



GENERAL INFORMATION

The Mitchell Park Teen Center is our drop-in space for middle school teens. With weekday hours during the school year, middle school teens in Palo Alto are able to enjoy all of the recreational amenities the center yields, including pool, foosball, ping pong, video games, basketball, and board games, all in a fun, safe, and supervised space. Member benefits also include: attend all workshop provided at the Teen Center and Special Events at no extra cost!

MEMBERSHIP AND FEES

In order to participate, Teens must review the Rules and Agreements, and submit a completed membership form signed by a participant and parent to Teen Center Staff on your first visit and pay the fee. Once completed, Teens can visit the Teen Center during operational hours. All Teens must check-in first upon arrival and must have their Student ID cards or membership card. Membership forms are available at the teen center or can also be downloaded online: www.mitchellparkteenservices.org/thedrop

SIGN IN/OUT PROCEDURES

When entering the Teen Center, all participants must sign in with the Teen Center staff before participating in any activities. The date and time of participant entry is recorded.

Anytime a participant leaves the Teen Center, they are not required to sign out with Teen Center staff. The date and time participants leave is recorded.

MITCHELL PARK TEEN CENTER RULES

- * Be Kind
- * Be respectful of the staff and each other
- * Listen to the staff
- * No use of inappropriate language or swear words
- * No livestreaming or photography allowed in the Teen Center
- * No sharing electronic devices. All devices must be kept in your possession or in your backpack
- * Do not climb on the furniture
- * Be mindful of your volume level. There is no reason to scream unless there is an emergency
- * Do not take things that do not belong to you
- * Respect each other's personal space, no touching
- * No inappropriate dancing or music
- * Respect the Teen Center and pick up all the trash around you
- * Backpacks and personal items need to be kept in the designated storage areas
- * If you make a mess you are responsible for cleaning up
- * Food may only be eaten at the tables. Please do not eat or drink in the gaming areas.

COMMUNITY AGREEMENTS

- * **Respect Our Community**
Our community includes everyone around us; other teens, staff, visitors, etc. We agree to always treat our community with the utmost respect. We also agree to look out for each other, and ensure that everyone in our community is safe, appreciated, involved, and respected
- * **Respect Our Space**
This is our space! We agree to always make sure our space is safe and clean, and that the use of the space if not harmful to anything or anyone around it.
- * **Respect Ourselves**
We agree to always respect, appreciate, and value ourselves as member of the Mitchell Park Teen Center. We agree to not be afraid to be ourselves, know it's okay to make mistakes, always learn, grow, be safe, and have fun!



RULES AND REGULATIONS

Dress Code

Participants at the Teen Center have the responsibility to dress and appear in a manner that promotes a safe, clean and respectful environment. Participants are expected to dress appropriately. If a participant does not meet the Dress Code Policy, the participant will be asked politely to address the issue.

Drop-In Format

Participation in the Teen Center programs is on a drop-in basis. Participants have unlimited in-out privileges. Staff is not responsible for teens when they leave the Teen Center. Please make arrangements with your teens as to when it is appropriate to leave the facility and with whom.

Enforcement of Facility Rules

Facility rules will be enforced at all times, including, but not limited to: while at the Teen Center, Mitchell Park Community Center, or while going to or from a City-sponsored activity.

Bicycles

Participants may ride bicycles to the Teen Center providing that all traffic laws are obeyed. State law requires participants to wear a helmet while riding their bicycles. Bicycles should be locked to a bike rack to prevent theft. The City of Palo Alto assumes no responsibility for thefts or vandalism.

Vandalism

Damaging city property or the property of others will not be tolerated. Depending upon circumstances, a police report will be filed. Parents will be liable for damages.

Theft

Participants have the responsibility of taking care of their own possessions. Make sure that bicycles are locked. Money should be kept in a safe place at all times. Theft is a serious violation of the law and will be dealt with severely. Participants are discouraged from bringing large amounts of money or valuable items to the Teen Center.

Swearing, Profanity

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed. Final decisions on what is appropriate language shall rest with Recreation Staff.

Fighting is Prohibited

Participants are to use staff to discuss problems they are having with other participants. If a fight occurs, all participants, including bystanders who provoke and encourage such behavior will be subject to suspension. Teen Center Staff will recommend a participant's expulsion for causing serious physical injury to another person, except in self-defense.

TEEN CENTER DISCIPLINARY CONSEQUENCES

Suspension/Recommended Suspension

Suspension from the Teen center requires the participant not attend/participate in any Teen Center activities/programs during the specified amount of time.

Expulsion/Recommended Expulsion

Expulsion from the Teen Center requires the participant no-longer attend/participate in any Teen Center activities/programs.