

CAMPUS REC

Policy Handbook

Student Rec Center Operations

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CAMPUSREC

Mission: To create an environment where quality Rec and wellness programs inspire, educate and empower individuals to be positive contributors to the Portland State and global community.

Values:

- We enhance engagement within the University and City by building healthy and supportive communities.
- We promote the link between Rec and sustainability.
- We seek and support diversity in our programs and participants while promoting a climate of mutual respect.
- We provide programs that are accessible to our community.
- We minimize the risk associated with operating successful programs
- We provide significant learning opportunities through participation and employment.

Vision: To be a campus and national leader in student engagement, quality programs, and best practices for Urban universities and Peer institutions.

Statement of Respect and Dignity:

We recognize, understand, and encourage celebration of the human differences that surround us.

We ask you to participate in fostering this spirit.

Any expressions of bigotry, hatred, prejudice, or disrespect are inconsistent with the ideals of preserving human dignity and contradict the values of healthy living and fair play promoted by Portland State University.

I. Introduction

The Student Rec Center is a resource for Portland State students and other specifically related partners including faculty, staff, current alumni, and limited other groups.

The following handbook is not inclusive of all rules, policies, and regulations. It serves as a general compilation relevant for day-to-day use. As new policies are compiled, they will be added to this document at regular intervals.

I. General Facility Rules

- A current valid student PSU ID card is required to enter the Student Rec Center. Please see the ID Policy for other requirements. Attempting to enter the facility using false identification will result in card confiscation and/or suspension of facility access privileges.
- Photos and videos are prohibited without prior authorization from Campus Rec administration.
- Campus Rec staff has authority over facility conduct and use of equipment. Failure to comply may result in suspension of facility privileges.
- Programs such as scheduled Campus Rec activities will have priority over drop-in and open Rec. If possible, part of the facility will remain open for drop-in participants.
- Campus Rec is not responsible for lost or stolen items. Personal belongings are not permitted in activity areas and must be kept in a locker or designated areas.
- It is strongly suggested that you consult a physician prior to engaging in physical activity. Campus Rec is not responsible for accidents or injuries that occur to patrons.
- Tobacco, alcohol, and non-prescription drugs are not permitted at any time in the Student Rec Center.
- Food and drink are permitted in designated areas only.
- Only water in plastic, re-sealable containers is allowed in physical activity areas.
- Injuries, accidents, or equipment failures must be immediately reported to Campus Rec staff.
- Proper, non-marking athletic shoes are required in all areas except the pool.
- Use of the center is considered a privilege. Mature and respectful conduct is expected and required at all times. Campus Rec personnel reserve the right to remove any member or guest from the area if he or she exhibits behavior that is believed to be unsafe or inappropriate and may have their privileges revoked.
- Approval to post flyers, signs, or posters on the bulletin boards in the Student Rec Center must be obtained from the Campus Rec staff in the Administrative Office.
- Only Student Rec Center staff members may operate stereo and video equipment. Only personal headsets with personal stereos are allowed. Boom boxes are not permitted anywhere in the facility unless in conjunction with a special event.
- Personal private contract work, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, are not permitted at the Student Rec Center. Anyone interested in receiving private instruction should contact Member Services for proper registration procedures.

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- Holiday closings and changes to building operational hours will be posted on the web page and throughout the facility.
- The Student Rec Center will be closed at least two full weeks per calendar year for regularly scheduled and recurring maintenance. These closures will take place usually in late August or early September and around the Winter Holidays.

II. General Conduct Guidelines

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

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Exhibiting disruptive or disorderly conduct or behavior that unreasonably disturbs patrons and staff and interferes with use and enjoyment of the facilities, including but not limited to:
 - a. Smoking or other use of tobacco anywhere inside the Student Rec Center or anywhere on the Urban Plaza
 - b. Fighting
 - c. Posing an unreasonable risk to health or safety, including but not limited to offensive personal hygiene that unduly disturbs others
 - d. Using loud, obscene, or abusive language to patrons or staff
 - e. Displaying overt sexual behavior or engaging in sexual harassment or other types of harassment (e.g., racism, hate speech, threatening speech or behavior, disrespectful behavior)
 - f. Misuse or vandalism of restrooms, locker rooms, or other areas
 - g. Consuming any alcoholic beverage except at approved events
 - h. Displaying overt signs of alcohol or substance abuse that are accompanied by disruptive behavior
 - i. Entering activity rooms that are not open
 - j. Entering private office areas without permission
3. Bringing into the Student Rec Center any item that creates a hazard to others, or placing personal belongings so as to impede access to services. The following items are not allowed in the Student Rec Center:
 - Bicycles, shopping carts
 - Skateboards, scooters
 - Guns/ammunition or items which can be easily mistaken for weapons, such as black water pistols, plastic nunchaku, or an empty pepper spray container.
4. Bringing pets into the Student Rec Center (Assistance animals are always welcome).
5. Users must adhere to the dress code of each activity area.
6. Facilities and equipment must be used for intended purposes only.

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A person who fails to follow these rules will be given a warning. If a staff person has requested compliance with the policy, but the person has refused, the person may be asked to leave the Student Rec Center.

The University Faculty/Staff/Alumni and Student Conduct Codes are enforced at all times.

We reserve the right to deny facility use to anyone who refuses to comply with the above policies.

III. Memberships

A. Students

All students who enroll for one credit at Portland State are automatically considered members once the Student Rec Center Fee is billed to your account. Any Portland State student under the age of 18 will be required to have an Assumption of Risk on file signed by a legal guardian.

B. Faculty/Staff Memberships

Access to the Student Rec Center for Portland State Faculty/Staff employees is available by purchasing a Student Rec Center Membership. This membership allows access to the Student Rec Facility and the Campus Rec programs.

You must present your current Portland State ID card each time you visit the Student Rec Center. Faculty/Staff have an option to purchase a daily pass for access to the Student Rec Center.

A valid Faculty/Staff card will serve as your membership card and will be used for admittance to all Campus Rec facilities. Please bring your ID card when applying for a Rec Membership.

Portland State Emeriti Faculty and Staff retirees, by presenting a University Emeriti Card, may use Campus Rec facilities in the same manner as current Faculty/Staff.

Campus Rec reserves the right to cancel Faculty/Staff memberships with 30 days notice if it is deemed that the Student Rec Center is beyond capacity to serve students adequately.

C. Alumni Memberships

All current Portland State Alumni Association members are eligible to purchase a Student Rec Center Membership. Proof of Alumni Association Membership will be verified. Spouse/partners of alumni members may purchase an annual membership at the same rate the alumni pays upon verification. Campus Rec reserves the right to cancel Alumni memberships with 30 days notice if it is deemed that the Student Rec Center is beyond capacity to serve students adequately.

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D. Community Memberships

Community Users Community Users will be defined by a written agreement with the Campus Rec Department. These users will be limited will be reviewed on a case-by-case process.

There will be no access for the general community.

E. Guests

Guests must be accompanied by a member of the Student Rec Center. Each member may bring up to 3 guests per visit. Guests of students costs \$7/visit, guests of non-students pay \$10/visit.

Other guests, such as Summer Conferencing, etc are handled on a case-by-case service with the Membership Services Coordinator.

F. Membership Rates

Portland State University Status	2010 Monthly Rates
Student	Included in tuition & fees
Student – 1 Term per four not taking classes	\$25
Students - Domestic Partners	\$30
Faculty/Staff/Partners/Children 18 & over	\$30
Faculty/Staff Payroll deduction	\$30
Faculty Emeriti	\$25
OUS Staff (Oregon University System)	\$30
Alumni, Alumni Partners	\$35
PSU Partner Organizations	Case-by-case
Daily Guest of Student	\$7
Daily Guest Non-Student	\$10
Participants under 18	per event

IV. Spaces

A. Wood Courts

- The wood courts are primarily intended for basketball, volleyball and badminton. Other activities are permissible if considered safe and appropriate as determined by the Campus Rec staff.
- Courts are prioritized for informal rec, intramural sports and club sports.
- Shirts and athletic, non-marking shoes that cover and support the entire foot are required.
- Participation is on a first-come, first served basis during drop-in times.
- Hanging on net or rims is prohibited; keep courts clear of bags and clothing.

1. House Rules

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a) Basketball Game Rules:

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

b) Volleyball Game Rules:

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

B. Multipurpose Court

- Indoor Soccer is the primary purpose of the multi-purpose athletic court. Other activities typically played in this space are indoor hockey, volleyball, handball, table tennis and badminton. Please contact Campus Rec staff if you are interested in doing other activities in this space

C. Dance/Multipurpose rooms

- Equipment provided for different exercises (hand weights, slides, steps, etc.) may not be taken out of the designated exercise room or area.
- Personal hand weights are not allowed. Use the ones provided.
- There are class size limitations.
- Water bottles are allowed in the aerobic room.
- Groups may use the rooms, but an individual must be responsible for the room.
- Stereos in rooms shall not be used without prior permission and training.

D. Climbing Wall

- Only Portland State climbing wall "certified belayers" and wall supervisors can belay climbers.
- In general, the climbing wall will be open for “bouldering” during all open building hours.
- Use of personal equipment should be approved by climbing wall supervisor.

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- Posted climbing procedures must be followed at all times. Portland State Campus Rec reserves the right to suspend any person for violating safety policies and rules or for any conduct that is viewed as unsafe or inappropriate.
- Specific rules are posted at the Climbing Wall and should be read and followed by all participants.

E. Fitness Floor

1. General Rules

- It is the user's responsibility to follow and obey all rules posted by Rec Center staff. Please ask the staff on duty if you have questions.
- Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and footpads provided. Please use machines and equipment only for their intended purpose.
- If machine fails to operate correctly, do not attempt to repair. Notify the weight room or front desk of the problem. Do not operate equipment if it has loose or damaged parts
- Participants exercise at their own risk, and they are responsible for their own health and safety.
- No equipment is to be removed from its designated area except by Campus Rec staff.
- Individuals who are not able to safely or properly use the equipment will be asked to leave and offered the opportunity to be taught how to use the equipment.
- All users must remain at least 5 feet from mirrored walls during exercise. Please do not touch mirrors.
- When using treadmills, the use of the emergency-off clip is strongly recommended.
- Please turn treadmills completely off before getting off.
- Children under the age of 15 are not allowed to go into the weight room or the cardiovascular area.
- Use of the facility and all equipment is available on a first-come/ first-served basis.
- There is a 30-minute time limit on all cardiovascular equipment. During peak times of usage (typically 4:00-6:00pm), limit your workout to 20 minutes per cardiovascular machine. Please be courteous and think of others.
- Wipe down equipment after use with provided towels and solutions. Please do not spray machines directly with cleaning solution.
- Please ask Campus Rec staff for assistance when using equipment with which you are not familiar.
- All walkways must remain clear

a) Free Weights

- Individuals using free weights are required to use safety collars or have spotters.
- Please maintain controlled movement of weights at all times.
- Items and activities prohibited in the weight training area:
 - Personal training conducted by anyone other than a Campus Rec employee
 - Leaving belongings on the fitness floor
 - Power lifts (e.g., clean, clean-jerks, snatch)
 - Leaning weights and equipment against walls, pillars, or mirrors
 - Standing on equipment benches, frames or weights other than intended by manufacturer
 - Stacking weights under equipment
 - Top loading
 - Slamming or dropping weight stacks, plates, or dumbbells
 - Chalk
- Free weight equipment must remain in free weight area; its use in conjunction with cardio equipment or on the track is strictly prohibited.
- Keep dumbbell racks free from obstruction.
- Individuals must return all bars, plates, dumbbells, collars, etc., to their proper place after use.
- Please limit stretching and floor exercises to designated areas.

F. Pool

1. General Rules

- 1) No running
- 2) No diving
- 3) The Lifeguards on duty must approve all toys
- 4) Only Coast Guard approved life jackets will be allowed during family swim times. Lifejackets are not allowed during any other swim time without permission from the Aquatics Coordinator.
- 5) "Breath-holding exercises" may result in shallow water blackout and are not allowed unless overseen by authorized program coordinator.
- 6) Children under 15 years of age must be accompanied and directly supervised in the pool area by a parent or competent person at least 18 years of age.
- 7) Admission to the pool may be denied for any of the following reasons:
 - When an individual is apparently unable to care for their self
 - Intoxication
 - Evidence of contagious disease.
 - Open sores, wounds

- Excessively revealing swim suit
- 8) Any condition or evidence, which, in the opinion of the manager, will jeopardize the health and safety of the general public.
- 9) Abusive or profane language will not be permitted.
- 10) Cleansing showers, including soap, are required of all patrons prior to using the pool.
- 11) The lifeguard staff may require a person to demonstrate their swimming ability.
- 12) Swimmers/patrons must stay off and avoid the area directly beneath the lifeguard stands.
- 13) Hanging or tugging on lane lines is not permitted.
- 14) Only employees shall enter the lifeguard room and office areas.
- 15) Glass bottles/containers of any kind will not be allowed inside the pool area.
- 16) No animals (with the exception of service animals) will be allowed in the pool area.
- 17) Food and drinks (other than water) are not allowed in the pool area unless a special event is planned.
- 18) Proper swim attire must be worn at all times in the pool: no underwear, blue jeans, or other street clothes; Exception: a clean tee shirt or other covering may be worn.
- 19) All children under two years of age or who are older but not potty trained must wear approved swim diapers (“Little Swimmer” type diapers are not allowed).
- 20) All state bathing codes apply to this facility and are posted.

a) Lap Swim Rules

- Swimmers must enter the lap pool from the ends of the lanes only
- The maximum number of swimmers in each lane is eight.
- All swimmers must “circle swim” (i.e., remain in the right half of the lane). Slower swimmers should stop at the wall and allow faster swimmers to pass.
- When lanes are designated “slow”, “medium”, and “fast” please select the appropriate lane for your ability.

b) Whirlpool/Spa

- All lap pool Rules & Regulations apply to whirlpool use.
- Elderly persons, pregnant women, and persons suffering from heart disease, diabetes, seizures, epilepsy, circulatory or respiratory problems, or high or low blood pressure should not enter the whirlpool without their doctor’s permission.
- Do not use the whirlpool while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or that raise or lower blood pressure.
- Children between the ages of six and 14 must be accompanied by an adult in the whirlpool at all times. Children five years of age and younger are not permitted in the whirlpool.
- Do not use at water temperatures greater than 104° F.

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- Enter and exit whirlpool slowly.
- Long exposure may result in nausea, dizziness, or fainting. Leave the whirlpool after 10-15 minutes and cool down before returning for another brief stay.
- **Items and activities prohibited in the whirlpool:**
- Submerging. Hair/clothing may become entangled in the drain suction.
- Napping. Do not take a nap or allow others to sleep in the whirlpool.
- Kickboards and other flotation devices
- Inappropriate displays of public affection
- Maximum bather capacity: 10

G. Jogging Track

- Inside lane is 1/11 mile.
- Please follow directional arrows when in use
- Walkers use the inside lanes; joggers use outside lanes.
- Walkers and joggers should not be more than two abreast.

V. Operations

A. Age Policy

- No person under the age of 18 may enter the facility unless accompanied by a parent or legal guardian. Registered students under the age of 18 must have an Assumption of Risk signed by a legal guardian. Guest fees are applicable to all persons.
- All member children under the age of 18 must be supervised at all times by a parent or legal guardian while in the facility, unless they are in a designated Youth Program which allows them to be unsupervised.
- Children under the age of 15 are not allowed on the Fitness Floor at any time.
- There is a maximum of 3 small children (under 9) per adult in the water at all times. In addition, babies/toddlers are required to wear proper swimming diapers or rubber pants that will retain feces in the event of an accident.
- Campus Rec staff have the right to change age policy guidelines without notice due to facility and activity needs and schedules.

B. Equipment Checkout

The person checking out equipment is responsible for that specific equipment. If the equipment is not returned or is lost, stolen, or damaged, payment must be made per the assessed replacement cost and administrative fee. Further use of the center may be suspended and the person will be encumbered until payment of all bills is made.

Equipment Available:

- Basketballs
- footballs
- soccer balls
- playground balls
- volleyballs

Late Fee: \$5.00 per day per item not returned upon agreed date; normally the same day

Outdoor Equipment Rental Checkout - There is a variety of outdoor equipment available for rental. See the Outdoor Program for more information including rates, fees, and fines.

C. Locker Rooms and Towels

1. General Rules

- a) Photos and videos are prohibited without prior authorization from Campus Rec administration.
- b) For privacy and safety purposes, cell/mobile/camera phone use is prohibited in all locker rooms and restrooms.
- c) Do not leave water running in shower area after you are done.
- d) Dry off in shower area.

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- e) Wet floors in the locker room may be slippery. Please watch your step
- f) Children under 5 are allowed in the opposite gender locker room. It is encouraged that families and children use the Universal Changing rooms located next to the Pool.
- g) Campus Rec reserves the right to check lockers for unreturned towels, equipment, and to resolve safety/security concerns. Members will be notified should this occur.
- h) All lockers are the property of Campus Rec. A fee will be assessed for locker damage caused by negligence or abuse.
- i) All contents must be removed daily from day-use lockers. Locks left on day-use lockers overnight will be cut off. Items left overnight will be placed temporarily in a lost and found box located at the Member Services counter. Lost and found items will be taken to Campus Security at least weekly.
- j) Secure personal items in the locker room. Portland State is not responsible for lost or stolen items.

2. Day-Use Lockers

- a) Day-use lockers are available at no charge on a first-come/first-served basis.
- b) Members must remove all items in day-use lockers when they leave the Student Rec Center.
- c) Personal locks must be used for day-use lockers; locks are available for purchase.
- d) Personal locks may not be left on day-use lockers overnight.
 - Campus Rec is not responsible for locks cut off during this procedure.
 - A \$5.00 fee may be charged to retrieve locker contents.

3. Towels

- i) Users are encouraged to bring their own towels. Towels can be rented for a small quarterly or daily fee.