

MEMBERSHIP POLICIES

- Members of the facility must be age 18 or older unless you're an enrolled MSU student.
- All members are subject to facility policies.
- It is the responsibility of each member to be aware of facility policies.

Eagle Swim Buddy Membership

- The Eagle Buddy membership allows access to the natatorium for under age children of members. (fees apply)
- Children under the age of 18 are only permitted in the natatorium & locker rooms.
- Eagle Buddies are able to access the natatorium any time it is open.
- A parent/guardian must remain with their child(ren) in the natatorium at all times

Guest Policy

- Guests of the facility must be age 18 or older. (fees apply)
- Guests will be responsible for their actions while in the facility and must follow all facility policies.
- Guests will be limited to four (4) guest passes in a calendar month.

Walker Membership

- Walker membership allows access to the track during designated hours throughout the academic year. (fees apply)
- Walker membership access during the academic year:
 - Monday – Friday 8am-Noon
 - Weekends/University breaks & Holidays: Any time the facility is open.

Healthways - Silver Sneakers / Prime

- Must be eligible through Healthways - Silver Sneakers / Prime programs
- Membership fee is covered by Healthways
- Purchase of \$10 ID card is required
- Option to purchase group fitness, personal training services or locker rental

POLICIES

General Policies

Alcohol, non-prescription drugs and tobacco products are not permitted (this includes smokeless and e-cigarettes).

Beverages from the vending area are permitted only in the lounge on the 2nd floor. Water in closed plastic containers is permitted in all other areas of the facility.

Gum is not allowed in the Recreation and Wellness Center.

Injuries, accidents, or equipment failures must be reported to the Facility Supervisor.

The Recreation and Wellness Staff is not responsible for lost or stolen items. Personal belongings are not permitted in activity areas and must be kept in a locker.

Please consult a physician prior to engaging in physical activity. Recreation and Wellness is not responsible for accidents or injuries that occur due to the nature of the activity.

Non-marking athletic shoes that cover the entire foot are required in all activity areas.

Mature and respectful conduct is expected and required at all times.

Any unwarranted physical contact or verbal abuse of a staff member or a patron will not be tolerated.

Unauthorized photography and videotaping are not allowed.

No personal speakers.

Animals are not allowed in the facility except for the express purpose of assisting or aiding persons with disabilities.

Smoking is prohibited.

All patrons must comply with staff directives. The Recreation and Wellness Center staff has authority in emergency situations, patron conduct and the use of equipment. Failure to comply may result in suspension or termination of Recreation and Wellness Center privileges.

Facility Policies

All members must check into the facility with a valid ID card.

Coaching, supervising, observing or personal training of student or athletic teams is prohibited unless specifically authorized by Recreation and Wellness Center staff.

Report all accidents and incidents to a staff member

For your safety and security, this area is under video surveillance.

Do not leave personal items unattended. Recreation and Wellness is not responsible for lost or stolen items.

In the event of a serious injury seek assistance from a staff member.

Damage to property and verbal or physical abuse is not tolerated; violators will be escorted out of the facility and subject to disciplinary action.

Strollers, roller blades, skate boards, scooters or bicycles are not permitted in the facility.

Forgotten ID Policy

All patrons are required to use their Eagle Card / RWC ID to access the facility. Scanning your ID on the turnstile is the only acceptable method of accessing the facility without using ID forgiveness or paying to enter.

Recreation and Wellness allows a one-time exception every semester to accommodate patrons who do not have their ID with them. However, verifying information without an Eagle Card takes considerable time. To accommodate all of our users in a timely fashion, Eagle Cards / RWC IDs need to be scanned, as this is the most time efficient manner to check in. This exception may not grant you access to group fitness classes or participation in Intramural games, which require an ID.

Student, Faculty or Staff members who have lost their ID must get a replacement ID from the Eagle Card office. Community members may purchase a replacement ID at the RWC Service Desk.

Fitness Area Policies

All Personal Trainers must be hired through Recreation and Wellness

Appropriate athletic attire must be worn at all times. Generally, this consists of closed-toe athletic shoes, athletic pants or shorts and a t-shirt, sweatshirt or tank top. Patrons are not allowed to exercise in jeans, dress pants, button-down shirts, skirts, dress shoes or open-toe shoes. Shirts must be worn at all times. NO bare midriffs!! Shirts must cover entire torso while in any area of the facility except the Natatorium.

** Patrons who wish to use equipment that does not require them to sit or come into contact with upholstery may wear jeans or dress pants. Any member working out on any equipment with upholstery must wear appropriate clothing.**

Patrons should use extreme caution in lifting weights to avoid any potential injuries to themselves or others

All dumbbells and weights must be returned to the appropriate storage area after use. Do not move equipment from one location to the other

Use of weight collars and safety pins are required at all times

Chalk is prohibited

Weight belts can be checked out in the equipment room. Outside equipment must be approved by RWC before use in the facility.

Water in a closed container is the only drink permitted. No food is permitted

All patrons must wipe down equipment after use. Please be considerate to other patrons

All equipment must be used in the manner for which it is designed. Do not attempt to modify equipment

Standing or putting feet on the benches or equipment is prohibited

Personal belongings must be kept in a locker or cubby. The staff is not responsible for lost or stolen items

Spotters are recommended on all lifts

Do not attempt to use equipment if unfamiliar with the proper use. Please seek Fitness Floor Staff for assistance

Do not drop or prop weights up against the walls, mirrors or pillars

Top loading additional weight onto the weight stacks of machines is prohibited

The platform area is for power lifting only. All power lifting must be done in this area. Bumper plates must be used in this area only

Stretching should be done in one of the stretching areas. Please do not stretch in the walkways of the fitness areas

Locker Room Policies

Daily lockers (located in the fitness area on the 1st floor and by the Wellness office on the 2nd floor) may not be used to store items overnight. Personal locks will be cut off and discarded and items will be confiscated.

Rental lockers are available; inquire at the membership desk.

All contents removed from daily lockers and rented lockers will be held for 30 days; unclaimed items will be given to charity.

All lockers must be renewed by the end of each specified rental time or they will be cleaned out and re-issued. Items cleared from expired lockers will be kept for 30 days; unclaimed items will be given to charity.

Towel service is provided to all members with a rental locker. Towel service can be purchased separately; inquire at the membership desk for further information.

Cell phone use is prohibited in the locker rooms at all times.

Locker Room Access for Children/Dependents

Children three years of age or younger may enter the locker room of the opposite gender.

Children age four or older are not allowed in the locker room of the opposite gender; the family locker room is available.

Children age seven or older may enter the appropriate locker room without adult supervision.

Use of family locker room is encouraged; please see a building manager if the family locker room is locked.

Gymnasium Policies

The gymnasium is primarily intended for basketball, volleyball and badminton. Other activities are permissible if considered safe and appropriate as determined by the Recreation and Wellness staff.

Courts are prioritized for informal recreation and intramural sports.

A minimum of one court is always available for informal recreation.

Shirts and athletic, non-marking shoes that cover and support the entire foot are required.

Basketball games are played to 15 points (scoring ones and twos); winning teams may remain on the court.

Dunking and hanging on nets or rims is prohibited; keep courts clear of bags and clothing.

No food or beverages are allowed on the courts except water in closed plastic containers.

Shirts must be worn at all times.

Requests for volleyball and badminton equipment will be accommodated when possible. Those requesting volleyball to be set-up during non-scheduled volleyball times must have at least 6 people ready to play.

Group Fitness Studio Policies

No food or beverages are allowed in the studios, except water in closed plastic containers.

Participants are highly encouraged to arrive to class on time. Late arriving participants may be denied entry to class, at the instructor's discretion, due to the importance of a sufficient warm-up period.

It is highly recommended that participants stay for the entire class to ensure the proper cool-down phase of class.

Soft-soled, closed-toe athletic shoes are required for all cardiovascular and resistance training classes. Hard-soled, closed-toe athletic shoes or cycling shoes are

recommended for all cycling classes. Shoe removal may be appropriate in yoga, pilates and flexibility training classes.

NO bare midriffs!! Shirts must cover entire torso while in any area of the facility except the Natatorium.

Personal belongings may be stored in the cubby areas or in a day locker located throughout the facility. Recreation and Wellness is not responsible for lost or stolen items.

All accidents, injuries or equipment irregularities must be reported to a staff member immediately.

Towels are recommended for all classes. Water bottles are highly encouraged for cycling classes.

All patrons must comply with staff requests. Instructors have authority over all room conduct and use of equipment. Failure to comply may result in suspension of facility privileges.

All equipment must remain in the studios and must be returned to its proper location after use. Equipment from other areas may not be brought into the studios. All equipment should be used for the manner for which it is designed.

To enter a class, participants must wait outside of the studio until the instructor allows everyone inside. Please form lines going toward the end of the hallway; participants may not save spaces in line for friends or save equipment.

Class entry is on a drop-in basis and will be open on a first-come, first-served basis. Class size is limited to the amount of equipment available in each class as well as occupancy numbers for each room. This number will fluctuate based on class type.

Recreation and Wellness reserves the right to cancel any class on the basis of low attendance or registration.

Studios are open for use when class is not in session through reservation. Please see reservation policies for procedures on how to reserve spaces in the Recreation and Wellness Center.

Racquetball Courts

Eye guards are recommended.

Closed toe, non-marking athletic shoes are required.

Reservations may be made one day in advance via phone or in person at Equipment Issue.

Only one court may be reserved per person per day.

Reservations are limited to one hour.

Reservations are held for a maximum of ten minutes after the hour.

2nd Floor Lounge

Vending machine beverages are allowed. Outside food and beverages are not allowed, except for water in a clear container. Please use the bar tables. Do not place drinks or snacks on the game tables.

The big screen television is available for everyone's use. Volume and channel control can be adjusted per request at the Front Desk. Television program selection is on a first-come, first-served basis.

The television may not display programs that may be offensive. This includes racist, violent, or profane programs.

Equipment for all game tables may be checked out at the Equipment Issue Room.

Please be considerate of others. Game tables are available on a 'first come, first served' basis and may be used as long as desired, provided others are not waiting to use the same table. If someone is waiting, please finish your current game and surrender the table.

Track

Jog and walk no more than two abreast at all times.

Faster joggers have right of way; pass on the outside lanes.

Stretching areas are located in various areas around the track. Please do not stand or stretch in the lanes.

The track direction changes daily; please follow the posted directional arrow.

Walkers should use inside lanes, joggers should use outside lanes.

Natatorium

The use of the Natatorium will only be allowed when a lifeguard is on duty.

Lifeguards have the right to remove anyone for behavior that is deemed either unsafe or inappropriate.

Lifeguards have final authority on all matters concerning safety and emergency situations in the natatorium until relieved by proper authorities.

Children under the age of 18 must be accompanied by an adult (parent or guardian) while they are swimming in the Natatorium. Children cannot be left unattended.

Running or horseplay will not be tolerated.

Food, beverages, and gum are not allowed in the Natatorium. Water will be allowed in an unbreakable container, no glass may be brought onto the pool deck.

Non-swimmers may not rely on the use of flotation devices except when directly supervised by a proficient adult swimmer or authorized instructor.

Shoes are not allowed in the Natatorium.

Please shower before entering the pool.

Lap swim will be conducted in designated areas only.

Cell Phones and/or Cameras are not allowed on the Pool Deck or in Locker rooms.

One jump rule for diving off of diving board.

No flips off diving board

Starting blocks shall only be used for swim team practice

Diving is only allowed in designated areas

Vortex, Diving Board and Zip-line have specific rules and specific times- please ask a lifeguard

According to 902 KAR 10120 Kentucky Public Swimming and Bathing Facilities

Section 15. Spectator and Bather Administrative Regulations. (1) Rules governing the use of the facility and instructions to bathers shall be displayed on placards at the entrance to dressing rooms and shall be enforced by the facility operator. Posting of rules and other instructions shall provide that:

(a) Admission to the facility is refused to all persons having any contagious disease, infectious conditions as colds, fever, ringworm, foot infections, skin lesions, carbuncles, boils, inflamed eyes, ear discharges, or any other condition which has the appearance of being infectious. Persons with excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages, or other bandages of any kind are not permitted. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted in the facility area;

(b) No food, drink, gum, or tobacco will be allowed in other than specially designated and controlled sections of the facility area;

(c) Personal conduct within the facility shall assure that the safety of self and others is not jeopardized. No running and no boisterous or rough play (except supervised water sports) are permitted;

(d) People in street shoes and other spectators are not allowed in the facility, on the deck, and in the "wet" areas of the bathhouse, except those engaged in official duties;

(e) Spitting, spouting of water, blowing the nose, or otherwise introducing contaminants into the facility water is not permitted;

(f) Glass, soap, or other material which might create hazardous conditions or interfere with efficient operation of the facility shall not be permitted in the facility or on the deck;

(g) All apparel worn in the facility shall be clean;

- (h) Diving in shallow water is not permitted;
- (i) Caution shall be exercised in the use of diving boards; and
- (j) Animals shall be excluded from the facility area.

(2) Due to the nature of bathing beaches, subsection (1)(c), (d), and (g) of this section shall not apply. Subsection (1)(a) and (b) of this section shall be enforced at the discretion of the facility operator, except for parts dealing with those persons with excessive sunburn or those under the influence of alcohol or exhibiting erratic behavior, which shall be enforced at all facilities.

Equipment Checkout

Members of the Recreation and Wellness Center may check out equipment for a variety of activities at the equipment issue desk on the first floor of the facility. A valid membership ID is required to check out equipment.

Equipment is due back to the Equipment Issue Room 15 minutes prior to the building close.

Individuals checking out equipment are responsible for the proper treatment and timely return of the equipment issued.

Damaged equipment may result in a replacement fee being assessed to the individual.

Failure to return equipment in a timely fashion or at all may result in a late or a replacement fee being assessed to the individual.

Equipment check out is intended for use inside the building unless otherwise authorized.

Equipment Issue Desk Equipment

- *Badminton Racquets*
- *Basketballs (men's and women's)*
- *Foosballs*
- *Footballs*
- *Racquetball Racquets*
- *Sets of Table Tennis Paddle & Balls*
- *Soccer Balls (outdoor)*
- *Volleyballs*
- *Wallyballs*

Pool Equipment

A variety of items are available for use in the pool area. No Eagle Card ID is necessary for usage. All aquatics equipment must stay in the pool area.

- *Barbells*
- *Flippers*
- *Kickboards*
- *Paddles*
- *Pull Buoys*
- *Toys (floating and sinking)*

Facility Reservations

GENERAL RESERVATION POLICIES

Reservations can be made on-line on the Recreation & Wellness website:
<http://www.moreheadstate.edu/campusrec>

This document outlines basic room reservation policies. Additional policies for specific events may also apply.

GENERAL POLICIES

- The Recreation and Wellness Center has several areas that can be reserved by student organizations, campus departments and outside groups. All reservations will be made on a first come first serve basis
- Requests for space must be submitted via the RWC website on a properly completed form two (2) weeks prior to date needed. No verbal, email or tentative reservations will be accepted.
- All requests for space must be made at least one week prior to event unless otherwise approved by the Director of Recreation and Wellness.
- A request for space does not guarantee that a space will be assigned. Recreation and Wellness reserves the right to reject any reservation that it determines is not in its best interest to fill.
- No advertising of an event should take place prior to the confirmation of assignment is received from Recreation and Wellness staff.
- All groups wishing to have food with their event must follow MSU policy.
- All groups using the Recreation and Wellness Center are responsible for the proper use of the facility, furnishings, and equipment. Damages will be billed to the sponsoring organization. Excessive clean-up after events may also incur additional charges for staff time.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by event or set-up. All set-ups must observe fire code and handicap accessibility.
- Any event that requires the building to be open before or after normal operating

hours will incur additional charges.

- Overtime Charges: No group is exempt.
- Only the On-Site Contact Person or the organization's campus advisor may change a room reservation.
- The areas and times those areas are open for reservations are as follows:

a) 3-Court Gym**	Monday – Thursday	6am-4pm
	Friday	6am-close
	Saturday	Any time the facility is open
	Sunday	Opening until 4pm
b) Classroom 202	Any time the facility is open	
c) Wet Classroom	Any time the facility is open	
d) Natatorium	Any time the facility is open	
e) Group Fitness Rooms	Any time the facility is open	
f) Information tables	Any time the facility is open	
g) Outside Patio	Any time the facility is open	
h) Intramural Field	Any time the facility is open (IM and Athletics have priority)	

** Only two courts may be reserved at any one time. One court must remain open for recreation at all times.

- Recreation and Wellness programs and services will take priority within the facility.
- The Challenge Course located outside the RWC will be scheduled through the RWC staff. Please contact the Outdoor Adventure Coordinator for further information.
- Rates may apply for use of the facility or the Intramural field depending on the group utilizing the facilities. All rates are listed, these rates are negotiable with designated Recreation and Wellness Staff.

VIOLATIONS

For all incidents in the facility, a facility supervisor must fill out an incident form indicating the nature of the situation, a detailed account of the situation and submit that information to the Director for review. Once the Director has reviewed the incident report, a comment will be placed on the member's check-in information suspending them from the facility pending further investigation.

During the conduct procedures, access to the facility will be suspended. There will be no refunds for loss of use due to discipline issues. Once the member has been informed of the issue, it is their responsibility to make an appointment with the Director to discuss the issue. The member will be provided documentation stating the nature of the issue and be provided a written notification of the length of suspension of privileges.

Minor Offense: Will most often be associated with, but is not limited to, the use of someone else's ID, damage to equipment within the facility or lack of regard for the policies of the facility. The penalties will typically be as follows:

- 1) Loss of privileges to the facility for 2 weeks minimum.
- 2) Will be required to meet with the Director of the RWC to go through the conduct procedures. In the case of student discipline, the Director will determine if the student will need to meet with the Dean of Students.

Major Offense: Will most often be associated with, but not limited to, physical or verbal abuse to another member or RWC staff, disregard for a staff member's instruction, or major damage caused to the facility or equipment.

- 3) Suspension of privileges to the RWC for no less than one month. The length will be determined by the severity of the offense.
- 4) Will be required to meet with the Director of the RWC to go through the conduct procedures. In the case of student discipline, the Director will determine if the student will need to meet with the Dean of Students.

The Director will determine the severity of the punishment based on the severity of the offense (i.e. damaging a racket vs. damaging a backboard). The Director will use the Student Handbook Code of Conduct to determine all disciplinary actions for students.