

City of Claremont

Alexander Hughes Community Center

Code of Conduct

1. Treat one another with dignity, civility and respect, derogatory statements towards a person's race, gender, ethnicity, religion, or sexual orientation, will not be tolerated.
2. Refrain from inappropriate behavior. Individuals will be held accountable for actions that put the safety of others or oneself at risk. Engagement in unlawful activities or acts of physical violence, or threats of physical violence against a person or personal property, may result in Program Staff temporarily or permanently suspending the participant from activities at facilities.
3. Participants must show respect for all staff, other participants, volunteers, equipment and themselves.
4. Please keep your hands to yourself, no profanity and or/bad language will be tolerated.
5. No running through the building.
6. The City of Claremont, staff, and instructors are not responsible for any lost, damaged or stolen personal items.
7. Computer lab users must also follow specific rules posted in the computer lab.
8. Groups of 2 or more with a caregiver are responsible for completing a Group Trip Form at the front desk and calling for a scheduled trip to the facility 4 hours in advance. Failure to do this will result in being asked to leave the facility.
9. Fees may be charged to the participant if there is damage to the building, furniture or equipment.
10. Students participating in fee based classes must adhere to the instructor's rules and directions.
11. Individuals are not allowed to participate in a class they have not registered for.
12. Parents will refrain from interrupting the class and may not participate unless the class requires parent participation for children 5 and under.

The City of Claremont reserves the right to refuse service to individuals who do not abide by the Human Services individual facilities Code of Conduct. Individuals who are refused service for infractions of the Code of Conduct will either be refunded the prorated amount for the rest of the class or asked not to participate in recreation classes with the department in the future or be transferred to a different class.