

# Policies & Procedures Manual

Rowan Campus Recreation  
2019-2020



**Rowan University Campus Recreation  
Policies & Procedures 2019-2020**

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## **Campus Recreation Mission & Values**

### **Mission**

Campus Recreation is committed to providing exceptional programs, services, and facilities that promote and encourage a balanced, healthy lifestyle. We are dedicated to creating a safe, welcoming, and inclusive environment that enhances student learning and skill development, fosters enjoyment and appreciation for recreational activities, and enriches the quality of life for the Rowan Community.

### **Values**

**Service:** We are committed to making customer satisfaction our #1 priority; and as such, will focus on creating a positive experience for each and every person who walks through our doors. Our friendly and knowledgeable staff will work diligently to meet and/or exceed your expectations. Most importantly, we will strive to maintain clean, safe, and attractive equipment and facilities.

**Quality:** We are committed to providing the highest quality programs, services, and facilities on campus. Our focus will be centered on attention to detail and continuous improvement in all that we do.

**Relationships:** We strive to foster a supportive and caring environment in which all members of our community feel valued, respected, and welcomed. It is our desire to provide an atmosphere conducive to developing meaningful interactions characterized by teamwork and collaboration.

**Student Development:** Making a positive difference in the lives of students is at the core of what we do. We facilitate numerous opportunities for students to grow and develop in a fun, learning-centered environment.

### **Program Goals and Objectives**

#### **Facility Maintenance**

Please help keep the facility neat and appealing to all users by properly disposing of litter. Recycling bins are available in the main lobby area. Make every attempt to report spills or unclean areas to the staff promptly.

#### **Participant Input**

1. Users are encouraged to express their opinions and suggestions to the recreation staff. Suggestion boxes are located next to the front desk area and in the fitness area. The staff is committed to providing opportunities for students, faculty, and staff to participate in the development and implementation of programs through advisory boards, student committees, and informal suggestions.
2. The Campus Recreation Group (CRG) is a diverse group of students, faculty, professional staff, and campus recreation employees that meet once per semester. The group is given updates on the current status of the department as well as strategic initiatives. The members are also provided opportunities to give feedback, suggestions, and input to foster a campus culture of health and well-being. Additionally members can recommend policies, discuss facility concerns, and suggest future initiatives that promote the safety and welcoming/inclusive environment for all individuals of the university community. These individuals are also selected to be ambassadors that can create and strengthen collaborations that create student learning and engagement opportunities.

**Informal Recreation.** The staff is committed to conducting informal activities, and educational opportunities related to these activities, for the campus community. This goal will be achieved through:

1. Providing free-play activity that is not only safe and fun, but activity that meets the needs of our clientele.
2. Maintaining a balance of free-play time and facilities in relation to other programs.

**Intramural Sports.** The staff is committed to conducting exemplary Intramural programs and activities. This goal will be achieved through objectives to include:

1. An extensive range of activities based upon time and space availability.
2. Providing varied activities based on feedback and input from participants and advisory groups.
3. Programs that encompass a wide and varied range of skills, time commitments, abilities and interests.
4. Programs that offer safe and adequate equipment and playing areas.
5. Programs that are easily accessed and understood through marketing and communication.

**Fitness.** The staff is committed to conducting safe, fun, effective and educational fitness programming for the campus community. This goal will be achieved through:

1. A variety of fitness classes to meet a wide range of needs.
2. Maintaining quality equipment and facilities for each activity.
3. Continual evaluation and review of existing programs.
4. Input from participants.

**Well-being.** Campus Recreation is committed to providing support, services, and resources to help students, faculty, staff, and Recreation members to explore their well-being and what they need in order to *thrive*. We work to accomplish this within Campus Recreation and throughout the University through:

1. Creating and promoting well-being resources both on and off campus.
2. Providing well-being centered programming.
3. Continuing to work towards integrating well-being in all that we do.

**Sport Clubs.** The staff is committed to accomplish commendable sport club activities. This goal will be achieved through:

1. A wide range of recreational, instructional or competitive teams to bridge the gap between intramural sports and intercollegiate athletics.
2. Opportunity to work together on a team in an organized recreational activity.
3. Teams are offered the chance to practice and compete at a specialized level.

**Facilities.** The staff is committed to providing safe and state of the art facilities and equipment for users. This goal will be achieved through:

1. On-going risk management appraisal.
2. Maintaining a clean facility through daily custodial maintenance.
3. Purchasing and maintaining state-of-the-art sport and recreational equipment.
4. Input from participants.

**Personnel.** The staff is committed to employing qualified professional, clerical, service, and student staff for the development, supervision, maintenance and evaluation of programs and facilities. Student development is the focus of our programs. There are numerous opportunities for students to step into positions of leadership, accept increasing levels of responsibility, and continually hone personal and professional skills.

**Cooperative Relations.** The staff is committed to cooperative relationships with other service and academic units on campus.

**Long Range Planning.** The staff is committed to the processes of change and development, in particular to the trends in recreational sports and well-being promotion. This goal will be attained through:

1. Assessment of the needs and interests of our participants through formative evaluation of programs and activities. Keeping abreast of up-to-date research and practices within the field.

## **Important Phone Numbers**

Department of Public Safety	856-256-4911
Recreation Center Main Office	856-256-4900
Fitness Center Main Office	856-256-5900

## **Campus Recreation Administrative Staff**

DIRECTOR, Campus Recreation	Kevin George	856-256-4927
ASSISTANT DIRECTOR: <i>Marketing &amp; Member Services</i>	Melanie Alverio	856-256-4957
ASSISTANT DIRECTOR: <i>Intramurals &amp; Special Events</i>	Andrew Havrisko	856-256-4959
ASSISTANT DIRECTOR: <i>Sport Clubs &amp; Student Development</i>	Drew D'Elia	856-256-4908
ASSISTANT DIRECTOR: <i>Facilities &amp; Event Operations</i>	Brian Calio	856-256-4982
ASSISTANT DIRECTOR: <i>Fitness &amp; Wellness</i>	Katie Huber	856-256-4903
ASSISTANT DIRECTOR: <i>Aquatics &amp; Risk Management</i>	Taylor Mullens	856-256-4958
ADMINISTRATIVE ASSISTANT:	Denise Oncay	856-256-4910

## General Guidelines and Conduct

Campus Recreation provides numerous opportunities for interaction between the diverse populations that comprise the University community. In this regard it provides the ideal climate for learning to respect the dignity and worth of each individual. Please join the staff in promoting an environment that demonstrates these qualities. The staff is trained to treat all users with respect. We in turn request that we be treated with respect. It is possible to register a difference of opinion or complaint in a civil manner.

University Policies including the Student Code of Conduct are enforced at all times, through all recreational facilities and programs. Use of Recreational facilities, programs, and services is considered a privilege. Mature and respectful conduct is expected and required at all times. The Campus Recreation staff reserves the right to request compliance with all University and Recreational policies. In the event an individual or spectator conducts himself or herself in a disrespectful manner while in any facility or while attending a Campus Recreation sponsored program, the on duty staff member has complete authority to take action, as they deem necessary, to protect and ensure the safety and enjoyment of all users. Depending on the severity of the incident, the following action may be taken: verbal warning, removal from a particular activity, removal from the area, or removal/suspension from the facility. Public Safety will be contacted if needed.

Incidents reported to the Administrative staff which indicate improper conduct could include: failure to adhere to facility policies and procedures; failure to follow verbal instructions of a staff member; failure to provide proper identification upon request; unauthorized use of facilities, theft or damage to facilities or equipment; and physical or verbal abuse directed toward a staff member, spectator or participant. Depending on the severity of the incident, the individual(s) involved may be questioned and required to submit a written statement of the incident within seven days of the occurrence. Written statements from on-duty personnel and witnesses will also be obtained. Severe incidents (left to the discretion of the Director) or incidences which cannot be resolved internally will be forwarded to the Dean of Students or the Campus Hearing Board, who will rule on the incident. Penalties could include: temporary or permanent probation, suspension from the facilities for a specified period of time or permanent loss of facility privileges.

To facilitate and support Campus Recreation's mission and values, staff and patrons are required to maintain a safe, inclusive, and welcoming environment. Therefore, the following activities and behaviors are strictly prohibited:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Exhibiting disruptive or disorderly conduct or behavior that unreasonably disturbs patrons and staff and interferes with the use and enjoyment of the facilities.
3. Fighting or threatening actions.
4. Posing an unreasonable risk to health or safety, including but not limited to offensive personal hygiene that unduly disturbs others.
5. Using loud, obscene, or abusive language to patrons or staff.
6. Displaying overt sexual behavior or engaging in sexual harassment or other types of harassment (e.g., racism, hate speech, threatening speech or behavior, disrespectful behavior).
7. Misuse or vandalism of facility property or equipment.
8. Alcoholic beverages, tobacco products and non-prescription drugs are not permitted in all facilities.
9. Displaying overt signs of alcohol or substance abuse that are accompanied by disruptive behavior.
10. Unauthorized entry into buildings, offices, and work areas.
11. Bringing in any items that create a hazard to others, or placing personal belongings so as to impede access to services.

The following items are not permitted in the Recreation Center or Fitness Center:

- 1) Bicycles
- 2) Skateboards, scooters unless it is a medical device.
- 3) Weapons or items which can be easily mistaken for weapons.

4) Pets with the exception of service or assistance animals.

12. Personal private contract work, i.e., swimming lessons, personal training, coaching of any kind (without proper approval) are not permitted at the Recreation Center or Fitness Center. Anyone interested in receiving private instruction should contact the Main Office for proper registration procedures.

## **Liability Statement**

Participants who utilize the Recreation Center and Fitness Center agree to release, waive, discharge and agree not to sue, Rowan University and all its successors, assigns, affiliates, officers, directors, employees and agents ("Rowan") from all manner of actions and causes of actions, suits, debts, accounts, judgements, claims and demands whatsoever in law or equity, including attorney's fees, especially all claims arising out of any incidents involving personal injury in any way by reason of participation in any voluntary activity.

Participants agree to assume any and all risks involving or arising from participation in any voluntary activity, including, without limitation, the risks of death, bodily injury or property damage, the unavailability of emergency medical care or the negligent or deliberate act of another person.

Further, participants agree to indemnify, defend and hold Rowan University and its officers and employees and agents harmless from any and all claims, causes of action, damages, judgments, costs or expenses, including attorney's fees, whatsoever, from their voluntary participation in any activity.

Participants understand that they should have current insurance protection through personal or family means, to cover the expense of an unforeseen accident or injury. The Administration of the Campus Recreation Department strongly recommends that all voluntary participants have such coverage.

Any injuries, accidents, or equipment failures must be immediately reported to Campus Recreation staff.

## **Inclusion and Accommodation**

Campus Recreation's intention is to be fully inclusive and provide a variety of accommodations for equal access to all facilities and programs. Campus Recreation is committed to reasonably accommodating people with disabilities in compliance with applicable state and federal laws and regulations.

Participants in Campus Recreation programs and activities are permitted to participate in alignment with the person's self-identified gender. Participation in competitive Sport Club or Extramural activities will be resolved on a case-by-case basis based on applicable National Governing Body Policies.

## **Attire and Footwear**

Campus Recreation values an inclusive environment as well as your health and well-being. As you use the facilities, realize that exposed skin can be at risk to disease exposure. Therefore we encourage participants to clean all fitness equipment before and after use.

The following attire is required at all times:

1. In the Recreation Center and Fitness Center: shirts and shorts/pants must be worn at all times that cover the nipples, midriff, groin and buttocks through all ranges of motion (exceptions are the locker room areas and the pool).
2. The staff reserves the right to deem any item of clothing unacceptable.

3. The following clothing articles are strictly prohibited in fitness areas: items with metal rivets, snaps and zippers.
4. Non-marking, closed-toed, athletic shoes must be worn in the following areas: gymnasium, track and fitness area(s). No bare feet are permitted except in the swimming areas, locker rooms or for other specified programs. No hiking/work boots or sandals are permitted. Approved footwear for the track includes: jogging shoes, court shoes, gym shoes, cross trainers and track shoes without spikes.
5. Only bathing suits may be worn in the swimming pool. Bermudas, cut-offs and other types of apparel not made for swimming are not permitted in the pool area. Swim attire is allowed only in the pool and locker rooms.
6. Eye protection is strongly recommended in the racquetball courts and required for participants under 15 years of age.
7. Jewelry or personal items which may cause bodily injury or damage equipment is prohibited in all activity areas.

### **Food, Beverage and Tobacco Usage**

1. Food is not allowed in any activity space without prior approval.
2. Tobacco usage is prohibited in all facilities.
3. Possession and/or consumption of alcoholic beverages is prohibited in all facilities.
4. Eating is restricted to the lobby area only in both indoor facilities.
5. Drinks in non-breakable, spill-proof, sealable containers are permitted. Non-twist-top bottles may only contain water.

### **Cell Phones**

For privacy and safety purposes, cell/mobile/camera phone use is prohibited in all locker rooms and restrooms. Phone conversations need to be conducted outside of exercise and program areas, including all cardio areas and weight room areas. Please limit cell phone and texting conversations to the lobby and cubby areas of the facility. Please be aware of your surroundings and personal space when using your cell phone.

### **Audio Devices**

Campus Recreation staff must operate facility stereo equipment. Patrons must use personal headsets with their personal handheld audio devices. Audio devices/speakers are not permitted anywhere in either indoor facility unless in conjunction with an approved special event or club.

### **Photography and Videotaping**

Photography and videography are permitted in Campus Rec facilities for personal and academic use with prior approval. Photography and filming are prohibited at all times in restrooms and locker room spaces. Taking photos or video of identifiable individuals without their consent is prohibited and is cause for immediate removal from the facilities and possible suspension. The use of any professional equipment is prohibited in the facilities without prior approval. Outside news media and those wishing to shoot photo/video for commercial purposes must coordinate through the office of University Relations.

### **Facility Hours**

**Academic Semesters:** The Fall Semester runs from September 3rd through December 19th. The Spring Semester runs from January 21st through May 8th. Hours of operation remain consistent throughout both semesters, except for the following:

#### **Adjusted Hours:**

- a. Winter Break: Dec. 20th through Jan. 20th
- b. Spring Break: March 14th through March 22nd
- c. Summer: May 9th through September 6th
- d. Miscellaneous: Building hours will be adjusted for some state holidays and staff trainings or events.



## **Closures:**

- a. Holidays: The Rec Center and Fitness Center will be closed on the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, and Independence Day.
- b. Other Selected Days: There may be closures preceding or following some holidays, i.e. Memorial Day, New Year's Day, and Christmas.
- c. Commencement: Facilities may be closed for graduation ceremonies.
- d. Special Events: Certain areas of the facility may be closed during University/department programming and contracted rentals.
- e. Inclement Weather: Campus Recreation has the right to modify hours as needed depending on weather conditions.
- f. Annual Maintenance Period: The facilities will be closed for one week in August for maintenance/cleaning.

The Hours of Operation are posted at the entrance of each facility, on our website [www.rowan.edu/rec](http://www.rowan.edu/rec) and may be picked up in the literature rack at the main office area. Changes to the above schedule may occur. Notification of adjustments to the hours of operation will be posted on a timely basis.

## **General Membership Information**

1. All memberships are non-transferable.
2. Annual memberships run throughout the year.
3. The following semester payment options are available at a higher membership rate:
  - a. Fall - September 1 through December 31
  - b. Spring - January 1 through May 31
  - c. 3-month – 3 months from the date of purchase
4. Payroll deduction is available for all full time faculty, staff and administration. Deductions can be made for their families. Also, this service is available for the yearly, fall and spring membership fee. Adjunct faculty are not eligible for payroll deduction. To take advantage of this service, obtain a form from the front desk and complete the application process. Mail-ins are not accepted.
5. Members must accompany their spouse, dependent and/or associate when joining or renewing at the Recreation Center.
6. A spouse, dependent or associate may only become a member or renew a membership if they are sponsored by an employee, alumnus or student who is a current member. In addition, they may not have a membership for a period longer than their sponsor.
7. Members under 18 years of age are only permitted in building during advertised family recreation times.
8. No one will be admitted into the facilities without a valid Rowan ID or Campus Rec membership card.
9. Fitness Center memberships are available to University students, employees, alumni, spouse, dependents, and Nexus residents.

## **Eligibility Requirements for Membership**

### **1. Students:**

Currently enrolled undergraduate students taking 6.5 or more credits or graduate students taking 5 or more credits have full membership privileges. Undergraduate students taking 6 or less credits per semester or graduate students taking less than 5 credits per semester must pay an additional fee for full membership privileges. Part-time students receive full membership privileges during the summer if they paid the additional fee during the fall and spring semesters.

## **2. Faculty/Staff/Administration:**

Current full time employees with Rowan I.D. picture identification cards can be obtained at the information desk in the Chamberlain Student Center and must be presented prior to obtaining membership.

## **3. Alumni:**

Those individuals who graduated from Glassboro State/Rowan University are eligible to purchase memberships at the Recreation Center and Fitness Center. Individuals must show proof of graduating in the form of diploma, alumni card or transcripts and a picture ID.

## **4. Spouse:**

An individual married to a current student, Rowan employee member or alumnus with a valid Recreation/Fitness Center membership. A valid driver's license showing the same address as the sponsor must be presented prior to obtaining membership.

## **5. Dependent:**

An individual who is a dependent of a current student, Rowan employee member or alumnus with a valid Recreation Center membership. Parent (guardian)/child relationship must exist. Dependents ages 5-17 must show proof of age; those 18-30 must show proof of age AND residency. In addition, a dependent under the age of 18 can only enter the facility during family recreation hours. Dependents under the age of 5 are not allowed to join or enter either facility.

## **6. Associate:**

Eligible students, Rowan employee members and alumni members are entitled to bring in a maximum of two individuals 18 years or older who may also become members. They do not have to be affiliated with the university. Associate members receive the same membership benefits as other members except they can only sign up their dependents under 18. To join, the associate must be accompanied by a current Recreation Center member.

## **7. Community:**

"Limited" memberships for community residents 18 & over restricts usage during the school year Mon.-Fri, 6am-11am only, but allows usage all hours Sat.-Sun. & Summers. No sponsor must be present to join. During the academic year, community members cannot sign up a spouse or dependent for membership. During the summer, they may sign up dependents under 18 only.

## **Family Recreation Policies**

1. All dependent members must have a valid I.D. card to gain entry.
2. No dependent or guest under the age of 18 is allowed in either indoor facility Monday through Thursday, except during university recognized holidays, Winter break, Spring break and Summer.
3. No one under 5 years of age is allowed in either indoor facility unless it is for a sponsored program.
4. Children under 15 years of age must be accompanied to the Recreation Center by an adult member and must be in the same activity area of the facility for supervision purposes.
5. Children under 15 years of age who use the pool facility must be accompanied and supervised by an adult.
6. Non-swimming children must have an adult in the pool with them at all times. Lifeguards have discretionary authority to deem a child a "non-swimmer".
7. Children under 15 years of age are prohibited access to and use of the exercise machines, free weight room area, cycling room and group fitness classes.
8. Children under 15 years of age are permitted to use the racquetball courts, pool, track, basketball courts, and outdoor facilities.

## **Family Recreation Hours:**

Friday, 3pm-10pm; Saturday, 8am- 8pm; Sunday, 9am-11pm.

During Winter, Spring and Summer Breaks: Monday- Sunday, all hours.

## **Guest Policies**

1. Guest fees are \$10 per guest of a member/student. Sponsor must sign in guests.
2. At the Recreation Center: Members are permitted a maximum of two guests Monday through Friday during the academic semesters. Saturday, Sunday, as well as Semester, Summer and Holiday Breaks, a maximum of four guests are permitted.
3. At the Fitness Center: Members are permitted a maximum of two guests Fridays, Saturdays, and Sundays. No guests are permitted during weekdays. Guests must be at least 18 years old.
4. All guests must show and leave a valid I.D. at the front desk seven days a week. Mon. - Thurs. a picture I.D. with birth date is required; Fri. - Sun. a picture I.D. verifying name only is required.
5. The sponsor must accompany guests into the facility; a guest may not look for a sponsor or wait in the facility for a sponsor.
6. Guests may not remain in the facility without their sponsor. Only one sponsor per guest; no I.D. switching will be allowed. Re- admittance with a different sponsor will cost an additional guest fee.
7. Guests cannot check out equipment; only the sponsor can.
8. Any guest found guilty of damaging property or violating any policy will lose all privileges immediately. The sponsor will always be held accountable for damages.
9. Faculty and staff as well as alumni may sponsor themselves in as guests for a \$10 guest fee. They may also sponsor in other guests.
10. Spectators must also pay a guest fee unless they are attending a Campus Recreation sponsored program. Spectators are not permitted to use any area of the facility other than the area from which they are spectating. If they would like to use any other area, they must be signed in as a guest (please refer to above guest policies).

## **Facility Usage**

1. All entry must be through the front desk. Use of any other exterior door is prohibited and will activate an alarm. Violation may result in suspension of privileges.
2. Users must present a valid I.D. at the entry area. Any I.D. not belonging to the bearer or of a suspicious nature will be confiscated immediately. The bearer and owner will face disciplinary action. Attempts to use another member's Rowan ID or Campus Recreation Membership Card or providing an identification card for another's use violates University regulations and the Student Conduct Code. Consequences may include confiscation of the card and suspension from Campus Recreation facilities and/or program participation.
3. Members who forget their I.D. and wish to use the facility will receive a "one-time" courtesy pass. After the "one-time" courtesy pass is used, members who forget their I.D. and wish to use the facility must purchase a guest pass for \$10.
4. Students/Employees who have lost their Rowan I.D. card must purchase a replacement card for \$25 at the Information Desk at the Chamberlain Student Center. The replacement fee for the Campus Recreation Membership Card is \$10 and may be purchased in either facility.
5. Campus Recreation staff reserves the right to ask for identification at any time.
6. Drop in use for any activity area ends 10 minutes prior to any scheduled program, event, or approved reservation.

## **Lockers/Showers**

1. Personal locks may be used on any day use lockers located throughout either facility. Daily locks may also be checked out at the front desk.
2. Day use lockers and daily locks may not be used overnight. Unremoved locks and contents will be removed at the close of each day. Confiscated belongings may be picked up at the front desk area.
3. Full lockers are available for semester or yearly rental at the Recreation Center. Please inquire about availability at the Main Office.
4. Lockers must be emptied or renewed by the end of each rental period. Failure to do so will result in the staff removing the contents of the locker. Notification of the end of the rental period will be given via email.
5. ADA accessible shower areas are available.
6. Family changing areas are available by request.

## Facility Reservations

25Live is the campus wide web-based scheduling system used for room/space reservations for any Campus Recreation facility. Reservations are required for all indoor and outdoor facility areas. All requests for use of any facility are made through 25 Live and confirmed by the Assistant Director, Facilities and Event Operations. Schedule of events and information regarding how to reserve a room can be found at [www.rowan.edu/25live](http://www.rowan.edu/25live).

Non-student groups should visit the website for the Office of Conference & Event Services at <http://www.rowan.edu/ces>.

1. To reserve rooms/space go to [www.rowan.edu/home/university-scheduling/25-live](http://www.rowan.edu/home/university-scheduling/25-live). This page will walk you through the steps for event planning and reserving a space using 25live. Login to 25Live will require your Rowan University username and password. For more information about 25Live, visit <http://www.rowan.edu/ces/25live/index.cfm>. Please note that phone and email reservations will not be accepted.
2. Space assignments are confirmed on a first come, first served basis within the priority categories. A confirmation will be emailed to the individual identified on the request. The email should be carefully reviewed for confirmation or denial of space or equipment, particularly with requests for multiple dates. Please note that your reservation is complete when you receive a confirmation/cancellation of your request by email.
  - A. Campus Recreation staff will use current policies, knowledge of historic use of facilities and judgement in approving/denying space for events.
  - B. Scheduling decisions will be made matching available space with the event in order to achieve maximum use of the area with minimum costs to the facility, support personnel and the University.
  - C. Anticipated audience size, target audience, formality of event and catering requirements are factors that may be considered in determining usage.
3. The 25Live scheduling systems will not allow online reservations to be made less than 5 days in advance. Due to limited space and resources, users are highly encouraged to plan and anticipate room needs well in advance of the event. For student groups planning special events and large scale special events, reservations must be made at least 20 business days in advance.
4. Set-up requests and equipment needs must be detailed on the reservation request. Final diagrams must be received at least 5 business days prior to the event or they will not be accommodated. It is the sole responsibility of the reserving party to complete and provide this information. Campus Recreation staff will be able to assist in determining the most effective set-up arrangement for the function. Please consult with them well in advance of the event so that the deadlines can be met and charges can be avoided.
5. Campus Recreation staff will assign each reservation to the most appropriate space(s) available based on the event description on the request. The demands on the facility and the nature and size of the event will be considered when determining space assignments. Requests for specific rooms or space will be honored when possible. The staff reserves the right to reassign space when necessary and to identify suitable alternative space for the original reservation.
6. Cancellations must be made at least 5 business days in advance of the program or event. To cancel a reservation that is more than 5 business days prior to your event email the Assistant Director of Facilities and Event Operations. If you need to cancel less than 5 business days prior to your event, you must call the front desk of the Recreation Center at 856-256-4900 and include the date, time and room you wish to cancel. Subsequent late cancellations may be charged up to \$25.
7. Campus Recreation staff and/or the sponsoring group may request a follow-up meeting to discuss issues or concerns that may have occurred during an event/program.

## Equipment

1. Users must show their I.D. at the front desk to check out equipment.
2. Equipment to be used by guests must be checked out by the sponsoring member.
3. Users are responsible for the equipment they check out. An individual who fails to return checked out equipment or who returns damaged equipment must pay to replace the lost, stolen or damaged equipment.
4. Participants are allowed to bring in sporting equipment for personal use. Equipment that might be considered dangerous or beyond the realm of "normal" sporting equipment will not be permitted. No skateboards, hoverboards, longboards, Heely shoes, scooters, bikes, pets, cleats or rollerblades are permitted in the Recreation Center or Fitness Center. Bicycle and skateboard racks are available outside the front entrance of

both facilities.

### **Racquetball and Wallyball Court Reservations**

1. Courts are available on a first come, first served basis.
2. Reservations are available for a \$2 per court/hour basis.
3. Reservations begin and end on the hour or half hour only.
4. Advance and same day reservations are available. Same day reservations must be made at least 30 minutes prior to usage. Since court reservations are only available on the half hour, the next available court time may require a longer wait.
5. No phone in reservations are permitted.

### **Lost and Found**

1. Rowan University is NOT responsible for lost, stolen or damaged articles, including property left in lockers or cubicles. Do not bring valuables to the facility. Always use a lock, even when in the shower. Users forgetting a lock may checkout a daily lock in either facility.
2. The staff is not permitted to hold valuable items for users.
3. Contact the front desk for inquiries about lost or forgotten clothing and equipment.
4. If you believe your items were stolen, you may file a police report by contacting the Department of Public Safety.

### **Injuries and Emergencies**

1. If an injury occurs, please contact a member of the staff immediately.
2. Fire alarms, AED's, emergency phones and fire extinguishers are located throughout the facility.
3. In case of a fire or power outage, do not use the elevator.

### **Miscellaneous**

1. The Varsity Swim & Dive Team uses the Campus Recreation pools for practices and meets. During these times, recreational swim time is moved to Esby pool and lanes may be limited. During some meets, both facilities may be closed.
2. No group, class, organization or team numbering six (6) or more individuals may work-out/practice/play in any area of the facility together. Large group activities must be approved by the Director at least 48 hours in advance. Without prior approval, any group utilizing the facility will be asked to leave.
3. This facility is monitored by surveillance cameras.
4. All policies and procedures are subject to interpretation by the Campus Recreation staff.

### **Recreation Center and Fitness Center: Fitness Areas**

1. Slamming or dropping weights and weight stacks is strictly prohibited. Controlled lifting is expected at all times.
2. Bags and other personal items are not permitted in fitness areas. All items must be off of the floor. All personal items must be stored in lockers or cubbies.
3. Drinks in non-breakable, spill-proof, sealable containers are permitted. Only water is permitted in non-twist top bottles.
4. No gum is allowed.
5. Wipes are available to sanitize upholstery after usage. For safety and sanitary purposes, equipment must be wiped off after use.
6. It is under the discretion of the supervisor to deny equipment usage if they deem activity performed inappropriate or harmful. If maximum capacity is reached in any area, participation may be limited.
7. Do not operate equipment that has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. If in doubt, do not use the equipment until the machine is checked by a staff member.
8. Never put head, hands or feet in or under weight stacks. Use hand grips and foot pads.
9. Check that all seats are securely locked before using machines.
10. Do not use, adjust or operate fitness equipment if you are unfamiliar with proper usage. Ask staff for assistance.
11. Users should keep head and limbs clear of weights and moving parts at all times.
12. Equipment may only be used for its designed purpose.

13. Staff reserves the right to prohibit certain exercises for the safety of patrons.
14. Oxygen deprivation masks are not permitted. A medical note is required and must be reviewed and authorized by the Assistant Director of Fitness & Wellness.
15. Failure to comply with instructions may result in personal injury.
16. Use of electronic cardio equipment is limited to 30 minutes when others are waiting.
17. To help relieve increased temperature in the facility, the fitness roller shades are to remain down until 3pm.
18. Standing on exercise balls is not permitted.
19. Return equipment to its original storage location after use.

### **Recreation Center and Fitness Center: Free Weight Room**

1. All Fitness Area policies must be followed in the Free Weight Room.
2. Chalk usage is strictly prohibited in any workout area.
3. Placing powders or any other substance on the floor is not permitted. Damage to the floor could result in fees or closure of the space.
4. All weights and dumbbells must be returned to their proper storage rack when last set is complete.
5. Spotters are recommended during heavy lifts.
6. Collars must be used properly on all Olympic weight bars.
7. The equipment is not to be moved from its location.
8. Free weights are not permitted in the fitness areas.
9. Plates, dumbbells and bars are not to be leaned against or placed on upholstery or against any wall.
10. The staff reserves the right to prohibit Olympic style lifts and explosive exercises during high peak usage times.

### **Group Fitness Room and Cycling Room (Recreation Center)**

1. Scheduled recreational programming has priority.
2. The group fitness room is available for individual workouts during free periods on a first come, first served basis.
3. The cycling room is only available for cycling classes. Individual use is not permitted.
4. Group Fitness pass holders are only permitted to reserve a bike 15 minutes prior to a scheduled class.
5. All equipment must remain in the rooms and is for use during scheduled classes only, including the stereo/speakers.

### **Queenax Functional Trainer (Fitness Center)**

1. Scheduled recreational programming has priority.
2. The functional trainer is available for individual workouts during free periods on a first come, first served basis.
3. Equipment in locked cabinets including the stereo is for class use only.
4. Gloves are required when using the punching bags and can be checked out at the front desk.

### **Gym Courts and Multi-Purpose Area (Recreation Center)**

1. Slapping the backboards, dunking and hanging on the rims or nets are strictly prohibited because of the risk of injury and potential damage to the equipment.
2. Recreation Center approved programming has priority usage.
3. Only on-duty staff has the authority to take down or setup volleyball/badminton nets/indoor soccer goals. Participants should contact the front desk to request this service.
4. No gum is allowed. Spitting is strictly prohibited.
5. Court 3 is designated for half court play and shoot around. When courts 1 and 2 are being used for recreational programming during the hours of 6pm-9pm, full court play is permitted on court 3. At all other times, no full court can be played on court 3.
6. Full court basketball games will abide by the following rules: Games are to 16 or to 12 if teams are waiting to play. Winners stay on the court; losers will rotate out. Please demonstrate fair and courteous behavior when courts are full and teams are waiting.
7. No hockey sticks of any kind are permitted.
8. Any players who engage in fighting or profanity will be immediately escorted off the premises. Resistance or repeated occurrences may result in closing of the basketball court area or suspension of Campus Recreation privileges.

### **Track (Recreation Center)**

1. Walkers should stay on the inside lanes (closest to the railing). Runners pass on the outside lane.
2. Users should not use walls, railings or door handles as stretching aids. Stretching areas are within the fitness area and hallway.
3. Unsupervised children are prohibited on the track.
4. All users must follow directional signs. The direction is changed daily.
5. Standing or spectating is strictly prohibited.
6. Spitting on the track floors or walls is prohibited. Violation may result in loss of Campus Recreation privileges.
7. For your safety, please do not look down at your cell phone while walking or running.
8. One mile equals eleven laps in the outside lane.

### **Racquetball Courts (Recreation Center)**

1. Safety goggles are highly recommended for all participants; and are mandatory for users under the age of 15.
2. Racquetball racquets are required to have bumper guards and wrist ropes/straps.
3. Racquetball racquets and balls may be rented from the front desk.
4. All bags/clothing must be cleared from the hallway floor. Belongings must be stored in cubbies or lockers.
5. Reservations have priority. Participants must show proof of reservation.
6. Only non marking court shoes and balls are allowed.
7. Only racquetballs, wallyballs or dodgeballs are permitted to strike the walls.
8. Racquetball and wallyball has priority.
9. The following non damaging equipment is permitted in the Racquetball Courts:  
Stability balls, mats, resistance bands, bosu balls, jump ropes, steppers and risers.

### **Pool (Recreation Center)**

1. Admission to the pool is refused to all persons showing evidence of skin disease or an infectious condition. This includes individuals with open sores, cuts or bandages.
2. Glass containers, soap, lotion or other materials which might create hazardous conditions are not permitted in or around the pool.
3. No flotation devices or water toys are permitted aside from kickboards, water wings and pull-buoys, except during designated or approved programs.
4. The following are strictly prohibited: running, pushing and unsafe play; spitting or spouting water; pulling or hanging on safety or lane lines, and any other similar types of acts generally considered being unacceptable pool behavior.
5. Diving is not permitted off the starting blocks, except during designated or approved programs.
6. Persons unable to swim are not permitted in the deep water or diving portions of the pool. The staff has discretionary authority to require swim tests.
7. Children under the age of 15 must be supervised by an adult.
8. No one under the age of 5 is permitted in the pool except during designated or approved programs.
9. Non-swimming children must have an adult in the pool with them.
10. No diving in the shallow end.
11. Personal conduct must promote the safety of self and others. Swimmers are expected to remain alert and respect the staff's instructions.
12. Underwater lap swimming or breath holding activities are prohibited.
13. Health policies require all swimmers to shower before entering the water.
14. No one is allowed in the pool area without the presence of a certified lifeguard.
15. No gum or adhesive bandages are allowed in the pool.
16. Only Campus Recreation approved swim lessons are permitted in the pool area.
17. All hair clips, pins, and jewelry must be removed before entering the pool.

### **Diving Area (Recreation Center)**

1. Individuals may not touch or make adjustments to the diving board fulcrum except during designated and approved program times.
2. The 3 meter dive is not available, except during designated and approved program times.

3. Swimming is prohibited under diving boards or in areas where diving activities are taking place.
4. Hanging from diving boards is prohibited.
5. Divers must check the area in front of the diving board before diving.
6. Diving is prohibited when lane lines are in the pool underneath the diving boards.
7. Double bouncing and or excessive bouncing is prohibited, except during designated program times.

### **Intramural Turf Field**

Field is available for use by Students, Faculty/Staff and Campus Recreation members for informal recreation during designated hours and scheduled events. All patrons must show a Rowan University ID or Campus Recreation I.D. card if requested.

Campus Recreation programs and events have priority usage of the field. Requests for field access must be made on 25live and space will be available on a first-come, first-served basis. Individuals or groups reserving facility space for activities are responsible for the conduct and actions of those associated with and participating in the event. This includes spectators and team members/opponents. Groups will be charged for any damage or cleanup that results from their scheduled activity.

The field may be closed at any time due to inclement weather, excessive heat, and emergencies without prior notification. Every attempt will be made to communicate field closures when possible.

### **Intramural Turf Field, Strictly prohibited:**

1. Accessing area during non-scheduled informal recreation or programming.
2. Food, gum, sunflower seeds, nuts & drinks other than water.
3. Glass of any kind, alcoholic beverages, tobacco products or drugs.
4. Metal cleats (including metal tipped), bare feet and high heels.
5. Golfing, track throwing activities, hitting, throwing or kicking balls against the fence.
6. Motor vehicles, bicycles, skateboards, inline skates or scooters inside the field or attached to the fence.
7. Grilling, propane, open flames or fireworks.
8. Spray painting or chalking lines without prior approval.
9. Moving, altering, dragging or removing equipment without prior approval.
10. Staking items, tables, chairs or any other items that may penetrate the surface.
11. Pets - exception for service animals.
12. Conducting structured activities without departmental authorization.
13. Application of suntan lotions, oils or creams of any kind while in the turf area.

### **Safety and Injury Protocol**

The field will be monitored for scheduled programs and events. Please notify the staff member on duty for any emergencies, injuries, incidents or questions. During unsupervised informal recreation, using outdoor facilities is at one's own risk. Please call Rowan Public Safety at 856-256-4911 in case of an emergency.

### **Outdoor Basketball Courts**

The Outdoor Basketball Courts are open to the community, with priority given to Campus Recreation members and students. All patrons must show a Rowan University ID or Campus Recreation I.D. card if requested.

1. Fee based instruction by permit only.
2. Skateboards, bikes, rollerblades, and scooters are not permitted on the courts.
3. Food, chewing gum, and glass containers are prohibited.
4. No hanging from rims, nets, or goal supports.
5. Alcohol, smoking, and other tobacco products are prohibited.
6. Pets are not allowed, with the exception of service animals.
7. Users are responsible for the cleanliness and disposal of all trash properly.



8. No painting, chalking, tape, or other adhesive material shall not be placed on courts' surface.
9. Only wear footwear with non-marking soles.
10. Anyone under the age of 12 must be accompanied by an adult.
11. Please report any vandalism or damage to the Recreation Center at 856-256-4900.
12. The basketball courts may be deemed 'unplayable' at anytime by the staff. During this time period, activity is suspended or cancelled until further notice to avoid further damage to the court to the facilities or risk of injury to patrons.
13. Department scheduled events, programs, and academics have priority. The court is on a first come, first served basis during the open recreation. Please limit play to one hour if other participants are waiting.

### **Sand Volleyball and Tennis Courts**

The Sand Volleyball and Tennis courts are open to the community, with priority given to registered Campus Recreation members and students. All patrons must show a Rowan University ID or Campus Recreation I.D. card if requested.

1. Fee based instruction by permit only.
2. Food, chewing gum, and glass containers are prohibited.
3. Grabbing, pulling, or hanging on the net is not permitted.
4. Alcohol, smoking, and other tobacco products are prohibited.
5. Pets are not allowed, with the exception of service animals.
6. Users are responsible for the cleanliness and disposal of all trash properly.
7. Anyone under the age of 15 must be accompanied by an adult.
8. Please report any vandalism or damage to the Recreation Center at 856-256-4900.
9. The courts may be deemed 'unplayable' at any time by the staff. During this time period, activity is suspended or cancelled until further notice to avoid further damage to the court to the facilities or risk of injury to patrons.
10. Department scheduled events, programs, and academics have priority. The courts are open on a first come, first serve basis during the open recreation. Please limit play to one hour if other participants are waiting.

