



User Information

Student Activity Center
Rose Center/Ryan Hall
Kulhavi Events Center
Outdoor Facilities

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Welcome!

A letter from Stan Shingles, Assistant Vice President

WELCOME TO UNIVERSITY RECREATION!

We are excited that you are a user of our facilities and participant in our programs in University Recreation. The possibilities for good health, memorable experiences, and learning are available to you, and we would like to help you get started.

This resource manual is provided for you as a guide to understanding the policies, procedures and expectations that are important for your success as you engage in the many offerings in University Recreation. This guide provides critical information that will assist you with understanding the many facilities, programs and services that University Recreation offers.

MISSION STATEMENT:

University Recreation is inclusive, providing customized opportunities and experiential learning while fostering lifelong health and well-being.

With this focus, we hope to make your experience with our unit, positive, meaningful and effective. This information will help you navigate the many opportunities we offer, help to answer any questions or concerns you might have, or to better assist you with your overall experience. Quality customer service is at the core of what we will focus on, and we would certainly like to hear from you when we meet, or do not meet your expectations.

VISION STATEMENT:

“WE INSPIRE ENGAGEMENT”

This vision is aspirational, and will allow us to find consistent, purposeful and effective ways to inspire your participation and engagement in the many experiences University Recreation has to offer. We will continue to build new programs, provide new and improved services, and offer up-to-date, state of the art facilities that meet your recreation, fitness and wellness needs.

TEAM UREC:

Our URec Team is comprised of a quality, and experienced professional staff, who are here to serve you, and to help you accomplish your goals in University Recreation.

Our more than 250 student employees are trained, skilled and talented, and offer front line customer service, quality supervision, and active engagement with our members and guests. Each UREC team member supports CMU's core values of:

Integrity, Respect, Compassion, Inclusiveness, Social Responsibility, Excellence, and Innovation.

Please let us know how we can make your experience with us a positive one, and how we can continue to serve you.

Enjoy your experience in university recreation.

Sincerely,

Stan L. Shingles Assistant Vice President

Central Michigan University's Vision/Mission/Core Values

VISION

Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation.

MISSION

At Central Michigan University, we are a community committed to the pursuit of knowledge, wisdom, discovery, and creativity. We provide student-centered education and foster personal and intellectual growth to prepare students for productive careers, meaningful lives, and responsible citizenship in a global society.

CORE VALUES

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence and innovation.

Division of Enrollment and Student Services' Vision/Mission

VISION

To deliver quality services and co-curricular activities that enhance the student experience and promote student engagement.

MISSION

Our success is measured by the way CMU students thrive.

University Recreation's Vision

VISION

We inspire engagement.

MISSION

University Recreation is inclusive, providing customized opportunities and experiential learning, while fostering lifelong health and wellbeing.

Contact Information

Please visit our website at www.urec.cmich.edu or call [989] 774-3686.

Our Members

Eligibility Information

There are several categories that qualify an individual to become a member of the Student Activity Center. With the exception of currently enrolled CMU students, individuals may purchase a membership at the current membership rate. Memberships are non-refundable and non-transferable.

The definitions of those who are eligible for memberships include:

- Current CMU Students:
 - CMU students who are matriculated for at least one credit, registered, and pay CMU tuition may use the Student Activity Center during the current semester [fall, winter, or summer] will automatically receive a SAC membership, as a benefit of their tuition.
 - Students who are currently on the CMU Tuition Waiver Plan may purchase a SAC membership at the current membership rate. Student memberships are paid by semester. If the student is paying out-of-pocket for any of their credit hours, SAC privileges will automatically be granted to their CMU Student ID.
- CMU Faculty/Staff: Permanent or provisional staff employees, or permanent or temporary faculty. If membership is purchased, SAC privileges will be connected to their Faculty/Staff ID.
- CMU Retiree: A retired CMU employee, who formerly qualified under the Faculty/Staff definition.
- CMU Alumni: A graduate of any degree program from CMU.
- Major University Donor: Anyone who contributes at least \$500 to University Advancement on an annual basis.
- Corporate: Person's employed by any business that contributes a \$1,000 sponsorship or more.
- MMCC Students: Through a partnership with Mid-Michigan Community College [MMCC], memberships are available for MMCC students. MMCC students should contact the Membership department to inquire further.

Those who do not fit in the above-mentioned categories can purchase a Community Limited Membership at the current membership rate.

- Community Limited members may use the SAC during scheduled Community Limited Membership times. During academic breaks, there will be no restricted hours.

Should you decide to purchase a membership, the cost of one [1] guest pass purchased, provided it's within five [5] business days, will be deducted from the cost of your membership. Please see the membership office for details.

-Community Limited Hours:

Monday - Thursday: Open - 2 p.m.

Friday: Open - Close

Saturday: Open - Close

Sunday: Open - Close

Join the SAC Family!

The entire family can join the Student Activity Center!

Those with a valid membership are eligible to purchase memberships for their immediate family members.

A family membership includes a spouse/partner membership, and memberships for those who are claimed as dependents under IRS requirements, up to the age 24, except if such dependent is a CMU student. Proof of dependency for eligible family members may be required.

The member's spouse/partner and a dependent member [18 years and older] receives all privileges, and follows the same conditions as the member. Such members may serve as a guardian for younger siblings, but are expected to follow all policies governing family recreation.

Older teenagers [16-17 years old] receive their own University Recreation membership card, and may use the facility during family hours, without parental supervision.

Children 15 years or younger are listed on their parental ID card, and may only be in the facility when supervised by a parent or guardian during designated family hours. They are not issued their own individual ID card. Children three years of age and younger will be admitted free of charge. Some activity areas have specific policies which apply to children 15 years or younger. Please see the specific activity area policies below for detailed information.

Select programs have a reduced rate for members. To qualify for this reduced rate, individuals must have a current membership to the facility. If registering a family member, a current family membership is required to receive the discounted rate.

Family memberships will receive two University Recreation issued Parking Permits. Faculty/Staff members must have at least one car registered with CMU Parking Services before a University Recreation parking pass can be issued for a family vehicle. There is a \$25.00 parking pass replacement fee should a new parking pass need to be reissued for members.

Families may use the SAC during scheduled Family Hours. During academic breaks, there will be no restricted hours.

- Family Hours
- Monday - Thursday: Open - 8 p.m.
- Friday: Open - Close
- Saturday: Open - Close
- Sunday: Open - Close

Family Safety

For the safety of all individuals,

- Children age 11 and younger must be directly supervised by a parent/guardian at all times.

· Children 12-15 years of age may be in the following activity areas without parent/guardian supervision: Sports Forums, MAC Gyms, Billiards area, table tennis, and ULanes.

Certain activity areas, including the Fitness Center, Weight Training Center, and the Aquatic Center have additional age restrictions, which are listed in the specific activity area policies/procedures sections below.

Children 15-years and younger who are in the facility without a parent/guardian present will be asked to leave the facility and the family's membership privilege may be suspended or revoked.

Transfer or Suspension of Membership

Memberships are non-transferable.

It is requested that all members provide an email address on their membership form for University Recreation to send periodic notifications to members. By providing your email address you will receive the following notifications, but not limited to: building hour updates, unexpected closure information, notice of partial facility closures, and membership renewal notices.

Membership durations may be altered due to medical conditions or faculty traveling on sabbatical. This information can be found in the corresponding "Medical Restrictions" section.

Membership expiration dates will not be adjusted and/or pro-rated refunds will not be issued for members traveling on vacation and/or living in another location which would prevent the member from using the facility.

Expiration date adjustments and/or pro-rated refunds will be handled on a case-by-case basis.

Faculty members traveling on sabbatical will be subject to the provisions specified under the "Medical Restrictions" section.

Day/Weekend Passes

A day pass may be purchased by individuals 18 years or older with a valid driver's license or State ID. A pass allows for unlimited re-entry during the day[s] in which the pass is issued. Individuals should check availability of activity areas prior to purchasing a pass. Day passes are non-refundable. Individuals purchasing a day pass must abide by all SAC policies/procedures. Violators will be asked to leave the facility.

Three types of day passes are available:

- Guest Day Pass: This can be purchased by anyone affiliated with or accompanied by a person affiliated with CMU.
- Visitor Day Pass: This can be purchased by anyone not affiliated with CMU.

- **Spectator Pass:** Individuals who are visiting the Student Activity Center, but not participating in activity, can purchase a Spectator pass, instead of a Day Pass, for the duration of the event.
- **SAC Savings Pass:** A 10-visit pass is also available for purchase. This pass does not have an expiration date. Adult members may sponsor children 15-years or younger for guest passes. All policies pertaining to child member apply to child guests.

Teenage members, age 16-17 years old, may only sponsor guests who are 16 years or older. Any guest under the age of 18-years old must bring a waiver of liability pre-signed by their legal parent/guardian.

Equipment can be checked out to individuals with a valid membership, but cannot be checked out to Day Pass users.

All guests must sign a waiver, prior to use. Please remember that a person under the age of 18 years old must have their own parent/guardian's signature on the appropriate waiver or guest pass. For those bringing guests under the age of 18, and not the legal parent/guardian of the child, there are three options:

- The waiver may be accessed and printed from our website, and the legal parent/guardian may sign it prior to the minor's visit.
- The guest may pick up a waiver prior to the day of the visit and have the minor's parent/guardian sign it prior to the day of use.
- The parent/guardian of the guest can be present to sign the waiver at the time of the guest pass purchase.

Individuals have the opportunity to purchase a guest pass at a reduced rate when they visit the facility less than three hours prior to closing.

All waivers are valid for one calendar year from the date of signing.

Our Commitment to Safety

Insurance and Liability

Everyone involved in a University Recreation activities will be participating at their own risk. Participants are responsible for their own health, dental and vision insurance.

Individuals or groups renting facilities may be required to provide proof of liability insurance. The University Recreation department and the CMU Office of Environmental Health and Safety will determine which groups must comply with this requirement.

Exercise Precautions

Because exercise is a stress placed on the body, certain precautions should be considered. Participants are encouraged to get a physical exam prior to engaging in vigorous exercise.

Users who are over the age of 40 and/or have any ailment or special condition[s], which may increase risk for heart disease, are strongly encouraged to consult a physician prior to engaging in exercise. Individuals who desire a risk profile may consult the staff in the Fitness Assessment Center.

Medical Restrictions

In the event a current member experiences a medical situation, in which a physician restricts the member from participating in any physical activity, the duration of the membership shall be determined based on the length of the documented restriction.

· Restrictions less than two weeks in length: Documented medical restrictions up to two weeks in length will not be considered for an adjustment to the membership expiration date.

· Restrictions more than two weeks in length: In the event the documented medical restriction exceeds two weeks, an adjustment to the membership expiration date may be considered. Adjustments will not exceed the length of the documented medical restriction.

· Restrictions more than four weeks in length: In the event a documented medical restriction exceeds four weeks in length, the membership will be terminated. A pro-rated refund will be issued, if applicable, and the member may rejoin the Student Activity Center following their recovery.

Injury/First Aid Procedures

Designated University Recreation student employees are required to have a minimum of basic First Aid and CPR, and are first-responders for emergencies within the facility. Some employees have Professional Rescuer and AED training. If an

injury occurs, users are asked to seek assistance from the nearest University Recreation employee.

A facility supervisor or other University Recreation staff member will evaluate the person's condition and provide immediate first aid, if necessary. University Recreation employees will advise the injured individual if further treatment should be sought. University Recreation employees may not transport injured persons. If an ambulance is necessary, the University Recreation employee will try to get verbal consent from the injured person. If the staff determines that the injured/ill individual is unresponsive or unclear, the staff will call for advanced medical support. The individual reserves the right to deny assistance from the paramedics upon their arrival. In all injury situations, the injured person and witness to the accident will be asked questions about the incident for a report.

University Recreation employees are not trained to give preventative first aid, such as wrapping or taping joints, nor are they trained to apply splints to injured joints. Individuals requiring such aid will be advised to seek professional attention.

Injury Care Center [ICC]

The Injury Care Center [ICC] is located in the lower concourse of the Student Activity Center, near the entrance to the Large Sports Forum. The ICC is staffed by athletic training students, and is supervised by a Certified Athletic Trainer. The ICC provides athletic training services to CMU students and Student Activity Center members, which includes first aid, primary care, and preventative taping [as long as the individual provides the tape]. ICC hours of operation can be found on the University Recreation website.

Natural Disaster and/or Other Emergencies

All University Recreation employees receive special emergency training and will help users find shelter within the facility, or help users evacuate the facility, as appropriate. Users should follow the instructions of the University Recreation staff if an emergency arises.

Central Michigan University Policies

General Information

All Central Michigan policies apply to all students, members, and guests, as well as the specific University Recreation policies outlined below. For a complete list of CMU policies, please see www.cmich.edu/office_president/general_counsel/. CMU is an AA/EO institution, providing equal opportunity to all persons, including minorities, females, veterans, and individuals with disabilities. For more information, please see <http://www.cmich.edu/ocrie>.

Alcohol/Tobacco

Central Michigan University is a tobacco-free campus. This policy applies to all CMU properties, facilities, and vehicles. Those who do not follow the tobacco free policy will be asked to leave.

Facility users who appear to be under the influence of alcohol or other drugs, and are creating potentially harmful situations will be asked to leave. CMU Police may be called to assist with individuals who do not cooperate.

Service Animals

In accordance with the American with Disabilities Act, service animals are welcome on campus.

- Service animals must be on a leash at all times.
- Handlers and/or the animal should wear/display the appropriate licensing badge. Individuals should be prepared to show authorization for the use of the animal.
- Guests are strongly encouraged to notify CMU Police or a CMU staff member of their presence.
- The handler must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

Conduct and Governance

General Information

The Student Activity Center provides numerous opportunities for interaction between the diverse populations that comprise Central Michigan University. 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 the quality of the individuals who are at the university. Our facility hosts dignitaries, children, and people of more reserved cultures than our own on a regular basis.

University Recreation staff and participants appreciate your cooperation in making the facility a friendly and positive environment for recreation and social opportunities. Vulgar, obscene, abusive, harassing, derogatory, and demeaning comments and/or gestures are not consistent with a positive environment. This behavior will be immediately reported to the Central Michigan University Office of Civil Rights and Institution Equity for further investigation, in accordance with the CMU Sexual Misconduct Policy.

Physical violence such as hitting, shoving, punching, kicking, biting, tackling, smacking, spitting, or grabbing are prohibited. Such behaviors create a hostile environment, generate ill-will, place unnecessary pressure on participants, and contribute to a negative recreational experience. Therefore, such actions will not be tolerated. Patrons are asked to use mature judgment in choosing clothing and language, and the message each delivers to other participants. When participating in open recreation, users are required to wear a shirt/top for all non-aquatic activities, except for open play sports. Clothing that sends profane and bigoted messages are not permitted.

Participants are expected to be courteous to other facility users and to follow complex rules and instructions from University Recreation staff. Complex users who engage in hazardous behavior or actions that may damage equipment or facilities may be evicted and lose their privileges. Public displays of affection that are sexual in nature are prohibited. This behavior will be immediately reported to the Central Michigan University Office of Civil Rights and Institution Equity for further investigation, in accordance with the CMU Sexual Misconduct Policy.

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 disappointment in a civil manner. The use of abusive or profane language will not be tolerated. Sexual harassment of patrons or employees will be resolved through the use of all available legal channels. Violators of the above policies will be asked to leave the facility. If the violator is a CMU Student, the situation will be referred to the Office of Student Conduct. If the individual is not a CMU student, the individual will be sanctioned by a member of the University Recreation staff, and/or the case will be referred to CMU's General Council office for legal action. Sanctions may include, but are not limited to, suspension from the facility, revoking of privileges, civil prosecutions. In all cases, the behavior will be reported to the Office of Civil Rights and Institution Equity for further investigation.

University Recreation Services, Policies, and Procedures

Hours of Operation and Facility Schedule

University Recreation staff manage the facility and programs with the intent to best serve all participants. Members may use any of the facilities during published hours of operation. Activity areas are primarily used for informal recreation, on a first-come, first-serve basis. However, building hours and activity space availability may vary due to the current academic schedule and academic classes, University Recreation programs, and special events. The facility may close due to holidays and/or University closures.

Parking during athletic and other special events may be limited. Members may be required to park in alternative lots during these events.

Current hours of operation are posted around the Student Activity Center. They can be found on entry doors, at either of the SAC Service Centers, and on our website.

Space Reservations

General Space

Reservations for activity space are available for rental. Please call 989-774-3686 for more information on space availability, policies, and applicable costs.

Court Reservations

Students and members who can inquire about racquetball or wallyball reservations in person or by phone [989-774-1356]. Individuals are limited to one reservation per activity, per day. Reservations may be made up to one day in advance in person or by phone.

Students and members may call ahead to inquire about space availability for volleyball, tennis, and golf. This does not guarantee a reservation of the space.

Access to the Facility

Identification Requirement

The Student Activity Center is a controlled access facility. To gain access to the facility, an individual must present a valid CMU Student ID or University Recreation Membership card at the SAC East or West Service Center.

CMU Students and Faculty/Staff will be able to use their CMU ID card to access the facility. These cards are obtained, or replaced, through the CMU ID Card office in the Bovee University Center. Student ID cards are re-validated each semester for CMU

students. Graduates of CMU are not eligible for student membership unless enrolled in classes. For non-CMU Student members, a membership card will be created within 36 business hours of the membership's purchase. A photo will be taken of the member at the time of purchase, or prior to their first use of the facility. Upon renewal, members will have the opportunity to replace lost or damaged cards with a new one at no extra charge. Any cards replaced during the term of the membership will be subject to a \$25.00 replacement fee. Unauthorized entry is considered trespassing and may result in criminal charges being filed. Unauthorized exit from an alarmed, Emergency Exit door may result in usage privileges being revoked. If the individual is a CMU student, the incident will be referred to the Office of Student Conduct.

Misuse of a CMU ID or URec Membership Card

The University Recreation staff will confiscate CMU ID or URec cards that are presented by anyone other than the owner of the card. Due to processing, the card will not be able to be returned to the owner until approximately 10am the following business day of the confiscation.

A student who has his/her CMU ID card confiscated for misuse will be referred to the Office of Student Conduct. The student may be disciplined and/or fined by the University. The individual who attempted to use the invalid card will be denied entry for the remainder of the day.

If a member allows another individual to use their Membership ID, the membership may be terminated by University Recreation.

Lost/Forgotten ID

If a student's ID is lost or stolen, the student should contact the Central ID Card Office immediately [989-774-3484]. The card will be invalidated and confiscated if entry to the facility is attempted. The student must purchase a new card for a replacement cost, as dictated by the CMU ID Card Office. IF the lost card is found after a new one has been purchased, the lost card will remain invalid and therefore, cannot be used.

Students who do not present their Student ID upon entry will not be granted access to the building. Students who are attending an academic class will be permitted into the facility in order to attend the class by presenting some form of government issued photo ID [i.e. driver's license, state ID card, passport]. The individual is not permitted use of other areas of the facility without presenting their ID.

If a member's URec ID Card is lost, damaged, or forgotten, the member may get a new one produced for a replacement fee through the University Recreation Service Center.

General Info

Appropriate Participant Dress

Users are asked to wear athletic clothing while participating in activity within the facility. Specific activity areas may have additional requirements for appropriate dress. Please see the specific activity area policies below for detailed information.

Athletic shoes with a non-marring sole are required in all activities areas, except the bowling, billiards, table tennis, and swimming areas. Turf shoes are not permitted. Participants are asked not to wear the same shoes in the activity areas as worn outdoors.

Individuals are required to wear shirts, except in the Aquatic Center and during open play sports.

University Recreation Programming and Special Events

University Recreation offers a wide variety of programs within the facility, including Group Fitness, Learn to Swim, Aquatic activities, Competitive Sports [Intramural and Club Sports], and special events. For more information on our programs, please visit our webpage.

Personal Equipment Used During Open Recreation

Students and members are encouraged to bring their own sports equipment for use during open recreation, such as basketballs, volleyballs, racquetball equipment, etc. University Recreation is not responsible for lost or stolen personal equipment. University Recreation does offer some equipment for student and member use. Details on the use of this equipment can be found in the "Equipment Usage" section below.

The use of portable sound equipment in the facility is limited to prior scheduled activities only. Music must be free of abusive, derogatory, and/or profane lyrics. Please limit the use of audio equipment to personal headphones and earbuds during open recreation use.

The use of personal bicycles, rollerblades, skateboards, hover-boards, and drones are prohibited inside the facility.

Instructional Use

All facilities are for recreational use only. Self-coordinated use by members and guests that have an instructional nature, such as personal swim lessons or personal training are prohibited. Individuals may request accommodations for special circumstances. All exceptions must be coordinated, scheduled, and approved by University Recreation professional staff.

General Facility Policies

Items that are not allowed in any university building include, but are not limited to:

- Helium Balloons
- Open flame candles
- Sand
- Tape, glue, tacks, and nails on walls or other surfaces.
- Glitter/Confetti
- Alcoholic beverages are prohibited in the Student Activity Center/Rose Center

and at all outdoor facilities. Alcohol is permitted during approved special events in designated areas of the Kulhavi Events Center, as long as the proper University protocol has been followed.

It is strictly prohibited to bring alcohol or weapons into the facility. Individuals violating this policy are subject to ejection and law enforcement will be contacted.

Food is not permitted in any activity area, unless approval is given during a designated event. Liquid in clear, plastic, spill-proof bottles are permitted.

During certain events in the Kulhavi Events Center, outside food and drink is prohibited. Please contact staff for specific information as to when these events occur.

Specific Activity Area Information

Aquatic Center

The Aquatic Center consists of a 25-yard, 4-foot deep, six lane lap pool, with an adjustable floor, a spa, and two saunas. The temperature range is 82-84 degrees Fahrenheit for the lap pool and 100-103 degrees Fahrenheit for the spa, which is in the recommended range for recreational pools and spas. The SAC Aquatic Center offers a variety of activities, including lap swimming, informal recreation, water exercise, and family swim.

There are designated Family Swim times, which provides an opportunity for families to use the pool when the movable floor is raised and activities such as basketball and volleyball are available. Please visit our website for a detailed schedule.

- The Aquatic Center may only be used when a lifeguard is present.
- The maximum bather capacity is 75 individuals in the pool and 20 individuals in the spa.
- Individuals are required to shower prior to entering the pool or the spa to maintain sanitary conditions.
- Children under 16-years of age must be directly supervised by a parent/guardian on the pool deck. Non-swimmers must be within eye-sight of the swimmer at all times.
- Children 7-years of age and younger must be directly accompanied in the water, and within arm's reach by an adult at all times.
- For safety and hygienic purposes, only swim suits of acceptable material and design may be worn in the pool. No t-shirts, athletic shoes, or cutoffs are permitted. To cover the body for medical, religious, or comfort reasons, please wear shirts or shorts constructed of swim suit or a dry-fit material.
- In case of an emergency, the Emergency Action Plan is started by three whistle blasts. All patrons must clear the pool, spa, and sauna immediately and follow instructions from URec staff.
- Swim diapers and a protective diaper cover are required for infants and toddlers who are not toilet trained. Daily diapers are not permitted. Frequent bathroom breaks are recommended for all children. A fecal accident in the pool requires a shutdown of a minimum of 30 minutes for cleaning and sanitation.
- Individuals suffering from a communicable disease, open sores, bandaged wounds, boils, inflamed eyes, or discharging nasal or ear passages are prohibited from using the pool or spa. Please dispose of bandages on minor cuts before entering the pool area.
- No rough or risky play, running on the deck, or personal conduct that endangers the safety of self or others.
- Backward entries, twists, flips and diving are prohibited in all areas of the pool and spa.
- No hyperventilation, breath holding, or prolonged underwater swimming.
- Kickboards, pull buoys, dumbbells, flotation belts, and noodles are used for exercise only. Children may only use U.S. Coast Guard approved flotation devices and must remain within arm's length from an adult in the water at all times.
- Personal toys are allowed only during Family Swim designated hours, and at the discretion of the lifeguard.
- Only drinks in a resalable plastic container are allowed. Food and glass containers are prohibited anywhere on the pool deck, with the exception of special events.
- During high use times, users will need to share lanes to accommodate all users.
- Please leave outside shoes in the locker rooms. Sandals or bare feet are permitted on deck.
- Hanging from the net or rim of the basketball hoop, or the volleyball net or poles is prohibited. Hanging from the lap lanes is prohibited.
- Guests are responsible for their own towels.
- Lifeguards have the final authority on all matters in the pool area, and have the authority to terminate any activity deemed unsafe and/or remove participants for cause.
- The addition of soap or other items into the pool or spa water is strictly prohibited.
- All drinks must be in a re-sealable plastic container.

Spa Specific Policies:

- Children under the age of 5 are prohibited in or around the spa. Parents of children under 12 years of age are strongly advised not to allow their children to use the spa for longer than five minutes.
- Long exposure to the spa temperature may result in nausea, dizziness, and fainting. Observe reasonable time limits [should not exceed 15 minutes] and exit the spa to cool down.
- Individuals with health problems such as heart disease, high or low blood pressure, circulatory problems, diabetes, seizures, epilepsy, who are pregnant, under the influence of alcohol, or who are taking medication should consult their physician before using the spa.
- The spa should not be used immediately after strenuous exercise.
- Due to the extreme water temperature, submerging your head in the spa is not recommended due to extreme water temperature. Users should limit their soak to 15-minutes and cool off before reEntry. Users are advised to not use reading materials or electronic devices while using the spa.

Sauna Specific Policies:

- The temperature and timer for the saunas are set by URec staff.
- Youth under the age of 16 are prohibited from using the saunas.
- Long exposure to the sauna temperature may result in nausea, dizziness and fainting. Observe reasonable time limits [should not exceed 20 minutes] and exit the sauna to cool down. Individuals are not permitted to exceed 30 minutes of sauna use. Excessive exposure can be harmful to health.
- Individuals with health problems such as heart disease, high or low blood pressure, circulatory problems, diabetes, seizures, epilepsy, who are pregnant, under the influence of alcohol, or who are taking medication should consult their physician before using the saunas.
- Proper swimming or work-out attire is required in the saunas. Street clothes, underwear/thongs, and see-through swimwear are prohibited. For an individual's safety, individuals may not wear long pants/sleeves made out of heavy/sweatshirt material, such as hoodies and sweatpants.
- Due to the extreme water temperature, users should limit their soak to 15- minutes and cool off before re-entry. Users are advised to not use reading materials or electronic devices while using the spa.
- Individuals are required to sit on a towel while in the sauna.
- Exercise is not permitted in the saunas.
- Tampering with or pouring water and other liquids on the sauna heating element is prohibited.

Center Court Cycling Center

This 800 square-foot space, located in the center of the main SAC concourse, is the home for University Recreation Cycling Group Fitness classes. Class sessions are structured like an outdoor ride, using various terrain simulations. Participants will learn better cycling techniques, improve focus, and experience improved strength through an aerobic activity.

- The Center Court Cycling Center scheduled, instructional use only.
- An individual with approved credentials to use the room must be present at all times. Open recreation use is prohibited.

Fitness Center and Weight Training Center

The Fitness Center is a 12,500-square foot space located on the main level of the Student Activity Center. This space contains various types of cardio equipment, selectorized weight lifting equipment, free weights, and a stretching area. The Weight Training Center is a 2,900-square foot activity area located on the lower level of the Student Activity Center. This space contains Cybex and Hammer Strength equipment and dumbbells.

- Although a University Recreation employee will always be on duty, the Fitness Center operates on an “exercise/lift at own risk” policy.
 - To use the Fitness Center, individuals must be at least 12 years of age. Children 12-15 years old must be directly supervised by a parent/guardian. Children younger than 12 years old are prohibited from using the area.
 - To use the Weight Training Center, individuals must be 16 years or older.
 - Appropriate attire is required. Street clothes are not permitted. Shirts and close-toed shoes are required. For sanitary purposes, skin should not come into contact with any of the padded areas of the equipment. Modified shirts, such as cut-offs are not permitted. Jeans, slacks, or other studded clothing cannot be worn on padded seats.
 - Members are encouraged to bring their own towel to place between their skin and the bench or machine pad.
 - Weight Machine Usage:
 - Users must control their weights at all times. Slamming or dropping of weights is strictly prohibited.
 - Members are encouraged to review the instructions for the proper usage of each piece of equipment and to consult the Fitness Specialist with any equipment questions.
 - For the safety of the user and equipment, additional weight cannot be added to stacks
 - Those using equipment improperly, that may cause injury to themselves or others, or may damage to the equipment, will be instructed to cease the behavior. Failure to comply may result in the individual being removed from the facility.
 - Exercise Mat and Dumbbell/Free-Weight/Plate Usage:
 - The exercise floor mats may only be used for stretching and simple conditioning exercises, such as sit-ups and push-ups.
 - Dumbbells must be returned to the proper rack after the exercise is completed.
 - Exercise mats, dumbbells, medicine balls, and other designated fitness equipment may not leave the Fitness Center or Weight Training Center.
 - Active spotters are highly recommended when performing all bench and military presses, squats, and any other free-weight/bar lift where the more than 10-pounds of weight is over the head or body. University Recreation employees are not permitted to serve as spotters.
 - Duffle bags, coats, or other personal belongings need to be kept in the provided lockers or cubbies, and not stored on the activity area floor.
- Upon completion of use, all equipment must be returned to its original placement. All members are required to clean equipment after each use. Cleaning stations are located within the activity area.

- All members are expected to be courteous of others in the facility.
- Chalk and powder are not permitted. Members are encouraged to use gloves when lifting.
- Spitting is not permitted.
- To ensure proper training and educational levels, University Recreation employees nationally certified and/or carefully screened Personal Trainers for individuals seeking additional guidance. The use of an external personal trainers is prohibited. Those interested in becoming a personal trainer at University Recreation should contact University Recreation staff.
- The Fitness Assessment Center is available for students and members. This area is staffed by paid University Recreation student employees pursuing curricula in health fitness and health promotion, exercise science and nutrition. Individuals may reserve an appointment to receive nutrition counseling, health fitness appraisals, and fitness testing.

Rose Group Fitness Studio

The Group Fitness Studio is a 2,200-square foot space primarily used for academic classes and University Recreation programming.

- An individual with approved credentials to use the room must be present at all times. Open recreation use is prohibited.
- Individuals must wear proper athletic footwear. Bare feet are permitted for designated mind-body activities.

SAC Locker Rooms and Lockers

The Student Activity Center has designated Men's and Women's Locker Rooms and two gender-neutral/family changing rooms.

- All day lockers are on a first-come, first-serve basis.
- It is recommended that users not bring valuables into the facility. Any valuables brought in should be locked in lockers. University Recreation is not responsible for any lost, stolen, or damaged personal items.
- Specific lockers are available for long-term rental.
- Locker Rentals can be obtained in the complex at the Service Center. Please see University Recreation staff for available locations, availability, and costs.
- Day-use lockers are available in the Locker Rooms, outside the Changing Rooms, in the hallway outside the Fitness Center, and in the SAC lower concourse.
- Day-use lockers will be cleaned out each night by University Recreation personnel. Items left in day-use lockers will be subjected to a retrieval fine. Items removed from the lockers

will be turned over to CMU Police on the same schedule as the Lost and Found items.

- For the privacy of those using the locker rooms, cell phone usage is highly discouraged. Use of photo or video cameras is prohibited.
- Towel service is not provided. Participants must bring their own towels.
- Children who are five years old and younger are permitted in the opposite gender locker rooms with adult supervision. For the convenience of all students, members, and guests, two gender-neutral changing rooms are available for use. These are located on the lower level concourse of the Student Activity Center, near the Aquatic Center.
- Locker Room floors may be slippery. Individuals should use caution.
- University Recreation staff reserves the right to check lockers for unreturned equipment, and to resolve safety/security concerns. Users will be notified should this occur.

Multi-Activity Centers [MAC 1 & MAC 2]

Each of these 5,000-square foot activity spaces provide the opportunity for various activities and utilized by the University Recreation Personal Training team, University Recreation Group Fitness classes, and academic classes.

- Soccer is available for informal play, and is offered as a University Recreation Intramural Sport.
- Floor Hockey is available as a University Recreation Intramural Sport or Physical Education class only.
- Two golf nets are available for practice hitting, based on activity area availability. Users are encouraged to call ahead to check on availability. Users must bring their own clubs.
- Individuals must wear proper court shoes.

Multi-Purpose Fitness Room [MPFit]

MPFit is a 1,900-square foot fitness center that strives to create a unique and personal fitness experience. The emphasis is to provide participants of any level to work knowledgeable staff, a variety of equipment, and informative seminars to meet their fitness goals.

- MP Fit is for scheduled, instructional use only.
- An individual with approved credentials to use the room must be present at all times. Open recreation use is prohibited.
- Members must be 16 years or older to use the area.

Racquetball Courts

Six regulation-sized racquetball courts are available for use or reservation. Two courts can be used for Walleyball.

- Individuals must wear proper court shoes.
- Eye protection while playing racquetball is recommended.
- Racquets are required to have bumper guards and wrist straps.

Sports Forums [Large and Small Sports Forum]

Six 84-foot by 50-foot basketball courts provide the opportunity for individuals to participate in basketball, volleyball, and

badminton. Specific court set-ups will dictate which activity will take place on a given court, and only that activity will be permitted.

- Courts 1, 2, and 3: Open-play basketball has priority from 12pm to close, daily.
- The United Apartments Court [Court 4]: Badminton has priority Monday through Thursday from 8pm to close and Friday through Sunday 4pm to close, except during other scheduled programs and special events.
- Court 5: Drop in recreation for multiple activities has priority based upon request except during other scheduled programs and special events.
- Court 6: Volleyball has priority every day from 4pm to close except during other scheduled programs and special events.
- Scheduled URec programs, special events, or academic classes with take precedence over priority times.
- Courts operate on a first-come, first serve basis. When players are waiting, all drop-in basketball games will be played to a maximum of 15 points.
- Individuals must wear proper court shoes.
- Hanging from the basketball rims or nets is prohibited.

Track

The three-lane fitness track is available for individuals to jog or walk. Nine laps around the track is one mile.

There is also an area for viewing activity in MAC 2 and the Small Sports Forum, which is also used for stretching and light aerobic exercises. Treadmills are available for use during operational hours.

- The track is not designed for competitive track activities. Sprinting and speed work is not allowed.
- For everyone's safety, the running direction is determined by the day. Runners and Walkers should move in a clockwise direction on Monday, Wednesday, Friday, and Sunday. Users should move in a counter-clockwise direction on Tuesday, Thursday, and Saturday.
- For the safety of all participants, strollers, skateboards, bicycles or other forms of transportation are not permitted on the track, with the exception of methods need for ADA accommodations.
- Individuals are asked to use the track in a clockwise direction on Monday, Wednesday, Friday, and Sunday, and counter-clockwise on Tuesday, Thursday, and Saturday.
- The outside lane is reserved for walkers. The middle lane is for joggers. The inside lane is for runners, and those passing. Please use caution when entering/leaving the track and changing lanes.
- For everyone's safety, standing on the track to watch the activity below is prohibited.

ULanes Bowling Center

The ULanes Bowling Center has 12 certified bowling lanes.

- During Open-Bowling, all lanes are first-come, first-serve.
- Reservations can be made for large groups or parties, which will take priority.
- A fee will be charged for the use of the lanes.
- Bowling shoes are required, and can be rented at the ULanes desk.
- House balls are provided in assorted weights at no charge.

Other Activity Areas

Users of the Student Activity Center have access to several other areas within the facility, including 6 billiards tables and one table tennis table.

- Sitting on the billiard or table tennis tables are prohibited.
- Users can borrow equipment from the Fitness Center desk. Users will be charge a replacement fee for missing or damaged equipment.

Several other activities are available for academic classes, University Recreation programs, and rental groups. These include:

- NIRSA Meeting Room [1,250-square feet]
- Alumni Meeting Room [625-square feet]
- Rose Gymnasiums 125 and 126 [1,900-square feet]
- Rose Classrooms [600-square feet, each]
- Rose Multi-Purpose Room [6,500-square feet]
- Kulhavi Events Center Atrium, Concourse, and Mezzanine [over 3,500-square feet]
- Kulhavi Events Center Media Room
- Kulhavi Events Center Wrestling Room

McGuirk Arena is the home of the CMU Chippewas Men's Basketball, Women's Basketball, and Volleyball teams. This space is also the competition venue for the CMU Chippewas Gymnastics and Wrestling teams and major University and Community special events. All usage must be scheduled.

The Parfitt Gymnasium is designated for approved usage by CMU Athletics, University Recreation, and other special events. The Wrestling Room is designated for approved use by CMU Athletics, CMU Academic classes, and University Recreation.

- Student-Athletes participating in reserved "open gym" times must abide by the following policies:
- Only current Student-Athletes may participate in the "open gym". Individuals who are not currently a CMU Student-Athlete may not participate.
- For their safety, Student-Athletes are not permitted in the facility alone. At least two-student athletes must be present. A current team manager or coach may be designated as the "second person."
- Open Gym are only scheduled during Urec operational hours. If the open gym time is outside of the hours, a current full-time coach or Athletics Staff member must be present and supervising the activity.
- Exterior or activity area doors cannot be propped open.

There are several outdoor facilities, which are detailed in the Outdoor Facilities section within the User Guide.

Special Services and Information

Concessions and Food Service

During special events in the Kulhavi Events Center, full concessions stands may be open. Access to the concession stand may require purchasing a ticket to the event occurring at the time.

During designated special events in the Student Activity Center, a pop-up concession stand may be open for concessions snacks and beverages.

Classic Fare Catering is the University's vendor for all event catering service and can be ordered for any private event.

Equipment Checkout

Equipment is available at the Fitness Center desk for basketball, volleyball, indoor soccer, billiards, badminton, table tennis, and other activities.

Equipment check-out and return must be done through the on-duty University Recreation staff member.

A current, valid ID is required to check out the equipment from the Equipment Desk in the Fitness Center. Individuals may check out indoor equipment for only one sport at a time. Individuals who enter the facility using a day pass are not eligible to check out equipment.

Members are fully responsible for equipment checked out to them and must return the exact piece of equipment issued to them. Equipment users will be charged the replacement cost of any equipment that is lost, stole, damaged, or not returned on the day of check-out.

University Recreation reserves to the right to hold a member's identification card if he/she fails to return equipment.

Fundraising

Those wishing to conduct commercial solicitations or sales must follow the proper University policies and procedures. All groups must have an approved Commercial Solicitation and Sales permit from the CMU Purchasing Office.

Groups who are fundraising or conducting solicitations will be charged an applicable fee. Groups participating in other fundraising activities such as raffles, lotteries, and other games of chance must have an approved license in their name from the Michigan Bureau of State Lottery in Lansing and follow all University policies and procedures.

Registered Student Organizations that wish to conduct charitable fundraising activities in the complex must register the event through the Student Activities and Involvement Office's proper procedure and meet the following guidelines:

- A unique form of tournament or activity must be offered, which is not already provided by University Recreation or other University programs.
- Space must be available without disrupting University Recreation events/program offerings, or conducted outside regular scheduled operation hours, with the exception of the Bowling Center.
- Provisions must be made with University Recreation for proper supervision of the activity.
- The sponsoring organization will assume responsibility and liability for any issues that arise as a result of the activity.
- No portion of the proceeds of the project will be for private gain of any individual, group, or company.
- The proceeds will be used for recognized purpose of the organization.
- The organization certifies that it will comply with applicable provisions of the state and federal law in conduct of the activity, including any applicable state or federal finance laws.
- All university policies and procedures governing events conducted on campus must be followed.

The Registered Student Organizations holding fundraisers will be charged the non-profit rate for the space. Commercial solicitation or sales of university employees are prohibited.

Information Distribution

Bulletin Boards

Bulletin boards are positioned throughout the facility. All postings must be dated to enable University Recreation staff to remove outdated materials. No materials may be attached to walls, doors, and/or windows in and around the complex. The University Recreation staff may deny postings, and/or remove materials that are profane, pornographic, alcohol/tobacco/drug related, or otherwise offensive.

Display Tables

A display table to help promote University Recreation sponsored activities, or other University activities may be set-up on the main level concourse of the Student Activity Center. All tables must be requested and coordinated with University Recreation staff in advance. University Recreation reserves the right to deny groups or remove materials that are profane, pornographic, alcohol/tobacco/drug related, or otherwise offensive.

Handbill Distribution

Printed materials or handbills may be distributed outside the complex, as outlined in University policies. The university prohibits the distribution of handbills or leaflets in an auditorium, meeting room, or at designated competition fields during a scheduled public event, or as an audience is arriving or leaving an event. University policy prohibits posting of handbills in parking lots and on vehicles.

Lost and Found

All lost and found items are turned into the East Service Center at the Student Activity Center. Unclaimed items will be turned over to CMU Police at designated times. Items deemed to be “valuable” can only be picked up during regular business hours [Monday-Friday 8am to 5pm], prior to the items being turned over to CMU Police. Please contact University Recreation staff for detailed information.

Parking

Parking is permitted in Lot 62, which is adjacent to the Student Activity Center, for individuals with a CMU Faculty/Staff or Commuter parking permit. CMU Students, Faculty and Staff must obtain a parking pass from CMU Parking Services. Those purchasing a membership, with the exception of CMU Students and/or current Faculty/Staff members, will receive a University Recreation parking permit to access Lot 62. Parking considerations for Family membership can be found under the corresponding “Family Membership” information section. University Recreation parking passes are non-transferable. Lost, stolen, or damaged parking passes can be replaced for an additional fee.

All cars must be parked in designated parking spaces. Those parking in non-marked spaces or in facility loading docks may be subject to ticketing or towing.

Parking may be limited or restricted during special events, including, but not limited to CMU football and basketball games. During these times, University Recreation parking passes are valid in Lot 63, behind Kelly/Shorts football stadium, only.

Parking is also available at all outdoor facilities, but users are subject to CMU parking regulations, which can be found at the CMU Parking Services website.

Those parking in lots without a proper parking permit, or those parked in an expired metered parking space, may be ticketed by CMU Parking Services.

Photography and Videography

All orchestrated media efforts, both professional and student driven, require pre-approval from CMU University Communications or a Urec professional staff member. The university reserves the right to deny a request.

Approval from a URec staff member may be obtained during business hours, Monday through Friday, at least 24 hours in advance of the photo/video shoot. Those who receive permission will be given or sent a signed Urec photo/video release form or consent email to present during the visit.

Media, who have been approved through University Communications, must present proper identification, indicating what agency they are representing. Those who have proper press credentials and have coordinated their visit through CMU University Communications will not need to present a Urec photo/video release form.

State law prohibits the use of photo or video equipment in areas where there is a reasonable expectation of privacy. Therefore, photography and videography is prohibited in all locker rooms and restrooms. For the comfort of everyone in the facility, the use of cell phones in the locker rooms is highly discouraged. In addition, photos are prohibited in the Injury Care Center.

The approval of videotaping and photography is for non-commercial use only. Under no circumstances may any of the videotaping or photography taken within University Recreation facilities/ programs be used for profit or for any other commercial use.

Those renting the facility or conducting special events must abide by the photo/video protocol, as indicated in the rental agreement.

Outdoor Facilities

Outdoor Sports Complex: The Outdoor Sports Complex has four softball fields, six intramural fields, and two club sports fields. All activity must be scheduled and coordinated through University Recreation. Non-scheduled or unapproved use is prohibited.

- All participants and spectators assume their own risk during all activities.
- First priority for field usage belongs to University Recreation activities and field reservations.
- No alcohol, tobacco products, or controlled substances are allowed on the facility grounds at any time.
- Pets and animals, including service animals, are welcome in spectator areas. All animals must be on a leash and the owners are responsible for cleaning up for their pets. Please do not allow animals onto the playing surfaces.
- All vehicles must be parked in designated parking spaces within the designated parking lot. Vehicles must not park in a manner to block the exits or other vehicles.
- Participants are responsible for picking up their own trash.
- Please do not hit any balls off of the fencing.
- Hitting golf balls on the Intramural, Club, and Softball fields are prohibited.
- The use of drones is prohibited on CMU property.
- Glass containers are prohibited.
- It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent, or profane language or to engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the outdoor facility. University Recreation reserves the right to remove, or have removed, any person[s] due to abusive conduct or a non-cooperative attitude.

Disc Golf Course: The Disc Golf Course is an 18-hole disc golf course for recreational play. The course is primarily available for informal/drop-in recreation. However, special events will have priority when scheduled through University Recreation.

- All participants and spectators assume their own risk during all activities.

- First priority for field usage belongs to University Recreation activities and field reservations.
- No alcohol, tobacco products, or controlled substances are allowed on the facility grounds at any time.
- Pets and animals, including service animals, are welcome in spectator areas. All animals must be on a leash and the owners are responsible for cleaning up for their pets. Please do not allow animals onto the playing surfaces.
- All vehicles must be parked in designated parking spaces within the designated parking lot. Vehicles must not park in a manner to block the exits or other vehicles.
- Participants are responsible for picking up their own trash.
- The use of drones is prohibited on CMU property.
- Glass containers are prohibited.
- It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent, or profane language or to engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the outdoor facility. University Recreation reserves the right to remove, or have removed, any person[s] due to abusive conduct or a non-cooperative attitude.
- Disc Golf Game Rules:
 - Throwing Order: for the first hole, the group decides who throws first. For the remaining holes, the person who receives the lowest score on the pervious hole throws first. After the tee off, the player who is the furthest form the target throws first.
 - Tee Off: Tee throws must be released from within the designated area [-1 penalty].
 - Lie: The spot where the disc lands.
 - Fairway Throws: Must be made from on the lie. A run up and follow through is permitted.
 - Putt: Within 10-yards of the target, a player may not step past the lie when attempting a putt throw.
 - Completion of the Hole: A hole is complete when the disc lands within the basket or supported by the chains.

Rose Tennis Courts: The Rose Tennis Courts have eight lighted courts for recreational play. The courts are primarily available for informal/drop-in recreation. However, special events will have priority when scheduled through University Recreation.

- All participants and spectators assume their own risk during all activities.
- First priority for field usage belongs to University Recreation activities and field reservations.
- No alcohol, tobacco products, or controlled substances are allowed on the facility grounds at any time.
- Pets and animals, including service animals, are welcome in spectator areas. All animals must be on a leash and the owners are responsible for cleaning up for their pets. Please do not allow animals onto the playing surfaces.
- Vehicles are only permitted in designated parking lots.
- Bicycles, skateboards, rollerblades, and hoverboards are prohibited.
- The use of drones is prohibited on CMU property.
- Glass containers are prohibited.
- It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent, or profane language or to engage in any disorderly

conduct or behavior leading to a breach of the public peace and enjoyment of the outdoor facility. University Recreation reserves the right to remove, or have removed, any person[s] due to abusive conduct or a non-cooperative attitude.

Outdoor Space Rentals and Special Event Events

Stipulations of Agreement

Facility preference will be given on a first come, first serve basis. All space reservations and fees will be agreed upon in advance between both parties and an agreement will be signed. The user understands that during the term of the space agreement, other events may be held in other areas, or fields. The user is to conduct the event so it does not interfere with these other events.

Participants are expected to be courteous to other users and follow the rules of the complex, as instructed by University Recreation staff. Users who engage in hazardous behavior or other actions that may damage equipment, facilities, or injure others may be evicted, and/or the group may lose their privileges. No refund or return of money will be given. The university accepts no liability for property damage/injury to the person in connection with an event, unless the injury/damage is caused by the negligence of the university or its representatives.

The user shall not assign or transfer the facility use agreement or sublet a portion without the written consent of the university.

The user understand that University Recreation staff shall have ultimate responsibility when directing times or play. When rain, wet grounds, or other weather conditions affect fields, the University Recreation staff member on duty, who shall have final decision-making authority, will determine if the playing conditions are safe.

Rain dates, if desired, must be established under a separate agreement, in advance. All games must be completed and the complex area vacated by 10:00 p.m. daily.

Food service/concession arrangements must be made in advance, with the approval of the University Recreation staff. The presence and possession of alcoholic beverages on the premises is prohibited.

Reservation Fees

The rental rates do not include equipment usage; however, proper arrangements can be made by the user, in advance. All reservation fees and deposits must be received one week prior to the event date.

If cancellations are made less than 48 hours prior to the event, the renter will be refunded 50% of the reservation fee.

Personnel costs, when the complex is not already being used will be an additional cost, and will vary depending on the type and length of the event. A representative of University Recreation will determine the appropriate personnel costs.

Maintenance and Restoration

Groups/individuals will be charged a restoration fee if the complex or fields are not left in the same condition as prior to occupancy. The group will also be charged for any damaged, broken, or stolen equipment.

The university's equipment, tools, or furnishings at and around the complex cannot be used with prior approval.