

POLICIES & PROCEDURES

Facility & Access

The Student Recreation Center is a 38,000 square foot facility comprised of a gymnasium with the flexibility to play basketball, volleyball, badminton, and more. There is a cardio and weight room area with a variety of fitness equipment, including an aerobics studio. This building also includes labs and classrooms for academics and athletics. These guidelines are to ensure every user has a fun, clean, and safe facility use.

The following policies and procedures may not cover every situation or eventuality that may occur within the facility. Final interpretation of the Student Recreation Center Policies and Procedures will be left to the discretion Campus Recreation Department to maintain safety and well-being of all patrons.

- The Campus Recreation Department strives to conduct all activities in the most prudent manner possible. However, due to inherent risk of injury in any activity, it is the responsibility of each patron to be aware that there are some assumed risks involved in participation. Therefore, each patron must complete a liability waiver upon entrance into the facility and/or before participating in any activity in the Student Recreation Center. TAMUT and its staff are not responsible for injuries, including death.
- Patrons must enter and exit through the two main entrances. The use of any other exterior door is prohibited except in the event of an emergency.
- A valid TAMUT ID or Membership card must be presented by the card holder to gain facility access. This is a zero tolerance policy.
- Currently enrolled TAMUT students may participate in Campus Recreation programs and facilities by presenting their valid TAMUT ID (fees are covered through paid tuition).
- Membership is limited to TAMUT students, faculty and staff. Faculty/staff must pay a membership fee that is equivalent to the current student recreation fee.
- Students should have their TAMUT ID at all times in case Campus Recreation staff needs to verify status at any time. Campus Recreation reserves the right to request identification from a patron at any time they are using the facility or services offered or overseen by the department. Your cooperation in presenting proper identification is expected at all times.
- Faculty and staff members interested in gaining facility access may purchase a membership; they will be given membership cards that must be presented at the front desk.
- Guests are not allowed in the Student Recreation Center. Please refer to the Guests section of this policy for further details.
- Individuals may not use someone else's TAMUT ID to gain facility access. Unauthorized use
 of someone's TAMUT ID or Membership card is fraud. The card will be immediately
 confiscated and an incident report will be completed. The bearer will be asked to leave and
 both, the owner and bearer will be reported to appropriate channels and may face disciplinary
 action.
- Membership is a privilege which may be modified or revoked for cause. Failure to adhere to the Student Recreation Policies and Procedures may result in loss of privileges.
- Facility and equipment should be used for their designated purpose.

- The University reserves the right to remove anyone from the facility or programs if they are acting in a manner that puts themselves or others in danger or in any way may cause damage to equipment and/or the facility.
- The Student Recreation Center will not tolerate abusive, vulgar language or paraphernalia. Please be respectful and courteous to others.
- Patrons or groups using the Student Recreation facilities and/or equipment are responsible for any damage to property as a result of negligence or vandalism. Repair and/or replacement costs will be charged to the patron or group as soon as the costs can be determined. The patron or group is responsible for paying the amount in the Business Office. Failure to do so may result in a hold on the patron(s) student account.
- Bicycles, skateboards, scooters, and in-line skates are not permitted in the Student Recreation Center.
- Beverages in containers with completely resealable caps are permitted. Please refer to the Food and Drinks section of this policy for further details.
- Tobacco, drugs, and alcoholic beverages are not permitted on the premises. Intoxication or the appearance/smell of intoxication will result in immediate removal from the Student Recreation Center and will be reported, as well as have an incident form completed. Please refer to the Alcohol/Tobacco/Drugs section of this policy for further details.
- Food is permitted in designated areas. Please refer to the Food and Drinks section of this policy for further details.
- Glass items and gum are prohibited.
- Please keep your area clean and dispose of trash in the proper place.
- Appropriate attire is required at all times. Please refer to the Attire section of this policy for further details.
- For the privacy of our patrons, the use of cell phones as recording devices/cameras is prohibited in the locker rooms.
- Please return all equipment after use.
- Lost items and injuries should be reported to the front desk or building attendant.
- The Student Recreation Center, Campus Recreation Department and TAMUT are not responsible for lost or stolen property. Please utilize our locker rooms to store personal belongings. Please refer to the Lockers and Towels section of this policy for further details.
- No animals are permitted in the building with the exception of service animals.
- Weapons are strictly prohibited in the Student Recreation Center.
- If any room is in need of custodial services, please advise the front desk.
- Scheduled events have priority in the Student Recreation Center.
- The University has the authority to request that any patron, who violates any of the facility policies, leave the facility if the University deems it necessary. This may result in flagging the patron's account and consequently the patron being banned from utilizing our facilities for a period of time to be determined based on the severity of the infraction.

Gymnasium

Campus Recreation facilities are available for open recreation with shared usage and challenge rules apply (winner stays), when not reserved or scheduled for programmed events. Activities should include but not limited to resistance training, cardiovascular training, basketball, volleyball, and badminton.

Space usage is first come, first serve basis. The following regulations are intended to protect the gymnasium and ensure the safety of all patrons.

- Facility and equipment should be used for their designated purpose.
- For your own safety, always exercise extreme caution when using the gymnasium.
- Priority is given to previously scheduled activities and may interfere with open play.
- Personal belongings should be stored in a locker. For daily use, patrons must provide their own lock and remove contents by closing. Locks for semester use may be checked out at the front desk for no additional charge.
- Dunking is permitted on the basketball courts. However, hanging on the rim damages equipment and is not permitted. Patrons may be required to pay for repair or replacement of damaged equipment.
- Goals will be raised/lowered at the discretion of the Campus Recreation administration.
- Hitting, kicking, or bouncing volleyballs, basketballs, or any other item against the glass walls is not permitted. If damages occur to the Student Recreation Center equipment or facilities, the patron will be responsible for the cost of repair.
- Proper athletic attire is required at all times. No street shoes and/or black soled marking shoes are allowed. Please refer to Attire section of this policy for further details.
- Any individual not following appropriate regulations or behaviors will be asked to leave the facility. Inappropriate behavior consists of but is not limited to, profane language, suggestive language, racial or prejudice slurs, harassment, sexual harassment, fighting, etc.

Outdoor Basketball Courts

- Entry and exit of the Outdoor Basketball Court must always be through the main entrance of the Student Recreation Center.
- No dunking or hanging on goals, rims, or nets.
- No spitting on the court.
- No sunflower seeds or gum permitted on the court surface.
- No glass containers permitted.
- No hanging on the basketball rims.
- Do not attach items to the goals or light poles.
- Please respect all landscaping.
- All coolers and bags are subject to search, to ensure compliance.
- The Campus Recreation Department is not responsible for lost or stolen property or injuries sustained during play.

Cardio/Weight Room

- Use of the weight room is limited to patrons at least 18 years of age, unless a currently enrolled TAMUT student. All students, faculty, and staff must show their TAMUT ID or Membership card to use the weight room.
- Proper attire must be worn to prevent wear and tear on machines. All patrons must wear proper athletic, non-marking closed-toed shoes, athletic bottoms, and non-revealing shirts. Please refer to Attire policies for further details.
- There are limited storage compartments in the weight room. Patrons are encouraged to store their belongings in the locker room, which include daily and semester use lockers. For daily use, patrons

must provide their own lock and remove contents by closing. Locks for semester use may be checked out at the front desk for no additional charge.

- Weight room equipment must remain in specific areas and be returned to proper storage location after use.
- The Campus Recreation Department does not allow outside personal training or individual members to act as so for peers. Personal training in the Student Recreation Center can only occur through trained personal trainers employed by the Campus Recreation Department.
- Weights should not be left on the bars and must be returned to the racks after each use.
- Weights are not to be dropped or slammed. The attendant has the right to determine what is considered "dropping".
- Safety supports and collars must be used when lifting. Weight belts are encouraged when lifting.
- Ground-based Olympic style lifting can only be done on the designated platform.
- Gym chalk is not permitted.
- Weights and bars are not to be leaned against walls, counters, mirrors, or glass windows.
- Each patron should clean equipment after workout is complete with the towels and disinfectant provided in the weight room.
- Towels are available at the desk and must remain in the weight room at all times.
- No spitting on the floor.
- Food, gum, and tobacco products are not permitted in the weight room. Only beverages permitted are water or a sport drink in non-glass bottles with a resealable lid (shaker bottles also acceptable).
- Profanity and excessively loud or suggestive language will not be tolerated. Facility attendants will ask any patron to leave the facility if necessary.
- Weight room users should be courteous to other users of the weight room. There is a 30-minute limit on cardio machines and a 5-minute limit on weight stations when others are waiting and during peak hours.
- To avoid congestion and waiting lines, patrons should allow others to "work in" between sets while using strength training equipment.
- Personal radios or music players are permitted with the use of headphones. No personal stereos or speakers are permitted.
- Please do not touch the audio or video equipment. Ask the attendant for assistance.
- Spotters are recommended at lifting stations. Campus Recreation staff are always on hand for free weight orientations, and can also act as spotters for weight lifting.
- Patrons should use extreme caution in lifting weights to avoid potential injury to themselves or others.
- Please report any equipment problems, maintenance needs, concerns, or emergencies to the attendant.

EagleX Studio

- Use of the EagleX Studio is limited to patrons at least 18 years of age, unless a currently enrolled TAMUT student. All students, faculty, and staff must show their TAMUT ID or Membership card to use the EagleX Studio.
- Proper attire must be worn. All patrons must wear proper athletic, non-marking closed-toed shoes, athletic bottoms, and non-revealing shirts. Please refer to attire section of this policy for further details.

- Food, gum, and tobacco products are not permitted in the studio. Only beverages permitted are water or a sport drink in non-glass bottles with a resealable lid (shaker bottles also acceptable).
- Profanity and excessively loud or suggestive language will not be tolerated. Facility attendants will ask any patron to leave the facility if necessary.
- Please do not touch the audio or video equipment. Ask the attendant for assistance.
- Patrons can use personal stereos and speakers in the EagleX Studio, but explicit music is not permitted.
- If you are in the EagleX Studio at the time a class is in session, you must be participating or have administrative authorization to observe.
- Please take all classes at your own pace and work at your own fitness level.
- The EagleX Studio is available for checkout when group fitness classes are not in session. Please see the Studio Drop-In policy for further details.
- Maximum occupancy for specific EagleX Studio will be subject to class structure and activity; maximum occupancy may not be exceeded, thus classes will be limited in participation to reduce risk of injury.

Game Room

The Game Room provides a designated campus location for students to socialize, network, and engage in structured competitive games. Faculty and staff are encouraged to visit the Game Room to enjoy the social environment with the students. The following regulations are intended to protect the Game Room and ensure the safety of all patrons.

- Entering the Game Room is only permitted during normal business hours, but equipment must be checked out from the front desk.
- Patrons are required to provide their TAMUT ID to the front desk attendant in order to check out equipment.
- Though students may not have equipment checked out, the facility policy is to have their TAMUT ID upon entrance into the Student Recreation Center in case staff needs to verify status at any time.
- Betting, gambling, and/or similar activities are not permitted. This includes video games.
- Food and beverages are permitted but <u>MUST NOT</u> be placed on gaming tables or near gaming systems.
- Students are responsible for any theft of or damage to Game Room equipment while checked out under their name. Charges will be placed on the student's account and they will be responsible for paying the amount in the Business Office. Failure to do so can result in a hold being placed on the student's record until damages are paid.
- No sitting, leaning, standing on, or laying on gaming tables.
- If there is a student waiting to play a video game, the console use is limited to 30 minutes.
- Guests (must be at least 18 years of age) may be accompanied by a currently enrolled TAMUT student or faculty/staff member to enter. Guests are required to leave the Game Room when their TAMUT sponsor leaves.

Lockers & Towels

- Lockers are available for daily and semester use.
- Daily lockers are available for patrons on a first come-first serve basis.

- Locks for semester use and towels may be checked out at the front desk for no additional charge.
- For daily use, patrons must provide their own lock and remove contents by closing.
- The Campus Recreation Department and TAMUT are not responsible for any lost or stolen items.
- Any lockers not cleaned out after the appropriate period will be emptied out and contents of the locker will be disposed of.
- The Campus Recreation Department will not open any locker without the presence of the UPD.
- Photography is not permitted in the locker rooms.

Lounge Spaces

- Furniture should only be used for its designed purpose. Do not rearrange the furniture.
- Food and drinks are permitted in these areas. Please discard all trash.
- Appropriate behavior is expected at all times. Inappropriate behavior consists of but not limited to, profane language, suggestive language, racial or prejudice slurs, harassment, sexual harassment, etc.

Memberships

The Campus Recreation Department offers membership to all students who are registered with TAMUT paying the Rec Sports Fee. Faculty and staff may purchase memberships per semester in the Business Office.

Employees participating in the Wellness Release Time Program can have their employee membership costs to the Student Recreation Center supplemented. Please contact Human Resources or Campus Recreation full time staff for more information.

Guests

Currently, guests are not allowed in the Student Recreation Center, with the exception of the Game Room (where they must be accompanied by a current TAMUT student, faculty, or staff member).

Participation Agreement

All physical activities offered by Campus Recreation carry various degrees of risk or injury. Participants must complete a wavier to participate in any physical activity offered by the Campus Recreation Department. Participants assume sole responsibility for any and all such risk or injury that may result due to voluntary participation. It is each individual's responsibility to be knowledgeable of his/her own physical condition to participate in any of the activities.

Attire

Campus Recreation strives to provide a welcoming environment for all individuals. We ask that patrons and participants respect our guideline to ensure a fun environment for everyone. Anyone not following the attire policy will be asked to change or leave, NO EXCEPTIONS.

- Appropriate athletic attire, such as t-shirts, shorts, warm-up suits, sweat suits or aerobic clothing, is recommended at all times during recreation.
- Tops must be full-length and cover the midriff. Cut-off shirts, crop tops, and sport bras only are not permitted within the facility. Tops must be worn in the facility at all times except in the locker rooms.

- No jeans or pants/shorts with buttons on the pockets are permitted in the cardio and weight room.
- Closed athletic shoes must be worn at all times and be non-marking. No sandals,, open-toed shoes, barefoot, boots, or slides are permitted in the gymnasium, cardio and weight room, or Eagle X studio.
- Patrons are strongly recommended to wear shower shoes in the locker room areas.
- For safety reasons, hats and jewelry should not be worn during any activity.

Equipment Checkout

All Campus Recreation equipment and property is essential to daily operations of the facility and should be treated as such. Damage to equipment may result in fees or reimbursement to cover the cost of repair or replacement. Equipment may be checked out from the front desk using a valid TAMUT ID card.

- Sports and gaming equipment may be checked out with a valid TAMUT ID card.
- If a patron plans to transfer equipment to another patron, **<u>both patrons</u>** must be present to record the switch.
- Equipment designated for indoor use must stay indoors. Patrons wishing to play on outdoor basketball courts, fish in the pond, or any other outdoor activity should check out appropriate outdoor equipment.
- Equipment will be inspected upon return. If damages occur, the patron will be responsible for the cost.
- Payment for lost, stolen, or damaged equipment may be made in the Business Office.

Reservations

Texas A&M University – Texarkana offers TAMUT departments and approved registered student organizations the opportunity to reserve rooms and areas in the Student Recreation Center for programs and special events. Requests for facility reservations can be made in Ad Astra. TAMUT reserves the right to limit or deny reservations that impact existing programs or overcrowd facilities. Scheduled activities in all Campus Recreation facilities have priority over informal use. Requests must be submitted at least 10 business days prior to the event for processing.

There is no fee for recognized student organizations and campus departments requesting facilities exclusively for use by the campus community, unless extra amenities are needed.

Priority

Priority for scheduling and use of the facility is, as a general policy, extended as follows:

- Campus Recreation sponsored programs (Intramural Sports, Open Recreation, Sports Clubs, Group Exercise, Personal Training, Health & Wellness Workshops, Special Events)
- Athletics sponsored programs (Practice/Training)
- University classes
- Recognized student clubs and organizations
- Departments and offices

Studio Drop-In

- Drop-in reservations are available 15 minutes before request time.
- Reservations are for one hour only.
- You may sign up for a drop-in no earlier than 1 hour before your anticipated time.
- Remember to check out with the front desk.
- All drop-in reservations yield to group fitness classes.
- Leave the assigned space in the same condition as when the activity began. Misuse of facility may result in refusal of permission of future use and/or charges for additional cleaning of the facility.
- Make sure to wear appropriate attire. Shirts are required at all times.
- Bring your own stereo equipment to play your own music.

Lost & Found

- The Campus Recreation Department is not responsible for any personal items, including lost or stolen articles.
- Patrons are encouraged to store all personal belongings securely in the lockers.
- Staff members are not permitted to hold equipment, valuables, or bags for patrons.
- Found items should be turned in at the front desk.
- Those claiming an item will be asked to describe and sign for it.
- For items of value, such as a wallet, purse, or electronic device, University Police will retrieve.
- Equipment found in all facilities will be sent to the Police Department after 30 days.

UR 21.99.14.H1 Disposition of Abandoned and Unclaimed Personal Property

Food & Drinks

Food and drinks are permitted in designated areas and prohibited beyond lobby and café area. Exception for water or a sport drink in non-glass bottles with a resealable lid (shaker bottles also acceptable) will be permitted in the gymnasium and cardio and weight room.

Alcohol/Tobacco/Drugs

Alcohol, tobacco, and drugs, including vapor and e-cigarettes, are strictly prohibited. Any use or possession of these products by patrons will lead to removal from the premises, as well as a suspension or ban of facility use. Approved reservations for special events are the only exceptions.

ADA

The Campus Recreation Department is diligent in its efforts to make every part of the facility available to all patrons. If additional accommodations need to be made, please contact Campus Recreation administration at 903-334-6725.

Animals

Animals are prohibited from entering the facility except for service animals.

Parking Information

All vehicles are required to display a valid TAMUT parking permit when parked on University property.

Bicycles/Skateboards/Hoverboards/Etc.

Bicycles, skateboards, scooters, hoverboards, and in-line skates are not permitted inside the facility. Bicycle racks are located outside the facility for bicycle parking.

Photography & Video Recording

Patrons and guests of the Campus Recreation Department acknowledge that photos and video recordings may be taken during activities within our programs and facilities. By participating in our programs or entering our facilities, you allow that reproduction of these photographic materials may be used in promotional activities initiated by the Campus Recreation Department and Texas A&M University-Texarkana. Patrons and guests may formally request that their images are not utilized in the aforementioned materials by contacting the Campus Recreation Department administration.

Texas A&M University-Texarkana's Campus Recreation Department wishes to support the media in publicizing the Campus Recreation programs and services and also recognizes the need to support students who require Campus Recreation filming and photography in support of their academic coursework.

Therefore, Campus Recreation permits filming and photography in its facilities when it is consistent with the protection and security of students, members, employees, facilities and equipment, and avoids conflict with normal use and enjoyment of Campus Recreation facilities, programs, and services by patrons.

- Media requests must be submitted at least 48 hours in advance by submitting the Media Request Form to the Campus Recreation Department administration during the regular hours of operation. The form can be obtained at the front desk or by emailing jsloan@tamut.edu.
- Photographs and film may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.
- Photography and filming is not permitted in Campus Recreation locker rooms and restroom facilities.
- All photography and filming must be conducted during operating hours and without disrupting Campus Recreation operations and service to its patrons or limiting access to equipment, entrances/exits, high traffic areas, or other high traffic locations within the facilities.
- Prior permission by all photographic subjects must be secured via a signed photo release.
- If a picture/video or interview request is made after 5:00 p.m. on Monday through Friday, approval may not occur until the next business day. Weekend requests will be handled on the first business day of the week.
- The University reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of its facilities, patrons, and staff.