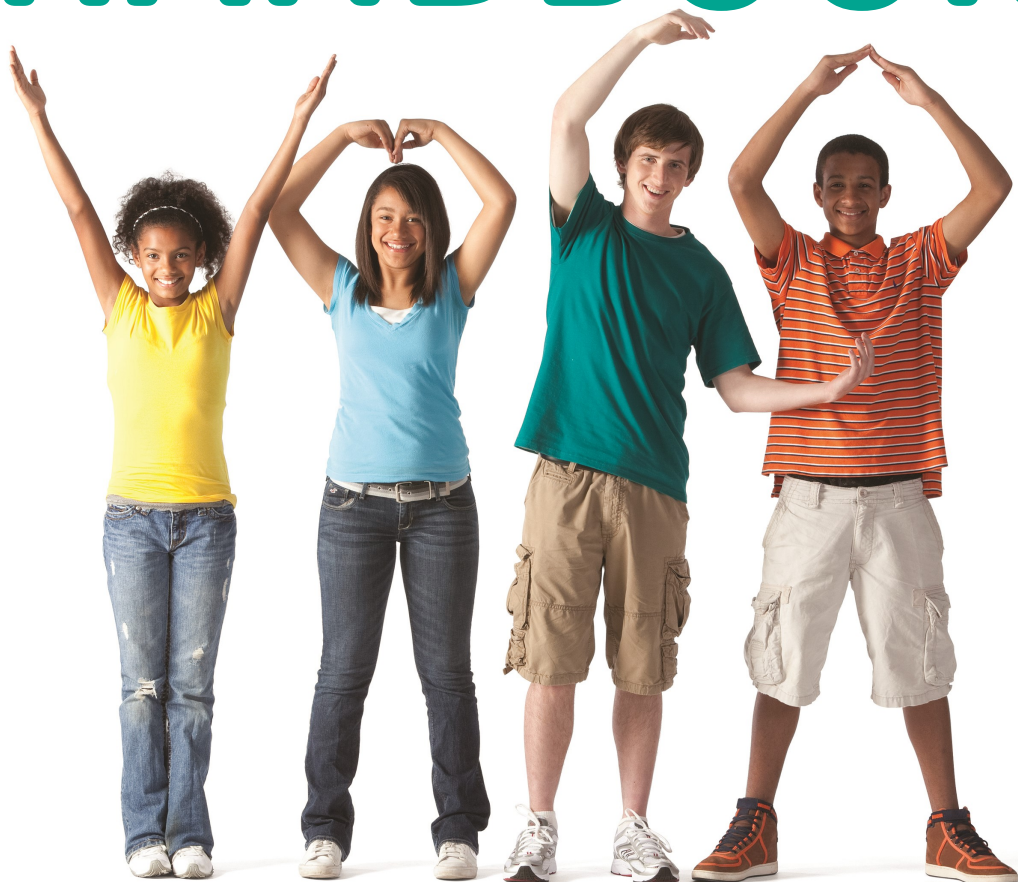




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NEW MEMBER HANDBOOK



History of the Tuscarawas County YMCA

The Young Men's Christian Association was first organized in our county on December 29, 1919 by a small number of forward-looking men. Its primary purpose at that time was to assist and aid the churches in the community in social and religious education. Its first meeting location was above the Bruck's Hardware store on West Third Street in downtown Dover. During the next ensuing years its members met in four different locations in Dover, but still with a very heavy religious influence.



Kappeler, was engaged in plans for a new building. The land for the YMCA's present location was a 10-acre site between Dover and New Philadelphia. Ground breaking was held on May 24, 1970. The YMCA building was paid in full in March 1974.

With the new location and facilities, the YMCA's membership and programs continued to grow and service to the community increased. The outdoor facilities were developed between 1975 and 1985.

In the mid 1920's the active members came to the realization that if the YMCA was to grow in membership and programs, particularly among youth, it must provide facilities that would attract young people and facilities that would emphasize the physical as well as the spiritual aspects of personal development.

In 1985, the Reeves Foundation granted funds to build the warm water teaching pool, whirlpool, and special needs dressing rooms.

Through community subscription, but primarily through the generosity of Andrew Deis, funds were raised for the construction of a YMCA building on North Tuscarawas Avenue in Dover. This building was built and dedicated in December 1928 at a cost of \$135,000.

In 1988, two additional acres of land were secured making the YMCA campus 12 acres. Playing fields were developed. In August 1989, Tom Patton, Executive Director, retired after 40 years of service to the Tuscarawas County YMCA.

During the 1930's the YMCA closed on several occasions and was reorganized and reopened in February 1935 as the Tuscarawas County YMCA. During the 30's and 40's the Tuscarawas County YMCA membership cost, primarily because of economic conditions, was rather negotiable. The YMCA suffered severe financial problems from its inception until the early 1960's.

In 1994, again because of membership growth and participation, another capital campaign was conducted to build another gymnasium and remodeling of the existing building. John Marsh, Sr. served as honorary chairman while Brenton Kirk, Jr. and John Hoopingarner chaired the Phase I campaign and Tom Patton chaired Phase II. A total of \$2,200,000 was raised and the Tom Patton Center was completed and dedicated in the fall of 1997. The Mary Hanhart Chapel was constructed as part of the Phase II construction, made possible by the Richard Hanhart family. An additional parking lot was added in 1998.

After a succession of General Secretaries (Executive Directors) in the 1920's and 30's, the YMCA was fortunate in January 1944 in securing the services and experiences of Miles Durr. He held that position until June 30, 1966. Because of his leadership and guidance, the growth of the YMCA during this period was strong and steady. In June 1949, Tom Patton joined him in this endeavor as Physical Director. The two men working together brought imagination and enthusiasm to the YMCA membership, with a special emphasis on youth. Growth resulted in an ever-growing membership and participation by the community and the vital need of a growing Christian voluntary organization.

Executive Director Keith A. Lands started April 1, 1995. Membership more than doubled by 1989 and the budget now exceeds one million dollars.

Hundreds of volunteers played a very significant roll in program development, membership growth, building expansion, and financial stability in 1950's, 60's continuing to the present time. For this the YMCA will be forever indebted. Volunteer service gave opportunity beyond our wildest imagination.

In 1999, the Phase III Campaign was started under the able leadership of John (Jack) Marsh Jr. This campaign raised \$554,000 and made possible the expansion of the YMCA Wellness Center and indoor track.

In 1967, Attorney M. Paul Redinger prepared the documents for the YMCA endowment fund, which was registered with the Attorney General, State of Ohio on January 19, 1968. Paul made the contribution to activate the fund.

The Renew the "Y" Campaign and project in 2007 - 2008 added a new multipurpose room, youth room, and new entrances, and remodeled much of the original building at a cost of \$3,000,000.

In the mid 1960's, it became evident that the old building could not adequately accommodate the growing membership and the people desiring to take advantage of the programs offered. A new and larger building was essential if the YMCA was to continue to serve and meet the needs of the community. In 1969, under the able and determined leadership of John Marsh, Sr., a capital campaign was undertaken to raise money for a new YMCA building. The campaign raised a total of \$1,325, 141.

The Tuscarawas County YMCA has a proud past and a very bright future as it continues to be a community partner building strong kids, strong families, and strong communities.

Even while the fundraising campaign was in progress, the YMCA Building Committee, under the able leadership of Robert

The Tuscarawas County YMCA is now lead by CEO Tiffany Foxx, who joined the team in July of 2017.

On December 29, 2019 the Y celebrated it's 100th year with a historical timeline mural created by the support of Jane Gingrich (YMCA Board Member), Faith Patton (daughter of the late Tom Patton), and Retired Executive Director Keith Lands.

Due to the Covid-19 pandemic the YMCA was closed on March 16-May 26. The anniversary gala scheduled for spring of 2020 and other special events throughout the year were cancelled.

The Y continues to strive to meet the needs of the community through Youth Development, Healthy Living and Social Responsibility.

(Resources: Tom Patton, Keith Lands, and Tiffany Foxx)



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Newest Member:

Thank you for joining the Tuscarawas County YMCA, an organization committed to strengthening our community through the development of youth, families, and adults. I hope that this is the first step in a lifetime of healthier living by participation in Y classes, programs, and activities.

Please bring your membership card each time you enter the Y. Scan your card on each visit so that we can better track member usage and to maintain the highest possible security. A YMCA App is available to store your membership card and connect you with the building schedules and online registration features.

We also encourage you to take a tour of the facility so that we can answer any questions you might have and schedule a free Start Up Session for our Fitness Center by stopping by our Member Service Center.

With your membership, we have included this handbook with the following information that we think will be helpful to you:

- A short history of the Tuscarawas County YMCA
- Frequently Asked Questions
- Member Code of Conduct
- Building Map
- Information on our YMCA Annual Campaign

Below is a list of staff members who are available to help in any way if you have questions about Y programs or services. Please feel free to contact any of them at 330-364-5511 if you are in need of help.

CEO Meagan Shaheen	Ext. 304
Aquatic Director Stacy Harlan	Ext. 314
Child Care Director Sarah Kessler	Ext. 309
Marketing / Sr. Program Director Kathleen Johnson	Ext. 317
Membership Coordinator Ashley Swiger	Ext. 308
Wellness Director Ryan Hursey	Ext. 320
Youth and Family Director Jeff Bray	Ext. 310
Youth Sports Coordinator Bob Fair	Ext. 306
Property Manager Jay Van Natter	Ext. 313
Gymnastics Coordinator Nancy Smith	Ext. 321

Again, thank you for joining the Tuscarawas County YMCA and welcome to our family of members! We look forward to your participation and involvement.

Sincerely,

Meagan Shaheen, CEO

**Tuscarawas County YMCA • 600 Monroe Street • Dover, OH 44622-2047
330-364-5511 • www.tuscymca.org**

YMCA mission: The Tuscarawas County YMCA is committed to enriching the lives of everyone in our community by the development of healthy spirit, mind, and body through membership services and programs based on Christian principles of caring, honesty, respect, and responsibility.

A United Way Agency



Welcome!

We are glad that you belong to the Tuscarawas County YMCA, **The Family Place**. This handbook is for your information, resource, and help. If you have any questions about the policies or procedures of the Tuscarawas County YMCA, please ask any staff member for assistance or clarification.

OUR MISSION

The Tuscarawas County YMCA is committed to enriching the lives of everyone in our community through the development of healthy spirit, mind and body through membership services and programs based on the Christian principles of caring, honesty, respect, and responsibility.

Frequently Asked Questions

WHAT IF I FORGET OR LOSE MY MEMBERSHIP CARD?

All members are asked to carry their membership card or app with your barcode and present it each time you enter the Y facility. Lost cards must be replaced at a cost of \$5.00. Allowing another person to use your membership card is grounds for termination of membership without refund. Membership cards are the property of the Y. Youth under age fifteen must be accompanied by an adult.

HOW DO I REGISTER FOR PROGRAMS OR CLASSES?

Members always have the opportunity to register first for programs and classes online at www.tuscymca.org or at our member service center. Registration dates are listed on our program guide and are usually the week prior to program start date. Class schedules may change due to enrollment and class space. You may withdraw from a program before the first class. An account voucher, less a \$5.00 cancellation fee, will be issued. There are no refunds or credits after the first class unless accompanied by a doctor's excuse. Only a Director can issue a credit. Classes missed due to weather will *not* be made up.

CAN I BRING A GUEST?

You are encouraged to bring prospective members to try the Y by contacting the Member Service Coordinator or Membership Director to make arrangements.

WHAT LOCKER ROOM SHOULD I USE? SPECIAL NEEDS / FAMILY LOCKER ROOM

This area is available for individuals who need the handicap accessible shower area. This area may also be used when a parent of the same sex is not available to help a child change clothes in the youth locker rooms. Please remember that children are not permitted in adult locker rooms, and youth locker rooms should be used whenever possible.

LOCKER ROOMS

The Y has five locker rooms available for use. The Men's and Women's locker rooms are open to all adult members and guests ages 18 and older who are out of high school. The boys' and girls' locker rooms are open to all youth members, guests, and adults who wish to use the locker room with their children. Parents with children under the age of 36 months must use the youth locker rooms. **Youth under the age of 18 are not permitted in the adult locker rooms at any time.** Family/Special Needs locker room is for Dads who bring young daughters who need assistance (or Moms who bring young sons). If both parents are available, please use youth locker rooms so that we can keep this

area open for single-parents or wheelchair bound individuals needing this area. Thank you.

CAN I USE A LOCKER WITHOUT RENTING IT?

Lockers are available for use in all five locker rooms. Please lock your locker while using the Y and then take your lock and personal belongings with you when you leave. Locks cannot be left on lockers overnight. Some full size and kit lockers are available for rental on a yearly basis in the adult locker rooms. Check at the Member Service Center for details.

CAN CHILDREN USE THE STEAM, SAUNA, OR WHIRLPOOL?

The steam room, sauna, and whirlpool are available for adult member use. Must be 18 and out of high school. Limit your stay to 10 minutes and do not exercise while using these areas, or use them immediately after exercising. Persons suffering from heart disease, diabetes, hypertension, or pregnant women are encouraged not to use any of these facilities.

HOW OLD DO YOU NEED TO BE TO ENTER AND USE THE FITNESS CENTER?

Youth 15 and Over may use the Wellness Center without adult supervision. **Youth 12-14** may use the Wellness Center while being supervised by a responsible adult. Our **Youth Fitness Center for ages 7-14** is located on the main gym balcony. Use the Patton Center stairwell to enter. This area is accessible during main facility hours. A start up session is available free of charge and recommended for all members. Call the Y at 330-364-5511 or stop by the MSC to schedule your session. Anyone misusing the equipment may be asked to leave.

CAN I RESERVE A RACQUETBALL COURT?

Adult members may reserve racquetball courts by calling the Member Service Center up to 2 days in advance. There is no cost to play or reserve courts. Reservations are for one hour only. Courts can also be used for wallyball.

CAN ANYONE USE THE GYMNASTICS CENTER?

The Patton Center is open for programs and teams during scheduled and supervised times only. Any person using gymnastics equipment during unscheduled or unsupervised times is subject to membership termination.

WHAT IS THE FAMILY ADVENTURE CENTER?

Come explore our climbing wall & cargo net in this unique indoor playground. This play area is for children ages 3 through 10. This area is also available for party rentals. Members may open the room to play with younger children during open hours. Adult must stay in area during playtime. Stop by the Member Service Center to sign out the key.

WHAT IS OPEN GYM?

The Y gyms are scheduled for various activities and open recreation times. Refer to the current gym schedule for available times. Adult times are open to adult members ages 18 and older and out of high school. Open gym is for all ages. High school gym is for 9th-12th grade. Youth gym is for 1st-8th grade. During open times; if there are 16 or more people in the gym there will be half court play. Dress code for gym: Men may go shirtless only if they remain in the gymnasium. Clean gym shoes must be worn for any activity. Please no food in the gym. Profanity will NOT be tolerated. Fighting will NOT be tolerated. No hanging on hoops or nets. If any of these rules are broken, the Y staff has the right to ask you to leave.

CAN I TAKE PICTURES IN THE Y?

Carrying of and the use of photographic equipment, including cell phones, is prohibited in all locker rooms, dressing areas, and rest rooms. Violation of this policy will result in the termination of membership privileges. The use of photographic equipment in other areas of the Y is permissible with the approval of the Executive Director.

WHAT IS CHILD WATCH AND IS THERE A CHARGE?

Free Child Watch (Babysitting) is available for members using the Y. Parents must stay in the building while their children are in the Child Watch area and children may be left for no longer than 75 minutes. This is a no shoe zone so please have socks available for your child. Please do not bring sick children into the Child Watch room. Hours vary and are available by calling the Member Service Center, or going to www.tuscymca.org.

FINANCIAL ASSISTANCE

Each year the Y provides financial assistance for deserving area youth and families through the YMCA Annual Campaign. At the Y, one of our most important goals has always been to enrich the lives of kids in our community; but when some are left out, it leaves us all a bit poorer. Y activities help children develop valuable skills, gain confidence, and build self-esteem. Financial assistance is based on ability to pay. It is the policy of the Tuscarawas County YMCA that no child be denied membership or program participation by reason of inability to pay fees. Funds made available for financial assistance are provided through this Campaign.

YMCA ANNUAL CAMPAIGN

This ensures that no child is ever denied the opportunity to participate. It is only through the caring generosity and support of individuals and businesses like you, that the Y is able to provide help. Every donation is welcomed and needed. Every dollar is used for direct financial assistance for kids and families and is tax deductible. We hope that you will consider being a part of the YMCA Annual Campaign. With your help we can ensure that the Y is accessible to everyone in our community. A pledge card may be obtained at our Member Service Center.

ACCOMMODATION

The Y is committed to accommodating all persons. If you are in need of special assistance, please contact the Y at 330-364-5511 so arrangements can be made.

NATIONWIDE MEMBERSHIP

Nationwide Membership enables Y members to visit any participating YMCA in the United States.

- Valid for active, full facility YMCA members.
 - Member must use their home Y at least 50% of the time.
 - Program-only participants are not eligible for nationwide membership.
 - Special memberships (group homes, etc.) are not eligible.
- To find a Y in another location, go to www.ymca.net. For more information or to view our updated Privacy Policy visit www.tuscymca.org or contact the Tuscarawas County YMCA at 330-364-5511.

OTHER INFORMATION

1. Smoking, the use of any tobacco products, or e-cigarettes, is not permitted in the Y building or on Y property.
2. Alcoholic beverages are not permitted on Y property.
3. Firearms and other weapons of any kind are not permitted on Y property.
4. Food and drink are not permitted in locker rooms or other activity areas of the building. Please consume food and beverages in the lobby area only.
5. Appropriate shirt, shoes, and shorts are required in all workout areas, including the free weight area.
6. Swimming suits are not appropriate in the hallways or other workout or common areas of the building.
7. No running in the hallways, locker rooms, or pool areas.
8. Profanity is unacceptable in any situation.
9. Respect the rights of others by sharing equipment and space.
10. The Y has the right to remove any person from the facility for unruly behavior or failure to follow Y policies and procedures.

BANK DRAFT TERMS AND CONDITIONS

- I authorize the YMCA and the financial institution named above to withdraw from my account on the third (3rd) or fifteenth (15th) day of each month. I understand that this amount is 1/12 of the current membership rate at the time of the draft.
- I understand that the YMCA reserves the right to increase membership fees as necessary and will notify me in writing 30 days prior to the increase at the address I have given.
- I understand that if I wish to terminate my membership or change my membership in any way, I must give the YMCA a 14 day notice, **otherwise it will perpetually renew.**
- Should my membership deduction not be honored by my bank for any reason, I realize that I am still responsible for the payment, and subject to a Service Charge of \$15 applied by the YMCA. I understand that it is my responsibility to notify the YMCA in writing should I change my financial institution and/or account at any time.
- If I use a credit card, I realize it is my responsibility to update my information when the card expires.
- I understand that there are no refunds given. It is my responsibility to check my monthly bank or credit card statement and report any discrepancies within 30 days to the Tuscarawas County YMCA.

OUR POOL RULES & SAFETY

The lifeguard has complete authority over the pools. If there is any question of unsafe conditions, or unruly behavior, the lifeguard has the authority to require more adult supervision in the water, or to ask anyone to exit the pool or pool area.

1. Swim only when a lifeguard is on duty.
2. Shower before entering the pools or whirlpool.
3. Non-swimmers must remain in the shallow water.
4. A responsible adult must accompany each child younger than first grade in the water at all times in both the large and small pools.
5. Running is not permitted in the pool area.
6. Horseplay and abusive language are not permitted.
7. Gum, food, and beverages are not permitted in the pool area (water in plastic bottles allowed).
8. Starting platforms are for competitive swimming and instruction only, used under the direction of a certified instructor or coach.
9. Swimmers are not to help themselves to equipment, but should ask the lifeguard on duty. **USE OF EQUIPMENT IS LIMITED DUE TO WEAR AND TEAR AND SAFETY REASONS.** Lifeguard will have a list at his/her post of equipment rules and reasons for limitations.
10. Children under the age of 18 may be asked to pass a skill test prior to swimming in deep water.
11. At a **MINIMUM**, there must be a responsible adult **IN THE WATER** for every three (3) children (under age of 18) in the water when using the small pool. If the lifeguard feels there is an unsafe condition present, they have the authority to require more adults to be in the water.
12. Any child requiring flotation devices for assistance must be accompanied by a responsible adult **IN THE WATER** in the small pool. (No inflatables are allowed in the large pool.)
13. Persons with open sores or infectious conditions are not permitted to use any pool (with or without doctor's consent). This includes pink eye, ringworm, etc. The condition must be totally healed and absent to be allowed in the water. Any questions can be directed to the Aquatic Director.
14. Disposable diapers and feminine napkins are not permitted in the pool.
15. Parents and others are not permitted to take non-swimmers into the deep water. Any exceptions must be cleared by the Aquatic Director.
16. **ONLY** swimsuits may be worn in the pool. If you have a special situation, please call the Aquatic Director to be cleared to wear other attire. This is for your safety.
17. A lap lane will be available at all times for lap swimmers, unless otherwise noted on the pool schedule. Other pool schedule changes may occur, and they will be posted on doors to the locker room and inside the pool area. We will do our best at notifying as soon as possible.
18. No pool area **EXIT** doors are to be propped open. They are to remain closed at all times. Exceptions **MAY** be made in times of extreme heat and only if approved by the Aquatic Director.
19. The locker rooms are to be used by patrons to enter and exit the pool area. The hallway doors are to be used only by YMCA employees or patrons led by a YMCA employee.
20. Do not hang, sit, or swim over the top of lane lines. This will cause them to break.
21. The phone in the Aquatic Office is to be used for

emergencies only and cannot be used by employees when not on duty.

22. Forward jumps (facing forward only) and dives are permitted from the side. Dives must be in a minimum depth of nine (9) feet.
23. Dives and jumps must be done from the side of the pool. No running up to the edge to jump/dive in.
24. For rentals, only the pool requested for rental will be used. Both pools cannot be used at the same time unless it was requested at the time of the rental.
25. The whirlpool is not available for use during rentals.

WHIRLPOOL RULES

1. Users **MUST** be 18 years of age **AND** out of high school. The Aquatic Director must clear any exception to this rule. Note from doctor is required for approval.
2. Pregnant women, people with cardiovascular or respiratory problems, or anyone under the influence of certain medications, should not use the whirlpool. If you are not sure, ask your doctor.
3. Absolutely no children are permitted in the whirlpool area.
4. Whirlpool use is not recommended immediately after intense physical activity.
5. It is recommended that prior to entering the small or large pool after whirlpool use that you first take a few minutes to cool down.
6. Vigorous activity and total submersion in the whirlpool is not permitted.
7. Questionable or extreme public displays of affection will not be tolerated.
8. No diving or jumping into whirlpool.
9. Whirlpool use should be limited to 10 minutes per visit. If visiting for longer, please take periodic breaks from the water to cool off. Long exposure to high temperatures can be extremely dangerous.
10. Food, beverages (water allowed), cell phones, or radios of any type are not permitted in the whirlpool area. You may leave your cell phone and/or radio with the lifeguard during whirlpool use.
11. Water temperature will not exceed 104 degrees Fahrenheit.
12. The whirlpool will be closed during swim meets.

DEEP WATER TEST

The following procedure should be used to test anyone under the age of 18 years during any recreational, family, or rental activity, to ensure that they are a capable swimmer in the deep water.

1. The swimmer will enter the deep water by jumping in at the deepest end of the pool beside the diving blocks.
2. The swimmer will recover to the surface of the water and tread water for a minimum of 10 seconds.
3. The swimmer will swim front crawl stroke with rhythmic breathing (face in the water breathing in front or to the side) to the middle of the pool.
4. The swimmer will then turn to their back and swim on their back to the most shallow end of the pool.

This is a standardized Deep Water Test that all lifeguards must use when testing.

Requirements for Online Signup

All Y members and other program participants are welcome to register online for Y programs and activities. Y members are given the first opportunity to register for programs either online or in person, and then other program participants are encouraged to register online or in person at the Y. Get started by visiting our website at www.tuscymca.org and clicking the online registration button.

You will need a valid email address that will be associated with your membership information. This is where receipts will be sent.

If you are a current or past member, or if you have registered for programs in the past, select 'set up your new online account'. If you have never been a member or enrolled in any of our programs or classes, select 'create an online account'. Once you have followed the steps to set up your new online account you may continue to register for classes. The next time you use online registration you will simply login using the information you provided.

As always if you have any questions regarding online registration please feel free to call 330-364-5511 during open hours or stop by our Member Service Center to register.

The Tuscarawas County YMCA also has an app that allows members to see our pool schedule, gym schedule, fitness schedule, register for classes, and store their membership card for easy access. Go to your app store on your smart phone. Search DAXKO. Download app. Search 'Tuscarawas County'. Click on our YMCA name and continue. You may choose to receive notifications from the app as well. We hope you will find the app very helpful. Please do not hesitate to ask questions! Our Member Service Center associates are here to help.

YMCA Member Code of Conduct

The Y is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, individuals are asked to act appropriately at all times when in our facility or participating in our programs. We expect persons using the Y to act maturely, to behave responsibly, and to respect the rights and dignity of others.

Our Member Code of Conduct outlines prohibited actions, but the actions listed below are *not* an all-inclusive list of behaviors considered inappropriate in our facilities or programs.

- Using or possessing alcohol or illegal chemicals on Y property or in Y vehicles.
- Smoking on Y property – the Y and its property is a smoke-free environment.
- Carrying or concealing a weapon or any device or object that may be used as a weapon.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior.
- Physical contact with another person in an angry, aggressive, or threatening way.
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting.
- Sexually explicit conversation or behavior; any sexual contact with another person.
- Inappropriate, immodest, or sexually revealing attire.
- Theft or behavior that results in the destruction or loss of property.
- Loitering within or on the grounds of the Y.
- Use of cameras or cell phones in the Y locker rooms is prohibited and may lead to suspension of the Y membership.
- Anyone taking pictures of another person without their permission and knowledge will be prosecuted by the Y. This may also lead to the suspension or termination of the membership.

In addition, the YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages. Members and guests are encouraged to take responsibility for their personal conduct and safety. Members and guests are encouraged to report any inappropriate behavior or conduct that violates this code to a staff person or building supervisor on duty. In order to be able to carry out these policies, we ask that members and guests identify themselves to staff when asked.

The Executive Director will investigate all reported incidents. Suspension or termination of Y membership privileges may result from a determination by the Executive Director if in his/her discretion a violation of the YMCA Member Code of Conduct has occurred.

TUSCARAWAS COUNTY YMCA

600 Monroe Street, Dover Ohio
330-364-5511 www.tuscymca.org

MAP KEY

-  Stairs
-  Locker Rooms
 1. Men's - Upper Level
 2. Boy's - Lower Level
 3. Women's
 4. Girl's
 5. Family Dressing Area & Special Needs Locker Room
-  Restrooms Ground Floor  Lower Level
-  Office Areas / Storage Areas
-  Emergency Exits

