

**SAINT MARTIN'S UNIVERSITY**

***Student Recreation & Fitness Center***

**POLICES & PROCEDURES**

## Mission

The SMU Student Recreational and Fitness Center provides opportunities for holistic learning through recreation, fitness and wellness activities for students, faculty and staff to enhance their personal lifestyles, improve the quality of life on campus and develop a lifetime appreciation for overall health and well being.

## Welcome

Welcome to the Student Recreation and Fitness Center! You are entering a state of the art facility that has cardio, strength, and functional equipment designed with you in mind. Fitness classes will be offered that focus on a variety of skills and movements. The following policies and guidelines are developed and shared with members to ensure we create a community that shows respect for on another, ensures our safety, and takes pride in our facility. Failure to comply with policies and guidelines may result in loss of SRFC privileges.

## Membership/Facility Access

*Student Recreation and Fitness Center Members entering the SRFC must be a current member with their active SMU Card. No Card= No Access.*

- To be a current member for the SRFC you must be one of the following; a current student (registered for at least 6 credits), a current faculty member, a current staff member, or part of the monastic community.
- To access the facility you must have your current SMU Card, No members will be allowed to access the SRC without their current SMU Card.
- Individuals or small groups may take a tour of the Student Recreation Center by filling out the **Visitor Sign in Sheet** located at the Access Desk upon entry. Any large group wishing to have a staff member lead a tour is encouraged to contact the SRFC for scheduling before they arrive.
- Individuals arriving at the SRFC wanting to watch a scheduled University Recreation event will be able to access the facility with their SMU card or guest pass and must also sign the **Visitor Sign in Sheet** at the Access Desk. Spectators are only allowed for preapproved activities and subject to the same facility rules as any participant.
- Groups or Organizations who are interested in accessing the Student Recreation and Fitness Center must schedule their visit with SRFC. Each individual must sign in at the Access Desk upon entry. Groups wanting to reserve a specific area (Room, Court, etc.) of the SRFC for exclusive use can be done simultaneously with your group access reservation through SRFC Scheduling.
- Members must abide by all membership, facility policies, guidelines, as well as University's regulations and policies.

## Confiscated cards:

- A SMU Card will be confiscated if it is being used by a person other than the owner.
- The individual using the wrong card will be asked to leave the facility for the day.
- The confiscated card may be claimed the next day by its owner.
- All confiscated cards/lost cards will be located at the Access Desk, for reclaiming purposes.

## Passes

### **Pass Use**

When using a pass the individual:

- Must be at least 18 years of age
- Must show photo ID to enter the facility
- Must abide by all the Student Recreation and Fitness Center Policies

The purchase receipt of a guest pass is valid for the date listed. The receipt must be present for re-entry.

### **Guest Pass**

- An individual can purchase a \$3 guest pass if they come into the SRC with a current member of the Student Recreation Center. Guest passes are valid only for the day of purchase. All transactions are final. No Refunds.

### **Alumni Pass**

- An individual can purchase a \$3 Alumni pass when they come into the SRC. Alumni passes are valid only for the day of purchase. All transactions are final.

## Facility Use

### **General Policies**

- Individuals are responsible for properly securing their own belongings.
- SRFC is not responsible for any lost or stolen property.
- Food and drink are permitted in lounge area only. Closed-cap non-glass bottles are allowed unless otherwise noted.
- Gum is strictly prohibited in this facility.
- Indoor non-marking closed toed athletic shoes should be worn in all indoor activity areas.
- Skateboards, rollerblades, bikes, scooters, skate shoes are prohibited from this facility.
- Alcohol, drug, tobacco, or firearms are prohibited.
- No animals allowed, with the exception of service animals in the facility.
- **The Student Recreation and Fitness Center is committed to providing a safe welcoming and friendly environment. We ask patrons to use appropriate language to encourage a welcoming environment for all.**
- Please wear proper attire

- SRFC staff has the right to enforce policies or remove individuals from the facility to ensure a safe and welcoming environment.
- Video or still photography is not allowed in the SRFC without prior approval.
- Patrons with disabilities or special accommodations please see attending staff.

## **Individual Area Policies**

*The following guidelines have been developed to ensure appropriate and consistent use of specific areas with the SRFC. Failure to abide by these guidelines may result in forfeiture of use privileges.*

### **Aerobic Room**

- All Multi-purpose rooms are available only for scheduled use.
- Sound systems may only be utilized and controlled by SRFC staff.
- Use of canes, tap shoes, and other equipment that has the potential to damage floors is prohibited. Such equipment evaluation will be left to the discretion of the SRFC staff.

### **Gymnasium**

- SRFC staff is responsible for all facility set-up and takedown including volleyball nets, baskets, divider curtains and other equipment used in events.
- Weights are not allowed

### **Track**

- Signs indicating the running direction (clockwise or counter clockwise) must be followed and will alternate daily.
- Walkers use the inside lanes
- Runners or joggers will pass others on the outside lanes

### **Classroom**

- All materials found in room may not leave the classroom.

### **Day Lockers**

- All lockers and cubicles are for day use only on a first come first serve basis.
- May use your own lock, if not removed by closing time the lock will be removed by staff and all materials found will be placed in the lost and found. If items are not claimed contents will be considered abandoned property.

### **Weight/Fitness Area**

- Participants are encouraged to seek assistance from SRFC staff regarding the operation of any weight or cardio equipment.
- Appropriate workout attire to remain on at all times.
- Please use all available safety clips on cardiovascular machines such as the treadmill.
- All equipment must be returned to appropriate storage locations after use.

**All Weights Re-Racked.**

- Weight room equipment must remain in the weight room.
- Furniture or equipment from other areas may not be brought into the weight room.
- Mats should not be moved.
- Weights are not to be leaned against walls, or mirrors.
- All concerns and maintenance needs should be reported to the weight room attendant.
- Altering of equipment from original design is prohibited.
- Weight plates/dumbbells must be controlled, and are not to be dropped.
- There is a thirty-minute (30) limit per individual for cardiovascular equipment **when others are waiting.**
- All equipment should be wiped down after use.
- Working with a partner and/or getting someone to spot you is always recommended when using free weights.
- The Instruction from the SRFC staff must be followed at all times. Failure to follow usage guidelines or instructions from the staff may result in your immediate removal from the facility

#### **Boxing Heavy Bag**

- Closed toed shoes required
- Minimum wraps and gloves are required
- When necessary, sharing of bags is required

#### **Appropriate Workout Attire**

All users of the SRC are expected to participate in appropriate facility attire.

- Shirts that cover the shoulders and back must be worn to protect the equipment and promote cleanliness and hygiene.  
***Inappropriate; sleeveless shirts that do not cover shoulders, tank tops, sports bras as tops, shirts that expose midriff.***
- Shorts or sweat pants  
***Inappropriate; jeans or clothing with rivets, and/or exposed zippers***
- Rubber soled closed toed shoes  
***Inappropriate; barefoot, sandals, flip-flops, deck shoes, dress shoes, or boots.***

#### **Closures**

- Occasionally short closures of the facility of specific space may occur due to maintenance schedules, safety issues, or other unforeseen circumstances. Please be patient when these closures occur.
- There will be revised schedules available during Holidays.

## **Private Use**

- SRFC facilities may not be used for private or commercial purposes unless such activities are pre approved by the SRFC. Examples of prohibited activities include, but are not limited to: personal training, private instruction, sales, advertising, and related promotional activities.

## **Disciplinary Action**

- Misuse and abuse of membership and/or facilities and violating SRFC policies may lead to permanent or temporary loss of access privileges and the offending party may be removed from the SRFC. SRFC staff reserves the right to suspend any individual permanently or temporarily, for failure to comply with the above policies after due process procedures followed.

## **Facility scheduling**

### **Policy**

It is the policy of the Student Recreation and Fitness Center to allow students, facility, staff and the monastic community to schedule the Recreation facilities for activities that are consistent with the educational mission and goals of the University, are not disruptive to the function of the University or any associated activity, and are appropriate for the particular location scheduled. SRFC reserve the right to refuse the use of any SRFC facilities to any group sponsoring a function which does not meet the standards of SMU or which the University determines to be detrimental to the academic community or state interest of the University.

### **Facility Requests**

- Please see SRFC staff for details on making your reservation.

### **Eligibility**

- Any of the following can submit a SRFC Reservation Request Form; current students (enrolled in at least 6 credits), current faculty member, current staff member, monastic community to SRC scheduling staff.

### **Priority of Usage**

- It is the intention of the SRFC to make every effort to schedule facilities in such a way that the maximum number of activities allowable is accommodated while abiding by the mission and goals of the University.
- Any scheduling conflicts will be addressed by the SRFC staff to insure proper use of the facility is being withheld.

## **SRFC Area Reservation Policies**

### **Weight Room/Floor Area**

- Reservations are limited to 1 hour time maximum in half hour blocks.
- Reservations must be made a minimum of 2 hours in advance
- Must be an SRFC Member to schedule

- If more than ten minutes late for scheduled time your reservation is automatically canceled

### **Courts 1, 2, 3**

- Reservations are limited to 2 hour time maximum in half hour blocks
- Reservations only accepted 72 hours in advance
- Must be a SRFC Member to schedule

### **Classroom/Aerobic Room**

- Scheduled SMU classes have priority in the classroom and Aerobic room.
- Reservations are limited to 2 hour time maximum in half hour blocks
- Reservations must be made 72 hours in advance
- Must be a SRFC Member to schedule

## **Checkout Items**

### **Checkout Policy/Procedure**

A variety of equipment is available free of charge for check out at the access desk.

- Must be a SRFC Member to checkout any items
- Equipment may only be used within the facility
- An SMU card must be left at Access Desk for each item checked out
- Equipment must be returned before closing the same day
- User is responsible for the return of equipment in same condition as when checked out; lost or damaged equipment is to be reported to SRFC staff and the user will be charged full replacement value.

# Evacuation Procedures for Student Recreation and Fitness Center

