



CSUSB RECREATION & WELLNESS
STUDENT RECREATION & WELLNESS CENTER POLICIES

PART I – GENERAL

1. NAME: The official name of the department is Recreation & Wellness. The official name of the main facility is: Student Recreation & Wellness Center hereby referred to as the SRWC.

2. LOCATION: The SRWC is located on the east side of the CSUSB main campus; the mailing address is:

CSUSB Student Recreation and Wellness Center
5500 University Pkwy.
San Bernardino, CA 92407

3. MANAGEMENT: The Recreation & Wellness Department at California State University, San Bernardino shall be responsible for the management of the SRWC under the direction of the Recreation & Wellness Director; with policy direction from the Santos Manuel Student Union Board of Directors and advice from the Recreation & Wellness Committee. The main purpose of the SRWC shall be to support Recreation & Wellness based facilities, programs, and activities.

4. PHONE NUMBER(S): The following numbers are in effect:

A. General Information, call (909) 537-BFIT (2348)

B. Student Recreation & Wellness Center Fax: (909) 537-7014

5. PROGRAMMING: The SRWC shall host most Recreation & Wellness-based programs; including intramural sports, special events, weight training, personal training, sport clubs, non-credit classes, informal recreation, outdoor programs, martial arts, indoor rock climbing, teambuilding, fitness/wellness activities and group fitness classes.

6. HOURS: The SRWC's operating hours are subject to change. Call (909) 537-BFIT (2348) for updated information or visit www.recsports.csusb.edu.

7. PARKING: The University regulates all parking at CSUSB. Parking Lot "G" is the closest lot to the SRWC. A valid parking permit or daily permit is needed to park on the CSUSB campus. Daily permits are to purchased at the parking kiosk. Members of the SRWC that have purchased an alumni membership are eligible to purchase an Alumni Parking Pass, which as of 7/1/17 costs \$144.00 for one calendar year.

PART II - ENTRANCE CONTROLS

1. MEMBERSHIP PRIVILEGES:

The benefits of *SRWC Membership* include:

- A. Entry into the SRWC during all hours of operation
- B. Participation in non-credit group exercise classes
- C. Intramural Sports (for student and principal members only)
- D. Use of the Aquatics Center during operating hours
- E. Reduced prices on:
 - Rental Equipment (outdoor)
 - CSUSB Outdoors Trips

2. ELIGIBILITY: Membership to the SRWC is available to all CSUSB students, Alumni Association members, faculty, staff, affiliates, and sponsored guests who have completed a membership agreement and signed-up to use the SRWC. *To ensure that non-eligible users do not negatively impact eligible members, all members entering the SRWC must provide proof of membership upon entry via the access turnstiles.*

3. USER DEFINITIONS:

CSUSB STUDENT MEMBERS

CSUSB Students who are regularly enrolled and pay the Student Union fee to attend the University define this category. No additional membership fee is required for access to the SRWC.

- A. CSUSB Students – Currently enrolled students, in good standing, at CSUSB are eligible to use the facilities upon presentation of valid identification. Students include:
 - 1. CSUSB full-time undergraduates and graduates.
 - 2. CSUSB part-time undergraduates and graduates.

PRINCIPAL MEMBERS

Individuals who have a relationship with the University define this category. They have access to the facility as long as they maintain their affiliation and pay a membership fee or are enrolled in the Faculty/Staff Wellness Program.

- A. **Faculty** – Individuals with a current academic appointment as verified by Academic Personnel.
- B. **Staff** – Individuals with a current staff appointment as verified by Human Resources.
- C. **Retired/Emeritus Faculty/Staff** – Individuals who have retired from the university or are emeritus status as verified by Human Resources.
- D. **Continuing Students**– Students are eligible for membership for one quarter following any regular quarter they pay registration fees. Verification is through past quarter's enrollment records.
- E. **Visiting Faculty** – Visiting faculty qualify to purchase a membership upon presentation of a letter from the department head and the dates of employment.
- F. **CSUSB Alumni Association Members** – Active members of the CSUSB Alumni Association upon verification by Alumni Association records.

AFFILIATE MEMBERS

Individuals who are considered part of the campus community by their affiliation to a CSUSB Department, program, CSUSB student or principal member.

- A. Spouses/Domestic Partners/Roommates** -of students and principal members upon verification of current affiliation and/or proof of mutual residence.
- B. Adult Dependent** -of students, faculty, and staff upon verification of status of parent or guardian and proof of mutual residence. Adult dependent is defined as a son or daughter of an individual who is at least 18 years old.
- C. College of Extended Learning Students** – Any currently enrolled student in the College of Extended Learning.

GUEST/DAY PASS

Non-member guests may purchase a day-pass to use at the *SRWC*. Guests must be sponsored and accompanied by a member at all times. A member can sponsor up to two guests per day. Sponsors must remain with guest during the entire visit. The guest pass allows access for a period of one calendar-day. A valid photo identification card is required from the guest to verify their identity. Guests will be given a wristband that must be worn during their visit and is required to re-enter or utilize other Recreation & Wellness facilities. Guests are not eligible to participate in the Intramural program.

4. VISITORS: Special group short-term memberships are available for conference and special programs. Conference attendees must contact Housing and Residential Life to arrange membership privileges. Visiting professors, large groups/clubs and guests of the University must make prior arrangements with the Recreation & Wellness Director, or their designee, to visit the *SRWC* on a short-time basis.

5. MEMBERSHIP FEES: The *SRWC* is funded by student fees and user-fees. All regularly enrolled CSUSB students are members of the *SRWC*. Other eligible users can visit the Membership Services Desk for current fee schedule and information.

6. SPECTATOR FEE: Due to issues associated with non-members using the *SRWC*, spectators wishing to enter the *SRWC* to view an activity are required to purchase a guest/day pass.

7. RESTRICTIONS: Unauthorized use of the *SRWC* or other Recreation & Wellness facility is strictly prohibited and should be reported to staff immediately. Unauthorized non-members will be directed to exit the facility immediately.

8. AGE LIMIT: For safety reasons, NO one younger than the age of eighteen (18) years of age is permitted to become a *SRWC* member or guest (purchase a day pass), except the following:

- regularly enrolled CSUSB students
- participants in supervised youth programs
- participants in pre-approved youth sponsored events

9. YOUTH VISITS/TOURS: Persons under the age of eighteen (18) years of age must be accompanied by a parent or guardian at all times while visiting the *SRWC* (i.e. touring the facility, visiting the *SRWC* entrance, attending family event days, using the locker room/rest rooms, etc.), except the following:

- regularly enrolled CSUSB students
- participants in supervised youth programs
- participants in pre-approved youth sponsored events and/or tours.

10. ENTRY: All *SRWC* members and guests MUST enter and exit through the entrance turnstiles adjacent to the *SRWC* Membership Services desk. All other doors are alarmed; passing through any alarmed door(s) is prohibited except during emergency evacuations.

- Sneaking a non-member into the facility is a violation and will result in an automatic suspension of Recreation & Wellness privileges.

11. MEMBER-IN-GOOD-STANDING: In order to maintain eligibility for all the benefits of *SRWC* membership, members must remain in good standing. A member in good standing is a person:

- who is a regularly enrolled CSUSB student or a member who has a current membership that is up-to-date and/or paid in full.

and

- who does not currently have membership benefits suspended due to violating an SRWC or Recreation & Wellness policy.

12. MEMBERS NOT IN GOOD STANDING: A member not in good standing is one whose membership has expired. A member with an expired membership will immediately become a member not in good standing and become ineligible for all of the privileges and benefits a SRWC membership permits. In addition, a member not in good standing is one who has violated a SRWC or Recreation & Wellness policy and whose membership privileges have been suspended, temporarily or indefinitely, for violation of rules.

13. MEDICAL LEAVE: A member can request their membership may be placed on hold and extended due to a medical condition. The member must present a note from their physician stating that the member is unable to participate in any physical activity. This note must include the time period they are unable to participate. During this period of time the membership will be suspended. Once the member is cleared by their physician, the amount of time their membership was suspended will be added on to their most recent membership.

14. REFUNDS: No refunds will be granted for lack of use or participation. Refunds may be granted by the Recreation & Wellness Director in certain situations including termination of employment. Any refunds granted will be given minus a \$10 administrative processing fee. Special refund policies may exist for Outdoors programs, Leadership Challenge Center programs, and other designated programs. All sales are final on all merchandise. Exchanges will be permitted for defective merchandise only.

PART III - HEALTH & SAFETY

1. MEDICAL EXAMINATION: IT IS STRONGLY RECOMMENDED THAT MEMBERS AND GUESTS HAVE A MEDICAL EXAMINATION PRIOR TO UTILIZING ANY RECREATION & WELLNESS PROGRAM OR FACILITY.

2. INSURANCE: Individuals participate at their own risk. The SRWC does not provide participant insurance. Individuals are encouraged to obtain adequate health and accident insurance prior to participating in any activity.

3. FIRE ALARM: If a fire alarm sounds, all users must exit immediately following the safest posted evacuation route. Fire drills will be held regularly to ensure members and guests are aware of emergency procedures. During an evacuation, everyone is asked to remain calm and cooperate fully with staff. *Pulling a fire alarm falsely is strictly prohibited and is punishable under law.*

4. TELEPHONES: A land line telephone is located at the Membership Services desk.

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

6. CONDUCT: Recreation & Wellness staff reserve the right to refuse service to any member and/or guest who engage in verbal and/or physical abuse of other members, guests or staff.

7. 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 act. Traditional outdoor sports may NOT be played in the SRWC, including football, Frisbee, rugby, lacrosse, baseball/softball without approval of the Recreation & Wellness Director.

8. COMBATIVES: No combative activities are allowed in the SRWC without prior approval of the Recreation & Wellness Director and appropriate supervision. These activities include grappling, boxing, martial arts, wrestling, fencing, self-defense, or any other similar activity.

9. REPORTS: All injuries (minor and major) sustained within the SRWC or during Recreation & Wellness programs must be reported to the nearest staff member. Injured parties should assist staff in completing the required paperwork if possible. Please report all unsafe conditions to a staff member immediately.

PART IV - CONDUCT

1. STANDARDS OF CONDUCT: Recreation & Wellness members and guests assume an obligation to conduct themselves in a manner compatible with CSUSB's function as an educational institution. When individuals agree to join the SRWC, purchase a guest pass, or participate in any Recreation & Wellness program, the person indicates, by their registration, that they agree to act morally, cooperate with staff and display sportsmanship-like behavior while utilizing any recreation facility or program. 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.

2. OFFENSIVE WORDS & ACTIONS: Spitting on floors or in drinking fountains is prohibited. Use of obscenity, insulting language, swearing, or profanity is prohibited. Harassment and/or hazing of other members or staff is 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.

3. ALCOHOL/ DRUGS: Recreation & Wellness is an alcohol and drug free program. Members or guests suspected of being under the influence of alcohol or drugs shall be directed to leave the facility or program.

4. STOLEN ITEMS: All items suspected to be stolen should be reported to the SRWC Operations Manager or Membership Services staff immediately so University Police can be contacted. *The Recreation & Wellness department, the SRWC, and the SMSU are not responsible for stolen items.*

5. DISORDERLY CONDUCT: Recreation & Wellness staff have the authority to demand that unruly-members and/or guests leave the program, SRWC or other related facility if their conduct necessitates such action. Examples include, but are not limited to: vandalism, spitting on the floors, hanging from basketball rims, yelling, fighting, dropping weights, and/or violating the rules and regulations.

6. FIGHTING: Any member or guest who, in the judgment of Recreation & Wellness staff, engages in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks an individual, etc. and/or *retaliates* against an aggressor) regardless of whether or not an injury is sustained, shall have their Recreation & Wellness privileges suspended for a determined amount of time. ***Fighting may include only one individual or more than one if an individual fights back, retaliates or responds aggressively against an attacker.***

8. CONTROL: Failure to comply with policies may result in an immediate dismissal from the facility and/or a suspension of Recreation & Wellness privileges. Length of suspensions are based on the nature and severity of the violation(s). **Privileges include, but are not limited to, access to the SRWC and Recreation & Wellness facilities, as well as all participation in Recreation & Wellness programs.** Students may be subject to further university disciplinary action.

9. UNIVERSITY STUDENT CONDUCT AND LAW ENFORCEMENT: As outlined in campus regulations and policies, participants are subject to the possibility of official CSUSB judicial proceedings and punishment from law enforcement officials for violations of the student conduct code and applicable federal, state and local laws. University student conduct and law enforcement may be done in addition to Recreation & Wellness discipline. Copies of the Incident Report form will be forwarded to the CSUSB Student Conduct and Ethical Development and the University Police Department when Recreation & Wellness staff determines it is appropriate to do so. In all cases in which there are allegations of threats, harassment, or endangerment of the health or safety of any person, reports will be forwarded.

10. DISPUTE: Members have the right to dispute discipline. A valid dispute must concern either a misapplication of one of the rules or misinterpretation of the policies and procedures outlined within the Recreation & Wellness Policies.

11. APPEALS: An appeal of a suspension must be submitted in writing to the Director of Recreation & Wellness. The Director of Recreation & Wellness or their designee will review and make decisions regarding appeals.

PART V – ATTIRE / DRESS CODE

1. GENERAL: Appropriate exercise attire is required. This includes comfortable, loose-fitting exercise clothing. Please do not exercise with keys, pens, pencils or other sharp objects.

2. PANTS: Athletic shorts and exercise/warm-up pants are acceptable. Pants or shorts with belts, denim, rivets, or cut-offs are restrictive, damaging or dangerous, and not allowed while using any activity area. Street clothing and/or business attire (suit & tie or skirt) compromises the safety of the wearer and contrasts with the recreational atmosphere of the SRWC and is not allowed while participating in any activity.

3. SHIRTS: For hygiene purposes and to prolong the life of the SRWC equipment, a shirt must be worn at all times and should cover all areas of the torso that come in contact with the fitness equipment. Any undergarment, such as a sports bra, is not permitted by itself and must be covered by a shirt.

4. SHOES: For safety purposes, closed-toed athletic footwear is required in all areas of the SRWC, except the hallways and shower/locker rooms, or during activities in the studios that do not require footwear. In an effort to minimize damage to the wood floors, the following footwear is prohibited in wood floor activity areas:

- dark-soled shoes which damage or mark the wood floor;
- any shoe suspected of damaging or marking the wood floor;
- all leather-soled street shoes;
- open-toed athletic footwear, sandals or flip-flops;
- muddy, dusty or dirty shoes;
- spikeless golf shoes;
- Astroturf™ shoes, cleats or metal/rubber spiked shoes

NOTE: Adherence to the above policy will preserve the floors from undue damage. If a participant is found to be wearing unacceptable shoes or no shoes, they may not continue their activity unless they change footwear; members and/or guests may not continue to participate in socks or bare feet.

5. LOANER CLOTHING: For hygienic reasons, Recreation & Wellness does not loan clothing to members who do not have the appropriate attire.

PART VI - EQUIPMENT

1. LENDABLE EQUIPMENT: Equipment (basketballs, volleyballs, etc.) may be borrowed through the Membership Services Desk. **BORROWERS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM(S) DAMAGED OR NOT RETURNED.** The member's membership status may be changed to “not in good standing” until the equipment is returned or replacement costs are reimbursed.

2. TOWELS: Complimentary day-use towels are available. All fitness room users must have a towel to wipe and dry the upholstery after each use. Human perspiration is highly corrosive and may increase disease transmission. Please ensure the health and safety of our members and the long life of the equipment by wiping off the machines with a towel.

PART VII - FACILITY USAGE

1. REFRESHMENTS: Except in the lobby and hallway all food, drink, candy, gum, and/or any other food item(s) are NOT permitted in the SRWC activity areas due to the high volume of members and the accompanying need for high levels of custodial services, as well as to prolong the life of the facility and the equipment it contains.

2. PLASTIC WATER BOTTLES: Non-breakable, plastic, leak-proof drinking containers, which hold water, are allowable. Glass containers and bottles are strictly prohibited.

3. SMOKING: The use of tobacco or tobacco products in any form is prohibited on campus in accordance with CSU Policy on Systemwide Smoke and Tobacco Free Environment (Executive Order 1108).

4. LOCKERS: Day-Use lockers are available on the following basis:

- Lockers are available in the *SRWC* hallway.
- Large personal (bring-your-own-padlock) lockers are available for no charge in the locker rooms.
- A small number of lockers in the locker room are available to rent for the quarter at a nominal charge, on a first come-first served basis each quarter.

WARNING: ALL personal locks will be cut-off and lockers will be emptied at the end of each day **except any quarterly rented lockers. Quarterly rented lockers must be cleared by the last day of the quarter as stated in the locker agreement.** Personal articles remaining in the lockers will be turned into lost & found. Recreation & Wellness is not responsible for any lost or stolen items.

5. PERSONAL PROPERTY: Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) may NOT be stored in any of the activity areas or gymnasium floors. SRWC members and guests are responsible for the security of their personal property. Attention: It is highly recommended that all personal items be secured in a locker.

6. AUDIO/AMPLIFIED SOUND: To avoid unwanted noise/distractions and for safety purposes, personal headphones with mp3 players, phones, CDs, or radios are allowed ONLY. The use of musical instruments and/or amplified sound, stereo *boombox* radios, or televisions is prohibited, unless previously approved by the Recreation & Wellness Director.

7. CAMERAS/PHOTOS/VIDEO: For safety and security purposes, the use of any device to photograph, record, or videotape in the locker rooms and restrooms is not permitted. The use of a device to photograph, record, or videotape unauthorized and/or inappropriate material in Recreation & Wellness facilities is not permitted. Respect for the personal privacy and safety of all members, guests, and participants must be maintained at all times. For media and academic/class project purposes, advanced approval by the Recreation & Wellness Director, or designee, is required via the Video/Photo Recording request form.

8. PHONES/ELECTRONIC DEVICES: For safety purposes and the enjoyment of all members, limit use of phones/electronic devices to the lobby and hallways of the SRWC. Denying other members use of amenities due to use of personal electronic devices will not be tolerated.

9. ANIMALS/PETS: Animals are not permitted to enter the SRWC, except for guide dogs, service, or signal animals.

10. SALES/ADVERTISING: NO unauthorized sales, advertising (flyers, posters, signs, displays, banners, etc.) or promotional activities of any kind are allowed in the SRWC unless approved by the appropriate professional staff member.

PART VIII – SRWC RESERVATION PROCEDURES

1. RESPONSIBILITY: The responsibility of day-to-day SRWC use/reservation shall be the responsibility of the Recreation & Wellness Director or designee, who shall schedule the rooms/areas in agreement with approved policies. The following policies have been established to minimize conflicts and ensure quality recreational opportunities are offered.

2. ACTIVITY USE: All activities shall be compatible with the designated purpose/design of the SRWC; unsafe activities or those that are incompatible with the designated purpose/design of the SRWC are prohibited. Activities shall be suitable to the respective area with the safety of the member supported at all times.

3. PRIORITY USE: The SRWC shall be scheduled to host a variety of Recreation & Wellness-based activities in sufficient quantity and quality to maximize its use. The priority usage of the SRWC shall be to support services to SRWC members. The following guidelines describe the rank order usage of the SRWC during academic periods:

A. 1st Priority – Activities approved by the President of the University.

B. 2nd Priority – Unscheduled *informal drop-in use* by CSUSC students SRWC members shall receive preferential ranking.

C. 3rd Priority - Organized *formal* Recreation & Wellness-based programs, including intramural sports, special events, fitness classes and sports clubs.

D. 4th Priority – Santos Manuel Student Union programs.

E. 5th Priority - On-campus clubs and organizations.

F. 6th Priority – Academically-related departments (Kinesiology, Athletics) of CSUSB.

G. 7th Priority – Auxiliary organizations (Foundation, Coyote Bookstore, Alumni Association).

H. 8th Priority – Off-campus organizations.

4. BOOKINGS: Occasionally, groups shall be granted space during non-prime times. Group are defined as 6 or more people engaging in an activity together. These space reservations are subject to availability. Requests must be submitted at least 2 weeks prior to the desired date; however, the earlier a completed Request For Recreation Facility Space form (online form on the Recreation & Wellness webpage) is completed, the better chance for approval.

Pool Events/Group use

- Any group that wants to use the pool must submit a request through CSUSB Special Events & Guest Services at least 2 weeks prior to the event. The Kinesiology department will need to approve the event.
- After Kinesiology approves the event the Recreation & Wellness Department (via the Director, Associate Director, or Aquatics Coordinator) must approve the request, and Lifeguards must be scheduled.
- Generally events at the pool will only be approved by Recreation & Wellness outside of pool operating hours; however, group use/event requests will be reviewed on a case-by-case basis.
- Lifeguard fees for group use/events: \$16 per Lifeguard per hour; minimum of 2 Lifeguards per event is required and 1 additional Lifeguard for every additional 25 people in pool/on pool deck beyond 50 people, up to 250 people.

Aquatics questions can be sent to: Aquatics@csusb.edu.

A. Bumping - a short-term event or one that benefits and interests a large number of students may bump activities during prime time.

B. Length of Time – SRWC reservations shall be for no longer than seven days.

C. Outside Groups/Reservation - the SRWC shall be scheduled for outside groups if member service standards are not compromised and the event is not during prime time.

5. DEPOSIT: A cleaning and maintenance deposit of fifty percent of the rental is required at the time of the request. All extra cleaning and maintenance costs of the activity will be deducted from the deposit.

6. FEES: SRWC rental charges are reviewed by the Recreation Committee each year. Any changes to the fees must be approved by the Santos Manuel Student Union Board of Directors. The rental fee grants use of the specific room plus general use of the locker rooms (showers, lockers, sauna, bathrooms), utilities, and equipment set-up and cleanup costs. The basic rental rates are:

- **Gymnasium: \$600 per day**
- **Aerobics Studio: \$300 per day**
- **Climbing Wall Fee Structure:**

Climbing Wall staffing fees are in addition to the wall rental. Climbing Wall rentals will only be permitted outside of Roped Climbing hours.

CSUSB Students:

- 3 hours or less: \$0
- Additional Hours: \$0
- Staff Fee: \$17 per staff member/per hour*

University Faculty and Staff:

- 3 hours or less: \$90
- Additional Hours: \$30
- Staff Fee: \$22 per staff member/per hour *

Off Campus Groups:

- 3 hours or less: \$120
- Additional Hours: \$40
- Staff Fee: \$27 per staff member/per hour *

(*2 staff members are required for 1-12 participants, 1 staff member is required for every 6 participants after the first 12, 28 participants per hour is the maximum capacity for group events at the climbing wall.)

7. STUDENT ORGANIZATION FEES: Student organizations may reserve the SRWC during non-prime time hours at no charge provided that the organization does not charge fees to participants, nor that additional staffing is required. Room set-up, staffing, and cleaning fees may apply in special circumstances.

8. PERSONAL/MONETARY GAIN: Unless previously approved, it shall be prohibited to use the SRWC for commercial groups or individuals which sponsor events and/or activities that duplicate Recreation & Wellness programs. Profit-making or gift in-kind enterprises, tournaments, meetings, teaching, coaching, personal training or instruction is prohibited without approval.

9. INSTRUCTION: Unless previously approved, it shall be prohibited to use the SRWC by student organizations, athletic teams, groups or individuals which sponsor events and/or activities that duplicate Recreation & Wellness programs. Unauthorized tournaments, tryouts, practices, meetings, teaching, coaching, personal training or instruction is prohibited.

10. APPEALS: If a facility reservation or lease request is denied, a written appeal may be submitted within forty-eight (48) hours of notification of the decision. Appeal letters should be delivered to the Recreation & Wellness Director, who shall evaluate the appeal and forward all appropriate requests to the Recreation Committee for a formal hearing.

PART IX - COMMENTS/SUGGESTIONS

- 1. QUESTIONS:** Explanations or clarifications of the above policies should be directed to a staff member.
- 2. CUSTOMER COMMENTS:** Members wishing to express a concern, suggest an improved service or praise an employee are strongly encouraged to speak to Recreation & Wellness employee and/or complete a comment card. These forms are located throughout the SRWC. These cards are collected, and answered as quickly as possible. Comments may also be made at the Recreation & Wellness website: <http://recports.csusb.edu>.
- 3. COMPLAINTS:** Recreation & Wellness members and guests are encouraged to complete a comment card or visit the Recreation & Wellness website at: <http://recsports.csusb.edu> to file a complaint concerning staff or programming.

PART X - MISCELLANEOUS

- 1. BIKES, ROLLERBLADES, ROLLERSKATES AND SKATEBOARDS:** For the safety of others, bicycles must remain outside the SRWC; skateboards and self-powered scooters must be stored on the rack located at the SRWC entrance. A campus regulation prohibits the use of rollerblades, roller-skates and skateboards on-campus or within the SRWC.
- 2. STAFF:** Capable and enthusiastic staff is available during all operating hours. Please seek their assistance; they are interested in helping maximize the benefits you receive in being a Recreation & Wellness member.
- 3. TOURS:** SRWC tours are available. Contact the Membership Services desk or call (909) 537-BFIT (2348) for a tour. Recreation & Wellness staff will conduct a tour at their earliest convenience. Wait times should never exceed 15 minutes.
- 4. CATERING/CONCESSIONS:** NO outside catering is permitted without approval. Sodexo controls the sale of food, concessions, beverage and resale merchandise on campus; contact Sodexo at (909) 537-7159 for additional information.
- 5. WEAPONS AND FIREARMS:** NO weapons or firearms of any kind are allowed in the SRWC. Members or guests possessing any weapon or firearm will be denied access and asked to leave. Members participating in martial arts should alert the staff of any questionable item(s) prior to entering.
- 6. LOST AND FOUND:** Please give all items found within the SRWC to the Membership Services desk. Items will be logged and stored for an appropriate amount of time until either donated, discarded, or given to University Police. Recreation & Wellness is not responsible for lost items.
- 7. DISABILITY ACCESS:** The Student Recreation & Wellness Center is a fully accessible facility. If an individual is in need of a reasonable accommodation, please contact Recreation & Wellness at least 5 business days in advance.

PART XI – AREA USE POLICIES

General Regulations

All participants and users of Recreation & Wellness programs and facilities are required to conduct themselves in a considerate, community-minded manner by obeying program policies and rules designed to protect everyone's well-being. A safe and pleasant recreational experience is maintained through rules emphasizing the following:

- Utilizing all equipment and facilities according to their intended use
- Complying with posted signage and verbal directions of Recreation & Wellness staff

- Recreation & Wellness Staff have the authority to ask any member to cease their activity if it is deemed unsafe or contrary to intended use of equipment/facility
- Fighting or threatening to fight is prohibited
- Attempting to intimidate others through verbal threats is prohibited
- Dressing appropriately for all activities

FITNESS FLOOR

- Proper athletic attire and shoes are required.
- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around, due to potential safety concern. Please utilize the lockers and bins. Recreation & Wellness is not responsible for lost or stolen items.
- No chalk use allowed on fitness floor.
- Please limit your exercise on a particular piece of equipment, in order to accommodate other users; saving or denying use of equipment that is not actively being used is not permitted.
- Please replace all dumbbells and plates on the appropriate racks when you are finished with them.
- Do not drop the weights or set weights on the benches.
- Stacking of boxes is not permitted.
- Standing on the benches is not permitted.
- Keep hands and feet clear of moving parts while machines are in use. Never put your hands or feet under the weight stacks. Place hands and feet only on the hand grips and foot pads provided.
- Do not operate equipment if it has loose or damaged parts. If the machine fails to operate correctly, do not attempt to repair. Please notify a staff member of the problem.
- There is a 30 minute time limit on all cardio equipment when others are waiting.
- Please wipe off your own equipment with the designated spray bottles and purple towels when finished with the machine.
- No gum, food or drinks are allowed, water and sports drinks in a sealable bottle are permitted.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.
- Please report all accidents, incidents, or injuries to a staff member.
- Student Fitness Floor staff are available to demonstrate proper use of the equipment. In addition, they are also available to be spotters for lifting heavy weights. Please ask for assistance when needed.
- Weights are to remain in the Fitness Floor area; no weights are permitted on tile floors, multipurpose gym court, or second floor.

Olympic Lifting Platform and Squat Racks

What lifts can be performed on the Olympic Platform?

- Clean and Jerk
- Snatch
- Power Clean to overhead squat
- Power Jerk
- Push Press
- Dead Lift
- Shrug

Back squats cannot be performed on the Olympic Platform, back squats can be performed in the squat racks.

Regular weight plates are not permitted on the Olympic Platform, only the bumper plates are allowed on the Platform and, conversely, the bumper plates cannot be moved from the Platform and used anywhere else.

GROUP EXERCISE STUDIOS

- Proper athletic attire and shoes are required. Exceptions made for yoga based classes. If using cycling shoes for indoor cycling, please connect them to bike before using - do not walk on wood floors with cycle shoes.
- No non-athletic street shoes, boots, open toed shoes, black-soled or marking shoes are permitted during Group exercise classes.
- Please limit excessive conversation during group exercise classes.
- The stereo equipment is for Group Fitness class use and for events with departmental approval only.

- Use of the microphone is reserved for fitness instructors ONLY.
- Please remember to return all equipment to its correct location and store all equipment neatly.
- Please turn off all music and lights upon leaving the room.
- Report any loose or broken equipment (i.e., steps, bands, etc.) to the instructor or a staff member.
- Be sure to let your Group Fitness instructor know of any injuries or relevant medical information.
- If you feel pain, lightheaded, or dizzy during class notify the instructor.
- No food or drinks are allowed, water and sports drinks in a sealable bottle are permitted.
- Please remember to return all equipment to its correct location and store all equipment neatly.
- Please clean indoor cycling bikes and mats after use.
- Be sensitive to others in group exercise classes – no strong perfumes, colognes or loud jewelry.
- The studios may be reserved (if available) for practices/functions, please submit a facility request form.
- Do not use any equipment that you are not familiar with. Please ask a staff member or fitness instructor/personal trainer to demonstrate use of any equipment in question.

MULTIPURPOSE GYM

- Intramurals and reservations take precedence over free play. There are set times for open recreational Basketball, Indoor Soccer and Volleyball, please check the gym schedule for days and times.
- The courts are available on a first come, first serve basis. If others are waiting for a particular court, the players on that court have 20 minutes to finish play, and then must allow those waiting to utilize the court.
- Proper athletic attire and shoes are required.
- A proper workout shirt must be worn at all times; no “skins” allowed.
- No non-athletic street shoes, boots, open toed shoes, black-soled or marking shoes are permitted on the courts.
- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around. Please utilize the lockers and bins. Recreation & Wellness is not responsible for lost or stolen items.
- No food or drinks are allowed, water or sports drinks in a sealable bottle are permitted.
- No dunking or hanging on the rims or backboards.
- No throwing/pitching on court.
- Indoor soccer is to only be played using an indoor soccer ball; no outdoor soccer balls are permitted.
- In order to protect the facility and patrons, soccer balls are not allowed to be kicked into windows or at/above the basketball goals.
- In order to reduce the risk of injury the following are not allowed: pushing, slide tackling, or rough play of any kind.
- Failure to follow these policies for Indoor Soccer may result in individual loss of SRWC privileges & an overall suspension of Indoor Soccer at the SRWC.
- No weights or dumbbells allowed on court.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.
- Please report all accidents, incidents, or injuries to a staff member.
- Patrons must conduct themselves in an appropriate manner. Anyone in violation is may be asked to leave the facility.

LOCKER ROOMS

The locker rooms are utilized by students, faculty, staff, and other members of the SRWC; please follow these guideline while utilizing the locker room.

- Use modesty while walking around the locker room facilities, towels to dry off and/or cover up are available at the towel kiosk.
- With parents or guardians accompanying children of the opposite sex who are older than 5, please make an attempt to have them use the same sex locker room or use the upstairs restrooms.
- Clean up after yourself, please do not leave towels or trash lying around the locker room.

SAUNA

Please be respectful of others using the sauna by keeping conversations and noise to a minimum. Recreation & Wellness staff will periodically check the sauna to ensure the health and safety of the facility. Sauna use is meant for individuals who are in a healthy state – please refrain from using the sauna if you do not feel well.

- Change into workout clothing and remove shoes. (Flip flops or shower footwear is permitted). It is recommended that you shower before entering sauna.

- Amplified sound, speakers, phones, food, and drink are not permitted in the sauna.
- It is recommended that a towel be placed in between you and the surfaces you come in contact with.
- To add humidity pour 1 dipperful of clean water over hot stones. This will promote perspiration and create a comfortable atmosphere. Do not pour water anywhere else in the sauna.
- It is recommended that after 10 minutes exit the sauna to cool off. Cooling off time outside the sauna should be equal to the time spent in the sauna. After cooling off you can re-enter the sauna and repeat the process. Do not exceed 30 minutes in the sauna at one time.
- Finish by showering with warm water and rinse with cool water to close pores. Dry completely before going out into cooler temperatures to avoid chilling.

Individuals who do not follow the policies may lose facility privileges. Please report any issues concerning the sauna to SRWC staff.

CLIMBING WALL

- Climbing Wall Staff must be present when any participants are top rope climbing or using the Auto Belay.
- Proper fitness attire must be worn to climb. Jeans are not allowed.
- All accidents or equipment damage must be reported immediately to Climbing Wall staff.
- Helmets are recommended; but not required. The SRWC can provide helmets.
- All participants must have completed a Harness Check and Test; Figure 8 Check and Test; Belaying, Falling and Lowering Test; prior to being a Green Card Climber. See Climbing Wall Staff for more information.
- The Department of Recreation and Wellness reserves the right to suspend any individual permanently, or for a specified period of time, for failure to comply with the safety policies and rules, or for any conduct that is viewed by the staff as unsafe or inappropriate.
- Watch where you walk or position yourself. Stay clear of potential falling or swinging climbers, unless you are actively spotting. If you are climbing and think you may swing or fall into another person, politely ask them to move.
- Do not climb over or under another climber on any wall or walk between belayers and the wall.
- Do not climb on top or above the height of the wall.
- Do not step on any ropes. This causes damage to the rope's strength.
- Always use standard climbing commands: "On belay?" "Belay on!" "Climbing?" "Climb on!"
- Any unsafe condition, damage, or injury must be reported to climbing center staff immediately.
- Artificial handholds can break and/or "spin" leading to a potential fall. Please be prepared and have a spotter. Report any hold damage or spin immediately.
- Do not place a finger in a metal bolt hanger & remove all rings. You could break a finger and/or deglove your skin.
- Climbing shoes/ athletic shoes are required to climb. No boots, lug-sole shoes, open toe-shoes, flip flops, sandals, bare feet, etc.
- You may not be in the climbing area if you have received any medical treatment or are using any medication that could impair your alertness or coordination.
- Anyone in the climbing area must first check in (and out) at the desk and have a signed agreement and waiver on file.
- Chalk balls are provided and are the only chalk allowed on the wall. Please keep in a bag and DO NOT place on floor.
- Do not leave backpacks, bags, or skateboards in the climbing area. Free day use lockers are available.
- Belayers, boulderers and new climbers must visibly wear the appropriate tag.
- Holds may not be changed or tightened by members. If a hold is loose or damaged, please inform climbing wall staff.
- You may not teach anyone to belay regardless of your ability. Any safety related instruction must be performed by staff.
- Top rope, auto-belay, and lead climbing have priority over bouldering during top rope belay hours.
- Top Ropes Climbers must tie directly into their harness with a figure eight follow through knot with a min. 6" tail.
- Do not climb off route which could result in a swinging pendulum. Climb and stay under anchor.
- Belayers must be attentive and standing at all times.
- Climbers and belayers must use a UIAA/CE approved climbing harness. Use of the harness must be according to manufacture recommendations.

Open Bouldering

- Climbers must check-in with Membership Staff and wear a bouldering wristband on their person.
- Top roped or auto-belay climbing is not permitted during bouldering hours.

- Bouldering is allowed with no part of your body above the 13 feet “do not boulder above” holds.
- Climber is encouraged to have proper spotters when necessary.
- Avoid leg and ankle injuries by down climbing when possible rather than letting go at the top.

Auto-Belay

- Auto-Belay is only to be used by program belay certified climbers.
- Auto-Belay use is only allowed during top rope hours with Climbing Wall Staff present.
- Climbing wall staff must connect climbers to the Auto-Belay.
- Climbers must disconnect and attached carabiner to belay gate after climbing.
- Climbers must only climb routes directly under the auto-belay.

LEADERSHIP CHALLENGE CENTER

- Access to the Leadership Challenge Center is only by approval of the Challenge Course Manager (CCM).
- Staff have the responsibility for the safety of all facility users, follow their directions at all times.
- Programs desiring to modify policy will consult with CCM prior to program start.
- A first aid kit and staff trained to use it will be on hand during all activities.
- An acknowledgment of risk and waiver form will be completed, signed (by parent or guardian AND participant for those under 18), and approved prior to participant involvement.
- Sharp objects in pockets, all jewelry other than small pierced studs, bandannas, and all items in pockets will be removed before climbing. No gum, hard candy, chewing tobacco, or other items in the mouth allowed while participating on the course.
- Minimum age for course participation is 5th grade. A staff controlled or performed clip-in is required for all groups below high school age.
- Minimum Staffing ratio must be met to operate the course.
 - There is a maximum of 9 people to a Large 4 Pole Tower per level.
 - There is a maximum of 6 people to a small 2 Pole Tower per level.
 - There is a maximum of 2-3 people (including facilitators) per belay cable between towers.
- A brief inspection of the Challenge Course will be done prior to each day’s use.
- Participants will wear CSU Approved Challenge Course equipment only. No personal safety equipment will be allowed. Facilitators will seek approval of their equipment from the CCM prior to use on the course.
- Staff will provide a thorough safety briefing, including safety considerations and possible consequences, when beginning any new activity.
- Participants and Staff will be clipped in at all times on the Challenge Course (except in the nets).
- If participants are performing transfers themselves, participants will demonstrate proficiency in transferring techniques before being permitted to enter the Course.
- If participants are performing transfers themselves they will use the following commands.
- Participant: Permission to Transfer?
 - Belay: Transfer One!
 - Belay: Show Me!
 - Belay: Transfer Two!
 - Belay: Show Me!
 - Belay: Belay On!
- Participants will not climb until they receive permission form Staff.
- Participants will be instructed to only clip on to belay cables (not event cables).
- Participants and staff will refrain from flipping upside down while on the course.
- Participants will refrain from making uncontrolled dynamic moves or intentionally moving (i.e., swaying) portions of the course. Facilitators will explain this rule before participants enter the course, and monitor it throughout the experience.
- To reduce falling distance and avoid the need for rescues, participants will be instructed to keep their claws as short as possible while ensuring that they are two different lengths.
- Staff will inspect participants’ personal safety equipment prior to each ascent.
- Chest harnesses, in conjunction with sit harnesses, will be worn by individuals whose stomach and chest shape does not allow the waist belt of the sit harness to snug down properly above the hipbones.
- Only zip pulleys approved by Challenge Works will be used on the Zip Line. Do not substitute!

- Participants on the Zip Line will weigh no more than 275 lbs. If this is in doubt, facilitators will address the issue politely, sensitively, and privately with the participant.
- Zipping will take place only from a seated position. No standing, running, or jumping while going off the zip line!
- Only staff working the Zip Line will send participants off the Zip Line. These staff members will perform a safety check of the system before a participant zips.
- If there are any problems with any element or piece of equipment, immediately stop using it and contact the CCM.

AQUATICS - POOL

General Facility Rules

- Student Recreation and Wellness Center (SRWC) Members are admitted free of charge. All other individuals can purchase a daily, quarterly, or family pass at the SRWC. During the academic school year the pool is not open to children or the community, except for Saturdays and for private swim lessons. Children under 2 and adults observing or assisting youth enrolled in a swim lessons are free of charge. A signed waiver on file is required to enter the pool area for swimmers and non-swimmers.
- Everyone must check in with the Attendant/Lifeguard on duty.
- Visitors are not allowed to swim without valid membership or pass.
- Visitors are not to distract the lifeguard from their job duties and may be asked to leave the facility if doing so.
- Children under 13 years old **MUST** be supervised on the deck or in the pool by an adult.
- Swim only when Lifeguard is on duty.
- In the event of inclement weather, or other hazardous conditions, the pool may close.
- Aquatics Staff can limit a patron's use of the facility and/or equipment as a result of the patron lack of compliance or for safety reasons.
- Lifeguards have the responsibility for the safety of all facility users, please follow their directions at all times.
- In an emergency, you will hear three whistle blasts. All patrons are to stop and follow the staff's instructions.
- Proper swimming attire is required, including bathing suits, board shorts, or rash guards. Cotton clothing, cut-off jeans, Brazilian or G-string bathing suits are not appropriate swimming attire and are not permitted. To cover the body for medical or religious reasons, please wear clothing constructed of swimsuit material.
- Children, who are not toilet trained, **MUST** wear **NON-DISPOSABLE** swim diapers. Regular disposable, cloth diapers, Little Swimmers® and Splashers®, etc. are **NOT** permitted.
- **The following is prohibited in the Aquatics Center/Pool Deck:**
 - Changing clothes on the swimming pool deck
 - Hanging or playing on the railings or the bleachers
 - Running on the pool deck
 - Glass containers of any kind
 - Tanning oils (it damages the filtration system)
 - Food is not allowed in the water; food and beverages, in plastic containers, are allowed on the deck/lounge chair area
 - Roller-skates, roller blades, skateboards, scooters or bicycles
 - Pets - service animals are permitted
 - Chewing gum
 - Diaper changing in the pool area or on the pool deck
 - Using any piece of equipment for a purpose other than its intended purpose
 - Behaviors/activities that are deemed unsafe or otherwise disruptive by the Lifeguards/Staff
- **For the health, safety, and comfort of all pool users, please:**
 - Put your sunscreen on at least 15 minutes before entering the pool
 - Respect others and refrain from public displays of affection while using the pool area
 - **DO NOT** enter the water if you have any open cuts, sores, wounds or infectious diseases
 - **DO NOT** enter the water if you have had diarrhea, stomach flu or have been severely sick in the last two weeks (14 days)
 - Use the locker rooms for diaper changing and dispose of diapers in trash receptacle

Swim Rules

- Children under the age of 13 **MUST** be supervised by an adult at all times. Parents who leave children under the age of twelve unattended may have their membership suspended.

- Minors must be within arm's reach of an adult at ALL times while within the water or pass a Deep Water Swim Test (see below). Lifeguards have the discretionary authority to require an adult to be in the water with any minor.
- Any patron who is part of a youth group or camp must take a Deep Water Swim Test (see below).
- Only Coast Guard-approved (Type I, II, III, V) life jackets are permitted for non-swimmers and the wearer must be within arm's length of a responsible adult at all times. Please check with a lifeguard or staff member to ensure any floatation device you bring in is acceptable prior to entering the pool.
- Please observe posted NO DIVING areas. Diving from the deck in these areas significantly increases risk of serious accidents.
- Lap lanes are for continuous swimming only. Please be considerate of others. One or more people can swim in a lane by circle swimming and staying to the right.
- **The following are not permitted in the pool:**
 - Hanging on the lane lines.
 - Swimming through lap lanes or participate in free swim in them while in use.
 - Somersaults, back dives and other inappropriate entries from the deck or diving board.
 - Standing, sitting on, or using kickboards in any other way than they were designed.
 - Hard toys, balls or squirt guns - any non-Coast Guard Approved floatation is NOT a water toy - children may bring appropriate water toys into the facility.
 - Prolonged breath holding or underwater swimming for extended periods of time
- Return all equipment to the storage bins after use. The Deep Water Swim Test may only be taken with a designated lifeguard (see attendant). The test consists of: a safety orientation of the Diving Well; a full length of freestyle demonstrating proper horizontal body position, rotary breathing and forward locomotion; and treading water successfully for 30 seconds. All components must be completed unassisted. Once the deep water test has been passed, a unique mark of the day will be placed on the patron's hand or a wristband will be provided.
- Lifeguards or any Recreation & Wellness staff member reserve the right to remove anyone from the pool.

Diving Well Rules

- The lifeguards may require a Deep Water Swim Test of any patron(s) to ensure they can swim safely in the deep water/diving well of the pool (see Swim Rules above).
- Only one person on a board at a time. This includes the steps of the diving board.
- No running on the diving board.
- Be sure the area under the diving board is clear before diving.
- Only one bounce is permitted on the diving board, no multiple bounces.
- No back or side flips are permitted. One front flip is permitted.
- Dive straight off the end of the board.
- Swim away from the diving board or to the nearest ladder to exit the diving area. DO NOT swim directly beneath the diving board.
- No unorthodox diving, dangerous dives, or rough play on the boards.
- When the diving board is in use no other swimming is permitted in that area of the pool.
- Failure to obey these warnings may result in sudden, forceful head first contact with the water, an object, or another swimmer, and may lead to a serious spinal injury or death.
- Anyone not adhering to these rules may lose their aquatics privileges.
- The lifeguards have the authority to instruct individuals to stop any dive or action deemed unsafe.

Public Health Notice

- Before entering pool area, a hot soapy shower is highly recommended.
- Please DO NOT enter the water if you have any open cuts, sores, wounds or infectious diseases.
- Children, who are not toilet trained, MUST wear NON-DISPOSABLE swim diapers. These may be purchased at the SRFC. Regular disposable, cloth diapers, Little Swimmers® and Splashers®, etc. are NOT permitted. No exceptions!
- Please DO NOT enter the water if you have had diarrhea, stomach flu or have been severely sick in the last two weeks.
- DO NOT change diapers in the pool area. Please utilize the locker rooms and dispose diapers in trash receptacle.