Welcome to the SRC!

Along with opportunities to stay physically active, develop healthy lifestyle habits and grow social circles with a variety of people, the Student Recreation Complex (SRC) aligns with the mission of Student Affairs to help complete the development of students by offering a variety of opportunities in leadership through employment and participation. The SRC staff hopes you will take advantage of all of the opportunities offered to help you develop into the best you can be.

Vision

Our focus is to assist in the development of the individual physically, mentally and emotionally through active participation. The SRC is the focal point for recreational opportunities at California State University, Stanislaus. Our staff believes that physical activity plays a vital role in the development and maintenance of a "healthy, well-adjusted" individual. The activities available are a means to educate participants, provide opportunities for group and individual competition, provide opportunities for social and personal interaction between students, provide guidance in the area of health-related fitness, and to provide student leadership opportunities.

The SRC has established a Code of Conduct for all participants to establish a friendly and inviting environment. Your cooperation is appreciated in creating a healthy and positive environment.
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Participant’s Code of Conduct

Participation is a privilege. By entering the facilities, all participants agree to adhere to the following Code of Conduct:

Participant expectations:
- Treat the SRC staff and facilities with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all participants and staff.
- Adhere to the rules & policies set forth by the SRC staff and the University.
- Act in a safe, responsible manner regarding you, others, the equipment and the facilities.

Participants engaging in inappropriate behavior or violating SRC/University policies may be subject to having their participation privileges revoked and could face university disciplinary action.

Assumption of Responsibility

The following applies to all SRC Facilities and programming:

Neither CSU Stanislaus nor the SRC accepts any responsibility for ill health or injury sustained while participating in any of the SRC facilities. No medical or ambulance expense incurred by a participant will be paid by the Department or by the University. Participation is on a voluntary basis. Use the facility at your own risk. Participation in any physical activity involves inherent risk and even when safety precautions are utilized, injuries and accidents can occur. It is recommended that all participants undergo a prior physical examination and carry some form of health and accident insurance. CSU does not provide personal health or medical insurance for participants. If an injury does occur, it should be reported to the nearest SRC staff member. In the event that blood is involved in an injury, that person cannot continue to participate until the wound is properly cleaned and dressed. Any clothing with blood should be removed.

General Information

The SRC, as a whole, provides a wide range of activities to meet the recreational needs of a diverse campus community. General information and staff members can be reached by calling the Welcome Desk at 209-667-3705. Additional information and updates may be obtained from the website www.csustan.edu/src.

Contact Information

Main Line, 209-667-3705
Dan Houlden, Director
Silvia Soria, Administrative Support Assistant

Mailing address:
Student Recreation Complex
CSU Stanislaus
One University Circle
Turlock, CA 95382
Facilities

The SRC’s Fitness Center offers many activities to help students achieve the benefits of a healthy lifestyle. This facility houses a personal fitness room with pin select stack weight machines, free weights and cardio equipment. The aerobics room and multi-purpose sport courts offer spaces for a variety of activities and the changing rooms offer day locker usage to participants.

The Stadium Complex and practice soccer field serve the needs of the Athletic Department for team operations and camps. The track is also available for recreational use by students and Kinesiology classes.

The Intramural Field serves as the primary outdoor field space for programming of Intramurals and for Open Recreation Play.

Programming

The various facilities of the SRC hosts ASI Intramural Sports, ASI Group Fitness Classes, Specialized Recreation and Wellness programming, Special Events, Recreation Based Activities, Athletic Team Contests and Camps, Special Events.

Facility Reservations

Facility reservation requests can be made by University related groups by calling the SRC and submitting the event forms. Reservations are restricted with priority to recognized student organizations. For a complete listing of reservation procedures please see page 14 or visit our website: www.csustan.edu/src.

Hours of Operation

Please visit our web page at: www.csustan.edu/src for a complete listing of facility hours during the academic year, University holidays, break periods, and special events. During holidays, Breaks, Winter Term, and Summer Sessions, hours may be adjusted to reflect the University operating hours & closings. Information regarding hours during these times will be posted.

Monday – Thursday 7:00AM – 11:00PM
Friday 7:00AM – 5:00PM
Saturday 12:00PM – 5:00PM

Parking

There is a parking lot adjacent to the soccer practice field. This parking is intended for Fitness Center users with a CSU Stanislaus parking pass. Automated parking ticket machines are at the entrance to the campus off Geer Road to allow others to park near the Fitness Center for a nominal fee. You will be ticketed if you do not display the proper pass.

General SRC Policies

As part of the SRC mission to achieve the highest standards for its participants, policies have been developed to help ensure a fair, fun and safe environment. The policies apply to all facilities and activities that are associated with the SRC. SRC policies are both specific to the department and in accordance with University policy. Violation of policies can lead to suspension or loss of privileges from SRC facilities & programs along with additional consequences from CSU Stanislaus.
• Verbal and/or physical abuse toward an employee of the SRC or a participant will result in immediate dismissal from the facility/playing field, with a possible suspension of all recreational sports privileges. In addition, such incidents will be turned over to Student Affairs and/or University Police for further review.
• Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
• All spectators are required to check in at the front desk and pick up a spectator pass.
• Nets, goals, and equipment for recreational play will be set up and taken down by the staff.
• No reservations will be taken for open recreational play.
• No sparring involving physical contact, implements, or weapons that the SRC Staff deem unsafe is allowed.
• Strollers are restricted to the public hallways & restrooms and are not allowed in recreational activity areas or on competition surfaces.
• Any clothing item that has enough blood on it that could be transferred to another surface when touched must be taken off and put in a biohazard bag.

**SRC Memberships for Non-Students**

Membership information, eligibility and pricing can be obtained by calling the SRC Office at (209)667-3705 during normal business hours or by visiting www.csustan.edu/src. NO state dollars or tax money is collected to maintain and/or operate the SRC. Unauthorized use of the SRC is strictly prohibited and should be reported to staff immediately. Participants assume an obligation to conduct themselves in a manner compatible with a recreation facility. Anyone violating rules outlined in this handbook will be directed to exit the SRC immediately.

The following policies will apply to those purchasing memberships:
• Participants assume an obligation to conduct themselves in a manner compatible with a recreation facility.
• Anyone violating rules outlined in the policy handbook will be directed to exit the SRC immediately.
• Employees and Alumni of California State University, Stanislaus must be 18 years of age or older to be eligible to purchase a membership.
• In order to maintain eligibility for all the benefits of SRC membership, members must remain in good standing. A member in good standing is a person whose account is up-to-date and paid in full, is not serving a suspension for violating an SRC policy, and is abiding by all SRC rules.
• A member not in good standing is one whose payment account is invalid or has non-sufficient funds. A member with non-sufficient funds will immediately become a “member not in good standing” and become ineligible for all of privileges and benefits. In addition, a “member not in good standing” is also one who has violated an SRC policy and whose membership privileges have been temporarily suspended for a violation of the rules.
• After completing the 12-month minimum obligation for payroll deduction, members must complete an “SRC Member Cancellation” form, before the 10th of the month to terminate membership.
• Memberships that are paid for in full and later cancelled before the end date will be subject to paying for the amount equal to the 1-month membership charge times the number of months used plus a $40.00 administration charge.
• To apply for a refund, members must complete a “Request for Refund” form.
• No refunds shall be issued for any given month after the first day of that month regardless of number of visits that month. Members purchase the right to enter the SRC during all open hours; whether they do so or not. Failure to visit the SRC is not acceptable justification for a refund.
**Guest Policy**

Members are permitted to sponsor guests to use the facilities at a cost of $10.00 cash in accordance with all guest policies.

- Guest and Sponsor must present proper photo identification at the same time.
- Guests must be age 18 or over.
- Guest and sponsor must fill out completely the appropriate guest and sponsor forms.
- A guest fee of $10.00 cash must be paid before entering.
- Guest passes are valid for the day they are purchased only.
- Guest pass purchases may **NOT** be applied to an annual pass.
- A guest ID/receipt must be displayed at all times while in the facility. *Failure to do so will result in removal from the facilities without refund of the guest fee.*
- Sponsors must stay with their guest at all times
- If a sponsor exits a facility, the guest must also exit.
- Sponsors are responsible for the conduct of their guest at all times. *Guests are subject to suspension from the facilities for rule violations and without refund.*
- The sponsor must check out all equipment.
- Sponsors are limited to bringing two (2) guests per day. *****

*****Additional guests may be sponsored under special circumstances such as family members visiting. Please call the SRC Office in advance for additional details and permission.**

**SRC Special Pass**

Visiting professors, conference attendees, guests of CSU Stanislaus, and camp attendees may be eligible to purchase a day or month pass while visiting the campus. The “SRC Special Guest Pass” must be pre-approved by the SRC Director. All participants are required to carry their personal I.D. and “SRC Special Guest Pass” with them at all times while using the facility. Any questions involving fees or eligible participant policies should be brought to the attention of a SRC full time staff.

**Valid Identification**

For participants’ convenience and safety, the SRC has ID checks to allow patrons to enter. All participants must present one of the following valid IDs.

- Your Warrior Card (will be verified that SRC student fees have been paid for the current semester)
- Your SRC membership Card (will be verified that fees are current)
- A dated SRC Guest pass issued when a guest is properly sponsored by a CSU Stanislaus student or member and has paid the guest fee.

Individuals who leave the facility to run or exercise outdoors must carry their ID with them to be able to re-enter the facility. ID cards may be used only by the owner. ID cards used by individuals other than the owner will be confiscated and the person using the card will be required to leave the facility. The owner of the confiscated ID can claim it at the Welcome Desk after they sign a photo copy of the ID verifying they received it from SRC staff. Both individuals will be suspended from use the facilities for the remainder of that day. An ID not claimed the day it is confiscated will be sent to University Police with explanation of incident involving the misuse of an ID. Both individuals involved receive an immediate four (4) day suspension from all SRC facilities & activities along with possible further suspension pending the outcome of the review by the Director and the SROC committee. Incidents involving Faculty/Staff carry the same penalties and will be referred to the Human Resources Office on campus.
Age Restrictions

SRC members must be 18 years or older to enter the facility. Exceptions to age policy (no weight lifting area use allowed):

• Regularly enrolled CSU Stanislaus students age 16 and under
• Participants in supervised ASI programs
• Participants in pre-approved youth sponsored tours/visits/activities/events

Standards of Conduct

SRC Members and guests assume an obligation to conduct themselves in a manner compatible with the CSU Stanislaus function as an educational institution. When individuals agree to join the SRC or purchase a guest pass, the person indicates, by their registration, that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Guidelines of Conduct include, but are not limited to the examples outlined below.

ALCOHOL/DRUGS: The SRC is an alcohol and drug free facility. Members or guests suspected of being under the influence of alcohol or drugs will be directed to exit the facility.

COMPUTERS: Utilizing the computers in the lobby/hallway are to be used in an appropriate way. Members caught “surfing” indecent web sites or pornographic/sexually explicit web sites and/or downloading pictures onto the screen will lose their membership privileges.

STOLEN ITEMS/ LOST AND FOUND: The SRC is not responsible for lost or stolen items. Even when locked, valuables should not be left inside a locker or in plain sight. Members are encouraged to contact University Police to report stolen items. It is strongly recommended that members not bring valuables into the SRC when working out. Please give all items found within the SRC to the desk attendant. Items will be logged and stored for a short time until forwarded to University Police.

DISORDERLY/DISRUPTIVE CONDUCT: The SRC staff has the authority to demand that unruly members and/or guests leave if their conduct necessitates such action. Vandalism, hanging from basketball rims, yelling, pushing, fighting, dropping weights, not re-racking weights, spitting on floors or in drinking fountains, ‘use of obscenities, insulting language, swearing, profanity, harassment and/or hazing of other members or staff, and/or violating the SRC rules and regulations are prohibited. Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

FIGHTING: Any member or guest who, in the judgment of the SRC employee, engages in a fight or attempts to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressor) and an injury (any act that causes an accident report form to be filed) is suffered, shall have their privileges suspended for no less than one year (365 days). Fighting may include only one individual or more than one if an individual does more than protect themselves by fighting back, retaliating or responding aggressively. Attempting to fight with a staff member, while on-duty, is prohibited and the person will have their SRC privileges suspended for a period of no less than two years (730 days). As outlined in campus regulations and policies, participants are subject to the possibility of official proceedings and punishment from Law Enforcement officials if they threaten and/or abuse staff, another member and/or an SRC guest. Copies of the Incident Report form when there is violence or the threat of violence occurs or a major violation of the SRC rules will be forwarded to the necessary authorities.

SUSPENSION: Failure to comply with the SRC rules outlined will result in a suspension.
Suspensions may extend from one day to one (365 days) year or more depending on the circumstances surrounding the suspension and any prior record of disruptive conduct. If warranted, a member will be suspended for one or more years and will only be allowed to reenter if they petition for reinstatement.

**APPEALS:** A written appeal of a decision must be submitted within 48 hours of notification. Appeal letters should be delivered to the SRC Director, who shall evaluate the appeal and forward all appropriate requests to the SROC for a formal hearing. Appeal hearings are the responsibility of the SROC. A valid appeal must concern either a misapplication of one of the SRC rules or misinterpretation of the policies and procedures outlined within the SRC Handbook. Upon receipt of an appeal, the SROC will host a hearing at the next available meeting time. Recommendations to uphold an appeal must be approved by a majority vote of the SROC.

**Health & Safety**

IT IS STRONGLY RECOMMENDED THAT MEMBERS AND GUESTS HAVE A MEDICAL EXAMINATION PRIOR TO UTILIZING THE SRC OR BEGINNING AN EXERCISE PROGRAM.

**INSURANCE:** Individuals participate at their own risk. Individuals are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.

**FIRE ALARM:** If an alarm sounds, everyone must exit the facility immediately. Fire drills will be held regularly to ensure members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with staff. *Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.*

**TELEPHONES:** A telephone is located at the desk to report emergencies. Telephones are not for personal use.

**SAFETY & SUPERVISION:** ALL members and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the SRC operates properly.

**WEAPONS AND FIREARMS:** NO weapons or firearms of any kind are allowed in the SRC. Participants in possession of a weapon or firearm of any kind will be denied access and required to exit the facility. Members participating in Martial Arts should alert the staff of any questionable item(s) prior to entering. Items which could be perceived as harmful must check in with the Welcome Desk.

**STEROID WARNING:** Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men also experience premature balding and development of breast tissue. The unauthorized sale, use or exchange of anabolic steroids IS STRICTLY PROHIBITED.

**DANGEROUS ACTIVITY:** Activity that is destructive or appears to be unsafe is prohibited and will result in retribution of repair costs and expenses relating to the destructive or dangerous act. Traditional *outdoor sports* may NOT be played in the SRC, including football, Frisbee, rugby, lacrosse, baseball/softball, etc. These events must be altered to protect the facility and the safety of members.

**ALL INJURIES (MINOR & MAJOR) SUSTAINED WITHIN THE SRC MUST BE REPORTED TO NEAREST STAFF MEMBER IMMEDIATELY.** Also, please report all unsafe conditions or equipment to a staff member immediately. Keeping participants safe is the number one priority for SRC employees. All SRC professional staff, and student staff are certified in First Aid/CPR/AED and
are trained to provide limited emergency care to participants if needed until professional emergency care can arrive.

In the event of an emergency, participants are required to report all accidents, incidents, or injuries to the nearest SRC employee so proper care can be provided as quickly as possible.

If an ambulance or emergency personnel is necessary, participants are asked to contact SRC staff immediately so Emergency procedures can be activated that include contacting CSU Stanislaus University Police. Participants are asked NOT to dial 911 directly from cell phones which may lead to a delay/confusion in getting the necessary help to the injured party. SRC employees may not transport injured victims due to risk management issues.

In any injury situations, the injured person (when possible) and any witness will be asked for personal information and questions related to the injury/incident for a university accident report. This documentation is required for the Risk Management.

Use Policies

The SRC offers participants a safe, complete workout in the area of cardiovascular conditioning, flexibility, and strength training. Participants have the opportunity to work out on their own in the fitness area, participate in Group Exercise classes, or sign up for personal training sessions. Whether you enjoy working out alone or surrounding yourself with people who have similar fitness goals, the SRC has something for everyone.

The facility houses a selection of free weight equipment, stack weight machines, a variety of cardio equipment and a stretching area. In an effort to provide a safe workout environment the SRC requires that all participants adhere to the following policies and procedures when utilizing the fitness areas. It is recommended that you warm-up and stretch before your workout and cool down and stretch after your workout.

General Activity Area Policies:

- Obey all posted rules in the Facility and the SRC Participant Handbook.
- The building must be vacated AT or BEFORE Closing time.
- We are not responsible for personal items left unattended.
- Individuals under the age of 18 are not permitted in group exercise classes or in the fitness areas at any time.
- DO NOT work out if you are sick or injured.
- DO NOT unplug any equipment.
- Wipe down all equipment after use with sanitary wipes.
- Proper shoes and work out attire are required. Note: See Proper Workout Attire under the General Policies section.
- All participants are required to have a personal workout towel with them at all times.
- No unsupervised use of the fitness room is allowed.
- No food or gum will be allowed in any fitness areas.
- Only plastic water containers with sealable lids are allowed.
- The mixing and consumption of any energy drinks, proteins drinks, etc. is not permitted in a fitness area.
- Misuse of equipment will result in suspension of use of the entire facility.
- Participants are not allowed to use themselves or others as additional weight/resistance when performing exercises on equipment or individually.
- Towels for showering should be brought from home.
• Direct any questions on equipment use to SRC staff.
• Report any equipment issues or injuries to the SRC staff on duty immediately.

**Locker Use**

The SRC offers lockers for day-use only. Day-use lockers are for 3 hr use. Lockers that are not cleared by the end of the 3 hrs will have the contents removed. Items removed will be bagged and tagged to be claimed when the participant visits the Welcome Desk. Participants may check-out locks/keys at the Welcome Desk. Any lock or key that is checked out from SRC and is lost, not returned or needs to be cut will have a replacement fee charged to the responsible participant to cover the replacement cost of the key or lock. Any participant requesting a lock to be cut will need to provide proper ID to prove ownership. Participants are responsible for any cost associated with lock cutting (i.e. replacement cost) or lost key situations.

**Towels**

Complimentary towels are available. All members using the weight, fitness and cardio equipment room are required to carry a towel to wipe and dry the machines and upholstery after using it. Human perspiration is highly corrosive; please ensure the long life of the equipment and upholstery by wiping-off the machines with a towel. Towels for showering should be brought from home.

**Alcohol/Tobacco**

All SRC facilities are alcohol and tobacco free (including smokeless tobacco). All SRC facilities adhere to the “Smoke-Free Entrances” policy implemented throughout campus. Everyone must extinguish smoking material and dispose of smokeless tobacco prior to entering any facility or nearing any area designated “non-smoking” including entrance ways. This includes the entire plaza area in front of the Fitness Center.

Individuals who appear to be under the influence of alcohol and/or other drugs will be reported to University Police and asked to leave the facility, as well as those who do not follow the tobacco-free policy. The University Police will be called to assist with individuals who do not cooperate. In addition, a letter will be sent to the Office of Student Affairs concerning violation of University rules and regulations.

**Food/Beverage**

Food and beverage may be consumed in the lobby areas of the Fitness Center. Spill-proof plastic water bottles will be permitted in all facilities. No open cups.

Participants are not allowed to chew gum inside the Fitness Center due to safety and maintenance concerns.

**Personal Hygiene**

All participants are expected to respect the facilities and other participants as outlined in the Participant Code of Conduct. Included in this expectation is that certain aspects of personal hygiene are followed. NO spitting rinsing in water fountains, on floors, on walls or in corners. Clean all pads and equipment with disinfectant wipes or sprays following use. Wear clean, fresh and appropriate workout clothing. Avoid workout areas and equipment when ill with contagious virus/cold. Cover open cuts or sores with proper materials.

Cases involving issues with the above items will be handled individually and discreetly between SRC staff and participants. Full cooperation in each matter is appreciated.
**Pets**

Pets are prohibited from entering all facilities, including the Intramural fields, with the exception of service animals. Owners of the service animals are required to clean up any pet wastes that occur in any facilities and surrounding areas.

**Literature Distribution**

The distribution of leaflets, brochures, and advertisements is prohibited in the SRC facilities and surrounding grounds unless approved by the SRC Director and the Marketing Director. The use of sidewalk chalk on any surfaces outside SRC facilities is also prohibited. To post materials properly in buildings, please contact the Director.

**Music**

SRC staff is responsible for controlling the type of music and volume level for any facility where music is played on a central system. The music played will be determined based on the activity and the general population using the facility and will not interfere with any other university policy or university group that may be in the facility. Personal headsets are encouraged. The use of stereos and "boom boxes" is not permitted.

**Inclement Weather**

In accordance with university policy, SRC facilities will be in operation, if the university closes due to inclement weather. Hours and programs will be adjusted accordingly as staff is available to safely open a facility. Information will be posted on our web site, www.csustan.edu/src. In cases of natural disasters (i.e., earthquake, tornados, flooding, etc.); SRC facilities may be designated as safety shelters and be closed for recreational activity to support emergency action plans.

**Photography**

To better serve and protect the privacy of our participants the use of photography equipment is not permitted inside any SRC facility during open recreation or classes offered without prior permission from a professional member of the SRC staff. This includes professional equipment or cell phone cameras. Violators will be asked to present their photos and/or asked to leave the facility and speak with University Police if they do not cooperate. The use of photo equipment on SRC fields is not prohibited during club or intramural events but people shooting photos must check in with SRC staff overseeing the event, report themselves and get the permission of opposing players and the team they want to photograph. SRC staff members are trained to approach individuals with photo equipment to confirm that they have followed the outlined steps for taking photos.

**Bikes/Skateboards/Rollerblades**

To protect our patrons and facilities, participants are not allowed to ride or use items such as bikes, skateboards, rollerblades or similar items inside the facilities. All bikes must be locked to the bikes racks outside the facilities. Bikes are not permitted to be locked or chained to fences or benches around the facilities. Bikes may be removed if needed if this occurs. The use of skateboards/rollerblades is allowed on campus if being used for transportation. Anyone performing stunts or tricks on benches, curbs, etc., in or around SRC facilities will be asked to stop and leave from the area. If they do not cooperate, University Police will be called for assistance.
Equipment Checkout

Volleyballs, soccer balls, basketballs and miscellaneous sports equipment may be checked out by leaving a photo identification card. The member's photo identification card will be retained until item is returned or replacement costs are reimbursed. To receive equipment, all participants will provide proper information on the equipment loan form. Indoor sports equipment is designated for use in the facility only. The individual checking out the equipment is responsible for that equipment.

PARTICIPANTS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM (S) DAMAGED OR NOT RETURNED. Payment for unreturned, lost, stolen, or damaged equipment will be billed to the participant. Further use of the SRC will be suspended and the individual will be placed on hold with the Cashier’s Office until payments of all bills are made in full.

Proper Workout Attire

In an effort to provide the highest level of safety and prevent additional wear and tear on equipment and machines in the Fitness Center, all participants are required to wear athletic clothing while working out or participating in activities. It is up to the judgment of the SRC staff if attire is appropriate and safe for fitness related areas and activities. Participants not adhering to the proper clothing/attire policy or found offensive by others will be asked to adjust as needed or to exit the facility.

Street clothing and/or business attire (suit & tie or dress skirt) compromises the safety of the wearer and reduces the acknowledged atmosphere of the SRC and is NOT allowed. Exercise attire is required. Appropriate exercise attire includes comfortable, loose-fitting clothing. PLEASE DO NOT EXERCISE WITH KEYS, PENS AND/OR PENCILS IN YOUR POCKETS.

PANTS: Athletic shorts, aerobic shorts, running shorts, bike shorts, and short or long exercise/warm-up pants are acceptable. Jeans, jean-shorts, non athletic belts, cargo style shorts/pants, cut-off pants and/or jeans with metal rivets are dangerous and cause unnecessary wear on equipment are NOT allowed.

SHIRTS: For hygiene purposes and to ensure an appropriate appearance, a shirt is required to be worn while using the SRC. Shirts that cover the chest, back and shoulder areas should be worn in all indoor areas.

SHOES: For safety purposes, closed-toed and closed-heeled athletic footwear is required in all activity areas of the SRC. The following footwear is prohibited:
- dark-soled shoes which may mark the wood floor;
- boots, footwear with metal buckles, dress shoes;
- any shoe suspected of damaging or marking the floor;
- all leather-soled street shoes;
- open-toed athletic footwear, sandals or flip-flops, croc style or similar style footwear;
- open back slip-ons;
- muddy, dusty or dirty shoes;
- golf shoes, turf shoes, cleats or metal/rubber spiked shoes;
- athletic shoes that mark the floors.

NOTE: Adherence to the above policy will provide for fairness of everyone while preserving the floor covering from undue damage. If a participant is found to be wearing unacceptable shoes, he/she may be liable for damages; they may NOT continue their activity unless they change footwear; members and/or guests may NOT continue to participate in socks or bare feet.

Cardio Equipment Use Policies:
• Obey the 30 minute time limit when others are waiting for cardio machines.
• Wipe down cardio equipment after use with supplied wipes or spray bottles.
• Report any problems with equipment.

Pin Select/Stacked Weight Equipment Policies:
• Check that pin is completely inserted into weight stack before using.
• Adjust each machine to put you in the proper position for lifting.
• Do not add weight plates onto the pin in the stack. Only use weight provided by manufacturer.
• Do not slam weight stacks. Maintain control of weight during entire repetition.
• Allow individual persons doing single set circuit training to work through when performing multiple sets or while working out as a group.
• Wipe down equipment after use with supplied towels, wipes or spray bottles.
• Report any problems with equipment.

Free Weight Area Policies
• Weight collars are required on all weight bars when using any plate loaded equipment.
• Participants must use a spotter at all times when lifting weights over themselves (head, chest, etc.).
• Do not drop the weights or weight stacks. Lift within your ability level.
• There is no chalk use permitted in the area.
• Olympic style lifts, dead lifts, etc. must be performed within power racks designated area.
• Dropping or throwing down of plates and bars at the end of an exercise is not permitted.
• Participants must control weight during Olympic style lifts at all times.
• Re-rack weight plates, bars and dumbbells to their correct location and rack after use.
• Dumbbells are not to be dropped, slammed down or thrown down.
• Participants are not allowed to rest dumbbells on top of the upholstered utility benches, machines, desks, chairs or cubby shelves.
• Dumbbells are not allowed to be added to weight stacks as additional weight.
• Standing on or jumping on/off benches is not allowed.
• Allow individual persons doing single set circuit training to work through when performing multiple sets or while working out as a group.
• Wipe down equipment after use with towels, supplied wipes or sprays.

Multi-Purpose Court Policies
• Only proper athletic clothing and athletic shoes are to be worn.
• Non-marking shoes only. No turf shoes, street shoes, or bare feet are permitted.
• Dunking or grabbing the rim or backboard padding is strictly prohibited.
• Fighting and abusive language will result in ejection and suspension from all facilities.
• Food, gum, tobacco products or drink are not permitted.
• Participants may not wear hats during play.
• Participants must wear shirts at all times.
• No personal items are allowed on the playing floor. Place items in a day locker or cubby.
• Do not move any equipment set up on the courts. Ask the SRC staff for assistance with equipment set up or removal.
• Kicking or throwing of a basketball and/or other equipment toward the ceiling, wall, and scoreboard is prohibited. Violators will be asked to leave the facility immediately and will be billed for the damages.
Unless there is a pre-scheduled event, SRC courts will be maintained as open recreation courts. Due to the lack of court space, reservations for Intramural team practices or special interest groups will not be accepted. Teams/groups may participate as open recreation users.

**Multi-Purpose Court Usage Guidelines**

- Open play full court 5-on-5 basketball if there are 10 participants present.
- Open play volleyball will be set up upon request if there are 12 participants present.
- Once a game/match has begun, the game/match will continue to completion, and then the next highest priority activity is allowed to start. Participants must be courteous when waiting for the next game. The expectation is that the first full team of players waiting to play the next game have first right to play the winners of the current game.

Basketball will be played as follows: games will be played to 25 win by 2 points with a 30 point maximum or for 30 minutes whichever is shorter.

Volleyball will be played as follows: matches will be played best 2 out of 3 games played to 25 using rally scoring or for 45 minutes whichever is shorter.

Please see the staff with any questions.

**Track Use Policies**

- Check in at the SRC Welcome Desk with your Warrior ID card.
- Only proper athletic clothing and athletic shoes are to be worn.
- Only the outside 4 lanes of the track should be used.
- Stay off the field at all times.

**RESERVATION PROCEDURES**

The reservations and scheduling of the SRC must be in agreement with the following policies. These policies have been established to minimize conflicts and ensure quality recreational opportunities. All activities shall be compatible with the designated purpose/design of the facility; unsafe activities or those that are incompatible with the designated purpose or design are prohibited. Activities shall be suitable to the respective area with the safety of the member supported at all times. Proper forms must be completed, approved and filed at the SRC business office before submitting an R25 request.

**Priority use**

The SRC shall be scheduled to host a variety of Recreation-based activities in sufficient quantity and quality to maximize the facility. The priority usage of the SRC shall be to support recreation services to SRC members. The following guidelines describe the ranked order of usage during academic periods:

1. **1st Priority** – Associated Students, Inc. (ASI) Recreation and Wellness Programs and Intramurals
2. **2nd Priority** – ASI and University Student Union (USU) sponsored events
3. **3rd Priority** – Chartered Student Clubs and Organizations
4. **4th Priority** – Residential Life Programs
5. **5th Priority** – Other University department uses approved by SRC Director or designee
6. **6th Priority** – Non-university users approved by SRC Director or designee

A SRC facility use request is not guaranteed until confirmed.
On occasion, outside groups shall be granted space inside the SRC. Lead times vary; however, the earlier a completed "Group Usage Request Agreement form" and a signed contract is completed, the better chance for approval.

**Advance Reservation and Reservation Timing**

A. Reservations will be confirmed based upon “first come-first serve” basis for the ASI Recreations and Wellness Programs and Intramurals and USU sponsored events. Once the event is confirmed it cannot be bumped or altered to accommodate another user unless approved by the event coordinator.

B. All other reservations can be confirmed no more than thirty (30) days prior to the event. Once the event is confirmed it cannot be bumped or altered to accommodate another user unless approved by the event coordinator.

C. Reservations scheduled during regular operation hours (hours posted on the SRC web site) must conclude fifteen (15) minutes prior to the official closing of the building (e.g., the building closes at 12:00 a.m., the reservation must conclude at 11:45 p.m.).

D. Reservations that occur during non-operating hours will incur additional staffing fees.

**SRC Director or SRC Reservation Coordinator**

A. Receive, review, approve, and confirm facility use requests under the following parameters:

   1. Facility use requests for ASI Recreation and Wellness programs and ASI or USU sponsored events that are received a minimum of 48 hours in advance of the event date.
   2. Facility use requests for student groups, university departments or organization, and non-university users for events with fewer than 100 attendees that are submitted at least two weeks prior to the reservation date.
   3. Facility use requests for student groups, university departments or organization, and non-university users for events with 100 or more attendees that submitted a minimum of three weeks prior.
   4. Consideration may be given to requests not meeting advance notice requirement but the director or reservation coordinator is under no obligation to do so.

B. Determine if a facility use fee will be charged for the approved event and obtain agreement from the event coordinator.

C. Determine if an SRC event monitor will be present at the event and obtain agreement from the event coordinator to pay the cost.

D. Coordinate any required service to be performed by the University Police, Facilities Services Departments, or other university service provider.

E. Obtain approval for the event from the Risk Manager and coordinate obtaining any required event insurance or insurance certificate.

F. Prepare the written documentation required to secure any usage deposits and/or fees or service charges, including additional charges for event attendees exceeding the number approved on the facility use request.

G. Monitor events in the SRC to determine that the event attendees are abiding by SRC facility use policies and procedures. Designated SRC staff will have the right to immediately terminate a facility use agreement and request that the group vacate the premises if facility use policies and procedures are being violated. Deposit and facility use fees will be forfeited if this should occur.

**Bumping**

Short-term events or ones that benefit a large number of students shall bump activities during prime time with approval.

**Outside Groups/Reservation**
The SRC shall be scheduled for outside groups if member service standards are not compromised and the event is not during prime time. Occasionally, events booked on campus may spillover into the SRC. These events will only be scheduled if the SRC is essential to book the activity.

## Fees

A. There will be no facility use fee for charted student clubs or organizations unless admission is being charged for the event. If admission is being charged the normal facility use fee will apply. All student club or organization events are subject to fees for services provided (i.e., event monitor if after hours, media, room setup, custodial, and public safety).

B. All other university users and non-university events will be charged a facility use fee that includes a reimbursement for standard services, as well as total reimbursement of additional service charges.

C. An authorized University account number and contact information will be required for facility reservations for all university events and activities.

D. All facility use fees are based on a per-hour charge. Non-university users will pay a two-hour minimum. SRC facility use fees will be approved each year by SRC operating committee and the university CFO.

E. Security/Reservation deposits will be required and collected by the SRC Director or Reservation Coordinator for all non-university events and activities. The Facility Use Procedural Guidelines shall address the use and refund of reservation deposits.

F. Events requiring the use of protective floor coverings (for food and beverages and/or tables and chairs in activity spaces) will incur additional set-up fees to be determined by the SRC Director or Reservation Coordinator.

G. All facility use deposits and fees must be paid at least five (5) days prior to be scheduled event to guarantee the reservation.

H. Groups reserving space assume liability for any damages resulting from their event.

There will be no facility use fee or overhead charge for:

1. ASI Recreation and Wellness programs
2. ASI and USU sponsored events
3. ASI and USU events are responsible for their own set-up and clean-up related to their reservation. Should services be required prior to the event, during event, or after the event a service charge will apply.
4. ASI and USU will be responsible for any repair costs applicable to damages that occurred during the event.

SRC rental fee grants use of the specific room or area. General use of the changing rooms, cost of utilities, and equipment set-up/clean-up costs may be extra. The basic rental rates will be available at a future date.

## Personal/Monetary Gain

Unless previously approved, it shall be prohibited to use the SRC for commercial groups or individuals that sponsor events and/or activities that duplicate non-credit courses or programs. Unauthorized or profit-making ventures, meetings, teaching, coaching, personal training or instruction is prohibited.

## Cancellation of a SRC Facility Reservation

A. All adjustments and cancellations pertaining to SRC reservations must occur at least 48 hours prior to the scheduled event.

B. Cancellations not reported to the SRC Director or Reservation Coordinator will result in:
1. All ASI, USU, and chartered student organization reservation will incur a Twenty Five dollar ($25.00) charge. Repetitive cancellations without notice will result in loss of reservation privileges.
2. University and non-university users will forfeit fifty percent (50%) of the agreed upon facility use and service charges.

**Personal Training**

Personal trainers are prohibited without a proper contract or approval for use of the SRC facility by the SRC director.

**Comments and Suggestions**

Members wishing to express a concern, suggest an improved service or praise an employee are strongly encouraged to speak to an **SRC** employee and complete a comment card. These forms can be found at the Welcome Desk and are reviewed weekly by the staff and are occasionally posted.

**Vending/catering/concessions**

NO outside catering is permitted. Chartwells controls the sale of food, concessions, beverage on campus. Contact Chartwells at (209)667-3634 for more information.