

East Stroudsburg University of Pennsylvania

Recreation Center



Operational Policies and Procedures

Mission Statement

The mission of ESU's Recreation Center is to provide to the University community a safe, rewarding and educational environment designed to promote holistic lifestyles through physical fitness activity, formal and informal competition, leadership development, academic partnerships and opportunities for professional, social and career growth. Guided by Core Values, innovative and diverse programming, and state of the art facilities, the Center's spirited and committed staff pride themselves in fostering an atmosphere of *empowerment* that leads to the healthy development of the whole person.

The Recreation Center's Core Values

❖ **Fostering positive, healthy and holistic lifestyles**

At the Recreation Center we strive to provide opportunities for promoting positive, healthy and holistic lifestyles. Our staff uses their strengths and abilities to provide high quality programming to fit the users' needs. We are committed to delivering innovative and creative services that lead to physical, emotional, recreational and social growth.

❖ **Leadership Development**

The Recreation Center values development of our student and professional staff. Many of our staff development models are built with "in-training" components to allow the students the time and attention it takes to truly learn the craft. The Recreation Center professional staff trusts and empowers the student staff to mentor one another and lead different planning committees for the programs we offer. We make every effort to promote leadership development to both the student and professional staff by providing encouragement to attend national, regional, and state level conferences. We promote leadership within the Recreation Center through meetings and workshops and we also encourage our student staff to take advantage of the other leadership opportunities offered on campus and in the community.

❖ **Equity, Diversity, and Inclusion**

At the Recreation Center the staff strives to provide programs and services that meet the needs of all individuals regardless of individual ability or background. We intend to provide a place of community for students and our members and to celebrate the diversity that is represented on ESU's campus.

❖ **Collaboration and Service**

Collaboration amongst other ESU departments and the community is a value the Recreation Center espouses. We believe that by utilizing the expertise that is across ESU's campus, the Recreation Center can truly offer the best services and programs to the campus community. We also pride ourselves in the services we have to offer to the campus community and the surrounding East Stroudsburg/Stroudsburg community. We promote the value of service to our student employees and club sport teams by offering the opportunities to volunteer, donate, and give back to the community.

Facility Mission

The purpose of the Recreation Center Department is to provide the ESU community with facilities that are dedicated to open recreation and supports the ever-changing exercise needs of students interested in maintaining healthy lifestyles. Facility utilization is intended for individuals and teams, exclusive of Intercollegiate Athletics, in accordance with the following priorities:

1. Open recreation for individual students and other paid members
2. Leagues Sport
3. Club Sports

Customer Service Philosophy

Service Vision: To be the healthiest and happiest part of your day!



VALUES
Safety
Fun
Consistent Service
Learning

Tips

1. Treat our users how you want your loved ones to be treated. Treat all users like they are the VIP (Very Individual Person)
2. Look Sharp! Look alert, attentive, energetic, happy to be here and eager to serve.
3. Remember the two most important part of the users experience, the beginning and the end!
4. Learn something about the users and utilize that to make their experience special.
5. You have the authority to make your users happy!
6. Learn from our users. Learn their needs, wants, and ideas. When the user wins, the Rec Center wins.
7. Never say no. Always lead with what you can do for the user to fix their problem.
8. Don't be a stranger. Wear your name tag!
9. Appreciate, recognize and encourage one another
10. Be the expert! Know what is going on in your area and beyond! Be a valuable resource.

Membership

Membership General Information

- The memberships listed below will have access to the two indoor facilities operated by the Recreation Center. The membership policies of the Recreation Center apply to both facilities.
- Membership durations are only offered based on academic semesters. Semester memberships begin the first day of classes and end the first day of classes the following semester. Examples:
 - A fall membership will begin the first day of classes in the fall semester and end the first day of classes in the spring semester.
 - An annual membership purchased in the spring semester will grant access until the first day of classes the following spring semester.
- The Recreation Center has multiple Membership Categories (See Membership Category Definitions and Required Documentation Chart below) and some categories include a subcategory of Regular or Early Bird.
 - Regular Membership Details:
 - Members have unrestricted access to both facilities
 - Early Bird Memberships
 - During the business week (Monday through Friday), early bird members must enter the facilities prior to 11:00 AM. The weekday restriction is suspended for the summer session and when the facility has adjusted hours for holidays and breaks.
 - Early bird members have unlimited access on Saturdays and Sundays during the operating hours of both facilities.
- A member who joins prior to or during a semester will have his/her fees prorated.
- Membership applications and payment will be processed at the University Center room 211.
- All members must have an Ecard. If a member or potential member does not have an Ecard, one can be obtained by visiting the Campus Card Center located on the bottom floor of the University Center. (See Identification Section)

How to Join

- Step 1: Obtain a membership application at the front desk of either Recreation Center facilities, website, or in the University Center in Room 211.
- Step 2: Bring the items below to the Student Activity Complex Office located in the University Center, Room 211.
 - Completed Membership form
 - Required documentation for chosen membership (See Membership Category Definitions and Required Documentation Chart below).
 - Payment is made at the University Center Room 211. Forms of payment include cash, credit card and check (made out to SAA).
 - Payroll deduction is available for permanent University Faculty and Staff as well as some affiliate organizations.
 - Current health insurance is required at the time of sign-up and must be maintained for the duration of the membership. Proof of insurance must be provided upon request. A member who fails to have or provide proof of insurance will forfeit his/her membership and fees will not be refunded.
- Step 3: The Campus Card Center will be notified to activate your current Ecard if you are a new member they will issue you an Ecard.

Membership Category Definitions and Required Documentation

Category	Definition	Required Documentation
Enrolled Student	The Rec Center fee is charged within University General Fees. Ecard access of the semester is automatically activated upon full payment of tuition and fees.	<ul style="list-style-type: none"> • ESU Ecard
<u>Non-enrolled, University Student:</u> <u>ESU</u> <u>or</u> <u>Other University</u>	A matriculating, college student who is not registered for any summer classes. The individual must have been enrolled in the spring semester and be registered for fall semester classes in the same calendar year at either ESU or another University. (This membership is only available in Summer.)	<ul style="list-style-type: none"> • Proof of enrollment in the spring semester and registration for fall semester of the same year at a college or University. • University Identification. e.g. Ecard
<u>ESU Thesis Student:</u>	A graduate student at ESU who is not enrolled in classes and has not completed his/her research by the end of the semester s/he was registered.	<ul style="list-style-type: none"> • Student must present proof of ESU enrollment and payment of tuition for the Thesis credits. • Driver's License or Ecard
<u>Faculty/Staff:</u> <u>Regular</u> <u>or</u> <u>Early Bird</u>	Person currently employed by East Stroudsburg University or its approved affiliate organizations. Currently approved affiliate organizations include Student Activity Association, Inc., ARAMARK, University Ridge, and ESU Foundation.	<ul style="list-style-type: none"> • Current Pay Stub • Ecard
<u>Alumni:</u> <u>Regular</u> <u>or</u> <u>Early Bird</u>	Person who has graduated (degree conferred) from East Stroudsburg University.	<ul style="list-style-type: none"> • Official ESU Transcript with a degree conferred date or ESU diploma • Driver's License
<u>Retirees:</u> <u>Regular</u> <u>or</u> <u>Early Bird</u>	Person who officially retired from his/her position at East Stroudsburg University.	<ul style="list-style-type: none"> • ESU Human Resource documentation of retirement from East Stroudsburg University. • Driver's License
<u>Spouse or Domestic Partner Membership</u> <u>(Sponsored by a Faculty, Staff, Alumni, Retiree or Student)</u>	<i>Spouse:</i> Two people who are legally married to one another. <i>Domestic Partner:</i> Person over the age of 18 that lives with the sponsor in the same residence on a continuous basis for at least the past six months, are jointly responsible for the common welfare and financial obligations of each other, and are not married nor related to one another.	<ul style="list-style-type: none"> • Driver's License • Domestic Partnership Agreement/Certification or Marriage Certificate, OR two (2) of the following items: <ul style="list-style-type: none"> ○ Driver's Licenses listing a common address ○ Proof of joint bank or credit accounts ○ Proof of joint mortgage or lease contract that was signed 6th months prior to joining. ○ Proof of joint utility bills that include electrical, water, sewage or cable.

Membership Categories and Rates

Membership Category	Fall Rate	Spring Rate	Summer Rate	Full Year Rate
Enrolled Student	Included in University Fees	Included in University Fees	Included in University Fees	Included in University Fees
Non-Enrolled ESU University Student	Not Available	Not Available	\$60.00	Not Available
Non-Enrolled University Student (Other University)	Not Available	Not Available	\$90.00	Not Available
ESU Non-Enrolled Thesis Student	\$180.00	\$180.00	\$120.00	Not Available
Regular Faculty, Staff, Alumni, and Retiree	\$180.00	\$180.00	\$120.00	\$480.00
Early Bird Faculty, Staff, Alumni, and Retiree	\$120.00	\$120.00	\$120.00	\$360.00
Spouse or Domestic Partner Membership to a Student	\$140.00	\$140.00	\$90.00	Not Available
Spouse or Domestic Partner Membership to a Member	\$140.00	\$140.00	\$90.00	\$370.00

*ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Membership Termination

- Student Memberships are unable to be canceled.
- Other member categories who wish to terminate their membership must submit a completed membership termination form to the Student Activity Association Complex office (University Center, 211) in order to receive a prorated refund or to cancel payroll deduction.
 - *Payroll Deduction Cancellation:* when a member cancels their membership and is paying through payroll deduction the following process will take place:
 - Member submits payroll deduction form checking the “stop payroll deduction” box.
 - Slip will be sent to payroll and access to the Recreation Center will be immediately terminated.
 - Faculty or staff member will be charged one more pay period after the slip is submitted. NOTE: Upon initial registration, this person is given immediate access and not charged until the next pay period.
- At the time the member cancels his/her membership, access is removed and the Ecard is deactivated for use at the Recreation Center.
- A spouse or domestic partner’s membership is automatically terminated if the sponsor terminates his/her membership.

Guest Pass Policy

General Information

- Members are permitted to sponsor one (1) guest per at a time per visit.
- Members may sponsor the following types of guests:

Category	Sponsor	Cost	Usable Activity Areas	Limitations
Guest 18 or older	Student Faculty, Staff, Alumni	\$5.00	All	Are not eligible to participate in personal training or leagues. Must exit the building when the sponsor exits.
*Spectators	Student	Free	None	Must Exit immediately after event.

*Only issued during approved league and club sports competition.

**All prices are subject to change without notice.

- All guests must be registered at the membership service desk.
- Passes are good for only one day (date of issue), are not refundable, and grant access to both Recreation Center Facilities.
- Reentry is allowed provided the same sponsor escorts the guest in the same day.
- Spectators are required to watch the event from the designated locations marked in the arena.
- Spectators and tour participants are not permitted to use any of the facilities' areas/equipment or participate in any activity while in the Recreation Center.
- **Individuals seeking admittance to the Recreation Center may not solicit a member to sponsor them as a guest. Individuals found soliciting will not be issued a pass.**
- Minors
 - The Recreation Center Department cannot accept responsibility for the safety and welfare of minor children; Therefore, children under the age of 18, supervised or not, are not permitted access to the Recreation Center Facilities except as a spectator or on a tour of the facility.
 - A guest under the age of eighteen year of age who has entered the facility as a spectator or on a tour and is found to be separated from and/or unsupervised by their sponsor shall be detained by the Recreation Center Staff. Once detained, the staff will attempt to locate the sponsor.
 - If the sponsor is found: both the sponsor and minor will be required to leave the facility immediately.
 - If the sponsor is not found: the minor will be transferred to campus police.

Member's Responsibilities

- Responsible for the conduct of their guest while in the Recreation Center Facilities and must remain in the same building with the guest.
- Inform the guest of all the Recreation Center Department policies, rules and regulations.
- Check out equipment for the guest.

- Failure by a guest to follow any of the Departmental policies/procedures shall be cause for that guest and the guest's sponsor to be immediately removed from the facility.

How to obtain a guest pass:

Guest Check-in

1. Go to the membership service desk
2. The guest and member will be asked to fill out the guest form.
3. Members will have to present their Ecard and the guest will have to provide a picture ID with proof of age. Note: Only forms of ID accepted are Driver's License, College ID, Military ID, and Passport with current picture.
4. Both individuals must surrender their ID's to the staff member at the front desk. Cards will be clipped together and stored at the front desk.
5. Pay for the pass.
6. Enter the facility.

Guest Check-out

ID Return to Owner

- When either person has completed their visit to the facility **both individuals** must be present at the front desk. Only at that time will the cards be returned.
- Once the cards are returned:
 - If the member leaves, the guest must exit the building.
 - If the guest leaves, the member may choose to stay or exit the building.

ID NOT Returned to Owner

- If one of the individuals is not present at the time of exiting, neither card will be returned until the next business day between 10:00 am and 4:00 pm with the exception of Friday and Saturday.
- Cards left on Friday and Saturday can only be returned on the following Monday.
- Cards will only be returned to the owner of the individual card by the Director, Assistant Directors, or Graduate Assistants of the Recreation Center. It is highly recommended to call 570-422-2970 to ensure one of the aforementioned staff members is in the facility to return the ID(s).
- Members who violate the guest policies may lose guest sign-in privileges.

Identification

General

- All users of the Recreation facilities must have an Ecard with a picture. To obtain a card, members must visit the Campus Card Center located on the lower level of the University Center between the hours of 8:30 am and 4:00 PM, Monday through Friday. NOTE: Although issued by the Campus Card office, temporary Ecards are not accepted as a form of ID.
- Ecard must be presented at each facility
- Cards must be presented upon request.
- False identification will be confiscated and an incident report must be filed.
- Individuals who present false identification or whose Ecard is presented by another individual will be asked to leave and/or may lose Recreation Center privileges. E.g. Student

passes his Ecard back to a friend behind him. If this is repetitive abuse by the same individual, both parties will be asked to leave.

Forgotten/Invalid ID

If a member forgets his/her Ecard or the Ecard does not pass (e.g. bad suffix, bad swipe), the following procedure will be followed:

1. Member must present a **valid photo ID**. Only forms accepted are Driver's License, College ID, Military Id, Passport, or Ecard with current picture.
2. Facility Manager verifies eligibility and approves or denies access. Members are only permitted to forget their Ecard 5 times per semester.
3. Members are permitted to re-enter either facility the same day.

Recreation Center Terminology

Open Recreation: Times that members are able to access the various activity areas in the facility.

Examples:

1. Open Recreation Volleyball: times students are able to play drop-in or pick-up volleyball on an arena court. No organized drills or practices are permitted at any time during open recreation times.
2. Group Fitness class is considered open recreation because it is open to all members.

Leagues: Sports leagues that are organized for students. Recreation Center League sports may include but are not limited to basketball, volleyball, and racquetball. Members are the only eligible participants for this program.

Club Sports: Student organizations that are organized around a common sport and are recognized by the Student Activity Association, Inc.

Service Desk/Membership Service Desk: desks located at the entrance to the facility and in the fitness center that are staffed by Recreation Center employees.

Participant: Any member or guest who has checked in at the front entrance with either an Ecard or is signed in. This person has legally and properly entered the facility.

Member/ Recreation Center Member: East Stroudsburg University student, paid faculty, paid staff, paid alumni, or paid retiree. Please see the Membership Section for more details.

Group Fitness: open recreation fitness classes held weekly in the studios for any member to participate. Classes are designed for Recreation Center Members who are looking for an organized workout. Each class is led by instructors who have been qualified to teach.

Court Shoes: Shoes that are designed for court sports. These include basketball, tennis, racquetball, volleyball, and cross trainers.

Drop-in Play: Open recreation times that areas are reserved for students to play pick-up in a particular activity. E.g. On an open recreation basketball court, six (6) random students are able to form a game of 3 versus 3 basketball.

Activity Area: Area in the facility that is identified for members use. Activity areas in the Recreation Center include: concourse, arena, racquet courts, fitness center, locker rooms, and elevated track.

Judicial Affairs: The primary focus of Judicial Affairs is to administer campus judicial procedures in support of the University's efforts to promote a disciplined community. Judicial Affairs encourages equality, dignity and mutual respect among members of the campus and the adjacent communities. Judicial Affairs serves students, parents, faculty and staff as well as the University's community constituents to address student conduct issues by:

- Assisting in the development, dissemination, interpretation and enforcement of campus policies;
- Ensuring that the student's right of due process is applied fairly, consistently and effectively;
- Collaborating with University and community constituents to address student behavioral issues;
- Providing leadership opportunities for students participating in the disciplinary process;
- Offering learning opportunities for student violators of campus policies and regulations;
- Initiating preventative educational activities that address conflict and potential violations of campus policies.

General Policies

Conduct Code

Participants, members and guests are expected to:

- Be courteous to other facility users
- Follow building/area rules and instruction from the staff of the Recreation Center Department.
- Uphold the values of good sportsmanship (*"Sportsmanship is conformance to the rules, spirit, and etiquette of sport. Sportsmanship expresses an aspiration or ethos that the activity will be enjoyed for its own sake, with proper consideration for fairness, ethics, respect, and a sense of fellowship with one's competitors."*). The use of vulgar, obscene, abusive, derogatory and demeaning comments and/or gestures will not be tolerated.
- Wear appropriate workout clothing that does not convey any profane and/or derogatory messages, identified by facility signs, and outlined in the Recreation Center's policies and procedures.
- Refrain from disrespectful, dangerous, and unsanitary behaviors. (Example: foul language, fighting, spitting in the facility including water fountains, etc.)
- Respect the experience of other members by not using personal radios unless they are used with headphones.

Participants in violation of the conduct code will be asked to leave. Serious incidents or repeat abusers will be subject to sanctions under the East Stroudsburg University's disciplinary system. Sanctions may include, but are not limited to: suspension from the facility, revocation of membership privileges, student disciplinary sanctions, civil prosecution and others.

Fee paying members who are suspended will not have portions of their fees refunded.

The staff is trained to treat all users with respect. In turn, the Recreation Center staff expects to be treated with respect.

Teams, Groups, or Organizations

- Examples of group or organization may include: club sport, League team, fraternity, sorority, student club, etc.
- In the arena, a group or organization is not permitted to monopolize any court(s) without a reservation. During open recreation, all assigned courts are available for any student to drop-in to play.
- Varsity teams are not permitted to reserve space for athletic practice or competition unless cleared by the Director of the Recreation Center. A varsity athlete is permitted to use the building as an individual student.
- In the fitness centers and on the track, students are not permitted to work out in a group of more than four (4) people, nor may a team, group or organization have more than 2 groups of students using the center.
- Students not following the above guidelines may be asked to leave the facility or may have their membership suspended and/or sanctions may be brought against the organization, team, or group.

Assumption of Risk

- Users assume a risk of injury or even death while participating in recreational activities.
- All participants are strongly urged to have regular medical check-ups and carry complete health insurance coverage that includes dental and vision. Members may be required to show evidence of health insurance coverage.

Injury

- The Recreation Center department staff is trained in basic first aid and CPR. If an injury occurs, users are asked to seek assistance from the nearest Recreation Center employee.
- If an ambulance is necessary, the Recreation Center department staff will contact the university police and implement emergency response procedures. Recreation Center employees will not transport injured victims. In any injury situation, the injured person (when possible) and any witnesses will be asked questions for an incident and or accident report.
- Recreation Center employees are not trained to give preventative first aid such as wrapping/taping joints or giving ice for sore muscles. Individuals requiring such aid are advised to seek professional attention.
- All participants are financially responsible for all expenses related to injuries and emergency care.

First Aid

- First Aid Kits are located behind the service desks. The kits are for minor injuries and are not supplied for preventative applications.
- Automated External Defibrillators (AED) are located on the wall in next to the main entrance service desk in both facilities. They are lifesaving device that should not be played or tampered with to keep in perfect working order in the case of an emergency.

Required Attire

For the health and safety of all members as well as the preservation of the Recreation Center floors and equipment, members are required to wear the following items in the respective areas listed below:

Arena, Racquet Courts and Studios

- Non-marking tennis, racquetball, cross training or basketball shoes are required. Dress shoes and sandals are prohibited. Bare feet are only acceptable in the multipurpose room for designated activities. Running shoes are not recommended in the arena and racquet courts due to an increase risk of ankle injuries.
- Shorts or pants are permitted (Shorts/pants without pockets are highly recommended during competitive play)
- Tank tops, sleeveless tee shirts and sports bras are allowed.
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Running Track

- Shoes must be athletic or running shoes without cleats.

- Shorts or pants are permitted
- Tank tops, sleeveless tee shirts and sports bras are allowed.

Fitness Center

- Jeans (pants or shorts) are not permitted. Casual slacks, pants or shorts with zippers or belts are not recommended attire.
- Shoes must be closed from the back of the heel to the toes. There may not be a visible opening showing the sock or foot at anytime. Non-athletic shoes or slick soled shoes are not allowed.
- All members are required to wear **FULL** tee shirts. The shirts must completely cover the upper torso. **NO sports bras**, tank tops, or sleeveless tees.
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Please keep in mind: Some people have cultural/religious stipulations when it comes to attire. Please sensitively listen to these potential conflicts and allow exceptions to the rules in these cases. If you have any questions please discuss with Director and Assistant Directors of the Recreation Center.

Personal Belongings

- Members are encouraged to store all personal items in a secure/locked location. **The Recreation Center Department is not responsible for lost or stolen items.**
- Personal items including keys, ID's and wallets cannot be left with any staff member in the facility, nor may they be stored on top of or behind any of the service desks.
- Personal belongings may not be stored on the floor in any of the activity areas.
- Storage for personal belongings in the Recreation Center Facilities is as follows:

Locker Rooms

- Lockers are available in both male and female locker rooms and are for day usage only.
- The lockers are free and are available on a first come, first serve basis.
- To prevent thefts, members must supply their own lock.
- A limited number of reservable lockers are available in the Rec B Fitness Center locker rooms.
- Non-reservable lockers must be cleaned out by the end of the day. Locks left at the end of the evening will be cut and contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

Coin Operated Lockers

- Lockers are located at the main entrance to the Recreation Center and in the Lounge in Rec B.
- The lockers are for day usage only. Keys must be returned at the end of the day.
- The lockers are \$0.25. The quarter is returned to the user when the key is returned.
- Lockers are on a first come, first serve basis and cannot be reserved.
- Lockers must be cleaned out by the end of the day. At the end of the evening, lockers will have their contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

Cubbie Box Storage

Bags and other personal belongs are highly recommended to be stored in the cubbie boxes located in different areas of each facility. NOTE: These are not secure locations! If items are lost or stolen, the owner will take full responsibility for the missing item(s).

Lost and Found

Found

1. Items found should be turned in at the front desk of each facility.
2. Items not claimed by the end of each month will be donated to charity.
3. Valuable items (jewelry, wallets, etc) will be turned into the University Police.
4. Ecards will be turned into the Campus Card Center within 48 hours.

Looking for lost or stolen items:

1. Inquiries regarding any lost items should be made at the front desk.
2. Members will be asked to fill out an incident report and will be required to take full responsibility of informing the University Police.

NOTE: The Department strongly recommends that all valuables, lost or stolen, be reported to the University Police.

Personal Transportation (Bicycles, Skates, etc.)

- Skates, skateboards, hoover boards, and scooters may not be used in or around the Recreation Center but may be temporarily stored in the facility.
- Bicycles are not allowed inside the either facility and should be locked at the designated bicycle location on the exterior of the facility.
- All other types of personal transportation (e.g. Kayaks, boats, wheelie shoes) may not be used or temporarily stored in any part of the facility.

Alcohol, Tobacco, and Drugs

- Alcohol, tobacco in any form, and illegal drugs are strictly prohibited.
- Smoking is not permitted within 20 feet from the entrance to the building.

Food and Beverage

- Food consumption is not permitted in the activity areas (e.g arena, fitness spaces, studios and racquetball courts).
- Beverages must be in a plastic or metal container with a secured lid or squirt spout while in activity areas. Beverages are not permitted inside the racquet courts.

Elevator in the Mattioli Recreation Center

- An elevator is located between the entrances to the men and women's locker rooms and is available for use by patron with special needs as well as transporting recreational sports equipment and supplies.
- The elevator services the second floor.

Pets and Animals

- No pets or animals of any kind are allowed inside the Recreation Center with the exception of service or working companion animals for individuals who have a disability.

Concessions and Solicitation

- Solicitation and concessions are not permitted in the Recreation Center Facilities. Please refer to the East Stroudsburg University's Concessions and Solicitations Policy.

Posting Policy

- All materials posted in or around the Recreation Center must be approved by the Director of the Recreation Center.
- How to post
 - Bring a maximum of 4 items per event and drop off to the front desk of the location that you would like the materials posted.
 - The staff will post the items in the building ensuring the posting policy is enforced.
- The Policy:
 - All items without approval will be removed and discarded.
 - All approved postings are limited to one (1) per designated Bulletin Board and may not exceed a size of 14" x 22".
 - Do not post over other items on the Bulletin Board
 - Postings will be removed after two (2) weeks or after the event has occurred.
 - Postings are limited to University related functions only.

Facility Policies: Attire, Rules, and Reservations

The following section identifies the policies for each activity that is offered in the Recreation Center department's Facilities. The following codes will be used in this section to identify the area that is in each facility:

- Mattioli Recreation Center = MRC
- Fitness Center in the lower level of Hawthorn Suites = RecB

Table Tennis and Foosball (*MRC*)

Attire

- Non-marking tennis, cross training, or basketball shoes required.
- Shirts are required.
- Shorts and Pants (Jeans, Athletic Pants) are permitted.

Rules

- **NO** eating or drinking within Table Tennis Area.
- **DO NOT** lean on, sit on or strike the table. Purposeful damage to the Recreation Center's equipment may result in expulsion from the facility.
- Articles such as clothing, sports bags, backpacks etc. are not to be placed on the table. Please place personal belongings underneath of table for your safety.
- No more than 4 people may play at a time (doubles game).
- It is recommended that ALL watches and bracelets be removed during play to avoid scratching and/or damage to table.

Reservations

Priority Scheduling

- Reservations are based on a first come, first serve basis.
- Tables may be reserved one (1) day in advance.

Reservation Protection

- Reservations will be held until ten (10) minutes passed the reservation hour. Once the 10 minutes passes or only one member is "holding" the court, the court time. will be passed to a group on the waiting list or becomes available for drop-in play.

How to Reserve

- See or call a staff member at the membership service desk.
- An individual can reserve the table for one (1) hour of play.
- When reserving a table, the individual must indicate his/ her first and last name.
- At the date and time of the request, see the membership service desk and check-in.

Arena: Basketball, Volleyball, and Tennis *(MRC)*

Attire

- Non-marking tennis, racquetball, cross training or basketball shoes are required. Dress shoes and sandals are prohibited. Running shoes are not recommended in the arena due to a high risk of ankle injuries.
- Shorts or pants are permitted (shorts and pants without pockets and belt loops are highly recommended for competitive play).
- Tank tops, sleeveless tee shirts and sports bras are allowed

Rules

- Abuse of the facility is prohibited and abusers will be responsible for damage.
 - Do not hang on or throw/kick any sports equipment into the divider screen, nor punch/kick the protective wall mats.
 - Dunking is NOT permitted. (This includes dunking, touching and/or hanging on the rims)
- Report any equipment or floor problems to a staff member.
- Playing or shooting basketball is not allowed when any part of the volleyball or tennis systems are set up.
- Volleyball, tennis and basketball equipment must be set-up and taken down by the Center staff.
- Sports other than volleyball, basketball and tennis are not permitted unless approved by the Director of the Recreation Center.

Reservations

Priority Scheduling

1. Open Recreation
2. League Sports
3. Club Sports

Reservation Protection

- Groups that are lower on the list of usage priority will not be “bumped” by higher-level groups once they are scheduled. If two (2) or more groups are simultaneously requesting the same time period, usage priority is in effect.

Reservation Limitations

- This activity area cannot be reserved for open recreation use.
- No organization will be able to reserve all four (4)-arena courts during one particular time.
- Only members may be invited to programs and events that are reserved in the Recreation Center.

- Reservations will only be accepted for activities or events that meet the inherent design of the facility.
- Open recreation times for *volleyball* will be scheduled each semester.
- Tennis Court: courts may be reserved to play. Please see “Racquetball Reservations” for the process.

Reservation Procedures

- All requests should be submitted in advance to allow for sufficient time to implement the event. Ongoing reservations should be made prior to the start of each semester.
- How to Reserve:
 1. Go to the membership service desk.
 2. Obtain a facility reservation request form and fill it out completely (An incomplete reservation will not be accepted).
 3. The Director of the Recreation Center will contact the organization’s representative, set up a meeting to discuss the details, and give the representative a written approval or denial for the event.
 4. If accepted:
 - a. Arrive on the approved day and check-in with the Membership Services Desk.
NOTE: be sure to bring the approved form.
 - b. The Recreation Center staff will set up the requested facility equipment

Racquet Courts (Racquetball, Squash and Wallyball) **(MRC)**

Attire

- Non-marking tennis, racquetball, cross training or basketball shoes are required. Dress shoes and sandals are prohibited. Running shoes are not recommended in the racquet courts due to a high risk of ankle injuries.
- Shorts or pants are permitted
- Tank tops, sleeveless tee shirts and sports bras are allowed

Rules

- Lensed eyewear designed for racquet sports is strongly recommended and can be checked out at the front desk. Players who require corrective eyewear are strongly recommended to wear lensed eyewear designed for racquet sports.
- Intentional kicking or hitting the walls, floors, or glass is prohibited.
- Personal belongings are permitted to be stored in the court “cubby” boxes. Items that do not fit are strictly prohibited from being on the interior floor of the courts.
- Only non-marking balls are allowed.
- All racquets must have a protective bumper or be taped with a material designed for racquets.
- It is recommended that all the racquetball and paddleball racquets have a wrist strap which is to be used at all times
- Only racquetball, handball, paddleball and wallyball are permitted on the courts. Examples of activities not allowed on any of the courts include tennis, jai alai, soccer, and lacrosse.

- No more than eight (8) people can be on a court playing wallyball and four (4) participants for the other approved sports.
- Wallyball nets and squash wall must only be set-up and taken down by the Recreation Center staff
- Report any problems to a staff member or the Director of the Recreation Center.

Reservations

Priority Scheduling

- Reservations are based on a first come, first serve basis
- Courts may be reserved in advance on the same day.

Reservation Protection

- Reservation will be held until ten (10) minutes passed the reservation hour. Once the 10 minutes passes or only one member is “holding” the court, the court time will be passed to a group on the waiting list or becomes available for drop-in play.

Reservation Limitations

- Wallyball may be reserved any court
- Squash reservations are permitted on Court C.
- Courts A and C will be reserved on the hour and Court B will be reserved on the half hour.
- Reservation start and end times are considered the block times, not the user’s arrival time.
- Reservations will only be accepted for activities or events that meet the inherent design of the facility.
- Drop in courts are available until the next hour reservation regardless of the amount of time an individual has been on the court.

How to Reserve

1. See or call a staff member at the membership service desk.
2. An individual can reserve one (1) court for one (1) hour of play per day. The partner of someone who had made a reservation cannot reserve a court for that day.
3. When reserving a court, the individual must indicate his/her first and last name.
4. At the date and time of the request, see the membership service desk and check-in.
Note: Racquets, balls, and protective eye wear for squash, racquetball and wallyball can be checked out at the membership service desk on a first come, first serve basis.

Stretching Area (**MRC**)

Attire

- Shoes must be athletic or running shoes. Track spikes are prohibited.
- Shorts or pants are permitted.
- Tank tops, sports bras, or sleeveless tee shirts are allowed.

Rules

- Wipe off the equipment when finished with your own towel or use the workout wipe towels from the dispensers located around the room.

Running Track (MRC)*Attire*

- Shoes must be athletic or running shoes. Track spikes are prohibited.
- Shorts or pants are permitted.
- Tank tops, sports bras, or sleeveless tee shirts are allowed.

Rules

- Activity direction will vary each day.
 - Clockwise: Monday, Tuesday, Friday
 - Counter Clockwise: Wednesday, Thursday, Saturday, Sunday
- Do not reset the pace clock.
- Prior to entering the track, look both ways to make sure there are no on-coming runners.
- The inside lane is the slow/walk pace and the outside is for running.
- Report any problems to a staff member or the Director the Recreation Center.

Reservations

- This area is not reservable.

Fitness Boxing Zone (MRC)*Attire*

- Shoes must be athletic or running shoes.
- Shorts or pants are permitted.
- Tank tops, sports bras, or sleeveless tee shirts are allowed.
- Bag gloves are highly recommended when using the speed bag and heavy bag. These items may be checked out at the Fitness Center Desk.

Rules

- Please strike the apparatus with caution and use proper technique to reduce the chance of an injury.
- Be aware of your surroundings and other individuals when striking the units.
- Do not monopolize the equipment, please allow others to work-in during a rest period.
- Please wipe off equipment and gloves when your workout is complete.
- Only Recreation Center supplied equipment is permitted to be attached to either the heavy bag or speed bag wall units.
- Tampering, misusing, or abusing any of the equipment may result in immediate expulsion from the Recreation Center.
- If any equipment is damaged, please notify the Recreation Center staff.
- Equipment
 - Bag gloves

- Speed bag gloves and heavy bag gloves are highly recommended when using the speed bag and heavy bag.
- Please wipe off the gloves prior to return.
- Speed Bags
 - Standard speed bag (11" x 8"). This is the standard open recreation bag that is hung at all times.
 - Advanced speed bag (9" x 6") is hung on a clip next to the speed bag stand. Members are permitted to switch the bags provided that the standard bag must be replaced after using the advanced bag.
- All of these items may be checked out from the Fitness Center Desk.

Locker Rooms (**MRC and RecB**)

Rules

- Lockers are on a first come, first serve basis and should be secured with a lock.
- Do not place or leave any items on the floor.
- Be cautious of water on the floor and slippery locations. Please report any of these problems to the staff.
- Lockers must be cleaned out by the end of the day. Locks left at the end of the evening will be cut and contents removed. Items may be claimed at the membership service desk. Unclaimed items at the end of each month will be donated to charity.

Reservations

- There are reservable lockers in the Rec B Fitness Center.
 - A portion of lockers in the Rec B Fitness Center Locker Rooms are provided as a convenience for the participants using the Fitness Center on a regular basis. Each person assigned a locker will be responsible for providing his or her own lock and for maintaining the locker in the condition to which it was assigned. Other conditions for use of lockers:
 - 1. No perishable items left in locker for long periods of time.
 - 2. No stickers, signs or posters can be placed inside or on the outside of the locker.
 - 3. Locker must be surrendered upon graduation, termination of Recreation Center membership, or in cases where there has been a violation of University policy involving the issued locker.
 - 4. Locker can be renewed each semester that the student remains in good standing with the University and or a participant is an active member of the Recreation Center.
 - 5. Locker must be surrendered and all contents removed by the end of the semester.
 - If you fail to renew locker for the following semester within the time frame posted in the locker rooms or remove all contents at the end of the semester, the University reserves the right to remove the lock and dispose of all locker contents.
 - The Recreation Center, Student Activity Association, Inc. and East Stroudsburg University are not responsible for any theft or damage to the lock or any personal property in the locker. If such damage takes place the student and or member must notify University Police to file a report.

- ESU Students who have lockers on campus have a right to privacy and will not be subject to locker inspections unless there is probable cause to believe that an infraction of the University's rules, policies or regulations and/or federal, state or local laws is occurring in a student's University issued locker. The conditions for such an inspection are apart of the University's Judicial Process and Regulations within the Student Handbook information).

Fitness Spaces (*MRC and RecB*)

(Cardio Machines, Free Weights and Selectorized Weights, Fitness Zone and Functional Training)

Attire

- No jeans, casual slacks, pants or shorts with zippers or belts are allowed.
- No opened-toed shoes, bare feet, non-athletic shoes or slick soled shoes are allowed.
- All members are required to wear **FULL** tee shirts; tee shirts must completely cover the upper torso. **NO sports bras, tank tops, or sleeveless tees.**

Rules

- No food in the workout areas. Drinking containers must be a plastic container with a secured lid or squirt spout while in activity areas with the exception of racquet courts.
- Wipe off the equipment when finished with your own towel or use the workout wipe towels from the dispensers located around the room.
- Re-rack weights, bars, and accessories.
- Consult with the fitness center staff prior to using unfamiliar equipment.
- Collars/Clips on weight bars are mandatory at all times.
- Do not remove weights, benches or equipment from their proper place.
- Avoid making loud sounds (banging weights, yelling, dropping dumbbells).
- Misuse of equipment may result in immediate expulsion.
- Please report broken equipment to the fitness center desk.
- Chalk use is not permitted in the fitness center.
- Power lifting/Olympic lifting is not permitted.
- Work out at your own fitness level.
- Always use a spotter (Rec center staff is trained to assist) when attempting to lift maximum weight.
- 30 minutes usage limit per cardio machine – Do not monopolize equipment.
- Do not sit on machines when you are between sets.
- Music selection will be defined week to week for the facilities and may not be changed from the schedule. Volume levels will be standardized and are not to be changed. Digital media players may not be placed in the system without prior approval from the Director.

Reservations

Selected Cardio machines are the only reservable areas in the Fitness Center.

Priority Scheduling

- Reservations are based on a first come, first serve basis.
- Selected/marked cardio machines may be reserved one (1) day in advance.

Reservation Protection

- Selected/marked cardio machines will be able to be reserved for a thirty (30) minute session.

Reservation Limitations

Reservation will only be held for ten (10) minutes passed the reservation time. The reservation start and end times are considered the block time, not the “user arrival time.”

Reservation Procedures

1. Request a thirty (30) minute block of time on a particular machine. Members may only reserve one (1) block of time and one (1) machine per day.
2. At the date and time of the request, see the fitness center control desk and check-in and receive a cardio pass.

Studios (MRC and RecB)

Attire

- Non-marking tennis, racquetball, cross training or basketball shoes are required. Dress shoes and sandals are prohibited (Bare feet are only acceptable in the multipurpose room for designated activities). Cross training shoes are highly recommended.
- Clipless shoes are permitted to be used in the Indoor Cycling Studio, but may not be worn in any other location.
- Shorts or pants are permitted.
- Tank tops, sports bras or sleeveless tee shirts are allowed.

Rules

- No food or drinks in the workout area.
- Work out at your own fitness level
- Personal items must be stored in the designated locations in the center
- Equipment provided in the group fitness classes (hand weights, tubing, rubber bands, etc.) may not be taken out of the room.
- Personal equipment is not permitted in the studio (Exception: yoga mats).
- Only for organized and approved activities. Members are not permitted to use this space at their leisure.
- Clean all equipment that you use prior to placing them back in the storage closets

- Report any problems with equipment to a staff member.
- Classes close 10 minutes after the start of the class.
- Towels are required for Indoor Cycling Classes.

Reservations

Priority Scheduling

1. Open Recreation
2. League Sports
3. Club Sports

Reservation Protection

- Groups that are lower on the list of usage priority will not be “bumped” by higher-level groups once they are scheduled. If two (2) or more groups are simultaneously requesting the same time period, usage priority is in effect.

Reservation Limitations

- Reservations are only accepted for organized and approved activities. Members are not permitted to use or reserve this space at/ for their leisure.
- Members may only be invited to programs and events that are reserved in the Recreation Center.
- Reservations will only be accepted for activities or events that meet the inherent design of the facility.

Reservation Procedures

- All requests should be submitted in advance to allow for sufficient time to implement the event. Ongoing reservations should be made prior to the start of each semester.
- How to Reserve:
 1. Go to the membership service desk.
 2. Obtain a facility reservation request form and fill it out completely (An incomplete reservation will not be accepted).
 3. The Director of the Recreation Center will contact the organization’s representative, set up a meeting to discuss the details, and give the representative a written approval or denial for the event.
 4. If accepted:
 - a. Arrive on the approved day and check-in with the Membership Services Desk. NOTE: be sure to bring the approved form.
 - b. The RC staff will set up the requested facility equipment.

Equipment

Personal Equipment

- Members are only permitted to bring personal equipment in to the chosen facility that is currently made available for use by the Facility. The only personal equipment permitted in the studios are stretching/yoga mats. E.g. A personal stability ball is not permitted to be brought in to the Mattioli Recreation Center because it does not provide them for use in the fitness center, stretching area, arena, racquetball or squash courts nor is it allowed in the studio even though stability balls may be used in a class.
- Personal equipment is not permitted to be attached to any piece of equipment.
- Attire based equipment such as hand wraps, gloves, running parachutes are permitted provided the item while in use does not interfere with others who are exercising.

Indoor Check-out

- To check out equipment from the front desk. All equipment is checked out on a first come, first serve basis and cannot be reserved.
- Items are for in-house use only and may not be checked out for outdoor activities (Exception: outing center).
- All equipment must be returned by closing time on the same day it is checked out.
- The following equipment is available for FREE:

Service Desk Equipment

- | | |
|---------------------------------|------------------------|
| ○ Basketballs (Men and Women's) | ○ Jump ropes |
| ○ Volleyballs | ○ Wallyballs and net |
| ○ Tennis racquets | ○ Resistance Bands |
| ○ Racquetball racquets | ○ Table Tennis Paddles |
| ○ Squash racquets and balls | ○ Foosball |
| ○ Eye guards | ○ TV remote |

Fitness Center Desk Equipment

- Weight belts
- Speed bag gloves and heavy bag glove
- A member is fully responsible for any piece(s) of equipment he/she checks out. The following charges will be assessed if a member does not return or damages equipment. If the item is not recovered in 10 days the member will not be permitted to check out equipment, will be billed and/or will lose Recreation Center privileges. Charges are as follows:

Basketballs/Volleyballs

Check-out and check-in	FREE
Unreturned to desk and recovered in building	\$5.00
Unreturned and Missing	\$20.00

Racquets

Check-out and check-in	FREE
Unreturned to desk and recovered in building	\$5.00
Unreturned, missing, or broken (other than strings)	\$20.00

Note: Students who fail to pay the fees will have their University Student Account charged

Warrior Cycling Policies

Purchasing Policy

Warrior Tour Pass:

A semester long pass that enables a participant unlimited access to all rides, providing the participant arrives in time to receive a ticket for the intended ride.

- Participant must be a member of the Recreation Center Department.
- At point of purchase, the participant must have his/her ecard.
- Participant can only purchase a Tour Pass for him/herself.
- Accepted forms of payment are cash, check, or ecard
- Participant must complete a Warrior Indoor Cycling Registration form.
- Passes are non refundable and non transferable.

Warrior Ride Pass

A one-time ride pass. Participant purchasing this pass will receive a ticket for only the specific purchased ride.

- Participant must be a member of the Recreation Center Department or a member's registered guest.
- At point of purchase, the participant must have his/her ecard.
- Participant can only purchase a Ride Pass for him/herself and or the sponsored guest.
- Accepted forms of payment are cash, check, or ecard
- Participant must complete a Cycling Registration form.
 - If a form has already been completed for a previous ride, then the staff member will record the participant's next ride on the previously completed form in the designated area.
- Passes are non refundable and non transferable.

Ticket Policy

- All classes are a first come first serve basis. Participants are encouraged to arrive 20 minutes prior to the class he or she is planning to attend.
- Present Ecard* to the front desk staff
- The front desk staff will look up the name in Warrior Cycling binder.
- Once name is found, the staff member will provide participant with a cycling ticket and log the participation on to registration sheet.
- If name is not found, the participant will be asked to complete the Warrior Indoor Cycling Pass Registration form and submit a form of payment.
- Participant then takes cycling ticket and proceeds to Indoor Cycling Studio.
- Instructors will collect cycling tickets at the door of the studio.
- **NO ENTRY INTO CYCLING STUDIO WITHOUT A TICKET!**

Cycling Etiquette

- **Present Cycling Ticket.** Instructors will collect tickets at the door prior to class. No admittance to participants without a pass.
- **Be on time.** Participants will not be admitted into class after the class has started.
- **Clean your bike** and area around the bike before and after usage.
- **Bring a water bottle and a towel to class.** These items are ***REQUIRED*** to participate in a class.
- **Communicate with the instructor.** If you need to leave early or are having difficulty setting up your bike, please inform instructor prior to class.
- **Cycling cleats are only permitted in the cycling studio.** Please don't wear in any other area of building.