



# **CAMPUS REC & WELLNESS**

## **Operational Policies and Procedures**

**2025-2026**

# Welcome & Core Identity

## Mission Statement

The mission of ESU's Campus Rec & Wellness is to provide to the University community a safe, rewarding and educational environment designed to promote holistic lifestyles through physical fitness activity, formal and informal competition, leadership development, academic partnerships and opportunities for professional, social and career growth. Guided by Core Values, innovative and diverse programming, and state of the art facilities, the Center's spirited and committed staff pride themselves in fostering an atmosphere of *empowerment* that leads to the healthy development of the whole person.

## Facility Mission

The purpose of the Campus Rec & Wellness department is to provide the ESU community with facilities that are dedicated to open recreation and supports the ever-changing exercise needs of students interested in maintaining healthy lifestyles. Facility utilization is intended for individuals and teams, exclusive of Intercollegiate Athletics, in accordance with the following priorities:

- |                         |                                |                         |
|-------------------------|--------------------------------|-------------------------|
| 1. Open Recreation      | 4. In season Club practice     | 6. Non-CR&W Club Events |
| 2. Leagues              | 5. Out of season Club practice |                         |
| 3. In season Club games |                                |                         |

## The Campus Rec & Wellness Core Values

- **Fostering positive, healthy and holistic lifestyles**

Campus Rec & Wellness strives to provide opportunities for promoting positive, healthy and holistic lifestyles. Our staff uses their strengths and abilities to provide high quality programming to fit the users' needs. We are committed to delivering innovative and creative services that lead to physical, emotional, recreational and social growth.

- **Leadership Development**

Campus Rec & Wellness values the development of our student and professional staff. Many of our staff development models are built with "in-training" components to allow the students the time and attention it takes to truly learn the craft. The Campus Rec & Wellness professional staff trusts and empowers the student staff to mentor one another and lead different planning committees for the programs we offer. We make every effort to promote leadership development to both the student and professional staff by providing encouragement to attend national, regional, and state level conferences. We promote leadership within the Campus Rec & Wellness through meetings and workshops and we also encourage our student staff to take advantage of the other leadership opportunities offered on campus and in the community.

- **Equity, Diversity, and Inclusion**

The Campus Rec & Wellness staff strives to provide programs and services that meet the needs of all individuals regardless of individual ability or background. We intend to provide a place of community for students and our members and to celebrate the diversity that is represented on ESU's campus.

- **Collaboration and Service**

Collaboration amongst other ESU departments and the community is a value the Campus Rec & Wellness espouses. We believe that by utilizing the expertise that is across ESU's campus, the Campus Rec & Wellness department can truly offer the best services and programs to the campus community. We also pride ourselves in the services we have to offer to the campus community and the surrounding East Stroudsburg/Stroudsburg community. We promote the value of service to our student employees and club sport teams by offering the opportunities to volunteer, donate, and give back to the community.

**To be the healthiest and happiest part of your day!**

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# **Way of the Warrior**

## **A Warrior Is...**

- **A CHAMPION OF SOCIAL JUSTICE**
- **COMMITTED TO SELF-GROWTH**
- **WILLING TO SACRIFICE FOR THE GREATER GOOD**
- **POSITIVE, HONEST, LOYAL**
- **RESPECTFUL OF THE ENVIRONMENT AND COMMUNITY**
- **DEDICATED TO EMPOWERING OTHERS**
- **ACCOUNTABLE FOR ONE'S ACTIONS**

# Membership

## General Information

1. Membership grants access to both indoor facilities operated by Campus Rec & Wellness. All membership policies apply to both facilities.
2. Memberships are only available by academic semester. Each semester membership begins on the first day of classes and ends the day before the next semester begins.
  - a. *Example:* A fall membership begins on the first day of the fall semester and ends the day before spring semester classes begin.
  - b. *Example:* An annual membership purchased during the spring semester remains active until the first day of classes the following spring semester.
3. Campus Rec & Wellness offers multiple membership categories (see “Membership Category Definitions and Required Documentation” below). Some categories offer a **Regular** or **Early Bird** subcategory:
  - a. **Regular Membership:**
    - i) Members have unrestricted access to both facilities during all open hours.
  - b. **Early Bird Membership:**
    - i) Monday through Friday, Early Bird members must enter the facility **before 12:00 PM**.
    - ii) This restriction is lifted during summer sessions and when the facilities operate on adjusted schedules for holidays or university breaks.
    - iii) Early Bird members have full access on Saturdays and Sundays during operating hours.
4. Membership fees will be prorated for individuals who join partway through a semester.
5. Membership applications and payments are processed at the Mattioli Recreation Center or Rec B Fitness Center.
6. All members must have an **Ecard**. If a prospective member does not have one, they may obtain it at the **Campus Card Center**, located on the lower level of the University Center. (See “Identification” section for more details.)

## How to Join

- **Complete the membership application** by visiting [ESU.edu/TheRec](https://www.esu.edu/TheRec).
- **Visit either Campus Rec & Wellness facility** with the following:
  - Required documentation for your selected membership category (see definitions below).
  - Payment, accepted in the form of cash, credit card, or check (made payable to SAA).
  - Payroll deduction is available for eligible full-time University Faculty, Staff, and some affiliate employees.
  - Proof of current health insurance is may be requested at sign-up and must be maintained throughout the duration of your membership. Failure to provide proof of coverage will result in membership termination without a refund.
- **Ecard Activation:**
  - Facilities Management will be notified to activate your current Ecard once your membership is approved.
  - If you do not have a current Ecard, you must purchase one at the Campus Card Center.

## Membership Categories and Rates

<b>Membership Category</b>	<b>Fall Rate</b>	<b>Spring Rate</b>	<b>Summer Rate</b>	<b>Full Year Rate</b>
<b>Enrolled Student</b>	Included in University Fees	Included in University Fees	Included in University Fees	Included in University Fees
<b>Graduate Students</b>	\$180.00	\$180.00	\$120.00	\$480.00
<b>Non-Enrolled ESU University Student</b>	Not Available	Not Available	\$60.00	Not Available
<b>Non-Enrolled University Student (Other University)</b>	Not Available	Not Available	\$90.00	Not Available
<b>ESU Non-Enrolled Thesis Student</b>	\$180.00	\$180.00	\$120.00	Not Available
<b>Regular Faculty, Staff, Alumni, and Retiree</b>	\$180.00	\$180.00	\$120.00	\$480.00
<b>Early Bird Faculty, Staff, Alumni, and Retiree</b>	\$120.00	\$120.00	\$120.00	\$360.00
<b>Spouse or Domestic Partner Membership to a Student</b>	\$140.00	\$140.00	\$90.00	Not Available
<b>Spouse or Domestic Partner Membership to a Member</b>	\$140.00	\$140.00	\$90.00	\$370.00

\*All RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

**To be the healthiest and happiest part of your day!**

## Membership Category Definitions and Required Documentation

Category	Definition	Required Documentation
<b>Enrolled Student</b>	The Rec Center fee is charged within University General Fees. Ecard access of the semester is automatically activated upon full payment of tuition and fees.	<ul style="list-style-type: none"> <li>• ESU Ecard</li> </ul>
<b>Graduate Students</b>	The Rec Center fee is no longer charged within University General Fees for graduate students. Any graduate students who are interested in using the rec center, can purchase a membership as a Regular member, or, they have the ability to add the Rec Center fee to the students account.	<ul style="list-style-type: none"> <li>• ESU Ecard</li> </ul>
<b><u>Non-enrolled, University Student:</u></b> <b><u>ESU</u></b> <b><u>or</u></b> <b><u>Other University</u></b>	A matriculating, college student who is not registered for any summer classes. The individual must have been enrolled in the spring semester and be registered for fall semester classes in the same calendar year at either ESU or another University. <b>(This membership is only available in Summer.)</b>	<ul style="list-style-type: none"> <li>• Proof of enrollment in the spring semester and registration for fall semester of the same year at a college or University.</li> <li>• University Identification. e.g. Ecard</li> </ul>
<b><u>ESU Thesis Student:</u></b>	A graduate student at ESU who is not enrolled in classes and has not completed his/her research by the end of the semester s/he was registered.	<ol style="list-style-type: none"> <li>1. Student must present proof of ESU enrollment and payment of tuition for the Thesis credits.</li> <li>2. Driver's License or Ecard</li> </ol>
<b><u>Faculty/Staff:</u></b> <b><u>Regular</u></b> <b><u>or</u></b> <b><u>Early Bird</u></b>	Person currently employed by East Stroudsburg University or its approved affiliate organizations. Currently approved affiliate organizations include Student Activity Association, Inc., ARAMARK, University Ridge, and ESU Foundation.	<ul style="list-style-type: none"> <li>• Current Pay Stub</li> <li>• Ecard</li> </ul>
<b><u>Alumni:</u></b> <b><u>Regular</u></b> <b><u>or</u></b> <b><u>Early Bird</u></b>	Person who has graduated (degree conferred) from East Stroudsburg University.	<ul style="list-style-type: none"> <li>• Official ESU Transcript with a degree conferred date or ESU diploma</li> <li>○ Driver's License</li> </ul>
<b><u>Retirees:</u></b> <b><u>Regular</u></b> <b><u>or</u></b> <b><u>Early Bird</u></b>	Person who officially retired from his/her position at East Stroudsburg University.	<ul style="list-style-type: none"> <li>• ESU Human Resource documentation of retirement from East Stroudsburg University.</li> <li>○ Driver's License</li> </ul>



<b><u>Spouse or Domestic Partner Membership</u></b> <b>(Sponsored by a Faculty, Staff, Alumni, Retiree or Student)</b>	<p><u>Spouse</u>: Two people who are legally married to one another.</p> <p><u>Domestic Partner</u>: Person over the age of 18 that lives with the sponsor in the same residence on a continuous basis for at least the past six months, are jointly responsible for the common welfare and financial obligations of each other, and are not married nor related to one another.</p>	<ul style="list-style-type: none"> <li>○ Driver's License</li> <li>○ Domestic Partnership Agreement/Certification or Marriage Certificate, OR two (2) of the following items: <ul style="list-style-type: none"> <li>○ Driver's Licenses listing a common address</li> <li>○ Proof of joint bank or credit accounts</li> <li>○ Proof of joint mortgage or lease contract that was signed 6<sup>th</sup> months prior to joining.</li> <li>○ Proof of joint utility bills that include electrical, water, sewage or cable.</li> </ul> </li> </ul>
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### Membership Termination

- Memberships paid in full are unable to be canceled and no refunds will be given.
- Faculty & Staff utilizing Payroll Deduction are able to stop deductions at any time which will result in immediate termination of membership.
  - Please email Gerard Morgan at [Gmorgan2@esu.edu](mailto:Gmorgan2@esu.edu) to have payroll deduction stopped.

### Identification & Ecard Requirements

- All users of the rec center facilities must have an Ecard with a picture. To obtain a card, members must visit the Campus Card Center located on the lower level of the University Center between the hours of 8:30 am and 4:00 PM, Monday through Friday. NOTE: Although issued by the Campus Card office, **temporary Ecards are not accepted as a form of ID.**
- Ecard must be presented at each facility
- Cards must be presented upon request.
- False identification will be confiscated and an incident report must be filed.
- Individuals who present false identification or whose Ecard is presented by another individual will be asked to leave and/or may lose Campus Rec & Wellness privileges. E.g. Student passes his Ecard back to a friend behind him. If this is repetitive abuse by the same individual, both parties will be asked to leave.

# Guest Pass Policy

## General Policy & Eligibility

- Members are permitted to sponsor one (1) guest at a time per visit.
- Guests who are 18 years or older may be sponsored by a student, faculty, staff, or alumni member.
- Members who violate the guest policies may lose guest sign-in privileges.

## Guest Pass Cost & Access

- The cost is \$5.00 per visit and grants access to all activity areas.
  - Guests are not eligible to participate in personal training sessions or league play, and must leave the facility when their sponsor exits.
- All guests must be registered at the membership service desk.
- Passes are good for only one day (date of issue), are not refundable, and grant access to both Rec Centers.
- Re-entry is allowed provided the same sponsor escorts the guest in the same day.
  - New waivers must be filled out if a new sponsor escorts a guest in the same day.
- **Individuals seeking admittance to the Rec Center may not solicit a member to sponsor them as a guest. Individuals found soliciting will not be issued a pass.**

## Member's Responsibilities

- Responsible for the conduct of their guest while in the Campus Rec & Wellness facilities and must remain in the same building with the guest.
- Inform the guest of all the Campus Rec & Wellness Department policies, rules and regulations.
- Check out equipment for the guest.
- Failure by a guest to follow any of the Departmental policies/procedures shall be cause for that guest and the guest's sponsor to be immediately removed from the facility.

## Check-In Procedures

1. Both the member and guest must report to the Membership Service Desk upon arrival.
2. They will complete a Guest Pass Form together.
3. The member must present their Ecard, and the guest must provide a valid photo ID as proof of age.
  - Accepted IDs: Driver's License, Military ID, or Passport with a current photo.
4. Both IDs will be surrendered to the staff at the desk. The IDs will be clipped together and securely held for the duration of the visit.
5. The guest pass fee must be paid at the time of check-in.
6. Once complete, the guest and member may enter the facility.

## Check-Out Procedures

1. When the visit is complete, both the member and guest must return to the desk together to retrieve their IDs.
  - If the member leaves first, the guest must also exit the facility.
  - If the guest leaves first, the member may choose to stay.
2. If either individual is not present at check-out, their IDs will not be returned.
  - Any IDs left overnight will be turned in to Campus Police.

## Minors

- The Campus Rec & Wellness Department cannot accept responsibility for the safety and welfare of minor children; Therefore, children under the age of 18, supervised or not, are not permitted access to the Rec Center except as a spectator for Leagues & Club events or on a tour of the facility.
- A guest under the age of eighteen year of age who has entered the facility as a spectator or on a tour and is found to be separated from and/or unsupervised by their sponsor shall be detained by the Campus Rec & Wellness Staff. Once detained, the staff will attempt to locate the sponsor.
  - If the sponsor is found: both the sponsor and minor will be required to leave the facility immediately.
  - If the sponsor is not found: the minor will be transferred to campus police.

## Facility Use & Expectations

### Terminology (Common Definitions)

- **Open Recreation:**
  - Times that members are able to access the various activity areas in the facility.
    - Open Recreation Volleyball: times students are able to play drop-in or pick-up volleyball on an arena court. No organized drills or practices are permitted at any time during open recreation times.
    - Group Fitness class is considered open recreation because it is open to all members.
- **Leagues:**
  - Sports leagues that are organized for students. Campus Rec & Wellness League sports may include but are not limited to basketball, volleyball, and racquetball. Members are the only eligible participants for this program.
- **Club Sports:**
  - Student organizations that are organized around a common sport and are recognized by the Student Activity Association, Inc.
- **Service Desk/Membership Service Desk:**
  - Desks located at the entrance to the facility and in the fitness center that are staffed by Campus Rec & Wellness employees.
- **Participant:**
  - Any member or guest who has checked in at the front entrance with either an Ecard or is signed in. This person has legally and properly entered the facility.
- **Member/ Campus Rec & Wellness Member:**
  - East Stroudsburg University student, paid faculty, paid staff, paid alumni, or paid retiree. Please see the Membership Section for more details.
- **Group Fitness:**
  - Open recreation fitness classes held weekly in the studios for any member to participate. Classes are designed for Campus Rec & Wellness Members who are looking for an organized workout. Each class is led by instructors who have been qualified to teach.
- **Court Shoes:**
  - Shoes that are designed for court sports. These include basketball, tennis, racquetball, volleyball, and cross trainers.
- **Drop-in Play:**

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- Open recreation times that areas are reserved for students to play pick-up in a particular activity. E.g. On an open recreation basketball court, six (6) random students are able to form a game of 3 versus 3 basketball.
- **Activity Area:**
  - Area in the facility that is identified for members use. Activity areas in the Rec Centers include: concourse, arena, racquet courts, fitness center, locker rooms, and elevated track.
- **Student Conduct and Community Standards:** The primary focus of Student Conduct and Community Standards is to administer campus judicial procedures in support of the University's efforts to promote a disciplined community. Student Conduct and Community Standards encourages equality, dignity and mutual respect among members of the campus and the adjacent communities. Student Conduct and Community Standards serves students, parents, faculty and staff as well as the University's community constituents to address student conduct issues by:
  - Assisting in the development, dissemination, interpretation and enforcement of campus policies;
  - Ensuring that the student's right of due process is applied fairly, consistently and effectively;
  - Collaborating with University and community constituents to address student behavioral issues;
  - Providing leadership opportunities for students participating in the disciplinary process;
  - Offering learning opportunities for student violators of campus policies and regulations;
  - Initiating preventative educational activities that address conflict and potential violations of campus policies.

## General Code of Conduct

Participants, members and guests are expected to:

- Be courteous to other facility users
- Follow building/area rules and instruction from the staff of the Campus Rec & Wellness Department.
- Uphold the values of good sportsmanship (*"Sportsmanship is conformance to the rules, spirit, and etiquette of sport. Sportsmanship expresses an aspiration or ethos that the activity will be enjoyed for its own sake, with proper consideration for fairness, ethics, respect, and a sense of fellowship with one's competitors."*). The use of vulgar, obscene, abusive, derogatory and demeaning comments and/or gestures will not be tolerated.
- Wear appropriate workout clothing that does not convey any profane and/or derogatory messages, identified by facility signs, and outlined in the Campus Rec & Wellness Department's policies and procedures.
- Refrain from disrespectful, dangerous, and unsanitary behaviors. (Example: foul language, fighting, spitting in the facility including water fountains, etc.)
- Respect the experience of other members by not using personal radios unless they are used with headphones.

Participants in violation of the conduct code will be asked to leave. Serious incidents or repeat abusers will be subject to sanctions under the East Stroudsburg University's disciplinary system. Sanctions may include, but are not limited to: suspension from the facility, revocation of membership privileges, student disciplinary sanctions, civil prosecution and others.

Fee paying members who are suspended will not have portions of their fees refunded.

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The staff is trained to treat all users with respect. In turn, the Campus Rec & Wellness staff expects to be treated with respect.

## Group & Organization Use

Campus Rec & Wellness welcomes participation from student groups and organizations but requires all users to respect fair access and space limitations.

- **Examples of recognized groups** include: Club Sports, League Teams, fraternities, sororities, and student organizations.
- **Arena Use:**
  - Groups and organizations are **not permitted to monopolize any court(s)** during open recreation.
  - All courts are available on a drop-in basis and must remain accessible to all students unless a reservation has been approved.
- **Varsity Athletics:**
  - Varsity teams are **not permitted to reserve facility space for practices or competitions** unless explicitly approved by the **Director of Campus Rec & Wellness**.
  - Varsity athletes may use the facility **as individual students** during open recreation hours, subject to standard facility policies.
- **Fitness Center & Track Use:**
  - Students may **not exercise in groups larger than four (4)** at one time.
  - No more than **two groups of students from the same team or organization** may use the facility simultaneously.
- **Non-Compliance:**
  - Students or groups who violate these guidelines may be asked to leave the facility.
  - Continued or serious violations may result in **membership suspension** and/or **disciplinary action** against the individual or sponsoring group.

## Assumption of Risk

- Users assume a risk of injury or even death while participating in recreational activities.
- All participants are strongly urged to have regular medical check-ups and carry complete health insurance coverage that includes dental and vision. Members may be required to show evidence of health insurance coverage.

## Injury, First Aid, & Emergency Procedures

- The Campus Rec & Wellness department staff is trained in basic first aid and CPR. If an injury occurs, users are asked to seek assistance from the nearest Campus Rec & Wellness employee.
- If an ambulance is necessary, the Campus Rec & Wellness department staff will contact the university police and implement emergency response procedures. Campus Rec & Wellness employees will not transport injured victims. In any injury situation, the injured person (when possible) and any witnesses will be asked questions for an incident and or accident report.
- Campus Rec & Wellness employees are not trained to give preventative first aid such as wrapping/taping joints or giving ice for sore muscles. Individuals requiring such aid are advised to seek professional attention.
- All participants are financially responsible for all expenses related to injuries and emergency care.

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- First Aid Kits are located behind the service desks. The kits are for minor injuries and are not supplied for preventative applications.
- Automated External Defibrillator (AED) are located on the wall in next to the main entrance service desk in both facilities. They are lifesaving device that should not be played or tampered with to keep in perfect working order in the case of an emergency. A second AED is located on the Track in the Mattioli Rec Center near the speed bag.

## Personal Belongings

- Members are encouraged to store all personal items in a secure/locked location. The Campus Rec & Wellness Department is not responsible for lost or stolen items.
- Personal items including keys, ID's and wallets cannot be left with any staff member in the facility, nor may they be stored on top of or behind any of the service desks.
- Personal belongings may not be stored on the floor in any of the activity areas.
- Storage for personal belongings in the Rec Centers is as follows:

## Locker Rooms

- Lockers are available in both male and female locker rooms and are for day usage only.
- The lockers are free and are available on a first come, first serve basis.
- To prevent thefts, members must supply their own lock.
- A limited number of reservable lockers are available in the Rec B Fitness Center locker rooms.
- Non-reservable lockers must be cleaned out by the end of the day. Locks left at the end of the evening will be cut and contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

## Coin Operated Lockers

- Lockers are located at the main entrance to the Mattioli Recreation Center and in the Lounge in Rec B.
- The lockers are for day usage only. Keys must be returned at the end of the day.
- The lockers are \$0.25. The quarter is returned to the user when the key is returned.
- Lockers are on a first come, first serve basis and cannot be reserved.
- Lockers must be cleaned out by the end of the day. At the end of the evening, lockers will have their contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

## Cubbies Box Storage

- Bags and other personal belongs are highly recommended to be stored in the cubbie boxes located in different areas of each facility.
  - a. NOTE: These are not secure locations! If items are lost or stolen, the owner will take full responsibility for the missing item(s).

## Lost and Found

### *Found*

1. Items found should be turned in at the front desk of each facility.
2. Items not claimed by the end of each month will be donated to charity.
3. Valuable items (jewelry, wallets, etc) will be turned into the University Police.
4. Ecards will be turned into the Campus Card Center within 48 hours.

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*Looking for lost or stolen items:*

1. Inquiries regarding any lost items should be made at the front desk.
2. Members will be asked to fill out an incident report and will be required to take full responsibility of informing the University Police.

NOTE: The Department strongly recommends that all valuables, lost or stolen, be reported to the University Police.

## Access & Equipment

### Identification & Ecard Requirements

- All users of the rec center facilities must have an Ecard with a picture. To obtain a card, members must visit the Campus Card Center located on the lower level of the University Center between the hours of 8:30 am and 4:00 PM, Monday through Friday. NOTE: Although issued by the Campus Card office, **temporary Ecards are not accepted as a form of ID.**
- Ecard must be presented at each facility
- Cards must be presented upon request.
- False identification will be confiscated and an incident report must be filed.
- Individuals who present false identification or whose Ecard is presented by another individual will be asked to leave and/or may lose Campus Rec & Wellness privileges. E.g. Student passes their Ecard back to a friend behind them. If this is repetitive abuse by the same individual, both parties will be asked to leave.

### Personal Equipment

- Members are only permitted to bring personal equipment in to the chosen facility that is currently made available for use by the Facility. The only personal equipment permitted in the studios are stretching/yoga mats. E.g. A personal stability ball is not permitted to be brought in to the Mattioli Recreation Center because it does not provide them for use in the fitness center, stretching area, arena, racquetball or squash courts nor is it allowed in the studio even though stability balls may be used in a class.
- Personal equipment is not permitted to be attached to any piece of equipment.
- Attire based equipment such as hand wraps, gloves, running parachutes are permitted provided the item while in use does not interfere with others who are exercising.

### Indoor Check-out

- To check out equipment from the front desk. All equipment is checked out on a first come, first serve basis and cannot be reserved.
- Items are for in-house use only and may not be checked out for outdoor activities.
- All equipment must be returned by closing time on the same day it is checked out.
- The following equipment is available for FREE (with Ecard):

#### **Service Desk Equipment**

- |                                 |                        |
|---------------------------------|------------------------|
| • Basketballs (Men and Women's) | • Tennis racquets      |
| • Volleyballs                   | • Racquetball racquets |

- Eye guards
- Wallyballs and net
- Table Tennis Paddles
- Foosball
- Esports Equipment

#### ***Fitness Center Desk Equipment***

- Weight belts
- Resistance Bands
- Bar pads
- Speed bag gloves and heavy bag gloves

A member is fully responsible for any piece(s) of equipment he/she checks out. The Member is expected to return any and all pieces of equipment to the front desk when they are finished using them.

#### **Music & Media**

- Facility music is chosen by the Facility Manager on duty.
- Volume levels are standardized and must not be adjusted by staff or members.
- Digital media players (e.g., phones, iPods) may not be connected to facility speakers unless approved by the Director of Campus Rec & Wellness.
- Personal music must be listened to with headphones only and should not disturb others.

## **Attire & Dress Code**

For the health, safety, and comfort of all members, and to preserve the condition of Campus Rec & Wellness facilities and equipment, proper attire is required in all areas. The following policies apply:

#### **Required Attire**

For the health and safety of all members as well as the preservation of the Rec Center floors and equipment, members are required to wear the following items in the respective areas listed below:

- Shirts must be worn at all times. Athletic tops, such as tank tops, sports bras, crop tops, and similar athletic tops are permissible provided the attire covers the chest and nipples throughout all ranges of motion.
- Bottoms must be worn at all times. Bottoms must be long enough to cover the buttocks and pubic region. Jeans, clothing with rivets, or zippers are prohibited to protect our equipment.
- Athletic, closed-toe shoes with non-marking rubber sole that covers the back of the heel to the top of the foot must be worn inside recreation facilities. Crocs (even in sport-mode), foam runners, sandals, slides and similar footwear are prohibited in all fitness areas. It is acceptable to wear “5 toe shoes” and deadlift



slippers. Bare feet are only acceptable in the multipurpose room for designated activities

## Area-Specific Attire Policies

### Cycling Studio:

- Non-Marking athletic shoes required.
  - Clipless cycling shoes are permitted ONLY in the Cycling Studio. Must be removed before leaving the room.

### Track:

- Athletic, closed-toe shoes with non-marking rubber sole that covers the back of the heel to the top of the foot must be worn inside recreation facilities.
  - Spikes are prohibited at all times.

## Facility Area Policies:

### Arena:

- Abuse of the facility is prohibited and abusers will be responsible for damage.
  - Do not hang on or throw/kick any sports equipment into the divider screen, nor punch/kick the protective wall mats.
  - Dunking is NOT permitted. (This includes dunking, touching and/or hanging on the rims)
- Report any equipment or floor problems to a staff member.
- Playing or shooting basketball is not allowed when any part of the volleyball or tennis systems are set up.
- Volleyball, tennis and basketball equipment must be set-up and taken down by the Center staff.
- Sports other than volleyball, basketball, futsal and tennis are not permitted unless approved by the Director of Campus Rec & Wellness.

### Dasher Boards

- Court 4, with the Dasher boards, has a priority of Futsal / indoor soccer.
- **No intentional checking or body contact** with the boards.
- No hanging on the netting / goals
- No hard pucks, lacrosse balls, field hockey balls.

## Table Tennis and Foosball

- **NO** eating or drinking within Table Tennis Area.
- **DO NOT** lean on, sit on or strike the table. Purposeful damage to the equipment may result in expulsion from the facility.

- Articles such as clothing, sports bags, backpacks etc. are not to be placed on the table. Please place personal belongings underneath of table for your safety.
- No more than 4 people may play at a time (doubles game).
- It is recommended that ALL watches and bracelets be removed during play to avoid scratching and/or damage to table.

### Racquet Courts (Racquetball, Squash and Wallyball)

- Lensed eyewear designed for racquet sports is strongly recommended and can be checked out at the front desk. Players who require corrective eyewear are strongly recommended to wear lensed eyewear designed for racquet sports.
- Intentional kicking or hitting the walls, floors, or glass is prohibited.
- Personal belongings are permitted to be stored in the court “cubby” boxes. Items that do not fit are strictly prohibited from being on the interior floor of the courts.
- Only non-marking balls are allowed.
- All racquets must have a protective bumper or be taped with a material designed for racquets.
- It is recommended that all the racquetball and paddleball racquets have a wrist strap which is to be used at all times
- Only racquetball, handball, paddleball and wallyball are permitted on the courts. Examples of activities not allowed on any of the courts include pickleball, tennis, jai alai, soccer, and lacrosse.
- No more than eight (8) people can be on a court playing wallyball and four (4) participants for the other approved sports.
- Wallyball nets must only be set-up and taken down by the Campus Rec & Wellness staff
- Report any problems to a staff member or the Director of the Campus Rec & Wellness.

### Running Track (MRC)

Activity direction will vary each day.

- Clockwise: Monday, Tuesday, Friday
- Counter Clockwise: Wednesday, Thursday, Saturday, Sunday
- Do not reset the pace clock.
- Prior to entering the track, look both ways to make sure there are no on-coming runners.
- The inside lane is the slow/walk pace and the outside is for running.
- Report any problems to a staff member or the Director of Campus Rec & Wellness.

### Fitness Boxing Zone (MRC)

- Please strike the apparatus with caution and use proper technique to reduce the chance of an injury.
- Be aware of your surroundings and other individuals when striking the units.
- Do not monopolize the equipment, please allow others to work-in during a rest period.
- Please wipe off equipment and gloves when your workout is complete.
- Only Campus Rec & Wellness supplied equipment is permitted to be attached to either the heavy bag or speed bag wall units.
- Tampering, misusing, or abusing any of the equipment may result in immediate expulsion from the Rec Center.
- If any equipment is damaged, please notify the Campus Rec & Wellness staff.
- Equipment
  - Bag gloves
    - Speed bag gloves and heavy bag gloves are highly recommended when using the speed bag and heavy bag.
    - Please wipe off the gloves prior to return.
- Speed Bags
  - Standard speed bag (11" x 8"). This is the standard open recreation bag that is hung at all times.
- All of these items may be checked out from the Fitness Center Desk.

## Locker Rooms

- Use of phones, cameras, or video is STRICTLY prohibited in the Locker Rooms.
- Lockers are on a first come, first serve basis and should be secured with a lock.
- Do not place or leave any items on the floor.
- Be cautious of water on the floor and slippery locations. Please report any of these problems to the staff.
- Lockers must be cleaned out by the end of the day. Locks left at the end of the evening will be cut and contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

## Fitness Space

- Bags and personal items must be stored in cubbies. Do not place bags on the floor or equipment.
- Food is not permitted in workout areas. Drinks must be in plastic or metal containers with secured lids. No glass is allowed.
- Wipe down all equipment after each use. Wipe dispensers are available throughout the facility.
- Re-rack weights and return all equipment to its designated area after use.
- Collars / Clips must be used on all weight bars. If you are lifting alone, ask our staff to spot you.

- Do not remove weights, benches, or equipment from the weight room.
- Dropping weights, slamming equipment, and yelling are prohibited. Be respectful of others.
- Misuse of equipment may result in immediate expulsion.
- Please report any broken equipment to the Fitness Center Desk.
- Chalk (including liquid chalk) is prohibited.
- Work out at your own fitness level.
- Always use a spotter when attempting to lift maximum weight. Our staff is trained to spot!
- Do not monopolize equipment. Cardio equipment use is limited to 30 minutes if others are waiting.
- Be aware of your surroundings and respectful of other users.
- Do not sit on machines in between sets
- Ask if you can "work in" and allow others to "work in". Share equipment when possible.
- Only Campus Rec & Wellness certified Personal Training staff are permitted to provide training services within the facility.
- Music selection and volume is at the discretion of the facility supervisor.

## Studio

- No Food or Drink in the workout area. Water is acceptable but must be in plastic or metal containers with secured lids. No glass is allowed.
- Workout at your own fitness level
- Personal items must be stored in designated location.
- Equipment provided in the Group Fitness Classes may not be taken out of the room.
- Personal Equipment is not permitted. Exception: Yoga Mats
- Only for organized and approved activities. Members are not permitted to use the Group Fitness Studio at their leisure.
- Clean all equipment that you use prior to placing them back in the storage closet.
- Report any problems to a staff member.
- Classes close **5 MINUTES** after the start of the class.

## Facility Reservation

### Priority Scheduling

1. Open Recreation
2. Leagues
3. In season Club games
4. In season Club practice
5. Out of season Club practice
6. Non-CR&W Club Events

### Reservation Protection

- Groups that are lower on the list of usage priority will not be “bumped” by higher-level groups once they are scheduled. If two (2) or more groups are simultaneously requesting the same time period, usage priority is in effect.

### Reservation Limitations

- Reservations are only accepted for organized and approved activities. Members are not permitted to use or reserve this space at/ for their leisure.
- Members may only be invited to programs and events that are reserved in the Campus Rec & Wellness.
- Reservations will only be accepted for activities or events that meet the inherent design of the facility and align with the Core Values of Campus Rec & Wellness.

### Reservation Procedures

- All requests should be submitted in advance to allow for sufficient time to implement the event. Ongoing reservations should be made prior to the start of each semester.
- How to Reserve:
  - Go to the membership service desk.
  - Obtain a facility reservation request form and fill it out completely.
    - An incomplete reservation will not be accepted.
  - The Director of the Campus Rec & Wellness will contact the organization’s representative, set up a meeting to discuss the details, and give the representative a written approval or denial for the event.
- If accepted:
  - Arrive on the approved day and check-in with the Membership Services Desk.
    - NOTE: be sure to bring the approved form.
  - The RC staff will set up the requested facility equipment.

## General Policies

### Food & Beverage

- Food consumption is not permitted in the activity areas (e.g arena, fitness spaces, studios and racquetball courts).
- Beverages must be in a plastic or metal container with a secured lid or squirt spout while in activity areas. Beverages are not permitted inside the racquet courts.

### Alcohol, Tobacco, and Drugs

- Alcohol, tobacco, vaping, in any form, and illegal drugs are strictly prohibited.
- Smoking is not permitted within 20 feet from the entrance to the building.

### Pets and Animals

- No pets or animals of any kind are allowed inside the Rec Centers with the exception of service or working companion animals for individuals who have a disability.
  - Therapy & Emotional Support Animals are not permitted without the approval of the Director of Campus Rec & Wellness.

### Elevator in the Mattioli Recreation Center

- An elevator is located between the entrances to the men and women's locker rooms and is available for use by patron with special needs as well as transporting recreational sports equipment and supplies.
- The elevator services the second floor.

### Posting Policy

- All materials posted in or around the rec centers must be approved by the Director of Campus Rec & Wellness.
- How to post
  - Bring a maximum of 3 items per event and drop off to the front desk of the location that you would like the materials posted. Mattioli Rec Center takes 2 posters. RecB takes 1.
  - The staff will post the items in the building ensuring the posting policy is enforced.
- The Policy:
  - All items without approval will be removed and discarded.
  - All approved postings are limited to one (1) per designated Bulletin Board and may not exceed a size of 14" x 22".
  - Do not post over other items on the Bulletin Board
  - Postings will be removed after two (2) weeks or after the event has occurred.
  - Postings are limited to University related functions only.

### Personal Transportation (Bicycles, Skates, etc.)

- Skates, skateboards, & hover boards, may not be used in or around the Rec Centers but may be temporarily stored in the facility.
- Bicycles & Scooters are not allowed inside the either facility and should be locked at the designated bicycle location on the exterior of the facility.