

CAMPUS **REC**

Policy Handbook

Updated October 12, 2023

Table of Contents

1 Introduction.....	5
1.1 Department Vision, Mission, Values	5
1.2 Statement of Dignity and Respect	5
2 General Guidelines	6
2.1 General Conduct	6
2.2 Assumption of Risk.....	7
2.3 Inclusion and Accommodation	7
2.4 Non-Discrimination	8
2.5 Facility Access/Identification	8
2.6 Attire and Footwear	8
2.7 Food and Beverages.....	9
2.8 Cell Phones.....	9
2.9 Audio Devices.....	9
2.10 Photography/Videotaping	9
2.11 Sales, Solicitations, and Advertising.....	11
2.12 Space Reservations	11
2.13 Outside Vendors	12
2.14 Closures.....	12
2.15 Inclement Weather	12
3 Member Services	13
3.1 Membership Types	13
3.1.1 Student.....	13
3.1.2 Faculty/ Staff	13
3.1.3 Alumni	13
3.1.4 Plus One	13
3.1.5 Guests of Members.....	13
3.2 Equipment Checkout.....	14
3.2.1 Member Services Equipment Checkout Window Policy.....	14

3.2.2 Equipment Loan Policy	14
3.3 Lost, Damaged, or Stolen Items	14
3.4 Locker Room and Lockers	14
3.4.1 Daily Use Policy	14
3.4.2 Personal Locks.....	15
3.4.3 Accidental Locks.....	15
3.4.4 Long- Term Lockers	15
3.4.5 Impounding.....	15
3.4.6 Towel Service	15
3.4.7 Showers.....	15
3.5 Tours	16
3.5.1 Individual Tours.....	16
3.5.2 Group Tours	16
3.5.3 Tour Guidelines	16
3.5.4 Tour Cancellation Policy.....	16
4 Youth Policy	17
4.1 Youth Eligibility	17
4.1.1 Youth Dependents	17
4.1.2 Youth Guests	17
4.2 Youth Space Access	17
4.2.1 Locker Rooms.....	17
4.2.2 Climbing Center.....	18
4.2.3 Pool & Spa.....	18
4.2.4 Group X Classes.....	18
4.2.5 Weight, Functional Fitness and Cardio Areas	18
4.3 Youth Spectators.....	18
5 Area Specifics.....	20
5.1 Aquatics.....	20
5.1.1 Pool	20
5.1.2 Lap Swim	20
5.1.3 Spa.....	21
5.2 Outdoor Program	22

5.2.1 Climbing Center.....	22
5.2.2 Outdoor Program Equipment Center	22
5.3 Open Rec	23
5.3.1 General.....	23
5.3.2 Volleyball.....	23
5.3.3 Basketball.....	23
5.3.4 Indoor Soccer	24
5.4 Courts.....	24
5.5 Multipurpose Rooms	24
5.5.1 Equipment.....	24
5.5.2 Stereos	24
5.5.3 Open Hours	24
5.6 Track.....	25
5.7 Fitness Areas	25
5.7.1 Weight Room	25
5.7.2 Cardio Area	26
6 Business Services.....	26
6.1 Payment Methods.....	26
6.2 Refund Policy	27
6.2.1 General.....	27
6.2.2 Cash/Check Refund	28

1 Introduction

1.1 Department Vision, Mission, Values

1.1.1 Mission

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community.

1.1.2 Values

- **Community:** Cultivate healthy and supportive relationships.
- **Inclusion:** Create environments and experiences that support everyone's right to participate.
- **Innovation:** Achieve excellence in collegiate recreation through new and more effective methods.
- **Integrity:** Operate with responsibility, honesty and transparency.
- **Sustainability:** Champion sound social, environmental and economic practices.
- **Wellbeing:** Promote the holistic success, safety and vitality of the Portland State community.

1.1.3 Vision

A healthy, happy, engaged Portland State community.

1.2 Statement of Dignity and Respect

Campus Rec recognizes and celebrates the human differences that surround us. Join us in embracing this philosophy by treating everyone with respect and kindness.

2 General Guidelines

2.1 General Conduct

The University Faculty/ Staff/ Alumni and Student Conduct Codes are enforced at all times. Non-compliance with these Codes may be referred to the Office of Human Resources or the Dean of Student Life for Portland State community members. Campus Rec reserves the right to deny or restrict facility use to anyone who refuses to comply with the policies set forth in this handbook.

Use of the Rec Center is considered a privilege. Mature and respectful conduct is expected and required at all times. Campus Rec staff reserve the right to remove any member or guest from the area if they exhibit behavior that is believed to be unsafe or inappropriate.

Campus Rec staff has authority over facility conduct and use of equipment. A patron who fails to follow these rules may be given a warning. If a CREC staff member has requested compliance with policy, but the patron has refused, the patron may be asked to leave the Student Rec Center. Failure to comply with requests of the staff may also result in suspension of facility privileges.

To facilitate Portland State University's mission of teaching and learning consistent with a state institution of higher education, the Rec Center requires its patrons to maintain a safe and appropriate environment. Therefore, the following activities and behaviors are strictly prohibited:

2.1.1 Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.

2.1.2 Exhibiting disruptive or disorderly conduct or behavior that unreasonably disturbs patrons and staff and interferes with use and enjoyment of the facilities, including but not limited to:

2.1.2 (1) Smoking or other use of tobacco anywhere inside the Rec Center or anywhere on the Urban Plaza.

2.1.2 (2) Fighting or threatening actions.

2.1.2 (3) Posing an unreasonable risk to health or safety, including but not limited to offensive personal hygiene that unduly disturbs others.

2.1.2 (4) Using loud, obscene, or abusive language to patrons or staff.

2.1.2 (5) 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).

2.1.2 (6) Misuse or vandalism of facility property or equipment.

2.1.2 (7) Consuming any alcoholic beverage except at approved events. Alcoholic beverages, tobacco products and non-prescription drugs are not allowed in the facility.

2.1.2 (8) Displaying overt signs of alcohol or substance abuse that are accompanied by disruptive behavior.

2.1.2 (9) Un- authorized entry into building, offices, and work areas.

2.1.2 (10) 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 allowed in the Student Rec Center:

- 1) Bicycles and shopping carts.
- 2) Skateboards, scooters unless it is a medical device.
- 3) Guns/ammunition or items which can be easily mistaken for weapons, such as black water pistols, plastic nun-chucks, or an empty pepper spray container.
- 4) Bringing pets into the Student Rec Center (assistance animals are always welcome).

2.1.3 Personal private contract work, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, are not permitted at the Rec Center. Anyone interested in receiving private instruction should contact Member Services for proper registration procedures.

2.2 Assumption of Risk

Prior to entering the Rec Center, you must sign an electronic waiver in order to use the facility and/or participate in its programs. You only have to sign this electronic waiver one time. Participating in programs and services sponsored by Campus Rec at Portland State or activities inside the Rec Center inherently involves risk of property damage, bodily injury, or possible death. All Rec Centers users are responsible for reviewing the [electronic waiver](#) located on the Campus Rec website. Use of the Rec Center acknowledges the terms and conditions in the electronic waiver. Campus Rec Programs may require a medical screening, physician's clearance, or additional releases prior to participation. Any injuries, accident, or equipment failures must be immediately reported to Campus Rec staff.

2.3 Inclusion and Accommodation

Campus Rec's intention is to be fully inclusive and provide a variety of accommodations for equal access to the facility and the programs. PSU is committed to reasonably accommodating people with disabilities in compliance with applicable state and federal laws and regulations. Requests for accommodations will be evaluated on a case-by-case basis in accordance with applicable laws and regulations.

Participants in Campus Rec 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. Any other issue will be resolved on a case-by-case basis in consultation with the Portland State University Queer Resource Center.

2.3.1 Inclusive Restroom and Locker Room Usage

Campus Rec follows the Portland State University non-discrimination policy, which includes gender identity as a protected class. Patrons of the Student Rec Center are welcome to use the locker room and restroom space where they feel most comfortable, and that corresponds with their gender identity. An individual's gender identity is not always consistent with what some people expect to see in traditional physical presentation or appearance. This can include clothing, hairstyles, make-up and/or body parts. All students and patrons retain the rights of privacy as well as physical and emotional safety. Campus Rec encourages anyone who is not comfortable using the locker room under these conditions to use one of our Universal Changing Rooms located near the pool.

2.4 Non-Discrimination

Discrimination or harassment on the basis of age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, genetic information or in the use of Worker's Compensation, Federal Family Medical Leave Act, or the Oregon Medical Leave Act is strictly prohibited by PSU policy.

In any case of perceived discrimination the Portland State University Office of Equity & Compliance:

- 1) Investigates complaints of prohibited discrimination and harassment.
- 2) Ensures compliance with federal and state equal opportunity laws and regulations.

2.5 Facility Access/Identification

A current valid PSU OneCard or PSU ID Badge, with your photograph on it, is your pass into the Rec Center. A current valid government-issued photo ID such as a driver's license or passport may also be used to access the facility. Attempting to enter the facility using false identification or by other means will result in card confiscation and/or suspension of facility access privileges.

2.6 Attire and Footwear

Fitness Center:

Campus Rec values an inclusive environment as well as your health and wellbeing. As you use the facility, realize that exposed skin can be at risk to disease exposure. Therefore, we encourage participants to clean fitness equipment before and after use. The following attire is required at all times:

- Clothing must be worn at all times that cover the nipples, groin and buttocks through all ranges of motion (exceptions are the locker room areas and the pool).
- Footwear must be worn to enter the Rec Center and when moving throughout the facility.
- Footwear is required when participating in sports on the gym courts and when actively climbing on the wall.

Swimming Pool and Spa:

Cleansing showers are required before entering the pool or spa.

- Clean clothing, that is safe for water sports, must be worn to use the pool or spa.
- All children under 2 years of age, or who are older but not toilet trained, must wear approved swim diaper available for purchase at the Member Services desk.

2.7 Food and Beverages

Food is not to be consumed above the second floor unless it is on the 3rd floor balcony or a special event is planned. No food or drink is allowed on the pool deck except for water unless a special event is planned. Only drinks in plastic, re-sealable containers are allowed in the facility. Glass of any kind is not allowed inside the pool area or facility. Gum must be disposed of in a proper manner.

2.8 Cell Phones

For privacy and safety purposes, cell/mobile/camera phone use is prohibited in all locker rooms and restrooms. Phone conversations including Skype, FaceTime, and other video calls need to be conducted outside of exercise areas, including all cardio areas and weight room areas.

2.9 Audio Devices

Campus Rec staff must operate facility stereo equipment. Patrons must use personal headsets with their personal handheld audio devices. Boom boxes are not permitted anywhere in the facility unless in conjunction with an approved special event or approved rec club.

2.10 Photography/Videography

- Photography and videography are permitted in Campus Rec facilities (ASRC and Stott Field) for personal and academic use, with the exception of the pool*, restroom and locker room spaces, and during Group X fitness classes. All photography and videography are strictly prohibited in these spaces and classes.
- Personal privacy of patrons must be respected. You must have the explicit consent of every person who may be identified in any photo or video. Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian.
- Taking photos or video of identifiable individuals without their consent is strictly prohibited. Patrons have a right to decline being photographed/filmed at any time.
- Campus Rec staff reserve the right to ask any patron to cease taking photos/video if they suspect policy violation. Any violation is cause for immediate removal from Campus Rec facilities and possible suspension.
- Taking photos and videos must be done in a safe manner, must not interfere with Campus Rec operations and must not disrupt other patrons' activity.
- Campus Rec staff occasionally photograph and film patrons to promote Campus Rec. All patrons sign a liability release that includes a photo/video release for Campus Rec to use such photos/video in promotional materials. Patrons have a right to decline being photographed/filmed at any time.

**Some exceptions are made with prior approval from Campus Rec marketing and aquatics staff. Complete [this form](#) at least five (5) business days in advance for consideration. Requests are reviewed on a case-by-case basis and are not guaranteed approval. Exceptions are also made during select special events and designated youth swim lessons.*

2.10.1 For Personal Use

- Personal use is defined as photo and video of yourself, friends or family obtained in an informal manner exclusively for personal/private use. Cameras with interchangeable lenses are not permitted for personal use.

2.10.2 For Academic Use

- Campus Rec supports and recognizes the need of students to take photo/video as part of their academic coursework.
- Academic use is defined as media obtained/reproduced exclusively for academic purposes, including class projects.
- Students wishing to take photos or video in Campus Rec facilities for academic use must have permission in advance. To request permission, [complete this online form](#) at least five (5) business days before the anticipated time you wish to shoot photo/video. Requests are reviewed on a case-by-case basis and are not guaranteed approval.
- All precaution must be taken to prevent any damage to the facility. Any damage incurred during the shoot will be assessed to the individual(s).
- Students must wear an official Campus Rec photo/video badge at all times to demonstrate to Campus Rec staff that permission to take photo/video for academic use was granted. Badges are provided upon check in at Member Services. Students appearing on camera are exempt from wearing a badge.

2.10.3 For Student News Media & External News Media

- Please contact Marketing & Outreach Coordinator Brittany Goltry at bgoltry@pdx.edu or 503.725.2301 to arrange photography/videography of people/spaces and to request interviews.

2.10.4 For Commercial Use

- Please contact Marketing & Outreach Coordinator Brittany Goltry at bgoltry@pdx.edu or 503.725.2301 with commercial photography/videography requests. All commercial requests will be coordinated and approved in collaboration with Portland State's Office of University Communications.

2.11 Sales, Solicitations, and Advertising

Campus Rec does not offer space for printed materials at the facility. The main intention of Campus Rec is to provide a space that is limited in distractions to give students a place to retreat and prioritize their own health and wellness. Alternatively, another option is available for groups to market their activities, events, and programs inside the Rec Center through the use of our digital TVs located on each floor.

2.11.1 Should the group wishing to advertise meet the following criteria, they may submit an advertisement for the TVs.

- The group wishing to advertise must either be a SALP student group or department on campus. We do not allow outside groups that are not directly working with a PSU student group or department to advertise in the Rec Center.
- The request must be made at least 10 business days prior to the event date.

Exceptions granted by the Executive Director.

2.12 Space Reservations

A request for space is at the discretion of Campus Rec. To inquire about reserving space in the Rec Center, a [Space Reservation Form](#) must be completed.

Campus Rec staff will review all submitted information and determine the possibility of hosting the event, tabling, meeting or practice on a case-by-case basis. All events must be directly related to the purpose of the organization or club making the reservation. Additionally, the activity performed with the event should correlate with the intended purpose of the space.

Campus Rec is dedicated to leaving time and space available for member use and can restrict the number of events that the facility will host. All groups reserving space must be associated with Portland State University.

Student Organizations

- The Student Organization must be in good standing with their advising organization.
- The reservation must be endorsed by the advisor to the student organization.
- The activity must be inclusive, active and participatory in nature.
- Student organizations are allowed to make reservations for a total of 4 hours a week. Three hours max at any one time.
- Reoccurring weekly reservations doesn't allow non-members of the Rec Center access to space.
- Guest passes can be purchased at Member Service for members of the organization who are non-members of the Rec Center.
- If a one-time event is intended to engage the Portland State University community, Campus Rec professional staff can discuss with the organization's advisor about the possibility of allowing non-members of the Rec Center to enter, spectate, or participate.

- When the student organization is provided the area free of charge, the organization is not allowed to charge for participation in the event. Fundraising exceptions will be considered with communication between the organization and Campus Rec professional staff.

2.13 Outside Vendors

Campus Rec currently partners with outside (non-PSU affiliated) companies and organizations on a case-by-case basis. Often this will require a contract request submitted to our Business Services department as per an agreement received by the company or organization. The terms are determined in advance through collaboration between Campus Rec and the company or organization.

2.14 Closures

The Rec Center will be closed at least two full weeks per calendar year for regularly scheduled and recurring maintenance. These closures will take place usually in late August or early September and around the winter holidays. Holiday closings and changes to building operational hours will be posted on the web page and throughout Campus Rec. Campus Rec is also closed for all days the University closes.

2.15 Inclement Weather

The Rec Center always closes and delays opening when the university does so due to [inclement weather](#).

Since the Rec Center may operate earlier or later than the university's decision-making process, delayed openings and early closures may happen independently of university closures. If bad weather is expected, we will announce a delayed opening, which will start at 8 a.m., by 10:30 p.m. the night before. Weekend times may vary. However, if the university decides to close or delay, the university decision takes precedence. Check pdx.edu/recreation for Rec Center specific openings and closures. Our top priority is ensuring the safety of our staff and guests. We appreciate your patience during any inclement weather closures.

3 Member Services

3.1 Membership Types

3.1.1 Student

Included in tuition/fees. All enrolled students have the non-refundable membership included in their tuition and fees. A valid Portland State photo ID or government-issued photo ID is required to enter the Rec Center. If students are enrolled for 3 out of the 4 academic terms and choose to continue membership throughout their unregistered term (i.e. summer session) there will be a 30-Day membership fee available for purchase; proof of previous and following term enrollment will be necessary upon purchase.

3.1.2 Faculty/ Staff

30-Day membership - Faculty/staff membership is available to current Portland State employees. Verification of employment status and a valid Portland State photo ID is required to enter the Rec Center. Benefits-eligible faculty/staff must use payroll deduction through Banweb to pay the membership fee. All other faculty/staff can pay at the Member Services desk.

3.1.3 Alumni

30-Day membership - The Rec Center is available to all current Portland State Alumni Association members. Proof of Alumni Association membership and a valid government-issued photo ID are required at registration for this type of membership.

3.1.4 Plus One

30-Day membership - Plus One membership allows a current PSU member to sponsor one person of their choosing who is 18 years or older for membership. Plus One members receive all current member benefits excluding Rec Club participation. A student/ staff/ alumni may have ONE Plus One member added to their account per academic year: July 1st – June 30th. This person does not need to be PSU affiliated beyond their sponsor. The sponsoring member must be present and have an active membership at the time of membership registration for the Plus One membership. The Plus One person must present a photo ID at time of purchase. Individuals with a Plus One membership are not eligible to sponsor additional members.

3.1.5 Guests of Members

Single entry guest passes are available for purchase at the time of visit. There is a limit of three guests per member, per day. Members must accompany their guest(s).

3.2 Equipment Checkout

3.2.1 Member Services Equipment Checkout Window Policy

Campus Rec checks out equipment to all members free of charge and attached to the membership. If checked-out equipment is not returned, it is subject to fees and fines for the cost of replacement or damage beyond wear and tear.

3.2.2 Equipment Loan Policy

Campus Rec cannot lend anything to individuals and organizations that are not affiliated with Portland State University. Contracts with different terms and conditions must be signed.

3.3 Lost, Damaged, or Stolen Items

Campus Rec is not responsible for lost or stolen items. Personal belongings are not permitted in activity areas and must be kept in a locker or designated areas. Campus Rec operates a lost and found where items can be inquired about at the Member Services desk. Due to the high volume of lost and found items, Campus Rec only keeps items for up to 4 weeks. After 4 weeks items are donated or removed from the building. Contents from day use lockers that were not cleared out by closing each night or an expired long term locker will go through the lost and found process. Items being claimed by a patron will need to be described thoroughly and accurately. Any items that have a perceived value of \$50.00 or more will be turned over to the Campus Public Safety Office.

3.4 Locker Room and Lockers

Campus Rec reserves the right to check lockers for unreturned towels, equipment, and to resolve safety/security concerns. Members will be notified should this occur. All lockers are the property of Campus Rec. A fee will be assessed for locker damage caused by negligence or abuse. Secure personal items in the locker room. Campus Rec is not responsible for lost or stolen items.

Children 5 and under are allowed in the opposite gender locker room. It is encouraged that families and children use the Universal Changing rooms located next to the pool.

3.4.1 Daily Use Policy

Day use lockers are available at no charge on a first-come/first-served basis. Members must remove all items in day-use lockers when they leave the Student Rec Center. Personal locks must be used for day-use lockers inside the locker room; locks are available for purchase. Personal locks may NOT be left on day-use lockers overnight. Campus Rec is not responsible for locks cut off during this procedure. Any lock that is attached to a Day Use Locker at closing of the Student Rec Center will be removed by Campus Rec Staff. All contents of that locker will be sent through the Lost and Found process created by Campus Rec.

3.4.2 Personal Locks

If keys, credit cards, or identification exist in a locked Day Use Locker, Campus Rec staff will be permitted to cut the lock if the owner is unable to remove it. The patron requesting the cut, will need to identify all contents of the locker or be able to show identification was locked inside the locker. If there are not keys, credit cards, or identification inside the Day Use Locker, Campus Rec will not cut the lock until closing. The patron will need return at closing when the lock will be cut or return the next day. If patron is not present when the lock is be cut the contents of the locker will be sent through the lost and found process. We will not cut a personal lock on a day use lock without the approval from the owner of the lock or upon closing of the facility.

3.4.3 Accidental Locks

Rec Center patrons are strongly encouraged NOT to just store belongings in an unlocked Day Use Locker. There is a potential that another patron could fix a lock to that same locker thus separating the locker contents from the owner who left belongings in the previously unlocked locker. If a patron needs to gain access to belongings in a Day Use Locker that is locked by a lock that they do not own, the patron will need to wait until either the lock is removed by the rightful owner or closing when the lock will be removed by Campus Rec staff.

3.4.4 Long- Term Lockers

A bank of lockers in both the Men's and Women's Locker rooms are designated for Long- Term use. These lockers as well as our Universal lockers are for those needing a Long-Term or inclusive locker. Long term lockers can be purchased for a monthly fee.

3.4.5 Impounding

It is a patron's responsibility to renew their locker by the expiration date. After the expiration date, the locker is subject to impound. Items impounded from a locker will be held up to 4 weeks. Any items after this period will be donated. Courtesy calls and e-mails will be sent to patrons whose lockers will expire within the week of their expiration. If a locker is still not renewed by the date established in the courtesy calls and emails (normally 48 hours), the locker will be impounded and released.

3.4.6 Towel Service

Users are encouraged to bring their own towels. Towels can be rented for a monthly or day-use fee.

3.4.7 Showers

Do not leave water running in shower area after you are done. Dry off in shower area. Wet floors in the locker room may be slippery. Please watch your step.

3.5 Tours

3.5.1 Individual Tours

Individuals may come to the Rec Center during facility hours and obtain a visitor pass for a self-guided tour from the Member Services desk. Visitors will have 15 minutes to tour the facility and return their pass to the Member Services desk.

3.5.2 Group Tours

Campus Rec offers group tours for groups of 5 or more. Requests must be submitted at least 10 business days prior to the visit date. Tour requests less than 10 days will not be accommodated. Tours take 20-30 minutes and participants must comply with the tour guidelines. To request a group tour, please complete our [Group Tour Form](#).

3.5.3 Tour Guidelines

No photos, no food/drink, and no touching equipment. Tour participants must stay to the right side of the stairwell and out of pathways and doorways to maintain the flow of traffic.

3.5.4 Tour Cancellation Policy

Please contact us at least 48 hours in advance if you are not able to attend your scheduled group tour. Make a quick call to 503-725-2962, or email the Marketing Coordinator. After a no-show, we may not be able to fulfill subsequent requests.

4 Youth Policy

4.1 Youth Eligibility

- Youth 17 and under are welcome at the Rec Center during designated youth hours and at special youth events when accompanied and supervised by a sponsoring adult member.
- **All youth must have a [liability release](#), signed by a legal parent or guardian on file at Member Service prior to using the facility.**
- Youth 15 years and younger must remain under the direct supervision and care of a parent/ guardian or sponsoring adult member when in the Rec Center.
- Youth 16 and 17 years old may participate separately from their parent/ guardian or sponsoring adult member. This adult must remain in the Rec Center at all times the youth is in the building and remains responsible for the youth

4.1.1 Youth Dependents

- Youth who **are** dependents of Rec Center members must register as Youth Pass holders at Member Services prior to participation. As their sponsoring adult member, the parent/guardian must provide the youths full name and date of birth.
- Youth Passes are only valid when the sponsoring adult member has an active membership and when they enter the facility with their sponsoring adult member. There is no daily fee for a Youth Pass holder.

4.1.2 Youth Guests

Youth who are **not** dependents of Rec Center members may enter the facility as a paid guest of a Rec Center member during Youth Hours. This adult is their sponsoring adult member.

4.2 Youth Space Access

Spaces are available on a first come first serve basis and are not reserved specifically for youth and families unless otherwise noted.

4.2.1 Locker Rooms

- Youth, 5 years and under, may use the locker room that corresponds with the gender identity of the sponsoring adult member.
- Youth, 6 years and up, may use the locker room and restroom space on their own where they are most comfortable and that corresponds with their gender identity. Universal changing rooms, which include showers and changing tables, are available on the 2nd floor near the pool and 4th floor.

4.2.2 Climbing Center

- The sponsoring adult member must complete the climbing center orientation and become a Climbing Center Pass Holder prior to youth of any age using the Climbing Center.
- Youth who are 16-17 and want to climb without direct sponsoring adult member supervision must complete the Climbing Center orientation and become a Climbing Center Pass Holder.
- Youth must be 13 or older to take a belay class or test out in belaying.
- To top rope climb, participants must be able to fit into a harness (minimum height is 37"). Climbing shoes and harnesses are available for check-out.

4.2.3 Pool & Spa

- Youth 8 and under must have a sponsoring adult member in the water with them unless participating in a swim lesson.
- Plastic pants or approved swim diapers are required for youth who are not potty trained. Regular diapers are not allowed in the pool.
- Youth must use the pool space as it is designated on the aquatics schedule.
- Spa: Youth between the ages of 5 and 14 need an adult with them in the water at all times when using the spa. They **MUST** keep their heads above water, and can use the spa for a maximum of 15 minutes/visit. Spa is closed to all under 16 years old during swim lessons. Youth under 5 years of age are not able to use the spa.

4.2.4 Group X Classes

- Youth 13 and under can participate in Group X classes on Saturdays only.
- Youth 14-17 can participate in Group X classes during all youth hours.

4.2.5 Weight, Functional Fitness and Cardio Areas

- Youth 13 and under are not allowed in the weight, functional fitness and cardio areas of the Rec Center.
- Youth 14 - 17 can use the weight, functional fitness and cardio areas during all youth hours.

4.3 Youth Spectators

Youth may spectate in designated spaces while their adult sponsoring member uses the Rec Center. Adult sponsoring members are responsible for the safety and behavior of youth. Youth may be asked to move or leave if the environment becomes unsafe or if they disturb the experience of other members.

- **During Youth Hours**, youth are allowed to spectate in all spaces except the weight room. During certain events or classes youth may not be allowed for safety or capacity reasons.
- **During Non-Youth hours**, youth are allowed to spectate at the following events: Night at the Rec, Faculty/Staff Tournaments, Climbing Center Competitions, and Intramural Playoffs.

5 Area Specifics

5.1 Aquatics

5.1.1 Pool

5.1.1 (1) General

- Running or diving is prohibited.
- The lifeguards on duty must approve all toys.
- Only Coast Guard Type I-III approved life jackets will be allowed.
- Breath-holding exercises will not be allowed.
- Abusive or profane language will not be permitted.
- Inappropriate swim attire may result in denied access to the pool or spa.
- Cleansing showers are required for all patrons prior to using the pool.
- Only employees shall enter the storage room and office areas.
- No outside coaches or trainers; this does not include a parent teaching their child or a friend helping another learn to swim.
 - A coach or trainer is someone who was hired to train an individual and is using our facility for money making purposes.

5.1.1 (2) Safety

Swimmers/patrons must stay off and avoid the area directly beneath the lifeguard stands. Hanging or tugging on lane lines is not permitted.

The lifeguard staff at any time may require a person to demonstrate their swimming ability by completing a swim test. Our swim test consists of:

- The person is able to demonstrate the ability to fully submerge and return to the surface comfortably (one bob).
- The person is able to swim on their front from the south wall to the black line without touching either the side or the bottom of the pool (with some sort of breathing).
- The person is able to float on their back for ten seconds.

5.1.1 (3) Denied Entrance

An individual may be denied entry if, they:

- Appear unable to care for themselves,
- Appear intoxicated,
- Demonstrate evidence of contagious disease, open sores, or wounds;
- And/or have any condition or evidence, which in the opinion of Campus Rec staff, will jeopardize the health and safety of the general public.

5.1.2 Lap Swim

The number of lanes available for lap swim varies throughout the day. Campus Rec strives to provide a minimum of 3 lap lanes during designated lap swim times. Occasionally, circumstances may result in reduced lap lane availability. We

encourage you to speak with a Lifeguard prior to changing and showering to see how many lanes are currently available and how busy the pool is at that time. We apologize for any inconvenience this may cause. If you have any questions about lap swim, please ask a Lifeguard or contact the Aquatics and Safety Coordinator.

Swimmers must enter pool from the ends of the lanes only. The maximum number of swimmers in each lane is eight.

5.1.2 (1) Lane Management

When there are two people in one lane, they may choose to swim side by side, or circle swim. When there are three or more swimmers, swimmers must circle swim.

5.1.2 (2) Adaptive Lane

The first lane, or lane with the stairs, is the adaptive lane. This is the priority lane for any water fitness activity besides lap swimming. This includes but is not limited to: aqua jogging, water walking, learning how to swim, or any alternative fitness activity. This is also the priority lane for people with disabilities, because of the stairs, chairlift, and close proximity to the guard stand.

5.1.3 Spa

All lap pool Rules & Regulations apply to spa use.

Elderly persons, pregnant women, and persons suffering from heart disease, diabetes, seizures, epilepsy, circulatory or respiratory problems, or high or low blood pressure should not enter the spa without their doctor's permission. Do not use at water temperatures greater than 103° F. Enter and exit spa with caution. Long exposure may result in nausea, dizziness or fainting. Do not use the spa while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or that raise or lower blood pressure. Leave spa after 10-15 minutes and cool down before returning for another brief stay.

Maximum spa capacity: 10 people

5.1.3 (1) Items and activities prohibited in the spa:

- **Submerging**
Do not submerge. Hair/clothing may become entangled in the drain suction.
- **Napping**
Do not take a nap or allow others to sleep in the whirlpool.
- **Items**
No newspapers, magazines or other reading material. Kick boards and other floatation devices are also prohibited.

5.2 Outdoor Program

5.2.1 Climbing Center

For Youth under 18 please see Youth Policy. All climbers must have a signed release of liability form on file prior to using the climbing center. Specific CREC Climbing Center wristbands must be worn at all times. Wristbands can be acquired from the Equipment Checkout Desk after the completion of the informational video and successfully passing the quiz.

5.2.1 (1) Do not attempt to climb in excess of your abilities

5.2.1 (2) Do not put fingers in the metal bolts on the top rope wall.

5.2.1 (3) Climbing shoes or proper, non-marking athletic closed toed shoes must be used. No climbing in bare feet.

5.2.1 (4) You may not teach others how to belay.

5.2.1 (5) No sitting or lying down while belaying.

5.2.1 (6) Do not climb above or below other climbers.

5.2.1 (7) Shirts must be worn at all times in the Climbing Center.

5.2.1 (8) No loose chalk.

5.2.1 (9) Only the belay devices and locking carabineers provided by Campus Rec are permitted for use.

5.2.1 (10) Bags are to be stowed in the cubbies provided in the Climbing Center.

5.2.1 (11) Food, chewing gum and beverages (with the exception of water bottles) are not permitted in the Climbing Center.

5.2.1 (12) No horse play or unsafe conduct will be allowed-immediate expulsion and possible loss of future privileges may result.

5.2.1 (13) No bouldering above 14 feet markers.

5.2.1 (14) Patrons may not climb if you have received medical treatment or are using a prescription drug that could impair your alertness or coordination.

5.2.2 Outdoor Program Equipment Center

Individuals must be 18 years or older to rent gear from the Outdoor Program Equipment Center (EQC). Without proof of membership, equipment is rented at the public rate. In these instances the individual must present a valid government issued photo ID. Individuals may rent gear for themselves and up to two additional people. No single person may rent more than two watercrafts. Late fees are 1.5 times the additional day rate for each piece of gear rented.

5.2.2 (1) Reservations

Reservations may be made up to 5 business days in advance. In order to avoid being charged for the rental, a 24-hour cancellation notice must be given. Less than a 24-hour cancellation notice will result in a charge for half the rental. Failure to cancel will result in a charge for the full rental value. Rental periods include pick-up and return days.

5.2.2 (2) Transportation

It is the responsibility of the individual to ensure they have adequate transportation and in some cases, storage for the equipment. This includes, but is not limited to, roof racks to transport kayaks. Outdoor Program staff are not authorized to attach equipment to vehicles.

5.2.2 (3) Agreements

By signing the Rental Agreement, the individual is agreeing that equipment listed on the Rental Agreement is present and in good repair. The EQC is not responsible for gear reported damaged or missing after the renter removes it from the EQC. All renters are strongly encouraged to check over gear before leaving the EQC. Individuals will be required to sign a release that includes a statement indicating that they have experience using the equipment they are renting.

5.3 Open Rec

Programs such as scheduled Campus Rec activities will have priority over drop-in and Open Rec. If possible, portions of the facility will remain open for drop-in participants. Shirts must be worn at all times. Participants in games will call fouls, violations and out of bounds. Please be respectful of all calls that are made. Please contact building staff for any equipment set up needs.

5.3.1 General

All games are played with a 15 minute time-limit. Winning teams continue playing for a maximum of two games. The winning team and the team that has “next” are required to have all five team members ready to play at game time. Failure to be ready to play will result in forfeiting the turn and placement at the end of rotation. A team is not permitted to have “next” on more than one court.

5.3.2 Volleyball

Volleyball games are played to 15. Win by two; cap at 19. Rally scoring will be used for all games. Winning teams continue playing for max of two games. Winning teams and teams that have “next” are required to have at least three team members ready to play at game time. Failure to be ready to play will result in forfeiting the turn and placement at the end of rotation. A team is not permitted to have “next” on more than one court.

5.3.3 Basketball

Basketball games are played to 11. Win by two; cap at 15. Basketball scoring: Three-pointers count as two points and two pointers count as one point. Winning teams continue playing for the max of two games. Winning teams and teams that have “next” are required to have all five team members ready to play at game time. Failure to be ready to play will result in forfeiting the turn and placement at the end of rotation. A team is not permitted to have “next” on more than one court. Hanging on net or rims is prohibited.

5.3.4 Indoor Soccer

Games are played to 3 goals.

5.4 Courts

The wood courts are primarily intended for basketball, volleyball and badminton. Other activities are permissible if considered safe and appropriate as determined by the Campus Rec staff. Indoor Soccer is the primary purpose of the multi-purpose athletic court. Other activities typically played in this space are goalball, indoor hockey, volleyball, table tennis and badminton. Courts are prioritized for informal rec, intramural sports and club sports. Participation is on a first-come, first served basis during drop-in times. Courts must be kept clear of bags and clothing.

5.5 Multipurpose Rooms

Room schedules must be followed at all times by those using the Multi-Purpose Room. When there is no activity scheduled, the Multi-Purpose Room will remain open for Open Hours use.

5.5.1 Equipment

Equipment provided for different exercises (hand weights, slides, steps, etc.) in the Multipurpose Room closets may not be taken out of the designated exercise room or area. This equipment will only be available for use during Group X classes and is not available for use during Multi-Purpose Room open hours.

5.5.2 Stereos

Only Campus Rec staff may operate the Multipurpose Room stereo equipment. The Multipurpose Room stereo will not be available to use during Multi-purpose Room open hours. Any music players brought into the Multi-Purpose room must be used in conjunction with an approved Rec Club or approved event. Music must be free of profanity, if possible, and played at a respectable volume.

5.5.3 Open Hours

Any reservation approved by Campus Rec during designated times take priority in the Multi-Purpose Room. Groups of 4 or larger participating in the same activity during Multi-Purpose Room open hours are prohibited. Please cooperate with all other patrons who wish to utilize the space. Multi-Purpose Room open hour time is intended to accommodate numerous activities in the space.

Fitness Equipment stored in the Multi-purpose Room closets is not available for use during Multi-Purpose Room open hours. Equipment, shoes and activities that cause damage to any part of the room are prohibited. Footwear is not required inside the Multi-Purpose Room. Please remember closed toed shoes are required upon entering and exiting the room.

The wall divider and shades between the Multipurpose Rooms and the hallway may only be operated by Campus Rec Staff, please ask a Campus Rec staff member for assistance with the wall divider or shades.

5.6 Track

Directional arrows must be followed at all times. The inside lane has priority for patrons with disabilities.

Walkers use the outside lane; joggers use inside lanes. Track users should not be more than two abreast so others can pass. Track users must also be aware of others especially at entry points on the track.

5.7 Fitness Areas

- Please wipe down the equipment after each use with the disinfectant and a rag located on the cleaning carts. Please do not spray machines directly with cleaning solution.
- Store all personal belongings in a secure locker located throughout the facility. All walkways must remain clear. Any belongings not stored in a locker may be taken to the Campus Rec Lost and Found. Campus Rec is not responsible for lost or stolen items.
- No spitting on the floor. Please use spittoons located next to the drinking fountains.
- Please **report all** injuries or maintenance issues to the Fitness Center staff.
- Use machines and equipment only for their intended purpose. If machines fails to operate correctly, do not attempt to repair. Notify the Fitness Center staff or Member Services Staff of the problem.
- Do not operate equipment if it has loose or damaged parts.
- No equipment is to be removed from its designated area except by Campus Rec staff.
- All users must remain at least 5 feet from mirrored walls during exercise. Please do not touch mirrors.
- Groups of 4 or larger participating in the same activity are prohibited unless approved by Campus Rec staff.

5.7.1 Weight Room

Re-rack all dumbbells, weight plates and barbells after use. No dropping weights or slamming weight stacks. Free weight equipment must remain in free weight area; its use in conjunction with cardio equipment or on the track is strictly prohibited unless approved by a Personal Trainer during Personal Training sessions. Collars are required on all barbells. Spotters are recommended. The use of chalk is prohibited. Liquid grip is recommended for those needing to increase their grip. No personal training conducted by anyone other than a Campus Rec staff. Please limit stretching and floor exercises to designated mat areas.

5.7.1 (1) Equipment

Keep dumbbell racks free from obstruction. Individuals must return all bars, plates, dumbbells, collars, etc., to their proper place after use.

5.7.1 (2) Movements

Please maintain controlled movement of weights at all times.

- No leaning weights and equipment against walls, pillars, or mirrors.
- No standing on equipment benches, frames or weights other than intended by manufacturer. No top loading.
- Kettlebell swings may only be performed in the kettlebell area.
- Only bumper plates are allowed to be used and dropped on the platforms.
- Dropping of any other than bumper plates is prohibited.
- Dropping bumper plates from above shoulder height is prohibited.
- Always drop weights in front of the body with control. No slamming the plates.

5.7.1 (3) Olympic Lifting Rules

Be aware of the potential risk involved with performing advanced lifts. Know your limits and do not attempt lifts that you are not trained to perform.

- Only bumper plates are allowed to be used and dropped on the platforms.
- Dropping of any other than bumper plates is prohibited.
- Dropping bumper plates from above shoulder height is prohibited.
- Always drop weights in front of the body with control. No slamming the plates.
- Loose chalk is prohibited. Liquid grip is recommended for those needing to increase their grip.

5.7.2 Cardio Area

There is a 30 minute time limit on all cardiovascular equipment when others are waiting. When using treadmills, the emergency shut off clip is strongly recommended. Please turn treadmills completely off before getting off. Use of the facility and all equipment is available on a first come/ first-served basis.

6 Business Services

6.1 Payment Methods

Campus Rec accepts credit cards, debit cards, checks, and cash. We do not accept American Express cards.

6.2 Refund Policy

6.2.1 General

All refunds must be done in person at Member Services in the Rec Center (unless otherwise noted), be accompanied with receipt and photo ID and be issued to the original payment method.

Non-refundable:

- All food & beverages
- All access cards
- Rec Clubs dues
- IM Play Passes
- Day Use Towels
- SnoPark Passes
- Used Gear Sale items
- Gear rentals

Refundable within 7 days of purchase:

- Merchandise - such as goggles, swimming caps, ear plugs. Items must be in original condition unless damaged, defective or incorrect
- Membership, Term Lockers and 30 Day Towels
- Punch Passes - only refundable if no punches have been used
- PT sessions - only refundable if no sessions have been used

Refundable up to 7 days before the first session/pre-trip meeting. No refund given less than 7 days prior to the first session/pre-trip meeting.

- Aquatics and safety certifications, clinics and lessons
- Group Fitness Instructor Training and Personal Training Classes
- Outdoor Program activities. Patrons must come into the Outdoor Program office (505 SW Harrison Street) in person for a refund within 7 business days of cancellation. No refund will be issued after this deadline.

Policies of events, classes or services contracted with outside vendors may supersede our policy.

6.2.2 Cash/Check Refund

All cash and check refunds are issued via check from PSU Cashiering. A cash/check refund needs to be initiated within the timelines above at Campus Rec. Return of payment may take up to four weeks for the refund to be processed. Community Members need to complete a PSU Substitute W9 form.

