy lifestyle. We model that message in our daily work environment.

Hours of Operations

Bentonville Community Center Facility Hours:

Monday-Thursday: 5:00am-8:00pm
Friday: 5:00am-7:00pm
Saturday: 7:00am-7:00pm
Sunday: 12:00pm-6:00pm

Kids Center Hours:

Monday-Friday: 8:00am-12:00pm & 3:00pm-7:00pm
Saturday: 9:00am-12:00pm
Sunday: Closed

Natatorium Hours:

Leisure Pool

Open Swim

Monday-Friday: 3:00pm-6:30pm
Saturday: 12:00pm-6:30pm (Diving Boards/Blue Drop Slide)
Sunday: 12:00pm-5:30pm (Diving Boards/Blue Drop Slide)

Preschool Play

Wednesday-Friday: 10:00am-12:00pm

River Walking

Monday-Saturday: 7:30am-10:00am
Tuesday & Thursday: 6:30pm-7:30pm

Competition Pool

Lap Swim

Monday-Friday: 5:30am-1:00pm
Monday-Thursday: 5:00pm-7:00pm
Saturday: 7:30am-6:30pm (Diving Boards/Blue Drop Slide)
Sunday: 12:00pm-5:30pm (Diving Boards/Blue Drop Slide)

***Note:** Open swim leisure pool hours change to a 1:00pm start when Bentonville School is not in session.

Holiday Hours – The Bentonville Community Center will be closed for operations on the following days.

Easter Day: Closed
Thanksgiving Day: Closed
Christmas Eve: Closed
Christmas Day: Closed

Facility Change of Hours – The following holidays we will hold reduced hours.

Memorial Day: 8:00am-2:00pm
Independence Day: 8:00am-2:00pm
Labor Day: 8:00am-2:00pm
Thanksgiving Eve: 5:00am-5:00pm
Friday after Thanksgiving: 7:00am-7:00pm
Day after Christmas: 7:00am-Normal Closing Time
New Year's Eve: Normal Opening Time – 5:00pm
New Year's Day: 8:00am-2:00pm

*These hours are subject to change depending on the day of the week each holiday falls.

Bentonville Community Center Memberships

Membership Policy

The Bentonville Community Center is a member-based facility. Memberships are available for purchase and include unlimited access to the Bentonville Community Center, Adult Recreation Center (50 and over), and Melvin Ford Aquatic Center during operational hours. Memberships also include most wellness classes and Kids Center access for Family Membership holders.

Definition of Membership

Family Membership – Membership pertains to no more than two adults and dependent children who are permanently residing together as a single family/financial household unit within a residence that is their fixed and principal home. Dependents between eighteen (18) and twenty-three (23) must be full-time students and show proof of residency and current school enrollment.

Adult Membership – Membership pertains to patrons 18-64 years of age.

Youth Membership – Membership pertains to patrons 6 months-17 years of age.

Senior Membership – Membership pertains to patrons 65 years old and older.

Annual – Membership fees may be paid by cash, check or debit/credit cards. Fees are due, in full, at the time of registration. Annual memberships are non-refundable, non-transferable, and are not eligible for cancellation before the anniversary date.

Monthly - Membership fees may be paid by cash, check or debit/credit card and will be processed on the initial day of registration and auto drafted on that same day each month so long as you own the membership. **All memberships are non-refundable.**

Corporate Memberships - Paying to the City of Bentonville: Proof of current employment with one of the corporations Bentonville Parks & Recreation is partnered with must be presented at the time of membership purchase. Acceptable forms of proof may be, but are not limited to current pay stubs, current employee email, ID badge, or other form that shows proof of current employment.

Membership Fees

Patron	Day Pass	Annual	Monthly
	Resident/Non-Resident	Resident/Non-Resident	Resident/Non-Resident
Family		\$449/\$513	\$40/\$47
Adult	\$7/\$10	\$224/\$298	\$21/\$27
Youth	\$7/\$10	\$149/\$208	\$15/\$19
Senior	\$7/\$10	\$149/\$208	\$15/\$19

Resident Status Procedure

- Residents may purchase membership by presenting proof of identification establishing Bentonville residency in the form of the following:
 - A valid Arkansas driver's license showing current address.
 - Bentonville utility bill (not older than 2 months) with address within the corporate limits of Bentonville.
- Bentonville Parks & Recreation management and staff reserve the right to verify the pertinent information provided by the patron. Falsified information on membership form may delay, disqualify, or invalidate membership.

Scholarships

Bentonville Parks & Recreation offer a variety of programs for all ages. We strive to make programs accessible to all its residents. Therefore, a financial assistance program is available for those who would not otherwise be able to afford to participate in these programs. The goal of financial assistance is to create recreational opportunities and to assist residents of the community in temporary hardship.

Residency: The financial assistance program is available to City of Bentonville residents only. Financial assistance is not available for any non-resident. Proof of residency is required. A utility bill or housing lease.

Establishing financial need: Financial assistance considerations for children are based on verification of eligibility to participate in the federal free or reduced school lunch program. Please attach a copy of your lunch program letter that you received from the Bentonville Schools. Financial assistance for adults will be based on financial documents that will be required for consideration.

Award Amounts: Each application will be considered individually. Filling out an application is not an automatic assurance of a financial assistance award. Applicants will receive notification or an update of their status within two weeks of their initial application. For financial assistance that is approved, the following guidelines apply:

1. Financial assistance will be awarded based on residency, federal school lunch program status, and household financial hardship.
2. **Residents** who are on the **full** federal school lunch program receive up to a **75%** subsidy
3. **Residents** who are on the **partial** federal school lunch program receive up to a **50%** subsidy
 - a. **Maximums:** Financial assistance is limited and will not exceed more than four approved applications per year.
 - b. **Programs:** For programming such as swim lessons, camps and sports the applicant may contact the Pagnozzi Charities for financial assistance @ pagnozziparker.org

Code of Conduct

- Bentonville Parks & Recreation will uphold all state laws and local ordinances regarding public behavior.
- All patrons entering the facility must present a valid membership card or purchase a day pass.
- Membership cards are non-transferable. Only the person whose photo and name appear on the membership card will be allowed to use it. Violation of this policy may result in suspension and/or forfeiture of membership without a refund.
- Members who forget their membership card may be manually scanned up to two consecutive times. On the third consecutive occasion, the member must pay \$5 to purchase a new membership card or set up a digital card on their phone.
- Members are responsible for notifying Bentonville Parks & Recreation staff of lost or stolen membership cards as soon as possible. Members will not be held responsible for unauthorized use after notification.
- Photography or video recording on the premises may require written permission. Consult staff for assistance regarding the process. Photography of the facility or members may require release forms.
- The Bentonville Community Center is an active-use facility. Patrons who are loitering and not actively using the facility will be required to leave.
- Please be considerate of others while using facility furnishings and equipment. Keep feet off chairs, tables, counters, and treat furnishings and equipment with care. Sleeping in the facility is prohibited.
- Caretakers who are accompanying a patron due to a disability are eligible to enter the facility without paying admission but must provide proof of certification or have permission from management to qualify. Caretakers who wish to actively use the facility must have a valid membership or pay a daily admission fee.
- Children under the age of 12 years old must be accompanied by a person at least 16 years old (adult) while in the facility.
- Guardians are responsible for ensuring proper behavior of children.
- Members and guests are expected to maintain an acceptable standard of personal hygiene. Soiled clothing or personal effects or unpleasant body odor, which may offend other patrons of the Center, is not allowed.
- Members should be mindful about wearing scented products to the Center as some participants have allergies and other environmental sensitivities.
- Members possessing electronic devices (e.g., cell phones, etc.) must turn them to silent, vibrate, or use headphones when participating in classes, programs, and activities. Members making or receiving calls must take calls outside, away from classrooms, and at a location away from Center activity.
- The Bentonville Community Center allows a 10-minute grace period after the facility has closed for patrons to exit. Failure to exit the facility before the end of the grace period may result in a suspension of membership from the facility.
- Alcohol and drugs, including marijuana, are prohibited on the premises. Anyone suspected to be under the influence of drugs or alcohol while in the facility will be reported to the Bentonville Police Department.
- Profanity, littering, or gambling is prohibited on the premises.

Code of Conduct Continued

- The Bentonville Community Center facilities, including restrooms and locker rooms, are not equipped or intended for laundering, washing, or drying clothing or personal items. The use of sinks, hand dryers, swimsuit spinners, countertops, railings, benches, or any other surfaces or equipment for laundry purposes is strictly prohibited.
- Personal items left unattended will be considered abandoned property and removed at staff discretion.
- Members possessing electronic devices (e.g., cell phones, etc.) must turn them to silent, vibrate, or use headphones when participating in classes, programs, and activities. Members making or receiving calls must take calls outside, away from classrooms, and at a location away from Center activity.
- Apparel & tattoos that advertise or depict drugs, nudity, gang membership, obscene language, or obscene graphics will not be allowed on the premises. Patrons may be asked to remove or cover such items.
- See-through clothing, bathing suits, or clothing considered undergarments must be covered before being allowed admission to the facility. A top must be worn while in the non-aquatic areas of the facility.
- Food and drinks are permitted only in designated areas.
- Fighting or conduct that constitutes a breach of peace will not be allowed and will result in immediate removal from the facility and may result in a suspension.
- It is unlawful to vandalize, deface, or otherwise damage the property of the Bentonville Community Center.
- Solicitation of any kind is prohibited in the building.
- Organized groups or meetings (POA meetings, bible study, court-appointed meetings, etc.) are allowed in designated areas/times/days with prior staff approval. All members must be welcome to participate. If groups meeting cause disruption or nuisance to other patrons, the group may be asked to leave the facility or rent a community room to continue.
- Excessive personal displays of affection including groping or frequent touching of another person are prohibited.
- Any sexual behaviors or activity are prohibited in all areas of the facility.
- Except restrooms, spaces in the Center which are behind doors are only available for use when scheduled.
- Members may not move furniture or equipment such as couches, heavy chairs, tables, sports nets etc.
- Public breastfeeding is allowed in the Bentonville Community Center per Arkansas Act 680:20-27-2001 "A woman may breastfeed a child in a public place or any place where other individuals are present." Women requesting a designated location or a more private location for breastfeeding will be directed to the family restrooms.

Suspensions/Termination of use privileges

Bentonville Parks & Recreation reserve the right to suspend or terminate membership and/or usage of the Bentonville Community Center if the patron fails to comply with the code of conduct. The following guidelines will be applied for determining the duration of suspension/termination. Suspension/termination of privileges by appealing to the Parks & Recreation Advisory Board.

- **Up to One Month**
 - Profanity
- **Up to six Months**
 - Initiation Breach or Peace
- **Up to One Year**
 - Breach of Peace/Fighting
 - Damage to Property
- **Permanent Termination**
 - Criminal Offense

*All suspension/terminations will be reviewed on an individual basis, and suspensions/terminations will be identified based on specific actions or activities.

Rentals

Bentonville Community Center Community rooms are designed to accommodate meetings, weddings, wedding rehearsals and receptions, bridal showers, baby showers, birthday and anniversary celebrations, graduation parties, family reunions, and more. The facility along with the rental rooms are available for rent on a first-come, first-serve basis, and shall be reserved in advance based upon pre-determined reservation lead time for each room.

Community Center Rooms Rental Policy

Community room rentals may be reserved up to one year in advance.

Reservations for activities that take place during hours of operation must be made a minimum of two weeks in advance, unless approved by the Recreation Supervisor.

Reservations for activities that take place after hours of operation must be made at a minimum of four weeks in advance, unless approved by the Recreation Supervisor.

Rental Rates

All rentals have a 2-hour minimum. To reserve a community room or pool birthday party room a Bentonville Community Center rental form must be completed, and the rental fee must be paid in full. A credit card must be left on file for incidentals. Catering kitchen rental is mandatory in instances where food preparation is needed and only can be rented with the reservation of the Redbud Room. The kitchen includes a commercial refrigerator, freezer, warming machines, and ice maker.

Community Rooms	Member	Non-Member
1 Room	\$50/Hour	\$75/Hour
2 Rooms	\$75/Hour	\$100/Hour
3 Rooms	\$100/Hour	\$125/Hour
3 Rooms w/Arts & Crafts	\$125/Hour	\$150/Hour
Catering Kitchen	\$25/Hour	\$50/Hour

Rental Room Capacities

1 Room – 50 patrons theater set up/40 patrons with tables.

2 Rooms – 100 patrons theater set up/80 patrons with tables.

3 Rooms – 200 patrons theater set up/150 patrons with tables.

Maximum capacity is established by the Bentonville Fire Marshall. Maximum capacity will be strictly enforced. The entire party may be asked to leave if it is evident these regulations are being violated. No refund of the deposit will be given in this instance.

Rental Deposit

A credit card is required to be left on file for incidents that may occur. Incidental fees are equal to 50% of the total room rental fee. The incidental/deposit fee will be charged if the room is not left in the condition, it was found in.

Pool Party Room Rental Policy

The pool birthday party room is reservable for 1.5 hours and includes access for 25 patrons. Access to the pool party room starts and ends at the selected reservation times but the renter may gain access to the leisure pool from the time the pool opens to the time the pool closes on the day of the rental.

Pool Party Room Rate

1.5 hours - \$150 Member/\$175 Non-member

Bentonville Public Library

Bentonville Parks & Recreation partners with the Bentonville Public Library to offer a library branch in the Bentonville Community Center. This branch is available to access with an approved library card or paid access to the facility.

Full-Access BPL Cardholders

Patrons with a valid full-access BPL card may use the BCC as follows:

- Full-access BPL cards offer access to the BCC for library usage only (books, magazines, newspapers, and movies).
- Read magazines and newspapers o Newspapers and magazines are **not available for checkout** and must always remain within the BCC.
- Lobby and Citizen Lounge; computer access is also available with a library card.
- Patrons can check out books and movies via the **self-service kiosk**.
- Patrons can return borrowed items using the **drop box** located outside the main entry.
- Pickup lockers are available for online rentals and pickups.
- Access to the lobby and citizen lounge is limited to **2 hours** per day for library cardholders.

Temporary or Student Technology BPL Cardholders

Patrons with a temporary or student technology BPL card **does not allow** access to the facility without a membership or day pass.

Kids Center

The Bentonville Community Center offers supervised care for children while their parents or guardians use the facility. The Kids Center features books, toys, movies, games, and a secure outdoor play area.

Kids Center Rules

1. Kids Center age range is 6 months – 10 years old.
2. Parent/guardian checking a child into Kids Center is the only one permitted to check child out.
3. The Kids Center has a 2-hours maximum time limit for use.
4. No food or drink allowed. Only water in non-spill water bottles is allowed.
5. No medications are permitted in the Kids Center and will not be administered.
6. In the event of a diaper change parents will be asked to return to the Kids Center.
7. If a child exhibits a fever or vomiting while in the Kids Center, parents will be contacted.
8. Children need to be fever and symptom free for 24 hours before returning to Kids Center.
9. Parents/guardians must remain in the Community Center while utilizing the Kids Center.
10. Admission is free to those with family membership.
11. Individual memberships and day pass users will need to purchase a day pass for each child utilizing the Kids Center.
12. A phone number is required in the event staff need to contact the parent/guardian for the care of your child.

Inappropriate Behavior

Kid conflict – 3 strike rule

1st time is a verbal explanation with a parent signature to ensure parents have been informed about the behavior.

2nd time is verbal and written with both the child and parent present and a parent signature to ensure parents have been informed about the behavior.

3rd time is a suspension of use of kids center. This time duration will be determined by Recreation Supervisor in relation to the concern of the behavior being displayed.

Parent misconduct – 3 strike rule

1st verbal communication of misconduct, with a signature of understanding of the issue of concern.

2nd verbal and written form of misconduct, with a signature of understanding that the next time will be suspensions of use of the Kids Center

3rd misconduct situation would lead to suspension of use of Kids Center for durations of time determined by Recreation Supervisor in relation to the severity of the misconduct.

Outdoor Play

Outdoor playground area will be available during safe weather conditions. Playground will be closed during inclement weather or when temperatures are below 40 degrees. We request kids have coats available when temperatures are below 60 degrees.

Time Limit

After the 2-hour limit has been reached, the parent/guardian will be contacted. After sweeping the building to locate parent/guardian and 30 minutes passed, management will contact Bentonville Police Department to report lost child(ren).

Toys

Outside toys are discouraged in the Kids Center. Toys and games are provided for children to play with, in the Kids Center. Children bringing outside toys may store them in Kids Center cubbies.

Track

The Bentonville Community Center walking track is a two-lane, 100-meter (1/18 mile) suspended track. 18 laps is a mile.

Track Rules

1. Youth under the age of 10 must be accompanied by a patron 16 years or older.
2. Patrons must follow track direction signs designated for the day.
3. Strollers are prohibited except during designated times.
4. Only water in non-spill or leak proof containers will be allowed on the track.
5. Tennis or appropriate athletic shoes must be worn.
6. The inside lane is designated for walkers. The outside lane is designated for jogging.
7. Bentonville Parks & Recreation is not responsible for lost or stolen items.

Gymnasium

Bentonville Community Center gymnasium has one full size basketball court and two side courts that will accommodate basketball, volleyball, pickle ball and more.

Gymnasium Rules

1. Youth under the age of 10 must be accompanied by a patron 16 years or older.
2. Only water in non-spill leakproof containers will be allowed in the gymnasium.
3. Food is prohibited in the gymnasium.
4. Dunking and hanging on the rims or nets is prohibited.
5. Only non-marking athletic shoes will be allowed on the gymnasium floor.
6. Foul language or inappropriate conduct is prohibited.
7. Organized team practices are prohibited.
8. Bentonville Parks & Recreation is not responsible for lost or stolen items.
9. Management has the authority to ask any patron to leave for non-compliance of rules.
10. Age restrictions for programs:
 - a. Pickleball – Open to all ages
 - b. Volleyball - Open to all ages
 - c. Badminton - Open to all ages
 - d. Pickup Basketball – 16 years and older

Net Heights - All basketball goals will be set at 10ft of height. Any patron wishing to shoot on a lower basket will ask the Wellness Desk Attendant to lower the basket. Once finished, the patron must notify the attendant, and the goal will be returned to 10 feet.

Fitness Floor/Wellness Classes

The Fitness Center features over 6,800 square feet of fitness space including cardio and strength equipment.

Wellness Studio - The wellness studio is for classes only and will be locked when not in use. The fitness studio will offer a variety of group exercise classes weekly.

Personal Training - Bentonville Community Center personal trainers are available for a fee and are the only authorized trainers allowed to use the facility.

Fitness Floor Rules

1. The fitness room is restricted to members and daily users 16 years and older.
2. Youth ages 12-15 must be accompanied by a parent/guardian unless they have completed the Weight Room Orientation Certification administered by Bentonville Parks & Recreation. Children under the age of 12 are not permitted on the fitness floor.
3. Fitness floor users are required to wear appropriate workout attire.
4. Athletic shoes with rubber soles and closed toe must be worn at all times on the fitness floor.
5. Shirts/tops must be worn at all times.
6. Fitness floor users must wipe off the equipment after each use (cleaning wipes are provided).
7. Only water in non-spill or leakproof containers will be allowed on the fitness floor.
8. Spotters are required while using strength equipment.
9. Please re-rack weights after use.
10. Bentonville Parks & Recreation is not responsible for lost or stolen items.
11. Only Bentonville Parks & Recreation personal trainers are allowed to provide private instruction in the fitness area.

Natatorium

The Bentonville Community Center features two indoor swimming pools. The leisure pool features a beach-style entry with play features and slides, adventure river, three lap lanes and slide. The competition pool is at 25-yard lap pool with three diving boards and blue drop slide.

Age Limits - The Aquatics Center is restricted to members and daily users 12 years and older. Children under the age of 12 must be accompanied by an adult.

Attire

Swimsuits are required when using the lap pool and leisure pool.

Cut-off shorts, thong swimsuits, see-through swimsuits, or street clothing are prohibited in the pools.

Children in diapers will be required to wear disposable swim diapers and appropriate swim attire while in the pool.

Capacity

When the natatorium reaches maximum capacity, a waitlist will be established for entry.

Red Slide Rules

1. Maximum Operational Load: 1 Person, 300 lbs.
2. Must be 40 inches tall to ride.
3. Make sure eyeglasses are securely fastened.
4. Single riders only - do not ride more than one person at a time.
5. Swim wear with exposed zippers, buckles, rivets or metal ornamentation are not allowed on slide.
6. Floatation devices can be worn while using the slide.
7. Do not run, dive, stand, kneel, rotate, or stop while in the slide.
8. Must ride slide feet first, lying on your back, legs crossed at ankles, and arms crossed across chest.
9. Once you have reached the bottom of the slide exit quickly.
10. It is recommended that pregnant women and person with heart conditions or back trouble not ride this slide.

Blue Drop Slide Rules

1. Maximum Operational Load: 1 Person, 300 lbs.
2. Must be 48 inches tall to ride.
3. Pool depth is 10 feet, you must be a strong swimmer to ride this slide.
4. No goggles or glasses allowed on blue drop slide.
5. Single riders only - do not ride more than one person at a time.
6. Swim wear with exposed zippers, buckles, rivets or metal ornamentation are not allowed on slide.
7. No floatation devices can be worn while using the slide.
8. Do not run, dive, stand, kneel, rotate, or stop while in the slide.
9. Must ride slide feet first, lying on your back, legs crossed at ankles, and arms crossed across chest.
10. Once you have reached the water quickly swim to the ladder and exit the pool.
11. It is recommended that pregnant women and person with heart conditions or back trouble not ride this slide.

Diving Board Rules

1. Flotation devices are not allowed on diving boards.
2. Swimmers must be able to independently enter the water from diving board and swim to side safely.
3. One participant on the diving board at a time.
4. Swimmers must exit the pool before next diver gets on the diving board.
5. Must jump off the end of diving board.
6. Swimming under diving boards is prohibited.
7. Reverse rotation is prohibited.
8. Diving blocks are not open to public use.

Leisure Pool Rules

1. Children under 12 years old must be accompanied by an adult.
2. Users must obey lifeguards at all times.
3. Management has the authority to ask any patron to leave for not following pool rules.
4. Children requiring flotation devices require adult supervision in the water within arm's reach.
5. Guards can request any swimmer to complete a swim test for safety.
6. Appropriate swimwear must be worn at all times.
7. Patrons experiencing any skin rash or open wounds are recommended not enter the pool.
8. Running, horseplay, shoving, or dunking is prohibited.
9. Food, gum, or drinks other than water are prohibited.
10. Glass containers or sharp objects are prohibited.
11. The following flotation devices are permitted during designated times and in designated areas; coast guard approved flotation devices, transparent tubes, and infant flotation devices. *Subject to lifeguard approval.
12. Diving in leisure pool is prohibited.
13. Hanging on ladders or blocking exits is prohibited.
14. Hanging or sitting on lap lanes is prohibited.
15. Only Bentonville Parks & Recreation approved personal trainers, coaches, or swim instructors are allowed to provide group or private instruction in our pools.

Competition Pool Rules

1. Children under 12 years old must be accompanied by an adult.
2. Children under 12 years old are not permitted during lap swim.
3. Users must always obey lifeguards.
4. Management has the authority to ask any patron to leave for improper conduct.
5. Children requiring flotation devices require adult supervision in the water within arm's reach.
6. Flotation devices are prohibited in competition pool unless being used for instructional purposes.
7. Guards can request any swimmer to complete a swim test for safety.
8. Appropriate swimwear must be worn at all times.
9. Patrons experiencing any skin rash or open wounds it is recommended not enter the pool.
10. Running, horseplay, shoving, or dunking are prohibited.
11. Food, gum, or drinks other than water are prohibited.
12. Glass containers or sharp objects are prohibited.
13. Diving is allowed in designated areas only.
14. Hanging on ladders or blocking exits is prohibited.
15. Hanging or sitting on lap lanes is prohibited.
16. Only Bentonville Parks & Recreation facility approved personal trainers, coached, and swim instructors are allowed to provide group or private instruction in our pools.

Locker Rooms

The Bentonville Community Center features men's, women's, and five family locker rooms. These locker rooms are equipped with restrooms, showers, and lockers.

Locker Rooms Rules

1. All items must be removed from lockers when the patron leaves the facility.
2. All items must be removed from family locker rooms after use.
3. Locks are available for use for free from the wellness desk by leaving your membership card or other acceptable collateral.
4. Bentonville Parks & Recreation is not responsible for lost or stolen items left in lockers and all such items will be removed nightly.
 - a. Locks remaining on lockers overnight will be cut and items will be removed.
 - b. Use of camera cell phones, cameras, or video recording devices in locker rooms or dressing rooms and area are prohibited.

Bentonville Parks and Recreation Refund Policies

A \$10.00 administration fee per person, per activity, will be charged for all refunds.

Day Passes – No admission refunds will be granted to patrons who purchase a day pass to enter a facility.

Memberships – All memberships are non-refundable.

Rentals - Rental and deposit fees (if applicable) are refundable if cancellation is received 30 days or more before the date of the rental. Cancellations received within 30 days of the scheduled reservation, will receive 50% of their rental payment along with their deposit fee. Cancellations received within 14 days of the event the entire rental fee and deposit will be forfeited. Transferring rental dates is allowed but must follow the above policy. Transfers will not incur the \$10 administration fee.

Private Lessons and Personal Training – All Private Lessons and Personal Training Sessions are non-refundable. In the event an instructor cannot complete the lesson, a transfer to a new instructor will occur.

Baseball, BCC Swim Lesson, Cricket, Kickball, Sand Volleyball, Soccer, and Softball – No refunds will be issued after the close of registration.

Camps, MFAC Swim Lessons, Swim and Triathlon Teams, Tennis, and all other Programs – Refunds must be requested 14 days before the beginning of the program to receive a refund.

Field Reservations - No refunds will be issued for field reservations after booking. Transfers/refunds may be granted in the event of inclement weather or unforeseen circumstances (see policy below).

Races and Rides – No refunds will be granted to individuals once registered for a race or ride. Transfers may be granted in the event of injuries or unforeseen circumstances (see policy below).

Injuries/Illness - If unforeseen physical injury occurs, limiting participants' ability to engage in a registered activity, Bentonville Parks & Recreation will work with the patron to assess the situation and identify appropriate action. A physician's note may be required for a refund request for activity fees due to injury/illness.

Weather and Unforeseen Circumstances - If a rental or reservation is impacted by the closure of a facility or field, Bentonville Parks & Recreation will attempt to find an alternate day for the rental. If an agreeable date is not available, a full refund will be given to the rental party. **All cancellations will be determined by Bentonville Parks & Recreation.**

Refunds require the approval of a Facility Manager or Recreation Services Manager.

Camp Bentonville

Camp Bentonville reaches a wide variety of for interests for children. Offering camps throughout the school year during holiday breaks and during the summer.

Inappropriate Behavior

1st time is a verbal explanation to camper about inappropriate behavior.

2nd time is verbal and written parents will be contacted.

3rd time is a suspension for the day from camp.

Continued inappropriate behavior may result in removal from the duration of specific camp, with no refund.

Parent drop off/Pick up

All parents or approved adults are required to sign camper/s daily.

Campers are required to be checked out by a parent or approved adult each day.

Authorization Pick Up Forms will be required

Weather Policies

In the event of inclement weather, we will communicate via email.

If inclement weather occurs before camp we will communicate an hour prior to camp start time.

Camps will be cancelled if inclement weather appears to span a large duration of camp or create unsafe conditions.

Camps cancelled for inclement weather will hold a make-up session which will be communicated with parents.

If inclement weather occurs during camp, we will move to a safe location (BCC or Pavilion). Parents will be called to pick up campers.

If it is lightly raining or a small rain shower occurs during camp, we will not cancel camp.

Other

Melvin Ford Aquatic Center

Inclement Weather Policy

Pool will close for lightning within a 10-mile radius of the facility.

Pool can reopen once the facilities' 10-mile radius is clear for 30 minutes.

There are no day pass refunds for inclement weather.

Outdoor Recreation

Inclement Weather Policy

If a rental or reservation is impacted by the closure of a facility or field, Bentonville Parks & Recreation will attempt to find an alternate day for the rental. If an agreeable date is not available, a full refund will be given to the renting party. All cancellations will be determined by Bentonville Parks & Recreation.

Refunds

Field Reservations - No refunds will be issued for field reservations after booking.

Transfers/refunds may be granted in the event of inclement weather or unforeseen circumstances (see policy below).

Sports and Recreation Programs - Baseball, Cricket, Kickball, Sand Volleyball, Soccer, Softball- No refunds will be issued after the close of registration.

Camps, MFAC Swim Lessons, Swim and Triathlon Teams, Tennis, All Other Programs - Refund must be requested 14 days prior to the beginning of the program to receive a refund.

Private Lessons - All private lessons are non-refundable. In the event an instructor cannot complete the lesson, a transfer to a new instructor will occur.

Injuries - If an unforeseen physical injury occurs, limiting participants' ability to engage in a registered activity, Bentonville Parks & Recreation will work with the patron to assess the situation and identify appropriate action. A physician's note may be required for a refund request due to injury/illness.

Races and Rides

Inclement Weather Policy

Each race and ride is reviewed on an individual base.

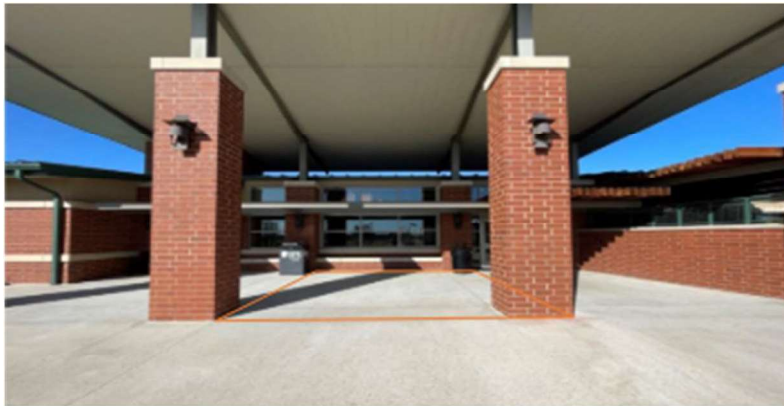
Refunds

No refunds will be granted to individuals once they are registered for a race or ride. Transfers may be granted in the event of injuries or unforeseen circumstances.

Dogs are not allowed on the racecourse due to safety concerns.

Petitioners

1. We request Petitioners to communicate with us prior to their arrival but not required. We request they are in a specific location outside the Community Center (as pictured below).
2. Petitioner Rules
 - a. Petitioners can be on city property.
 - b. Petitioners can stay on city property if they are lawful citizens.
 - c. Petitioning cannot take place in any Parks and Recreation facilities.
 - d. Petitioners can not physically stop patrons entering/exiting through the pathway of a facility.
 - e. If a patron complains to any Parks and Recreation staff member, please inform the patron that the petitioner has a legal right to be here at the location if they are lawful.
3. Requested Petitioner Zone



Service Animals

Service Animals: a dog or miniature horse that is trained to perform tasks or do work for the benefit of a person with a disability.

Bentonville Parks & Recreation team members can only ask:

- (1) Is the animal required because of a disability?
- (2) What work or task has the animal been trained to perform?

ADA Limitations: Service Animal can be asked to leave if:

- If not under handler's control (off-leash or not responding to commands)
- The service animal is not house broken
- Poses a direct threat to the health or safety of others

(ESAs) Emotional Support Animals or therapy dogs: Animals that provide a sense of safety or comfort to those with psychiatric or emotional conditions. Although ESAs often have therapeutic benefits, they are not individually trained to perform specific tasks for their handlers and are not issued by a physician or psychologist.

Because emotional support animals do not qualify as service animals under the ADA or Arkansas law, the owners of public accommodations are not required to admit ESAs—only service animals. Service animal laws also do not apply to pets and misrepresenting your pet as a service animal to get it into a public place that does not allow pets could cost you—up to a \$250 fine.

Appendix A

Kids Center Rules

1. Kids Center age range is 6 months – 10 years old.
2. Parent/guardian checking a child into Kids Center is the only one permitted to check child out.
3. The Kids Center has a 2-hours maximum time limit for use.
4. No food or drink allowed. Only water in non-spill water bottles is allowed.
5. No medications are permitted in the Kids Center and will not be administered.
6. In the event of a diaper change parents will be asked to return to the Kids Center.
7. If a child exhibits a fever or vomiting while in the Kids Center, parents will be contacted.
8. Children need to be fever and symptom free for 24 hours before returning to Kids Center.
9. Parents/guardians must remain in the Community Center while utilizing the Kids Center.
10. Admission is free to those with family membership.
11. Individual memberships and day pass users will need to purchase a day pass for each child utilizing the Kids Center.
12. A phone number is required in the event staff need to contact the parent/guardian for the care of your child.

Appendix B

Track Rules

1. Youth under the age of 10 must be accompanied by a patron 16 years or older.
2. Patrons must follow track direction signs designated for the day.
3. Strollers are prohibited except during designated times.
4. Only water in non-spill or leak proof containers will be allowed on the track.
5. Tennis or appropriate athletic shoes must be worn.
6. The inside lane is designated for walkers. The outside lane is designated for jogging.
7. Bentonville Parks & Recreation is not responsible for lost or stolen items.

Appendix C

Gymnasium Rules

1. Youth under the age of 10 must be accompanied by a patron 16 years or older.
2. Only water in non-spill leakproof containers will be allowed in the gymnasium.
3. Food is prohibited in the gymnasium.
4. Dunking and hanging on the rims or nets is prohibited.
5. Only non-marking athletic shoes will be allowed on the gymnasium floor.
6. Foul language or inappropriate conduct is prohibited.
7. Organized team practices are prohibited.
8. Bentonville Parks & Recreation is not responsible for lost or stolen items.
9. Management has the authority to ask any patron to leave for non-compliance of rules.
10. Age restrictions for programs:
 - a. Pickle Ball – Open to all ages
 - b. Volleyball - Open to all ages
 - c. Badminton - Open to all ages
 - d. Pickup Hoops – 16 years and older

Appendix D

Fitness Floor Rules

1. The fitness room is restricted to members and daily users 16 years and older.
2. Youth ages 12-15 must be accompanied by a parent/guardian unless they have completed the Weight Room Orientation Certification administered by Bentonville Parks & Recreation. Children under the age of 12 are not permitted on the fitness floor.
3. Fitness floor users are required to wear appropriate workout attire.
4. Closed toe athletic shoes with rubber soles must be worn in the fitness center at all times.
5. Shirts/tops must be worn at all times.
6. Fitness floor users must wipe off the equipment after each use (cleaning wipes are provided).
7. Only water in non-spill or leakproof containers will be allowed on the fitness floor.
8. Spotters are required while using strength equipment.
9. Please re-rack weights after use.
10. Bentonville Parks & Recreation is not responsible for lost or stolen items.
11. Only Bentonville Parks & Recreation personal trainers are allowed to provide private instruction in the fitness area.

Appendix E

Natatorium Rules

Red Slide Rules

11. Maximum Operational Load: 1 Person, 300 lbs.
12. Must be 40 inches tall to ride.
13. Make sure eyeglasses are securely fastened.
14. Single riders only - do not ride more than one person at a time.
15. Swim wear with exposed zippers, buckles, rivets or metal ornamentation are not allowed on slide.
16. Floatation devices can be worn while using the slide.
17. Do not run, dive, stand, kneel, rotate, or stop while in the slide.
18. Must ride slide feet first, lying on your back, legs crossed at ankles, and arms crossed across chest.
19. Once you have reached the bottom of the slide exit quickly.
20. It is recommended that pregnant women and person with heart conditions or back trouble not ride this slide.

Appendix E - continued

Blue Drop Slide Rules

1. Maximum Operational Load: 1 Person, 300 lbs.
2. Must be 48 inches tall to ride.
3. Pool depth is 10 feet, you must be a strong swimmer to ride this slide.
4. No goggles or glasses allowed on blue drop slide.
5. Single riders only - do not ride more than one person at a time.
6. Swim wear with exposed zippers, buckles, rivets or metal ornamentation are not allowed on slide.
7. No floatation devices can be worn while using the slide.
8. Do not run, dive, stand, kneel, rotate, or stop while in the slide.
9. Must ride slide feet first, lying on your back, legs crossed at ankles, and arms crossed across chest.
10. Once you have reached the water quickly swim to the ladder and exit the pool.

It is recommended that pregnant women and person with heart conditions or back trouble not ride this slide.

Diving Board Rules

1. Flotation devices are not allowed on diving boards.
2. Swimmer must be able to independently enter the water from diving board and swim to side safely.
3. One participant on the diving board at a time.
4. Swimmers must exit the pool before next diver gets on the diving board.
5. Must jump off the end of diving board.
6. Swimming under diving boards is prohibited.
7. Reverse rotation is prohibited.
8. Diving blocks are not open to public use.

Leisure Pool Rules

1. Children under 12 years old must be accompanied by an adult.
2. Obey lifeguards at all times.
3. Management has the authority to ask any patron to leave for not following pool rules.
4. Children requiring flotation devices require adult supervision in the water within arm's reach.
5. Guards can request any swimmer to complete a swim test for safety.
6. Appropriate swimwear must be worn at all times.
7. Patrons experiencing any skin rash or open wounds are recommended to not enter the pool.
8. Running, horseplay, shoving, or dunking is prohibited.
9. Food, gum, or drinks other than water are prohibited.
10. Glass containers or sharp objects are prohibited.
11. The following flotation devices are permitted during designated times and in designated areas; coast guard approved flotation devices, transparent tubes, and infant flotation devices. *Subject to lifeguard approval.
12. Diving in leisure pool is prohibited.
13. Hanging on ladders or blocking exits is prohibited.
14. Hanging or sitting on lap lanes is prohibited.
15. Only Bentonville Parks & Recreation approved personal trainers, coaches, or swim instructors are allowed to provide group or private instruction in our pools.

Appendix E - continued

Competition Pool Rules

1. Children under 12 years old must be accompanied by an adult.
2. Children under 12 years old are not permitted during lap swim.
3. Obey Lifeguards and Management at all times.
4. Management has the authority to ask any patron to leave for improper conduct.
5. Children requiring flotation devices require adult supervision in the water within arm's reach.
6. Flotation devices are prohibited in competition pool unless being used for instructional purposes.
7. Guards can request any swimmer to complete a swim test for safety.
8. Appropriate swimwear must be worn at all times.
9. Patrons experiencing any skin rash or open wounds it is recommended not enter the pool.
10. Running, horseplay, shoving, or dunking is prohibited.
11. Food, gum, or drinks other than water are prohibited.
12. Glass containers or sharp objects are prohibited.
13. Diving is allowed in designated areas only.
14. Hanging on ladders or blocking exits is prohibited.
15. Hanging or sitting on lap lanes is prohibited.
16. Only Bentonville Parks & Recreation facility approved personal trainers, coached, and swim instructors are allowed to provide group or private instruction in our pools.

Appendix F

Locker Room Rules

1. All items must be removed from lockers when the patron leaves the facility.
2. All items must be removed from family locker rooms after use.
3. Locks are available for use for free from the wellness desk by leaving your membership card or other acceptable collateral.
4. Bentonville Parks & Recreation is not responsible for lost or stolen items left in lockers and all such items will be removed nightly.
 - a. Locks remaining on lockers overnight will be cut and items will be removed.
 - b. Use of camera cell phones, cameras, or video recording devices in locker rooms or dressing rooms and area are prohibited.