

Recreation Advisory Board Agenda

Monday, April 22, 2024 Recreation Center 900 West Via Appia 6:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to 1-719-359-4580 or 1-833-548-0276(Toll Free)
 Webinar ID #886 7577 1709
- You can log in via your computer. Please visit the City's website here to link to the meeting: <u>www.louisvilleco.gov/rab</u>

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at KathyM@LouisvilleCO.gov.

- Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Staff Updates
 - Space Allocation Presentation-Julie Seydel and Jesse Degraw

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

Recreation Advisory Board

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- Golf Updates- David Dean and David Baril
- Recreation & Senior Services Update-Kathy Martin
- Director Updates-Adam Blackmore

VII. Board Updates

• Outdoor Rec Amenities

VIII. Discussion Items for Next Meeting

IX. Adjourn



Recreation Advisory Board Meeting Minutes

March 18, 2024 Recreation Center 900 West Via Appia 6:30 PM

Call to Order – Chairperson Norgard called the meeting to order at 6:30.

Roll Call was taken and the following members were present:

Board Members Present: Dick Friedson, Angie Layton, Douglas Minter, Lisa Norgard, Mary O'Brien, Michele Van Pelt

Board Members Absent: Gene Kutscher

Staff Members Present: Kathy Martin

City Council Members Present: Deb Fahey, Judi Kern

Public Members Present: Lindsay Neville, Christine Vogel

Approval of Agenda – The agenda was approved by all members.

Motion: Michele Van Pelt Second: Lisa Norgard

Approval of Meeting Minutes – The minutes from the February 26 meeting were approved as written.

Motion: Angie Layton Second: Lisa Norgard

Public Comments on Items Not on the Agenda - None

Staff Updates

Boulder County Area Agency on Aging – Linsday Neville & Christine Vogel

 The Boulder County Area Agency on Aging (AAA) is funded under the Older Americans Act. Services include meals, transportation, health promotion,

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benefits enrollment, non-medical in-home services, caregiver support, and more. The agency provides Medicare classes and counseling.

- A survey is completed every four years, based on the AARP Eight Domains of Livability and other broad themes. The survey results will be available in May. Kathy can make sure that the data is shared with the City Administration and City Council.
- The number of seniors is increasing substantially. Demand for services will increase for at least 30 more years, while the number of family caregivers is decreasing. Stigma and negative perceptions about aging and older adults can discourage people from seeking available aging services.
- Accessibility, availability, and affordability of housing are critical concerns for older adults. Renters are cost-burdened, and maintaining a home can be at least a minor problem. 84% of Louisville's older adults reported that the availability of affordable, quality housing is fair or poor. 81% of Louisville's older adults said availability of accessible housing is fair or poor. About 1000 seniors live alone in Louisville, primarily women.
- The agency focuses on priority populations: BIPOC (Black, Indigenous, People of Color) residents, caregivers, LGBTQ+ older adults, long-term care residents, lower and middle-income older adults, mountain residents, solo agers, and justice-involved older adults.
- While a large majority of seniors approve of the overall quality of the current transportation system in Louisville, 25% of older adults in Louisville have at least a minor problem with safe and affordable transportation. VIA and FlexRide provide some alternative transportation.
- The biggest issue for the AAA is funding. One-time federal funds are nearly gone, and funding will return to 2018 levels. Homestead money from the state is no longer available.
- The Long-Term Care Ombudsman Program is managed by the AAA, with the goal of monitoring care issues in residential care facilities.
- When asked about programs to help seniors shovel snow in the winter, the AAA reps explained that Snow Busters is set up to help lower-income seniors. Angie Layton expressed support for a previous Louisville program that encouraged young people to volunteer for this type of work.

Golf Updates – none

Recreation Updates - Kathy Martin

CIP Updates

- Kathy presented the CIP list. The Rec Center requests are substantially the same, but some numbers have been modified. Red numbers indicate that staff is waiting for a quote.
- Kathy reported that there is a leak at Memory Square, and the pool is losing significant water. This may be an additional project to add to the CIP list or request from City Council.

- Golf CIPs: Dick Friedson wanted to know why the golf clubhouse engineering was pushed to 2026 instead of this year. RAB members support moving this to 2025. Kathy will follow up to see if the date can be changed.
- Parks CIPs: Mary O'Brien stated that the two east courts at Centennial Park need to be renovated this year, not in 2026. Cracks on these courts were repaired last year, and the repair only lasted a short time. Now the cracks are back, and they will get worse. When Abby came to the RAB last year to ask for feedback about which courts to repair first, the tennis players on the Board advised that Centennial courts should be repaired first. Instead, the Rec Center courts were repaired and the single court at Mission Greens Park is being renovated.
- Parks CIPs: Kathy explained that the Cleo Mudrock Park proposal will redo the ballfields and change the configuration from two to three ballfields.
- Parks CIPs: Douglas Minter noticed that the skateboard park was not listed. Kathy said that the skateboard park does need some significant maintenance, and she will follow up on that.

Board Updates

Discussion on City Council Presentation

- Lisa asked the RAB to prioritize our goals. Gene Kutscher wrote that he would like to prioritize a fifth tennis court at Centennial Park. RAB members agreed that it's challenging to prioritize items with vastly different costs.
- After discussion, RAB members agreed to list the work items as High Priority, Medium Priority, or Low Priority. RAB members believe that all the projects are important.

Building a new Golf Clubhouse – High Priority
Converting the Inline Skate Rink into six Pickleball Courts – High Priority
Renovating the east Tennis Courts at the Centennial Park – High Priority
Adding a fifth tennis court at Centennial Park – Medium Priority
Finding land and building a Soccer/Multipurpose Field Complex – Medium
Priority

- Michele Van Pelt talked about the possibility of working on a bond issue for outdoor recreational amenities. That is a large project and would require support from City staff.
- Douglas suggested looking at neighboring communities who have replaced golf clubhouses to learn how the clubhouses were planned and funded. Some of this was in the consultant's report, but more current information may be available now. David Baril and Kathy can check this out.
- The RAB plans to submit a Memo to City Council regarding the Work Plan and CIPs.

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Discussion Items for Next Meeting

Staff Updates
Golf and Golf maintenance update
Outdoor Rec Subcommittee Update
Rec Center Facility Use (allocation of gym time)
Golf Course Update, report on comparable clubhouse constructions
Board Updates

Adjourn – The meeting was adjourned at 8:28.

Motion: Lisa Norgard Second: Michele Van Pelt



Memorandum

To: Recreation and Golf Advisory Board

From: Julie Seydel, Recreation Manager and Jesse DeGraw, Sport Supervisor

Date: 4/22/24

Subject: Gymnasium and Turf Gym Facility Usage Guideline

Purpose:

The purpose of this agenda item is to inform the RAB of the current guidelines of allocation of space for the gymnasium and turf gym.

Background:

The Louisville Recreation & Senior Center expansion in 2019 included the addition of an indoor turf gym. The task force received valuable citizen input regarding programs they considered important to consider in the space, which included youth birthday parties and youth sports, along with revenue generating rentals.

Facility operating hours 95.5 hours per week (75.5 weekday and 20 weekend)
Snapshot of usage in April: Pickleball 23 hours, Basketball 5.5 hours, Fitness classes 15 hours (half only), Recreation Center programs 7 (half only), Table Tennis 6.5 hours.

Revenue generation for the turf gym rentals and parties for 2023 amounted to \$31,363.10, and for January to March 2024, revenue collect was \$11,503 for the turf gym.

The goal is to balance scheduled specific usage with drop-in opportunities, catering to different demographics with a focus on youth ages 11-14, who's usage of the center is restricted to the second floor, primarily in the gymnasium and turf gym. Prime time hours for youth and family are between 4 pm to 7 pm, which should be optimized for maximum drop in times.

The centers schedules are seasonal, with adjustments made for in-house soccer leagues during January to February using the turf gym for practice week nights 4-7pm and then Saturdays from 8.15-3.00pm. The demand for rentals during these months is also at a peak during the winter months. Indoor programs and rentals during the summer day time hours are curtailed, as more youth are in the building and the warmer weather lends the opportunity to utilize the outdoor facilities.

Next Steps:

Gather feedback from the board regarding priority of space allocation to ensure we effectively balance sport-specific usage and programs between the gymnasium and turf, with a focus on availability for youth under 14 and drop in availability for members.

Gymnasium and Turf Gym Facility Usage Guidelines

Space allocation guidelines will:

- Ensure that space allocation aligns with community values;
- Recognize the benefits provided by a variety of quality recreational opportunities, as they support the mission of promoting physical and mental and social well-being of the community;
- Balance competing demands for access;
- Optimize usage among facilities and hours of operation;
- Establish fair, transparent and consistent practices for space allocation;
- Recognize the need for flexibility to respond to changing conditions

The following criteria is used for priority order:

- 1. Internal Louisville Recreation & Senior Center programs and fitness classes
- 2. Contracted internal programs
- 3. Open gymnasium/turf time for drop in usage by members and visiting guests
- 3. Sport specific drop in time (basketball, pickleball, volleyball, etc)
- 4. General public rentals

Space is allocated seasonally:

- 1. Reservations open to the general public on the first day of each season's registration dates.
 - a. December (Jan-April)
 - b. April (May-August)
 - c. August (September December)
- 2. Allocation of space is modified seasonally to ensure a balance between programmed times and drop in allowance.
- 3. Priority is given to drop in usage during no school days for BVSD, and schedules are modified accordingly.

Upon processing request for facility rentals, the Louisville Recreation & Senior Center will also consider the following:

- a. Partner groups that are established providers of quality programs
- b. Previous year's performance of the renting organization or individual including:
 - a. Adherence to policies and procedures
 - b. Overall conduct of users at the facility
 - c. Treatment and condition of the way facilities were left
- c. Historical use of facilities and relationship with the City of Louisville.

Turf Birthday Parties / Summer Day Camp:

- 1. Reservation time slots for public rentals for birthday parties:
 - a. Saturday 12 pm 2 pm and 2:30 pm 4:30 pm
 - b. Sunday 12 pm 2 pm and 2:30 pm -4:30 pm
 - c. Occasionally an opportunity for 9:30 am 11:30 am either weekend day to accommodate demand
- 2. Saturday indoor youth soccer receives priority for internal program February March
- 3. Summer Day Camp (internal program) receives priority for 10 weeks in the summer to host the licensed program (Monday Friday)

In 2019 the Recreation Advisory Board requested that staff provide written policy for the allocation of facility space to include: Recreation Center pools, youth classrooms, senior center rooms, hardwood gymnasium, turf gymnasium, Memory Square pool, athletic fields, tennis courts and the general facility including the pool party rooms. Space allocation guidelines will:

- Ensure that space allocation aligns with community values;
- Recognize the benefits provided by a variety of quality recreational opportunities, as they support the mission of promoting physical and mental and social well-being of the community;
- Balance competing demands for access;
- Optimize usage among facilities and hours of operation;
- Establish fair, transparent and consistent practices for space allocation;
- Recognize the need for flexibility to respond to changing conditions; and
- Develop and enhance relationships and/or partnerships that will promote community values.

Facility allocation guidelines have been established to provide

Youth classrooms:

Moose & Bear Rooms in Youth Wing

- 1. Recreation & Senior Center Internal Programs
- 2. Contractors with the Recreation & Senior Center
 - *Based on historical usage and previous performance
 - *New contract proposal request shall not compete/conflict with current internal or contracted programs
- 3. General Public

*seek other rooms for availability before booking youth rooms as many classroom materials are unable to be locked away and are not appropriate for public use

Reservations

Licensed Programs- Preschool and Summer Day Camp

Reserved annually, have specific guidelines based on licensing rules and regulations

Enrichment Classes and Contractor Classes

Reserved by catalog

Senior Program Classrooms:

The Paramount is considered the senior (60+) Lounge whenever the Recreation & Senior Center is open. Senior Services typically programs the Brooks, Crown, Kitchen, Imperial, Hecla, Centennial Games, Sunnyside and Matchless Rooms during the hours of 8:00am-4:00pm, M-F.

- 1. All drop in/regularly scheduled programs/meal site are booked a calendar year in advance.
- 2. Other programs scheduled per catalog are booked within the catalog months when programming.

The following criteria is used for priority order:

- 1. Internal Recreation & Senior Services programs (drop in programs, classes, lunch, etc.)
- 2. All Co-Sponsored* groups internal programs and events (BC Medicare, Tax Aid, etc)
- 3. All contracted internal programs (Painting, Tai Chi, Computer, etc.)
- 4. General Public

*Co-Sponsored means: a community program that provides information or a service for older adults that is not for the purpose of advertising or soliciting business for any gain.

- a. Groups that provide a service that the City of Louisville is not providing to the public
- b. Co-sponsored groups may not offer a competing service with the City of Louisville programs

Pool Allocation Procedures (Memory Square and Recreation Center Pools)

- 1. Established organizations will be given the opportunity to reserve approximate dates for the pool in the following year dependent on adherence to required performance guidelines at the end of the season. They will have till the following dates pay the deposit and secure their requested days, times and lanes before it is open to general public.
 - a. October 1st (Jan-April)
 - b. February 1st (May-August)
 - c. June 1st (September December)
 - d. Reservation Requests can be submitted at any time through the year. Pool reservations will be open dependent upon Pool availability after allocated organizations have secured their Pool needs or past the reservation request cutoff.
- 2. A \$50 deposit for each pool reservation will be required at time of request. Pools will not be secured, and can be reallocated, until deposit is received.
- 3. Pool reservations cancelled by user with more than 30 days' notice will receive full refund (refund checks may take up to 3 weeks to be returned).
- 4. Pool reservations cancelled with fewer than 10 days' notice will receive NO refund.
- 5. Pool reservations cancelled by Louisville Parks and Recreation Department due to inclement weather will be moved, rescheduled as pool availability allows or may be refunded in full.

The following criteria shall be used for the allocation of pool space in this priority level order if your program or pool allocation does not have a conflict with another city program or established contracted program:

- 1. All City of Louisville programs
- 2. Contracted programs
- 3. Boulder Valley School District programs and events
 - a. Louisville based schools will be given priority, this includes private schools within Louisville

- 4. Nonprofit youth organizations
- 5. Nonprofit adult organizations
- 6. For profit groups within the City of Louisville
- 7. For profit groups located outside the City of Louisville

Upon processing request for Pool the City of Louisville will also consider the following:

- a. City of Louisville Pool facility impact to daily users. Only one large group rental will be allowed between Memory Square Pool and the Recreation & Senior Center.
- b. Groups that are established providers of quality programs.
- c. Previous year's performance of Guidelines:
 - a. Adherence to policies and procedures
 - b. Overall conduct of players, fans, coaches and teams on the pool and adjacent facilities
 - c. Treatment and condition of the way pool and facilities were left
- d. Historical use of pool and relationship with the City of Louisville.

Athletic Field Allocation

The following criteria shall be used for the allocation of Fields in this priority order:

- 1. All City of Louisville Parks and Recreation programs
- 2. Other City of Louisville department programs
- 3. All Co-Sponsored groups programs and events
- 4. Boulder Valley School District programs and events
- 5. Nonprofit youth organizations
- 6. Nonprofit adult organizations
- 7. For profit groups within the City of Louisville
- 8. For profit groups located outside the City of Louisville

Hardwood Gymnasium Allocation

The following criteria shall be used for the allocation of gymnasiums in this priority order:

- 1. All City of Louisville Parks and Recreation programs including drop in usage
- 2. Other City of Louisville department programs
- 3. All Co-Sponsored groups programs and events
- 4. Boulder Valley School District programs and events
- 5. Nonprofit youth organizations
- 6. Nonprofit adult organizations
- 7. For profit groups within the City of Louisville
- 8. For profit groups located outside the City of Louisville

Turf Gymnasium Allocation

- 1. All City of Louisville Parks and Recreation programs including drop in usage.
- 2. Other City of Louisville Department programs
- 3. All co-sponsored groups programs and events
- 4. BVSD program and events

- 5. Nonprofit youth organizations
- 6. Nonprofit adult organizations
- 7. For profit groups within the City of Louisville
- 8. For profit groups located outside the City of Louisville

Tennis Courts

Recreation Center Courts will be used as the primary site for Recreation Center tennis programs. Recreation Center Courts will not be available to rent.

Centennial, Pirates and Mission Green courts will be available for drop in usage and rentals.

The following criteria shall be used for the allocation of Tennis Courts in this priority order:

- 1. All City of Louisville Parks and Recreation programs including drop in use
- 2. Other City of Louisville department programs
- 3. Boulder Valley School District programs and events
- 4. Nonprofit youth organizations
- 5. Nonprofit adult organizations
- 6. For profit groups within the City of Louisville
- 7. For profit groups located outside the City of Louisville

Upon processing request for facilities the City of Louisville will also consider the following:

- a. Partner groups that are established providers of quality programs for Youth and Adult Sports
- b. Previous year's performance of Permit Holder including:
 - a. Adherence to policies and procedures
 - b. Overall conduct of players, fans, coaches, teams and users on the facility requested and adjacent facilities
 - c. Treatment and condition of the way facilities were left
- c. Historical use of facilities and relationship with the City of Louisville.

Athletic Co-sponsored groups:

- a. Groups that provide a service that the City of Louisville is not providing to the public
- b. Co-sponsored groups may not offer a competing service with City of Louisville programs
- c. Co-sponsored groups must be groups that are established providers of quality programs for Youth or Adult Sports and have long outstanding relationships with the City of Louisville
- d. Co-sponsored groups must create by-laws and procedures and carry the appropriate insurances
- e. A co-sponsored group will be required to pay a fee, to the City of Louisville, based on participant participation, athletic field and light usage and maintenance.
- f. Co-sponsored groups are limited to the athletic fields and courts within the City of Louisville jurisdiction.

General Facility Rentals

All rooms within the facility including the pool party rooms will be available on a first come first serve basis beginning on the first day of established registration dates per catalog. If multiple requests for the same facility and times are requested a co-sponsored group would be given priority. All service providers would have the same access to renting rooms on space availability. (Chiropractors, wellness coaches etc.) Public lounge areas of the facility are not available to rent to the general public.

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Facility Usage Report

Facility	Description	Use Date	Hours Used	Hours Open	Percent	
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- 31.59%

Percent Of Total Hours That Facilities Were Used:

Total Unique Receipts In Report: 356
Average Dollars Per Receipt: 100.15

Note: All percentages are calculated based on the lesser of the TIME RANGE

ENTERED and the OPEN/CLOSE TIME RANGE of the facility. The MAXIMUM

AVAILABLE HOURS figure only includes the PARENT HOURS of an

overlapped facility.

Louisville Recreation Center Turf Gym-Feb

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Louisville Recreation Center Gym-Feb

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^{**}On Friday 2/2 & Monday 2/19 the ENTIRE Gym will be CLOSED from 6-8pm for the Lousville Basketball program.

Louisville Recreation Center Turf Gym-March

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Louisville Recreation Center Gym-March

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				BALL			GY	M	В	BALL	G	YM			
1:00 PM															1:00 PM
					PICKLE	BALL									
2 00 014															2 22 514
2:00 PM			PICKL	.EBALL					0.0	- N.			ODE	- N.I	2:00 PM
									OP GY				OPE GYI		
3:00 PM									01	IVI			011	••	3:00 PM
							OP					PEN			
							GY	M			G	MYM			
4:00 PM										PICKLEBALL					4:00 PM
		PEN YM		FITNES						TOKELDALL					
5:00 PM	G	IVI													5:00 PM
								FITNES							
6:00 PM												1/51/			6:00 PM
					TABLE	TENNIS						KEY FITNESS	TABLE		
7.00 004													TENNIS		7.00 514
7:00 PM				OULT ETBALL								DROP IN	PROGRAM		7:00 PM
			DA3KI	_ , 5/, LL									PICKLEBALL		
8:00 PM										oot Camp kleball, an					8:00 PM
									baske	etball are a	all drop-in				
									activ	ities inclu admissio					
9:00 PM															9:00 PM

Louisville Recreation Center Gym-April

	MON	IDAY	TUE	SDAY	WEDN	ESDAY	THUR	SDAY	FRI	DAY	SATU	JRDAY	SUN	DAY	
	North	South	North	South	North	South	North	South	North	South	North	South	North	South	
C.OO ANA															6:00 AM
6:00 AM		FITNESS	DICK	LEBALL		FITNESS	חכאו	EBALL		FITNESS					6:00 AIVI
			PICK	LEDALL			PICKL	LEDALL							
7:00 AM													OD	EN.	7:00 AM
	OPEN	FITNESS				FITNESS				FITNESS			OP GY		
	GYM											FITNESS	G.		
8:00 AM															8:00 AM
		FITNESS	FITNESS		PICKLE	EBALL	FITNESS		FITNESS				PICKLE	BALL	
9:00 AM			FITINESS												9:00 AM
9:00 AIVI								FITNESS			OP	EN			9:00 AIVI
											G۱	/M			
10:00 AM									PICKLI	EBALL					10:00 AM
	PICKL	EBALL													
11:00 AM													TABLE T	FNNIS	11:00 AM
													., ., .,		
12:00 PM															12:00 PM
12.00 PIVI				DULT ASKET			OPI	EN		DULT ASKET	OI	PEN			12.00 PIVI
				BALL			GY	M		BALL	G	YM			
1:00 PM															1:00 PM
					PICKLE	BALL									
2:00 PM			DICKI	EDALL											2:00 PM
			PICKL	.EBALL					OP				OPE		
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							GY	M			G	MY			
4:00 PM															4:00 PM
		PEN		FITNES						PICKLEBALL					
	G'	YM													
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J.50 / IVI					TARLE	TENNIS						KEY			0.30 i ivi
					IADLL	12141413						FITNESS	TABLE TENNIS		
7:00 PM			AD	ULT								DROP IN	PROGRAM		7:00 PM
				ETBALL											
										oot Camp			PICKLEBALL		
8:00 PM										kleball, an etball are a					8:00 PM
										rities inclu	ded with				
9:00 PM										admissio	on.				9:00 PM
0.001111															3.33 1 101

Louisville Recreation Center Turf Gym- April

	MONDAY	TUES	DAY	WEDN	ESDAY	THUR	SDAY	FRI	DAY	SATL	JRDAY	SUN	DAY	
	North South	North	South	North	South	North	South	North	South	North	South	North	South	
6:00 AM														6:00 AM
									PEN IRF					
7:00 AM											PEN JRF		EN IRF	7:00 AM
8:00 AM	OPEN TURF		PEN JRF	OPEN TURF			PEN JRF							8:00 AM
9:00 AM								OP TU						9:00 AM
10:00 AM	OPEN TURF			CL	ASS			CLA	\SS	OP TU		OPI TU		10:00 AM
11:00 AM		CLA	SS			CLA	SS							11:00 AM
12:00 PM						CLA	cc				VATE ARTY		VATE RTY	12:00 PM
1:00 PM						CLF	.33							1:00 PM
2:00 PM	OPEN TURF	OPE TUF			PEN JRF			OP TU	EN					2:00 PM
3:00 PM														3:00 PM
4:00 PM	CLASS	CLA	ASS	CLA	SS	CLA	SS	OP TU	EN IRF					4:00 PM
5:00 PM														5:00 PM
6:00 PM	OPEN TURF	OPE TUR		OP TU		OPE TUF		REN [*]	TAL		KEY OPEN	CLASS		6:00 PM
7:00 PM	RENTAL	RENT	AL	RE	NTAL	ADU DROI SOCO	P IN				PARTY	RENTAL		7:00 PM
8:00 PM														8:00 PM
9:00 PM														9:00 PM

The M-Th 4-5pm Class runs from 4/15-5/8