



AND



**RULES, REGULATIONS
AND GENERAL INFORMATION**

October 1st, 2021

Palmira Master Homeowner's Association oversees all the daily operations of the Palmira community. Included in this handbook is everything you will need to enjoy the Palmira lifestyle.

VEHICLES

All homeowners can receive their vehicle barcodes and window decals from Paul at the main guard house or through KEB Management's office, property manager for Palmira. All renter's vehicle barcode and window decals will be distributed through KEB Management's office. To receive any of these items, you will be required to show your current vehicle registration to verify ownership. In the case of a rental car, your contract with the rental agency will be required.

As a homeowner in Palmira, you will receive two barcodes free of charge. Additional barcodes may be obtained for immediate family members of driving age that permanently reside at your address for a \$25 fee per bar code.

If a replacement barcode is required for any reason a new barcode will be issued. However, before issuing the new barcode you will need to provide the old barcode, or a portion of the old barcode. If neither is provided, the vehicle information to which the old barcode was attached will be required. The new barcode will be issued for a \$25 fee. Once the replacement barcode has been issued the old barcode will be deleted from the system.

All barcodes must be placed on the rear driver's side window. Each homeowner will also receive a Palmira window decal that must be placed on the front driver's side window. This decal will ensure quicker entry through the guardhouse gate should the barcode reader malfunction.

Vehicle guest passes will be issued by the guard house upon entering Palmira.

PARKING

Vehicles are not allowed to park on any Palmira streets over night. This includes owner's and guest's vehicles. R.V.'s, trucks, trailers, and cars are not allowed to

park over night in **any** parking lot or common area. This would include the Tennis Center, Renaissance Center parking lots, and the street parking near these areas.

EAST GATE ACCESS

With the closing of the east guardhouse, automatic gates were installed. The gates will activate with your bar code. The original arm will not go up until the gates have opened fully. **DO NOT ALLOW ANY VEHICLE TO FOLLOW YOU THROUGH THE OPEN GATE.** If this should happen, please notify the main guardhouse (239) 949-6851 immediately.

Along with the installation of the automatic gate, a pedestrian gate was installed on the sidewalk. To gain access through the pedestrian gate, you will need your RCC issued membership card.

COMMUNITY ACCESS

All property homeowners are required to notify the guardhouse of any guests, workmen, repairmen, and deliveries. If you do not notify the guardhouse, and the guard can not reach you, your guests, workmen, repairmen, or delivery will not be allowed entrance. It is your responsibility to notify the main gate.

Notification of any visitors can be done online via Dwelling Live. Once your sale is finalized, homeowners will receive an email that explains how to log into the online account and add any visitors' names to the guest list.

Any short-term guests visiting or staying at your home for more than one day are eligible for a guest gate access pass. This will allow your guest access through the guest gate for the duration of their stay. To obtain a guest pass you must contact the guardhouse. The guest pass will contain an expiration date and must be placed on the driver's side dashboard. This pass is for entrance to the community **ONLY**.

In order to allow your guests to experience all Palmira has to offer, you will need to register them with the Renaissance Center Club (this procedure will be discussed in detail later on).

VENDORS

It has been our practice at Palmira to prohibit contracting work on Sunday, preserving that as a day of quiet for residents. Interior work by contractors is allowed on Sunday as long as the work does not create noise or disturbance external to the residence. Other contractor work is allowed on Sundays **ONLY IN AN EMERGENCY SITUATION**. If you are unsure if the work you are planning is allowed on Sunday, please contact KEB Management Services at (239)262-1396, Monday through Friday, before scheduling your work.

OUTSIDE VENDOR RCC USAGE

From time to time, the Renaissance Center Club at Palmira will sponsor and bring in a variety of outside vendors to host complimentary markets, clinics, and demonstrations for the residents and renters of Palmira. This amenity is provided at no cost to the membership and all that is required is use of the courts or a space for the vendor to set up. Examples include a weekly produce market, a fresh catch fish market, pickleball demonstrations, bocce basics clinic, a mobile car detailing vendor, and much more! Such vendors are authorized and brought to Palmira by the RCC employees.

The Renaissance Center Club also offers a wide range of activities that provide one on one support in areas including, but not limited to, the fitness center, the pickleball courts, and tennis courts. Offerings include items such as personal training, private/group lessons, and clinics. Activities as such are instructed by licensed and insured professionals who are RCC employees or subcontractors of the RCC. Residents and renters are strictly prohibited from bringing in their own instructor, trainer, or vendor to use any of the RCC facilities for offerings.

RENTALS

If you plan on renting your home in Palmira, there are certain rules and procedures you must follow. You can rent your home on a yearly basis or no more than 3 times in a calendar year, if the rental is seasonal. There are **NO** short-term rentals, that includes rentals under 30 days. All rentals **MUST** be 30 days or more. Here is

the procedure you need to follow to make the rental of your home go more smoothly:

1. Secure the lease guidelines and an application from the neighborhood's management company. The Enclave management company is Pegasus Property Management, Paloma's is Tropical Isles. All other neighborhoods are managed by KEB Property Management.
2. Complete the application and gain neighborhood approval for the lease (this may require a processing fee to the individual neighborhood).
3. Complete the Renaissance Center Club transfer application – this is required for the lessee to utilize the facilities and services of the Renaissance Center Club including the pools, fitness center, park, courts, etc. **PLEASE REMEMBER IF YOU TURN YOUR PRIVILEGES OVER TO YOUR LESSEE. YOU WILL NOT BE ALLOWED ACCESS TO THE RCC, WHICH INCLUDES FITNESS, TENNIS, POOLS, BOCCE, PICKLEBALL, AND BASKETBALL DURING THE TERM OF THE TRANSFER.**
4. Deliver to KEB Management Services office via mail, fax, or hand delivered
Mailing Address: 6017 Pine Ridge Road #262 Naples, FL. 34119
Physical Address: 11100 Bonita Beach Road #101 Bonita Springs, FL. 34135
Fax (239)262-5947
 - (a) Copy of completed lease application
 - (b) Evidence of neighborhood approval
 - (c) Completed RCC transfer application
 - (d) Check for the \$133.13 transfer fee

KEB Management Services will notify the guardhouse of your rental. All lessees are eligible for a barcode. Renter barcodes may be obtained in the KEB Management office for a fee of \$25 each. Barcodes will terminate once the lease has expired. To obtain a barcode, lessee will need to fill out a lease barcode registration form. Each lessee will be allowed two barcodes for a charge of \$25 each, paid at the time of issuance. If the lease is renewed, you as the owner must notify the Neighborhood Association and have an approved renewal on file. A copy of this information must also be sent to KEB Management Services' office. The barcode expiration date will then be adjusted accordingly.

SALES

If you decide to sell your home, there are a few rules. No 'For Sale' signs are allowed in The Enclave or Paloma. For the remainder of the community, there is an approved 'For Sale' sign you must use. The following page contains the specifications for the sign. Even if you are planning on listing your home as 'For Sale by Owner' you **MUST** use this sign. Signs not conforming to this requirement will not be allowed. You must check with your neighborhood HOA with regards to sign placement requirements as they may differ from neighborhood to neighborhood.

If you or your realtor is planning on having an Open House, signs are permitted on the listed property only on the day of the event. Signs may be placed that day as early as you like but must be picked up at the end of the Open House. **OPEN HOUSE SIGNS ARE NOT ALLOWED ON ANY OTHER PROPERTY INCLUDING BONITA BEACH ROAD.** If you provide the guards with information and a map to your open house – they will provide that information to visitors.

IF SIGNS ARE FOUND IN COMMON AREAS, THE MASTER ASSOCIATION WILL COLLECT AND DISPOSE OF THESE SIGNS.



The Renaissance Center Club is a private club, operated by the Palmira Master Homeowner's Association, featuring exceptional health and fitness facilities, recreational facilities, activities center,

and social facilities. The RCC is located at the entrance to Palmira and is only used by Palmira residents and their guests.

MEMBERSHIP

Ownership in Palmira includes the membership benefits of the Renaissance Center Club and its facilities. Membership is contingent upon all assessments being current with your Neighborhood Homeowners Association. Your Renaissance Center Club membership costs are assessed through your Master Homeowner's Association dues, which are paid through your Neighborhood Homeowner's Association on a quarterly basis. Members are classified as those people who are homeowners/renters in Palmira. Family members who are over eighteen (18) years of age and/or are not dependents, using IRS guidelines, of the member are NOT classified as members of Palmira, they are classified as guests of Palmira.

LESSEE PRIVILEGES

A residential property owner, who wishes to lease his or her property, may request a temporary transfer of membership to the lessee of his or her property, subject to approval of the KEB Management Services. The member must submit an application for lessee privileges, provide a copy of the front page of the lease, and pay the required transfer fee established by the RCC. During the period when a lessee is the designated user of the membership, the residential property owner relinquishes member privileges but will still be obligated to pay dues to the Master Association in a timely manner. No more than three (3) leases may be entered into during a calendar year.

MYPALMIRA.ORG ONLINE ACCESS

Everything regarding the Renaissance Center Clubs activities and events is published online at <https://www.mypalmira.org/>. Each individual homeowner or renter in Palmira will get their own log in to the member side of the website where they can book court reservations, sign-up for seminars/happy hours/dinners.

The initial log in for each individual is below. After you sign-in using your initial log in information, you will be able to customize your username and password.

Username: first name + last name (no space, all lowercase)

Example Username: robertsmith

Password: last name (all lowercase)

Example Password: smith

For assistance in logging into the member side of the website, please email activitiesdirector@renaissancecenterclub.com.

RULES AND REGULATIONS PREAMBLE

The following Rules and Regulations are intended to be a guide to the use of fitness, tennis, pools, pickleball, bocce, basketball, and social facilities of the RCC. They are not intended to deal with all conceivable issues that may be presented for governance. These Rules and Regulations are established by the RCC to protect the facilities and to promote the health, safety, welfare, and enjoyment of the members, their families, and guests and all other persons using the RCC Facilities. The RCC is committed to providing all members and their guests with an enjoyable RCC experience. To uphold these standards, members and guests are expected to act in a manner consistent with good taste. The RCC may amend these Rules and Regulations from time to time as it is deemed appropriate in its sole discretion.

GENERAL RCC RULES

1. Members, their families, and their guests shall abide by all rules and regulations of the RCC as they may be amended from time to time.
2. RCC Membership ID cards are **required** to enter the RCC. Members are classified as those people who are homeowners/renters in Palmira. All dependent children 14 years and up will be issued an ID card. Dependent children are classified, as such, using IRS guidelines. Family relatives of

members are NOT classified as members of Palmira, they are classified as guests of Palmira. All guests of members ages 2 and up, **MUST** be registered guest and have a guest pass.

3. The RCC Facilities shall be open on the days and the hours as may be established by the Palmira Master Board of Directors. Areas of the RCC may also be closed for scheduled maintenance and repairs.
4. Group activities and room reservations will be permitted only with the permission of the RCC staff.
5. The RCC reserves the right, in its sole discretion, to refuse service to a member or guest when that member or guest appears to be intoxicated.
6. All food and beverages consumed on the RCC Facilities must be furnished by the onsite bar and restaurant unless otherwise permitted. The RCC Occupational license does not allow members or guests to bring in their own food or beverage.
7. Commercial advertisements shall not be posted or circulated at the RCC nor shall solicitations of any kind be made while using the RCC Facilities or upon the RCC's stationery without the prior approval of the Palmira Master Board of Directors. Other than as permitted in writing by the Palmira Master Board of Directors, no petition shall be originated, solicited, circulated, or posted on RCC property.
8. Members shall not use the roster or list of members of the RCC for solicitation, commercial purposes, or distribute the roster to anyone other than a Palmira homeowner.
9. Dogs or other pets are not permitted on the RCC Facilities, except for those assisting persons with disabilities. Where dogs and other pets are permitted on the grounds, they must be on a leash. Members are responsible for any damage to another animal or person that is caused by an animal owned by the member or under the member's control.

10. All complaints and criticisms relating to any of the operations of the RCC or its employees must be in writing, signed, and addressed to the General Manager of the Renaissance Center Club.
11. Members and their guests may not abuse any of the RCC's employees, verbally or otherwise. All employees of the RCC are under the supervision of the RCC General Manager and no member or guest shall reprimand or discipline any employee, nor shall a member request an employee to leave the RCC Facilities for any reason. Any employee not rendering courteous and prompt service, should be reported to management of the RCC immediately.
12. Self-parking is permitted in areas identified as such. No parking will be allowed on grassed areas. "No Parking" signs must be observed at all times. Vehicles parked in violation of "No Parking" signs may be towed at the owner's expense.
13. All RCC facilities, including the tennis, pickleball, and bocce courts, are non-smoking areas. This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main entrance.
14. Firearms and all other weapons of any kind are not permitted on the RCC property at any time.
15. Use of the RCC Facilities may be restricted or reserved from time to time by the RCC. Membership will be notified of these situations via email or posting on the RCC main entrance doors.
16. Violation of any of these rules or conduct in a manner prejudicial to the best interests of the RCC will subject the person in violation to disciplinary action by the RCC in accordance with these Rules and Regulations.
17. The personnel of the RCC will have full authority to enforce these Rules and Regulations and any infractions will be reported to the General Manager of the RCC.

18. In no event shall the RCC discriminate against any individual because of the individual's race, color, religion, sex, national origin, age, handicap, or marital status.

GUEST PASSES

During peak times only- November 1st-April 30th

Guests of Palmira members are anyone who are over two (2) years of age and/or are not dependents, using IRS guidelines, of the members. Family visitors are NOT classified as members of Palmira, they are classified as guests of Palmira.

Each guest at the RCC, accompanied or not, will be required to have a valid guest pass. Valid guest passes are those which cover the intended dates of entry are stated on the pass. Guest passes are not to exceed 14 day's admittance. There is a maximum of 6 valid guest passes available per door at any given time.

During peak season, November 1st - April 30th, the RCC reserves the right to employ "Blackout dates" of which the fitness center would be available for use by MEMBERS ONLY until after 11AM.

DISCIPLINE

1. Members are responsible for their own conduct and for the conduct of their family members and guests. Any member whose conduct or whose family's or guest's conduct shall be deemed by the RCC to be likely to endanger the welfare, safety, harmony, or good reputation of the RCC or its members, or is otherwise improper, may be reprimanded, fined, suspended, or expelled from the RCC and have all privileges associated with the membership suspended or terminated by the RCC. The RCC shall be the sole judge of what constitutes improper conduct, but improper conduct will include, without limitation: (i) failing to pay dues in a proper and timely manner, (ii) failing to abide by the rules and regulations as set forth herein and as established by the RCC from time to time, (iii) abusing RCC personnel or employees, or (iv) acting in a manner incompatible with the standard of conduct of the existing membership or which would likely injure the reputation of the members of the RCC.

2. The RCC may restrict or suspend some or all of a member's, family members, and/or guest's RCC privileges. If the RCC determines that a member's conduct or the conduct of his or her family or guest is improper, the RCC may terminate the membership, suspend or restrict the member's membership privileges, or restrict the use privileges of the member's family or guest whose conduct was improper. No member is entitled, on account of any restriction or suspension, to any refund of any membership deposit, dues or any other fees. During the restriction or suspension, dues and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a member in good standing.

RCC Suspension Policy – Management reserves the right to refuse admittance to or eject from the RCC premises any persons failing to comply with any of the RCC rules or regulations.

1st Offense – Individual(s) will be made aware of rule, a verbal warning given and an incident report outlining the offense will be placed in the offenders file.

2nd Offense – Individual(s) will be asked to leave the premises; the incident will be documented and reported to the MHOA Board President.

3rd Offense – Individual(s) RCC privileges will be suspended upon Palmira Master Board of Directors review. If a suspension is deemed warranted, the suspension will be a minimum period of 7 days, up to and including permanent suspension.

CHILDREN

1. Children under the age of eighteen (18) years of age are not permitted to use the RCC Facilities unless accompanied and supervised by an adult. An adult is defined as a person whom is eighteen (18) years of age or older.
2. Members are responsible for the conduct and safety of their children, family members, friends, and all guests when at the RCC Facilities.

ATTIRE

It is expected that members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of the RCC. It is also expected that members will advise their guests of the dress requirements. The RCC may publish dress requirements from time to time. Gentlemen and ladies are requested to dress in a fashion compatible with the occasion. **APPROPRIATE SHIRTS AND FOOTWEAR MUST BE WORN AT ALL TIMES WHEN USING RCC FACILITIES OTHER THAN THE SWIMMING POOL AREA.**

GUESTS PRIVILAGES

1. Houseguests must be registered by the sponsoring member with the RCC, prior to the arrival of the guest. Application forms requesting guest privileges may be obtained at the RCC reception desk or online at <https://www.mypalmira.org/> . To provide membership privileges for guests, the sponsoring member must initiate the application for houseguest membership at least three (3) business days prior to the arrival date of the guest.
2. The maximum number of consecutive days/weeks that a member may have a guest use privileges during a membership year is fourteen (14) days/two (2) weeks.
3. Guests must have their guest card with them at all times while entering, using, and exiting the RCC Facilities. The RCC reserves the right to require identification by each guest.
4. Guest privileges may be limited by the RCC, from time to time, in the sole and absolute discretion of the RCC. Notice of such limitation will be communicated to the membership via email or posting on the RCC main entrance doors.
5. When not accompanied by member, guests shall be required to present guest pass and sign-in at the reception desk prior to use of the facilities.

6. Guest privileges may be denied, withdrawn, or revoked at any time for reasons considered sufficient by the RCC Management, in its sole and absolute discretion.
7. Although it is the intention of the RCC to accommodate guests without inconvenience to the members, the RCC reserves the right to limit the number of guests that are invited by a member on any given day.
8. **Proxy cards for guests may be rented with a \$20 cash refundable deposit. Once the card is returned to the RCC, your \$20 cash will be refunded. If the proxy card is not returned to the RCC, the RCC has the right to withhold your deposit.**

GENERAL TENNIS RULES

1. The Rules of Tennis published by the USTA shall apply at all times, except when in conflict with the local rules or with any of the rules herein.
2. Palmira Tennis Club memberships are available for an additional fee. A PTC membership entitles players to added benefits including a tennis professional, reserved court times, clinics/drills, personal lessons, and much more! Contact the Tennis Center for more information. 239-444-1187.
3. Tennis court reservations made by Palmira residents can be made up to two (2) days in advance and any time after 1PM. For Palmira Tennis Club members, reservations for a tennis court may be made no more than one (1) week in advance and during any time of day. Play for 1PM is strictly reserved for Palmira Tennis Club members only!
4. At the time of making a reservation, the Member must include all the names of all those playing, including guests/visitors.
5. Singles and doubles may play on a court for up to an hour and a half, except for certain times designated by the RCC/Tennis Center. Please make every effort to book courts in allotted time frame in order to make maximum use of court time, especially in season.

6. If players fail to appear within ten minutes of the reserved time, the court reservation will be forfeited.
7. At the end of their playing period, players must promptly relinquish their court to the next players. Once a member is off the court, the member may sign up for the next available court time.
8. **Proper tennis attire is required.** Proper tennis attire is that which is designed especially for tennis. Gentlemen must wear shirts with sleeves: t-shirts are not permitted. Warm-ups and sweatshirts are allowed in cooler weather.
9. **Proper footwear is required.** Basketball sneakers, running shoes, hiking boots/shoes, sandals, flip-flops, crocs, are prohibited. Tennis sneakers with a herringbone pattern are the only shoes that will not damage the surface, which is only ½ inch thick.
10. Tennis courts are to be used for playing tennis only. No other activity is permitted on the tennis courts. Bicycles, scooters, skateboards, etc., are not allowed on the courts.
11. Cell phones should remain in the off position or on vibrate while playing on the courts.
12. Proper tennis etiquette should always be observed. Excessive noise, racquet throwing, or profanity will not be permitted at any time. Trash and other litter must be deposited in the proper receptacles.
13. All players, members, family, and guests are required to register in the Pro Shop before play. The staff will advise as to court assignments upon registration and as to which court/s may be closed or under repair.
14. **Smoking is prohibited in and around the tennis facility.** This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main entrance.

15. Use of the tennis courts shall be subject to the control of the RCC/Tennis Center at all times. The RCC shall determine the suitability of the courts for play. Courts will be closed when necessary for maintenance operations, when dictated by safety considerations, and/or when under adverse or anticipated adverse weather conditions. The RCC may reserve the courts for special events.

16. Guest fee of \$10 in effect during season October-April.

TO PLAY OR NOT TO PLAY

1. If the net is down, do not put the net back up and do not play on the court.
2. Play or No Play & how to tell - After a rain, if you rub off a small area of the top surface of the court and you see water coming to the surface, the courts are NOT playable.

GENERAL POOL RULES

1. There will be no lifeguard on duty. Use of the pool at any time is at the swimmer's own risk. Any injuries or accidents should be reported to the reception desk immediately.
2. Members must properly register their guest for facility otherwise they will not be granted access to use the facilities.
3. Children under the age of eighteen (18) years of age are not permitted to use the RCC Facilities unless accompanied and supervised by an adult. An adult is defined as a person whom is eighteen (18) years of age or older.
4. Children who cannot swim must be accompanied by a parent or guardian at all times while using any of the pool areas.

5. Children who are not toilet trained are not permitted to use the pools unless wearing appropriate diapers. Children wearing diapers are not permitted in any pool unless wearing swim diapers.
6. No spray sunscreen is allowed in the RCC facility or on the pool deck.
7. Swimming is permitted only during designated hours or until dusk, whichever comes first.
8. Showers are required prior to entering the pool to remove all suntan oils and lotions.
9. No glass containers, sharp objects, or other breakable contains shall be permitted in the pool or pool area.
10. No outside food, drink, or coolers are allowed. All food and beverages consumed on the RCC Facilities must be furnished by the onsite bar and restaurant unless otherwise permitted. The RCC Occupational license does not allow members or guests to bring in their own food or beverage.
11. All swimmers must wear bona fide swimming attire. See provided photo below of allowed swim wear. "Street clothes," Brazil/French cut, thong style, and/or revealing swim wear, cutoff jeans, jeans, skirts, shorts, sports bras, leotards, leggings, dri-fit wear, compression shorts/shirts are prohibited. See photo below of non-allowed attire. Wear family appropriate and clean swim attire only.
12. Proper non-swim attire is required at all times in the RCC Facilities, other than in the swimming pool area or the locker rooms. Bathing cover-ups, as well as footwear, must be worn in all areas away from the pool deck and while in the restaurant areas.
13. Animals, bicycles, skateboards, roller blades, are not permitted in, around, or on the pool deck areas.

14. Lifesaving and pool cleaning equipment should be used only for the purposes intended.
15. The throwing of balls, frisbees, clothes, etc. are not permitted in the pool areas. Pushing, dunking, diving, running, and jumping are dangerous and are prohibited. No spitting or spouting water in the water.
16. Scuba and snorkeling equipment, other than swim goggles and snorkel, are not to be used in the pool areas except as part of an organized course of instruction.
17. No running or tag games are allowed in the pool area. The RCC staff has the authority to expel from the pool areas anyone who does not follow these Pool Rules or whose conduct is otherwise unbecoming of a member.
18. All persons using pool furniture are required to cover the furniture with a towel when using suntan oils and lotions, as the use of these oils and lotions stains or damages the furniture.
19. All persons using the pool area are urged to cooperate in keeping the area clean by properly disposing trash in the proper receptacles.
- 20. SMOKING AND THE USE OF E-CIGARETTES IS NOT PERMITTED.** This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main entrance.
21. Flotation devices are permitted for non-swimming children up to five years of age. Small toys such as balls, water guns, rings, balls etc., may be permitted, depending on the number of persons in the pool and the manner in which the toys are used. Float lounges may be permitted, depending on the size and the number of persons in the pool. The RCC staff has the authority to discontinue use of these float lounges upon the determination that they present a safety hazard or hinder the enjoyment of the pool by others.
22. Persons who leave the pool area for over 30 minutes must relinquish lounges and chairs by removing all towels and personal belongings. Saving chairs for persons absent from the pool area is prohibited.

NOT ALLOWED



ALLOWED



*When purchasing, please confirm that this item is specifically made for swimming/swimming pools.

SAUNAS AND HOT TUB

1. Consult your physician before using the saunas. These saunas produce dry heat and generally reach temperatures of about 105 degrees. It is not advisable to remain in the saunas for more than five minutes at any one time. Pregnant women should not use the poolside whirlpools, saunas, or other facilities that would elevate the core body temperature.
2. Never use a sauna or hot tub when you are under the influence of alcohol or narcotics, or when you have taken antihistamines, tranquilizers, vasoconstrictors, vasodilators or stimulants.
3. **CHILDREN 12 AND UNDER MUST BE SUPERVISED BY AN ADULT AT ALL TIMES UPON ENTRANCE TO THE SAUNA OR SPA/POOL. CHILDREN SHOULD NOT BE IN THE SPA FOR LONGER THAN 10 MINS.**
4. Elderly people and those who suffer from diabetes, heart disease or high/low blood pressure should not use saunas or the hot tub.
5. Never go into a sauna on a full stomach. Wait two hours after a heavy meal before using a sauna.
6. Following a strenuous exercise period, **DO NOT GO DIRECTLY INTO A SAUNA OR THE HOT TUB.** Rest and cool down; allow your pulse to return as close as possible to your resting rate before entering.
7. No cups, magazines, or newspapers are permitted inside the sauna. Do not pour water or any liquid on the hot rocks or any heating element.
8. Day lockers are available on a per visit basis. Keys are available at the RCC front desk. Locker keys must be returned at time of leaving. A fee will be charged for keys which are not returned.
9. We recommend that you not bring valuables. Each person assumes liability for the loss of any items stored in a locker or common closet.
10. For fire safety reasons, all clothing and personal articles must be stored in a locker in the locker room and not under benches or in the common areas.

You will find a summary of the pool rules below. Each member household is encouraged to print a copy for your guest's. Please remember it is your responsibility to ensure your family and guests are aware of and abide by the rules.

GENERAL FITNESS RULES

1. Clean workout clothes and gym shoes are required. Cutoff jean shorts, torn clothing, biker boots, daisy duke shorts, and pajama pants are not allowed. Wearing non-workout clothes, dirty, ripped, or smelly clothes is poor gym etiquette.
2. Refrain from loud, distracting conversations on the gym floor.
3. If you need to make or take a call, step outside. No cell phone use allowed within the gym.
4. No music or videos are to be played without headphones being used. Bring your own headset and portable music player.
5. If you tend to sweat a lot, bring a towel along with you during your workout. We don't provide them, so make sure to bring your own.
6. Wipe sweat off the machines after use. No one wants to train on a machine with someone else's body secretions on it.
7. Don't slam the weights, PERIOD!
8. Anyone under 18 years of age must have adult supervision to use the fitness center.
9. Re-rack your plates and your dumbbells. Never, never, never leave weights on your bench press or your dumbbells rolling around on the floor as we don't want you or others tripping over them.
10. Always pick up your discarded weights and implements. Re-rack weights and implements after every use to avoid injury to yourself or others.
11. Failure to use equipment correctly can (1) Damage the equipment (2) compromise your safety (3) annoy others by creating noise.
12. Please do not "claim a piece of equipment" by setting a towel or water bottle on or next to it. Do not monopolize machines or benches by doing so.
13. Sharing of everything within the fitness center is mandatory, this includes letting others work in with you between sets.

14. The gym is a public place. People of all ages, genders, religions, and cultures might be present on the premises. Be respectful of the people around you and don't use foul language.
15. When re-filling your water bottle, do not make contact with the waterspout – it spreads germs.
16. Understand that some exercises require more space but please be mindful of the space being used and limit your workout if necessary, during peak times.
17. Do not perform dangerous exercises in high traffic areas. Doing so could cause injury to yourself and others using the gym.
18. Don't give unsolicited advice. Even if someone "is doing it wrong." Leave that to our qualified staff.
19. If you aren't sure how something works, ask a qualified staff member or personal trainer.
20. Please notify the staff immediately if a piece of equipment is not working/breaks while in use.
21. Perform a sniff test before entering the gym. Smell clean but not perfumed.
22. Do not touch or adjust the fan, AC, or music settings. They're pre-set and should not be altered for any reason.
23. Feeling blue or a little under the weather? Stay home, do not come work out and get everyone else sick as well.
24. Be respectful of the rules, courteous of other members, and the employees enforcing the rules as they are just doing their job.
25. Members, family members, and guests assume full risk of loss and responsibility for damage to their health.
26. Members are not permitted to bring in their own personal trainer. We have certified personal trainers available for members to use.

COURT RESERVATIONS

Bocce Courts –

- Reservations for a bocce court time can be made at the RCC front desk or online at <https://www.mypalmira.org/>.

- All Palmira residents may reserve a bocce court up to 2 days in advance of play. Bocce at Palmira Members can reserve courts up to 7 days in advance of play.
- If you're interested in becoming a Bocce at Palmira Members for an additional fee, please contact the RCC Management.
- Equipment for bocce play can be obtained from the RCC front desk. An item of collateral must be left with the front desk during the rental period.

Pickleball Courts –

- Reservations for a pickleball court time can be made at the RCC front desk or online at <https://www.mypalmira.org/>.
- Pickleball courts may be reserved 5 days in advance of play for all members.
- Equipment for pickleball play can be obtained from the RCC front desk. An item of collateral must be left with the front desk during the rental period.

Basketball Courts –

- Basketball is available on a first come first served basis. Basketballs can be obtained at the front desk of the RCC. An item of collateral must be left while using the basketball.