



# Community Center Policies, Procedures, & Guidelines

**11041 Worton Road, Worton , MD 21678**

**November 1st - April 30th**

Monday- Friday: 8:00 AM-8:30 PM

Saturday: 8:00 AM-6:00 PM

**May 1st - October 31st**

Monday- Saturday: 8:00 AM - 6:00 PM

Times and days are subject to change. The Community Center will be closed on county holidays. Annual emergency drills may require the closing of the facility to the public. Facility use priority is given to the Department and Kent County Government activities.

**Phone Number: 410-778-1948**

**Email: [info@kentparksandrec.org](mailto:info@kentparksandrec.org)**

**Website: [www.kentparksandrec.org](http://www.kentparksandrec.org)**



Revised: August 6, 2024

Kent County Community Center, part of Kent County Parks and Recreation, offers various facilities like a gymnasium, meeting room, fitness room, computer facility, kids' room, kitchen, and administrative offices for patrons to play, learn, and grow.

**Kent County Community Center  
Clarence A. Hawkins, SR. Building**

Kent County Commissioners renamed a facility to honor Mr. Hawkins for his dedicated public service in Kent County and Maryland. Hawkins served in various roles, including at Kent County Public Schools, as a Kent County Commissioner, a Delegate at the Democratic National Convention, and at the State of Maryland Department of Education.

**Facility Access Card Fees**

Annual Fee (Expires one year from date of purchase)

Resident Rates	Non-Resident Rates
Ages 12-21 \$8	Ages 12-21 \$13
Adults \$13	Adults \$26
Seniors 55+ \$8	Seniors 55+ \$13
Replacement Card Fee (Resident and Non-Resident) \$5	

Family Plans (must reside in the same household)

Resident Rates	Non-Resident Rates
Family of 4 \$36	Family of 4 \$46
Additional family members \$8	Additional family members \$13
(must be purchased in a single transaction to receive discount)	

Organizational Plans (Kent County care-based organizations)

Maximum of 15 attendees per visit \$55  
Attendance must be during public hours, the organization must call ahead to confirm drop-in availability and must complete an attendance sign-in sheet naming attendees.

**Benefits of a Facility Access Cards**

- FREE WiFi Access
- Use of Lobby Game Tables (Air Hockey, Foosball, Ping Pong, and arcade Games)
- Lounge in the Lobby (Pub Style Tables, Big Screen TV)
- Open Gym (When No Other Scheduled Use)
- Open Multi-Purpose/Fitness Room (Age 12+ With FAC Only)
- Discounted Exclusive Use Room Rental Rates
- Discounted Daily Pool Admission (KCCC Pool)
- Middle/High School After School Drop-In Center

Gift Certificates are sold at the Kent County Community Center Welcome Desk. Payment methods include cash, credit card, money order, or check. Certificates can be used for program fees, pool passes, entry fees, and more.

**Pool Voucher Policy**

Moving forward, instead of cash refunds, patrons will receive pool vouchers. These vouchers are specifically for customers who had to leave the pool within the initial thirty minutes due to mechanical issues, weather conditions, or hygiene concerns. To claim a voucher, individuals must present a receipt at both KCCC and Millington Pool. At KCCC Pool, returning the wristband is also necessary. If the receipt and wristband are not provided at KCCC Pool, a pool voucher will not be issued.

**Cell Phone Use**

Kindly show consideration for other users at the community center. Individuals engaged in phone conversations may be requested to relocate to the lobby until they have finished their call.

**Video and Photography**

Taking photos or videos is strictly prohibited in the restrooms. Any other filming or photography of another patron in the facility must be pre-approved by the Director of Parks and Recreation (excludes parent/guardian taking photos of their child). KCPR staff reserves the right to take photos of patrons participating in activities/programs. These photos may be used in future marketing material. Adults who do not wish to have their picture taken, please inform the staff taking photos. All KCPR youth are required to have a parent/guardian sign a permission form, which gives KCPR staff permission or not permission to photograph their child.

**Video Surveillance**

Please be advised that the building and grounds are under constant video surveillance.

**Dress Code**

Clothing considered inappropriate by the Department staff will not be allowed. All visitors are required to wear suitable and non-offensive attire. If any clothing is found to be inappropriate or offensive, the individual will be requested to change into more suitable clothing or leave the premises.

**Age Guidelines**

Individuals 11 years old and younger must be supervised by an individual with a Facility Access Card (FAC) 16 years old or older while at the Community Center and the Kent County Community Center Pool. Individuals 11 years old and younger are not permitted in the Fitness Room.

## Assumption of Risk

Users/patrons are responsible for understanding and accepting all risks associated with engaging in recreational activities and programs. It is essential for patrons to thoroughly read and comply with all rules. Kindly be aware that the regulations provided in this manual are subject to modifications and may not encompass all aspects of utilizing the Kent County Community Center.

### Kent County Public Library Worton Computer Facility

The Kent County Public Library (KCPL) collaborates with Kent County Parks and Recreation (KCPR) to provide the KCPL Worton Computer Facility at the Kent County Community Center. This facility offers public access to computers with Internet connectivity, a variety of online library resources, and educational games. Utilization of the computers is subject to the KCPL computer use policy. Additionally, visitors can borrow books on the "trust system." The facility is supervised by KCPR personnel. While a Facility Access Card (FAC) or Library Card is not required to access the Worton Computer Facility or books, visitors without a FAC must register at the Welcome Desk upon entering the Community Center.

### Kent County Cooling/Warming Center

During extreme heat/cold days during the summer/\*winter season (typically July/August and January-March), when activated, the Kent County Community Center (KCCC) Building serves as one of the County's official cooling/warming centers during \*normal hours of operation. Information will be posted on our Facebook page (Kent County Community Center) and Rainout Line when cooling centers are recommended by the Maryland Department of Health and Mental Hygiene. Normal policies and procedures apply for accessing the Community Center outside of cooling/warming center days, including fees as applicable.

\*After hours during the winter, people in need of a place to get out of the cold should contact Kent County Department of Human Services at 410-810-7600 for assistance.

### Rainout Line

Rainout Line at Kent County Community Center and Parks & Recreation Office communicates weather-related closures for various facilities through text, email, Facebook, and their website. Alerts are limited to 140 characters, with additional details available through other methods. Hotline for inquiries: 410-429-1401. Get the free app or sign up for alerts at <https://rainoutline.com/search/dnis/4104291401>.

## Code of Conduct

Patrons engaging in any program or using the services provided by Kent County Parks and Recreation are required to behave respectfully and appropriately. Adhering to the regulations and upholding the six pillars of Character Counts – Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship – is essential for all facility users. Failure to comply may lead to the suspension of privileges. Facility Monitors are authorized to issue verbal and written warnings to maintain the safety of the facility, grounds, and its users. Any Patron who breaches these expectations risks facing suspension, termination of services, or being asked to leave the premises. Staff members have the authority to address observed or reported concerns regarding conduct or disruptive behavior. The following warning guidelines are in place:

- During athletic events, disagreements, disputes, or arguments unresolved within 30 seconds will result in participants being requested to leave. Disputes should be settled respectfully without resorting to violence or intimidation.
- For disruptive or negligent behavior, the offender will first receive a verbal warning to cease the behavior and will be informed of the consequences. If the disruptive behavior persists, a written warning will be issued detailing the unacceptable actions and the possibility of removal from the facility. Continued violations will lead to removal from the facility and grounds.
- Any violent or inappropriate behavior will prompt the immediate removal of the individual from the facility and grounds to ensure the safety of all users and staff.
- Individuals behaving suspiciously or without a legitimate purpose on the premises may be questioned or asked to leave in the interest of safety for all patrons, guests, and staff. If necessary, staff may seek assistance from law enforcement authorities.
- Instances of written warnings and removals from the facility will be thoroughly documented, and if needed, the Kent County Sheriff's Office will be contacted for support.



## Emergency Procedures

The safety of our patrons and staff at the Community Center is a top priority. If a physical altercation occurs, do not intervene. Notify staff/Facility Monitors immediately and allow them or, if needed, the police to defuse the situation.

- **AED:** There is one AED located on the wall outside the woman's bathroom and should only be used by a trained patron or staff in case of an emergency.
- **Fire:** An alarm will sound throughout the building in the event of a fire. Community Center personnel will provide patrons with evacuation instructions. Fire alarms and extinguishers are located conspicuously throughout the facility, however, they should not be used by patrons. The use of open flames and gas fuels is prohibited. Exits, corridors, and hallways must be free of obstructions at all times. Patrons must not stand in aisles of marked exits. The maximum capacity number posted in each room must be followed at all times.
- **Emergency Evacuation Site:** The Community Center serves as the County's official emergency shelter.
- **Active Shooter:** In the event of an active shooter, everyone should evacuate the center in the opposite direction of the shooter by all means available. Find the nearest exit. Do not cross paths with the perpetrator and Do NOT reenter the center. If an exit is not available, find a secure place to hide and barricade yourself. Keep quiet and do not bring attention to your location. Keep calm and wait for instructions from the police.

## Food and Beverage

- **Lobby:** Food and beverages in plastic containers are permitted in the lobby. Any type of food for groups or parties is not allowed in the lobby (unless approved by the Deputy Director/Director)
- **Fitness Room:** Water in a reusable container with a secured lid or squirt spout is allowed in the fitness room. Food, glass bottles, cups without lids, and soda cans are prohibited.
- **Gymnasium:** No food, gum, or beverages (other than water with a secured lid) are permitted in the gym.

Food, gum, and beverage consumption are restricted to the meeting room, kids' room, and kitchen. No glass or breakable containers are permitted.

## MUSIC

Headphones/ear pods must be used when listening to music except for groups with reservations and approved to have music on during group exercise classes.

## Energy Conservation

The conservation and management of utility resources is the responsibility of the Department staff and all contractors.

Air conditioning and heating systems are set by the Department and only the Facility Monitors and Department personnel may adjust the room temperatures.

Refrain from turning on lights in activity or Gymnasium areas unless absolutely needed. Utilize natural lighting (whenever possible).

## Injuries

In case of an injury, kindly notify the Facility Monitor or staff member right away for first aid assistance and incident documentation. Kent County Parks and Recreation, along with Kent County Government, elected officials, and employees, are released from all responsibility and liability for any harm, injury, or loss caused by the negligence of the user or any member in their group.

## Lost and Found

The Department is not liable for any lost or stolen items. Found property will be kept for at least thirty (30) days. If unclaimed within this period by the owner or an authorized representative, the Department will consider the property abandoned and either dispose of it or donate it to a local organization if it's in good condition.

## Pets and Animals

According to the Americans with Disabilities Act (ADA), service animals, which are dogs trained to assist individuals with disabilities, are allowed in our center and pool areas. However, service dogs are not allowed to swim in the pool. Animals that offer emotional support or comfort without specific training are not permitted inside these areas.

## Wheeled Transportation

Bicycles, hoverboards, skateboards, in-line skates, and roller skates are not permitted within the Community Center or on its premises, except for transportation to the center.

## Gymnasium

The Gymnasium has various sports and activities scheduled throughout the week. Call the Welcome Desk at 410-778-1948 to check on availability. Patrons are not permitted to move any equipment. Please ask Facility Monitors at the Welcome Desk for assistance. Hanging or pulling on basketball rims/equipment is prohibited. All equipment must be used for their intended purpose.

## Meeting Room

The Meeting Room is used for various trainings, workshops, and other meetings. The room can suit numerous needs from birthday parties, baby showers, election polling, recreation programs, and classes as needed. The Meeting Room is available for exclusive use outside of scheduled uses.

## Kitchen

The Kitchen is equipped with residential-grade appliances and features plenty of counter space. Use of the Kitchen can be added on to a Meeting Room or Gym exclusive use rental.

## Fitness Room

Before beginning a new fitness routine, consult your physician. Medical clearance is strongly recommended for patrons. Whether it's a treadmill, an elliptical, a recumbent bike, or a seated elliptical, the fitness room has the right cardio equipment for you. We also offer a variety of hand weights, body bars, and stability balls to enhance your workout. Patrons must be 12 years of age or older to utilize the fitness room. Strollers, baby carriers, and children are not permitted to be inside the Fitness Room or Gymnasium while a parent/guardian is participating in a program. To ensure all patrons have an enjoyable experience, the following is expected and required of all patrons who utilize the Fitness Room:

- The use of offensive or profane language will not be tolerated and is grounds for immediate ejection and loss of privileges.
- Please use only one piece of equipment at a time.
- Please don't stare at, crowd, or touch others.
- Please use proper technique and know your body's limits to avoid injury.
- Please don't interrupt others' goals by engaging in lengthy conversations.
- Please keep personal items clear from others.
- If you must make/take a phone call, please step out of the room until the call is over.
- Please use headphones/ear pods when listening to music.
- Please put away and wipe down the equipment after use.
- Report any injuries, and broken or damaged equipment to the Welcome Desk.
- Proper fitness attire is required. Shirts must be worn at all times.
- Cardiovascular equipment is limited to 45 minutes when others are waiting.
- Failure to adhere to our policies may result in loss of privileges.

## Kids Room

The Kid's Room is available to Facility Access Card holders with children ages 18 months to 9 years old. In-room parental supervision of children is required at all times. The Kid's Room will be closed to patrons during the summer months when Kiddie Camp is in session. The maximum capacity is met at 15 children on a first-come, first-served basis. Sick children will not be permitted into the Kid's Room. The Department will deem a child to be sick if they display any of the following symptoms (this list is not inclusive of all symptoms):

- fever (100° or higher)
- diarrhea
- vomiting
- sore throat and difficulty swallowing

- eye discharge that is thick and white or yellow
- unusual spots or rashes
- yellow skin or eyes
- severe coughing

The Kids Room has a wonderful selection of toys so please do not bring any from home.

## Restrooms and Lockers

Personal property may not be stored at the front desk. It is encouraged to leave valuables at home or to secure belongings in the center's lockers (located in bathrooms). Personal locks are required for lockers and must be removed daily. Any locks not removed at the close of each day will be forcibly removed by the Department. The Department is not responsible for items lost or stolen from lockers or for any materials left in lockers overnight.

## Smoking, Tobacco, Drugs, Alcohol, & Firearms

Smoking, smoking devices, e-cigarettes, vape pens, tobacco, cannabis, and drug use are prohibited on county properties. Alcohol is prohibited on county properties except when approved by The County Commissioners Office and Kent County Commissioners. Requests for alcohol permits must be made to the Commissioners' Office at least 30 days prior to event. Firearms are prohibited on county properties.

## Room Rentals

The Community Center has various rooms available to rent for birthday parties, meetings, workshops, and other occasions. For more information regarding room rentals, please call our Welcome Desk at 410-778-1948.

**Kent County Parks and Recreation, along with Kent County Government and its elected officials and employees, are released from any responsibility or liability for any harm, injury, or damage caused by the user's negligence or that of any group member. By participating or attending County-sponsored recreation programs, facilities, or events, users voluntarily consent to:**

- **Being photographed, filmed, or videotaped by a County representative.**
- **The use of these materials for publicity in various media outlets without compensation, as the user relinquishes all proprietary rights and copyrights to the County.**

Kent County  
Community Center Map

