EAST STROUDSBURG UNIVERSITY

Campus Recreation

Operational Policies and Procedures

2026–2027

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Contact: RecCenter@esu.edu

To be the happiest & healthiest part of your day!

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Welcome & Core Identity

Mission Statement

The mission of ESU's Campus Recreation is to provide the University community with 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 our core values, innovative and diverse programming, and state-of-the-art facilities, our spirited and committed staff pride themselves on fostering an atmosphere of empowerment that leads to the healthy development of the whole person.

Facility Mission

Campus Recreation provides the ESU community with facilities dedicated to open recreation that support the changing exercise needs of students who want to maintain healthy lifestyles. The facilities are intended for individuals and teams, exclusive of Intercollegiate Athletics, and are scheduled according to the usage priorities listed under **Facility Reservations**. Varsity athletes may use the facilities as individual students during open recreation (see **Group & Organization Use**).

Core Values

Fostering positive, healthy and holistic lifestyles

Campus Recreation provides opportunities that promote positive, healthy and holistic lifestyles. Our staff use their strengths and abilities to deliver high-quality programming that fits users' needs. We are committed to innovative and creative services that lead to physical, emotional, recreational and social growth.

Leadership development

We value the development of our student and professional staff. Many of our staff development models include "in-training" components that give students the time and attention it takes to learn the craft. Professional staff trust and empower student staff to mentor one another and lead planning committees for the programs we offer. We promote leadership through meetings and workshops, encourage staff to attend national, regional and state conferences, and encourage student staff to use other leadership opportunities on campus and in the community.

Equity, diversity, and inclusion

Campus Recreation staff strive to provide programs and services that meet the needs of all individuals regardless of ability or background. We intend to provide a place of community for students and members and to celebrate the diversity represented on ESU's campus.

Collaboration and service

We value collaboration with other ESU departments and the community. By drawing on expertise across campus, we can offer the best services and programs to the campus community. We take pride in the services we offer to the campus and to the surrounding East Stroudsburg and Stroudsburg community, and we encourage student employees and club sport teams to volunteer, donate and give back.

Names Used in This Document

- **Campus Recreation** is the department.
- **Mattioli Recreation Center (MRC)** and **RecB Fitness Center (RecB)** are the two indoor facilities, together called the **Rec Centers**.

- **Service Desk** is the staffed desk at the entrance of each Rec Center. The **Fitness Center Desk** is the staffed desk in the fitness center.
- **Director** means the Director of Campus Recreation.
- **Group Fitness Studio** and **Cycling Studio** are the two studio spaces, together called "the studios."

Membership

General Information

- Membership grants access to both Rec Centers. All membership policies apply at both.
- Memberships are sold by term: Fall, Spring, Summer or Full Year. A term membership begins on the first day of classes and ends the day before the next term begins. A Full Year membership runs through the day before classes begin in the same term one year later.
  - **Example:** A Fall membership begins on the first day of fall classes and ends the day before spring classes begin.
  - **Example:** A Full Year membership purchased during the spring semester remains active until the first day of classes the following spring.
- Fees are prorated for individuals who join partway through a term.
- Applications and payments are processed at the MRC or RecB.
- All members must have an Ecard. A prospective member without one can get it at the Campus Card Center (see **Access & Identification**).
- Some categories offer a **Regular** or **Early Bird** option:
  - **Regular:** unrestricted access to both Rec Centers during all open hours.
  - **Early Bird:** Monday through Friday, members must enter **before 12:00 PM**. This restriction is lifted during summer sessions and when the Rec Centers operate on adjusted holiday or break schedules. Early Bird members have full access on Saturdays and Sundays during operating hours.

How to Join

1. **Request the membership application.** Email RecCenter@esu.edu. for the digital application.
2. **Visit either Rec Center** with the required documentation for your membership category (see Category Definitions below) and payment. Payment may be cash, credit card, or check made payable to “ESU Student Activity Association Inc”. Payroll deduction is available for eligible full-time University faculty, staff and some affiliate employees.
3. **Provide proof of health insurance if asked.** Proof of current health insurance may be requested at sign-up and must be maintained for the duration of your membership. Failure to provide proof of coverage upon request results in membership termination without a refund.
4. **Activate your Ecard.** Once your membership is approved, Facilities Management is notified to activate your current Ecard. If you do not have a current Ecard, you must purchase one at the Campus Card Center.

Membership Categories and Rates

Membership Category	Fall	Spring	Summer	Full Year
Enrolled Student	Included in University Fees	Included in University Fees	Included in University Fees	Included in University Fees
Graduate Student	$180.00	$180.00	$120.00	$480.00
Non-Enrolled Student, ESU (summer only)	Not available	Not available	$60.00	Not available
Non-Enrolled Student, Other University (summer only)	Not available	Not available	$90.00	Not available
ESU Thesis Student	$180.00	$180.00	$120.00	Not available
Faculty, Staff, Alumni & Retiree: Regular	$180.00	$180.00	$120.00	$480.00
Faculty, Staff, Alumni & Retiree: Early Bird	$120.00	$120.00	$120.00	$360.00
Spouse or Domestic Partner of a Student	$140.00	$140.00	$90.00	Not available
Spouse or Domestic Partner of a Member	$140.00	$140.00	$90.00	$370.00

**Rates are subject to change without notice.*

Category Definitions and Required Documentation

Category	Definition	Required Documentation
Enrolled Student	The Rec Center fee is charged within University General Fees. Ecard access is activated automatically each semester upon full payment of tuition and fees.	ESU Ecard
Graduate Student	The Rec Center fee is no longer charged within University General Fees for graduate students. Graduate students who want to use the Rec Centers may purchase a Regular membership or add the Rec Center fee to their student account.	ESU Ecard
Non-Enrolled Student (ESU or Other University)	A matriculating college student who is not registered for summer classes. The student must have been enrolled in the spring semester and be registered for fall classes in the same calendar year at ESU or another college or university. **Available in summer only.**	• Proof of spring enrollment and fall registration • University ID (for example, an Ecard)
ESU Thesis Student	An ESU graduate student who is not enrolled in classes and has not completed their research by the end of the semester in which they were registered.	• Proof of ESU enrollment and payment of tuition for thesis credits • Driver's license or Ecard

Category	Definition	Required Documentation
Faculty/Staff (Regular or Early Bird)	A person currently employed by ESU or an approved affiliate organization. Approved affiliates are Student Activity Association, Inc., ARAMARK, University Ridge, and the ESU Foundation.	• Current pay stub • Ecard
Alumni (Regular or Early Bird)	A person who has graduated (degree conferred) from ESU.	• Official ESU transcript showing a degree-conferred date, or ESU diploma • Driver's license
Retiree (Regular or Early Bird)	A person who has officially retired from a position at ESU.	• ESU Human Resources documentation of retirement • Driver's license
Spouse or Domestic Partner (sponsored by a faculty, staff, alumni, retiree or student member)	**Spouse:** a person legally married to the sponsor. **Domestic Partner:** a person over 18 who has lived with the sponsor in the same residence continuously for at least the past six months, is jointly responsible with the sponsor for each other's common welfare and financial obligations, and is neither married nor related to the sponsor.	• Driver's license, **and** • A Domestic Partnership Agreement/Certification or Marriage Certificate, **or** two of the following: • Driver's licenses listing a common address • Proof of joint bank or credit accounts • Joint mortgage or lease signed six months before joining • Joint utility bills that include electric, water, sewage or cable

Membership Termination

- Memberships paid in full cannot be canceled, and no refunds are given.
- Faculty and staff using payroll deduction may stop deductions at any time, which results in immediate termination of membership. To stop payroll deduction, email RecCenter@esu.edu.

Access & Identification

Ecard Requirements

- All Rec Center users must have an Ecard with a photo. To obtain one, visit the Campus Card Center on the lower level of the University Center, Monday through Friday, 8:30 AM to 4:00 PM.
- **Temporary Ecards are not accepted as identification**, even though the Campus Card Center issues them.
- Present your Ecard at each Rec Center, and whenever staff ask for it.
- False identification will be confiscated and an incident report filed.
- Anyone who presents false identification, or whose Ecard is presented by another person, will be asked to leave and may lose Campus Recreation privileges. For example, a student who passes their Ecard back to a friend behind them is in violation. If the same person repeats this, both parties will be asked to leave.

Guest Pass Policy

Eligibility

- Members may sponsor one (1) guest at a time per visit.
- Guests 18 or older may be sponsored by a student, faculty, staff or alumni member.
- Members who violate guest policies may lose guest sign-in privileges.
- Individuals seeking admittance may not solicit a member to sponsor them. Anyone found soliciting will not be issued a pass.

Cost and access

- The cost is $5.00 per visit and grants access to all activity areas.
- Passes are valid only on the date of issue, are not refundable, and grant access to both Rec Centers.
- All guests must be registered at the Service Desk.
- Guests may not take part in personal training sessions or league play, and must leave the Rec Center when their sponsor leaves.
- A guest may re-enter the same day only if the same sponsor escorts them. If a different sponsor escorts the guest, a new waiver must be completed.

Sponsor responsibilities

- Sponsors are responsible for their guest's conduct and must stay in the same Rec Center as their guest.
- Sponsors must inform the guest of all Campus Recreation policies, rules and regulations.
- Sponsors check out equipment for their guest.
- If a guest fails to follow any departmental policy, both the guest and the sponsor will be removed from the Rec Center immediately.

Check-in

1. The member and guest both report to the Service Desk on arrival and complete a Guest Pass Form together.
2. The member must scan into the facility (to prove access). The guest presents a valid photo ID showing proof of age (driver's license, military ID, or passport).
3. Staff hold both IDs, clipped together, for the duration of the visit.

4. The guest pass fee is paid at check-in. Once complete, the guest may enter.

Check-out

- When the visit is over, the member and guest return to the Service Desk together to retrieve their IDs.
- If the member leaves first, the guest must also leave. If the guest leaves first, the member may stay.
- IDs are not returned unless both individuals are present. IDs left overnight are turned in to Campus Police.

Minors

Campus Recreation cannot assume responsibility for the safety and welfare of minors. Anyone under 18, supervised or not, may enter a Rec Center **only as a spectator at a League or Club event, or on a facility tour.**

A minor who is separated from their sponsor or unsupervised will be brought to the Service Desk while staff attempt to locate the sponsor.

- **If the sponsor is found:** the sponsor and the minor must leave the facility immediately.
- **If the sponsor is not found:** staff will transfer the minor to Campus Police.

Facility Use & Expectations

Terminology

Term	Definition
Open Recreation	Times when members may use the activity areas in the Rec Centers. • No organized drills or practices are permitted during open recreation. • Group Fitness classes are considered open recreation because they are open to all members.
Drop-in Play	Open recreation time when areas are available for students to play pick-up games. For example, on an open recreation basketball court, six random students may form a 3-versus-3 game.
Leagues	Sports leagues organized for students. League sports may include, but are not limited to, basketball, volleyball and indoor soccer. Members are the only eligible participants.
Club Sports	Student organizations formed around a common sport and recognized by the Student Activity Association, Inc.
Group Fitness	Fitness classes held weekly in the studios for any member. Classes are designed for members who want an organized workout and are led by qualified instructors.
Member	An East Stroudsburg University student, paid faculty, paid staff, paid alumni or paid retiree. See **Membership** for details.
Participant	Any member or guest who has checked in at the front entrance with an Ecard or has signed in, and has therefore properly entered the facility.
Activity Area	An area of the facility identified for member use: the concourse, arena, racquet courts, fitness center, locker rooms and elevated track.
Student Conduct and Community Standards	The ESU office that administers campus judicial procedures and addresses student conduct issues. **sccs@esu.edu**

General Code of Conduct

Participants, members and guests are expected to:

- Be courteous to other facility users.
- Follow building and area rules and instructions from Campus Recreation staff.
- Uphold good sportsmanship: conforming to the rules, spirit and etiquette of sport, with proper consideration for fairness, ethics, respect and a sense of fellowship with one's competitors. Vulgar, obscene, abusive, derogatory and demeaning comments or gestures will not be tolerated.
- Wear appropriate workout clothing that does not convey profane or derogatory messages (see **Attire & Dress Code**).
- Refrain from disrespectful, dangerous and unsanitary behavior, such as foul language, fighting, and spitting in the facility, including in water fountains.
- Respect the experience of other members by using personal radios only with headphones.

Enforcement. Participants in violation of the code of conduct will be asked to leave. Serious incidents or repeat violations are subject to sanctions under ESU's disciplinary system, which may

include, but are not limited to, suspension from the facility, revocation of membership privileges, student disciplinary sanctions and civil prosecution. Fee-paying members who are suspended will not receive a refund of any portion of their fees.

Staff are trained to treat all users with respect. In turn, staff expect to be treated with respect.

Attire & Dress Code

For the health, safety and comfort of all members, and to preserve the condition of Rec Center floors and equipment, proper attire is required in all areas.

- **Shirts** must be worn at all times. Athletic tops such as tank tops, sports bras and crop tops are permitted provided the attire covers the chest throughout all ranges of motion.
- **Bottoms** must be worn at all times and must be long enough to cover the buttocks and pubic region. Jeans and clothing with rivets or zippers are prohibited to protect equipment.
- **Footwear:** Athletic, closed-toe shoes with a non-marking rubber sole that covers the back of the heel to the top of the foot must be worn inside the Rec Centers. Crocs (even in sport mode), foam runners, sandals, slides and similar footwear are prohibited in all fitness areas. "Five-toe" shoes and deadlift slippers are acceptable. Bare feet are acceptable only in the Group Fitness Studios for designated activities.

Additional footwear rules for specific areas appear under **Area-Specific Policies**.

Group & Organization Use

Campus Recreation welcomes participation from student groups and organizations but requires all users to respect fair access and space limitations. Recognized groups include Club Sports, League teams, fraternities, sororities and student organizations.

Arena use

- Groups and organizations may not monopolize any court 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 may not reserve facility space for practices or competitions unless explicitly approved by the Director.
- Varsity athletes may use the facility as individual students during open recreation hours, subject to standard facility policies.

Fitness center and 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.

Music & Media

- Facility music is chosen by the Facility Manager on duty.

- Digital media players (for example, phones) may not be connected to facility speakers unless approved by the Director.
- Personal music must be listened to with headphones only and must not disturb others.
- No external speakers are allowed in any location.

General Policies

Food & Beverage

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

Alcohol, Tobacco & Drugs

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

Pets & Animals

- No pets or animals of any kind are allowed inside the Rec Centers, with the exception of service animals for individuals who have a disability.
- Therapy and emotional support animals are not permitted without the approval of the Director.

Personal Transportation

- Skates & skateboards may not be used in or around the Rec Centers but may be temporarily stored in the facility.
- Bicycles and scooters are not allowed inside either facility and should be locked at the designated bicycle location outside.
- ESU does not allow electronic mobility devices – including e-scooters, e-bikes, electronic skateboards, and hoverboards – inside university buildings. This includes storing, parking, or charging these devices indoors.

Elevator in the Mattioli Recreation Center

- An elevator between the entrances to the men's and women's locker rooms is available to patrons who need accessible access and for transporting recreation equipment and supplies.

Posting Policy

All materials posted in or around the Rec Centers must be approved by the Director.

The policy

- Items without approval will be removed and discarded.
- Approved postings are limited to one (1) per designated bulletin board and may not exceed 14" x 22".
- Do not post over other items on a bulletin board.
- Postings are removed after two (2) weeks or after the event has occurred.
- Postings are limited to University-related functions only.

How to post

1. Bring a maximum of three (3) items per event to the Service Desk of the facility where you want them posted. The MRC takes two posters and RecB takes one.
2. Staff will post the items in the building and enforce the posting policy.

Safety & Emergencies

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.

Injuries, First Aid & Emergency Procedures

- Campus Recreation staff are trained in basic first aid and CPR. If an injury occurs, ask the nearest Campus Recreation employee for help.
- If an ambulance is necessary, staff will contact 911 and implement emergency response procedures. Staff will not transport injured individuals.
- In any injury situation, the injured person (when possible) and any witnesses will be asked questions for an incident or accident report.
- Staff are not trained to give preventative first aid, such as wrapping or taping joints or giving ice for sore muscles. Individuals who need such care are advised to seek professional attention.
- All participants are financially responsible for all expenses related to injuries and emergency care.
- First aid kits are located behind the Service Desks. They are for minor injuries and are not supplied for preventative applications.

Automated External Defibrillators (AEDs)

- AEDs are on the wall next to the main entrance Service Desk in both facilities. A second AED is on the track in the MRC near the speed bag.
- AEDs are lifesaving devices. Do not play with or tamper with them, so they remain in working order in an emergency.

Belongings & Equipment

Personal Belongings

- Members are encouraged to store all personal items in a secure, locked location. Campus Recreation is not responsible for lost or stolen items.
- Personal items, including keys, IDs and wallets, cannot be left with any staff member and may not be stored on top of or behind any Service Desk.
- Personal belongings may not be stored on the floor in any activity area.

Locker rooms

- Lockers are available in both the men's and women's locker rooms and are for day use only.
- Lockers are free and first come, first served.
- To prevent theft, members must supply their own lock.

Coin-operated lockers

- Coin lockers are at the main entrance of the MRC and in the lounge at RecB.
- They are for day use only. Keys must be returned at the end of the day.
- The cost is $0.25. The quarter is returned when the key is returned.
- Lockers are first come, first served and cannot be reserved.

Locker clean-out (all lockers)

Lockers must be cleaned out by the end of each day. At the end of the evening, locks left on lockers will be cut and contents removed. Items may be claimed at the Service Desk. Unclaimed items are donated to charity at the end of each month.

Cubbies

- Cubbies are located in different areas of each facility. Storing bags and other personal belongings in cubbies is strongly recommended. In the fitness center, bags and personal items must be stored in cubbies (see **Fitness Space**).
- **Cubbies are not secure.** If items are lost or stolen, the owner takes full responsibility for the missing items.

Lost and Found

Found items

- Turn found items in to the Service Desk.
- Items not claimed by the end of each month will be donated to charity.
- Valuable items (jewelry, wallets, etc.) will be turned in to University Police.
- Ecards will be turned in to the Campus Card Center within 48 hours.

Lost or stolen items

- Inquire about lost items at the Service Desk.
- Campus Recreation strongly recommends that all lost or stolen valuables be reported to University Police.

Personal Equipment

- Members may bring only the personal equipment that the facility already makes available for use. The only personal equipment permitted in the studios is stretching or yoga mats. For example, a personal stability ball is not permitted in the MRC because the facility does not provide them for the fitness center, stretching area, arena or racquet courts, and they are not allowed in the studio even though stability balls may be used in a class.
- Personal equipment may not be attached to any piece of equipment.
- Attire-based equipment such as hand wraps, gloves and running parachutes is permitted provided it does not interfere with others who are exercising.

Indoor Equipment Check-Out

- Equipment is checked out at the Service Desk on a first come, first served 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 day it is checked out.
- The following equipment is free with an Ecard:

Service Desk	Fitness Center Desk
• Basketballs (men's and women's) • Volleyballs • Tennis racquets • Racquetball racquets • Eye guards • Wallyballs and net • Table tennis paddles • Foosball • Esports equipment	• Weight belts • Resistance bands • Bar pads • Speed bag gloves and heavy bag gloves

Members are fully responsible for any equipment they check out and must return all pieces to the desk when finished.

Area-Specific Policies

These rules add to the policies in the rest of this document. Report any equipment problem, floor hazard or damage to a staff member or the Director.

Arena

- Abuse of the facility is prohibited, and abusers are responsible for damage.
- Do not hang on, throw or kick sports equipment into the divider screen, and do not punch or kick the protective wall mats.
- Dunking is not permitted. This includes touching or hanging on the rims.
- Staff must set up and take down volleyball, tennis and basketball equipment.
- Sports other than volleyball, basketball, futsal and tennis are not permitted unless approved by the Director.

Dasher boards

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

Table Tennis & Foosball

- Do not lean on, sit on or strike the table. Purposeful damage to equipment may result in expulsion from the facility.
- Do not place clothing, sports bags, backpacks or similar items on the table. Place belongings underneath the table for safety.
- No more than four (4) people may play at a time (doubles).
- Removing watches and bracelets during play is recommended to avoid scratching the table.

Racquet Courts (Racquetball & Wallyball)

- Lensed eyewear designed for racquet sports is strongly recommended, especially for players who need corrective eyewear. It can be checked out at the Service Desk.
- Intentional kicking or hitting of the walls, floors or glass is prohibited.
- Belongings may be stored in the court "cubby" boxes. Items that do not fit may not be placed 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.
- A wrist strap, used at all times, is recommended for racquetball and paddleball racquets.
- Only racquetball, handball, paddleball, and wallyball are permitted on the courts. Soccer, tennis and pickleball may be used to volley, but games are not allowed. Activities not allowed include jai alai, field hockey and lacrosse.
- No more than eight (8) people may be on a court for wallyball, and four (4) for the other approved sports.
- Only staff may set up and take down wallyball nets.

Running Track (MRC)

Direction of travel changes by day:

Clockwise	Counterclockwise
Monday, Tuesday, Friday	Wednesday, Thursday, Saturday, Sunday

- Do not reset the pace clock.
- Look both ways for oncoming runners before entering the track.
- The inside lane is for slower walking pace. The outside lane is for running.
- Footwear: see **Attire & Dress Code**. **Spikes are prohibited at all times.**

Fitness Boxing Zone (MRC)

- Strike the apparatus with caution and use proper technique to reduce the chance of injury.
- Be aware of your surroundings and other individuals when striking the units.
- Do not monopolize the equipment. Allow others to work in during rest periods.
- Wipe off equipment and gloves when your workout is complete.
- Only Campus Recreation equipment may be attached to the heavy bag or speed bag wall units.
- Tampering with, misusing or abusing equipment may result in immediate expulsion from the Rec Center.
- Notify staff if any equipment is damaged.
- **Equipment:** Speed bag gloves and heavy bag gloves are highly recommended and can be checked out at the Fitness Center Desk. Wipe the gloves before returning them. The standard speed bag (11" x 8") is the open recreation bag and stays hung at all times.

Cycling Studio

- Non-marking athletic shoes are required.
- Clipless cycling shoes are permitted **only** in the Cycling Studio and must be removed before leaving the room.

Locker Rooms

Locker use and clean-out rules appear under **Belongings & Equipment**.

- Use of phones, cameras or video is **strictly prohibited** in the locker rooms.
- Secure your locker with a lock.
- Do not place or leave items on the floor.
- Be cautious of water on the floor and slippery areas, and report them to staff.

Fitness Space

- Store bags and personal items in cubbies. Do not place them on the floor or on equipment.
- Wipe down all equipment after each use. Wipe dispensers are available throughout the facility.
- Re-rack weights and return equipment to its designated area after use.
- Use collars or clips on all weight bars.
- Always use a spotter when attempting a maximum lift or lifting alone. Staff are trained to spot, so just ask.

- Do not remove weights, benches or equipment from the weight room.
- Dropping weights, slamming equipment and yelling are prohibited. Be respectful of others.
- Chalk, including liquid chalk, is prohibited.
- Work out at your own fitness level.
- Do not monopolize equipment. Cardio equipment use is limited to 30 minutes if others are waiting.
- Do not sit on machines between sets. Ask if you can "work in," and let others work in. Share equipment when possible.
- Only certified Campus Recreation Personal Training staff may provide training services in the facility.
- Report broken equipment to the Fitness Center Desk. Misuse of equipment may result in immediate expulsion.

Group Fitness Studio

- The studio is for organized and approved activities only. Members may not use it at their leisure.
- Water is acceptable in plastic or metal containers with secured lids. No glass.
- Workout at your own fitness level.
- Store personal items in the designated location.
- Equipment provided for Group Fitness classes may not be taken out of the room. Clean all equipment you use before returning it to the storage closet.
- Personal equipment is not permitted, except yoga mats.
- Classes close five (5) minutes after the start of class Late arrivals are not permitted.
- Report any problems to a staff member.

Facility Reservations

Priority Scheduling

Facility use is prioritized in the following order:

1. Open Recreation
2. Leagues
3. In-season Club games
4. In-season Club practice
5. Out-of-season Club practice
6. Non-Campus Recreation Club events

Reservation protection

Once a reservation is approved, a higher-priority group may not displace it. When two or more groups request the same time period, the priority order above determines who receives the space.

Exceptions: Large Scale Campus Events such as Late Night at The Rec, Day of Love, or SMGT Tournaments may displace regularly scheduled club events and league nights. All effort will be made to accommodate practice sessions be moved to a different time.

Reservation limitations

- Reservations are accepted only for organized and approved activities. Members may not use or reserve space for leisure use.
- Reservations for Non-Campus Recreation events must be open to the campus community as a whole. Example: The Painting Club cannot reserve a space for an event that is only open to its own members.
- Reservations are accepted only for activities or events that fit the inherent design of the facility and align with the Core Values of Campus Recreation.

Reservation procedures

Submit all requests well in advance so there is enough time to prepare the event. Make ongoing reservations before the start of each semester.

1. Email RecCenter@esu.edu for information and to request the Reservation Form.
2. Fill out the form completely. Incomplete requests will not be accepted.
3. The Director will contact the organization's representative, set up a meeting to discuss the details, and provide a written approval or denial.
4. If approved, arrive on the approved day and check in at the Service Desk.
5. Campus Recreation staff will set up the requested equipment.

To be the happiest & healthiest part of your day!