

CAMPUS**REC**

Policy Handbook

Updated Summer 2025

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1 Introduction

1.1 Department Vision, Mission, Values

1.1.1 Mission

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community.

1.1.2 Values

- **Community:** Cultivate healthy and supportive relationships.
- **Inclusion:** Create environments and experiences that support everyone's right to participate.
- **Innovation:** Achieve excellence in collegiate recreation through new and more effective methods.
- **Integrity:** Operate with responsibility, honesty and transparency.
- **Sustainability:** Champion sound social, environmental and economic practices.
- **Wellbeing:** Promote the holistic success, safety and vitality of the Portland State community.

1.1.3 Vision

A healthy, happy, engaged Portland State community.

1.2 Commitment to Equity

Campus Rec honors and celebrates the diversity of people and lived experiences in our community. Every person deserves equitable access to the benefits of movement, wellbeing and play. Campus Rec is committed to intentional and ongoing efforts to dismantle systemic oppression and discrimination within recreation. Join us as we work to create a safer and more welcoming environment for the PSU community

2 General Guidelines

2.1 General Conduct

The University Faculty/ Staff/ Alumni and Student Conduct Codes are enforced at all times. Non-compliance with these Codes may be referred to the Office of Human Resources or the Dean of Student Life for Portland State community members. Campus Rec reserves the right to deny or restrict facility use to anyone who fails to comply with the policies outlined in this handbook.

Use of the Rec Center is considered a privilege. Mature and respectful conduct is expected and required at all times. Campus Rec staff reserve the right to remove any member or guest from the area if they exhibit behavior that is deemed unsafe or inappropriate.

Campus Rec staff has authority over facility conduct and use of equipment. A patron who fails to follow these rules may be given a warning. If a CREC staff member has requested compliance

with policy, but the patron has refused, the patron may be asked to leave the Student Rec Center. Failure to comply with requests of the staff may also result in suspension of facility privileges.

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

2.1.1 Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.

2.1.2 Exhibiting disruptive or disorderly conduct or behavior that unreasonably disturbs patrons and staff and interferes with the use and enjoyment of the facilities, including but not limited to:

2.1.2 (1) Smoking or other use of tobacco anywhere inside the Rec Center

2.1.2 (2) Fighting or threatening actions.

2.1.2 (3) Posing an unreasonable risk to health or safety, including but not limited to offensive personal hygiene that unduly disturbs others.

2.1.2 (4) Using loud, obscene, or abusive language toward patrons or staff.

2.1.2 (5) 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).

2.1.2 (6) Misuse or vandalism of facility property or equipment.

2.1.2 (7) Consuming any alcoholic beverage except at approved events. Alcoholic beverages, tobacco products and non-prescription drugs are not allowed in the facility.

2.1.2 (8) Displaying overt signs of alcohol or substance abuse that are accompanied by disruptive behavior.

2.1.2 (9) Un- authorized entry into building, offices, and work areas.

2.1.2 (10) Bringing in any items that create 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:

1) Bicycles and shopping carts.

2) Skateboards, scooters, unless they are medical devices.

3) Guns/ammunition or items which can be easily mistaken for weapons, such as black water pistols, plastic nunchucks, or an empty pepper spray container. Simulated training materials that resemble weapons may be allowed. Per PSU policy, the possession of firearms is prohibited on all University-owned or controlled property, regardless of whether the individual holds a valid concealed handgun license.

4) Bringing pets into the Student Rec Center (assistance animals are always welcome).

2.1.3 Coaches or trainers external to Campus Rec, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, are not permitted at the Rec Center. Anyone interested in receiving private instruction should contact Member Services for proper registration procedures.

2.1.4 Groups of 4 or larger participating in the same activity together in the same space are prohibited unless approved through the reservation/rental process.

2.2 Assumption of Risk

Prior to entering the Rec Center, you must sign an electronic waiver to use the facility and/or participate in its programs. You only have to sign this electronic waiver one time. Participating in programs and services sponsored by Campus Rec at Portland State or activities inside the Rec Center inherently involves risk of property damage, bodily injury, or possible death. All Rec Centers users are responsible for reviewing the [electronic waiver](#) located on the Campus Rec website. Use of the Rec Center acknowledges the terms and conditions in the electronic waiver. Campus Rec Programs may require a medical screening, physician's clearance, or additional releases prior to participation. Any injuries, accident, or equipment failures must be immediately reported to Campus Rec staff.

2.3 Inclusion and Accommodation

Campus Rec's intention is to be fully inclusive and provide a variety of accommodations for equal access to the facility and the programs. PSU is committed to reasonably accommodating people with disabilities in compliance with applicable state and federal laws and regulations. Requests for accommodations will be evaluated on a case-by-case basis in accordance with applicable laws and regulations.

Participants in Campus Rec programs and activities are permitted to participate in alignment with the person's self-identified gender. Participation in competitive Sport Club or Extramural activities will be resolved on a case-by-case basis based on applicable National Governing Body Policies.

2.3.1 Inclusive Restroom and Locker Room Usage

Campus Rec follows the Portland State University non-discrimination policy, which includes gender identity as a protected class. Patrons of the Student Rec Center are welcome to use the locker room and restroom space that corresponds with their gender identity, where they feel most comfortable. An individual's gender identity is not always consistent with what some people expect to see in traditional physical presentation or appearance. This can include clothing, hairstyles, make-up and/or body parts. Campus Rec encourages anyone who is not comfortable using the locker room under these conditions to use one of our two all-user changing rooms which include showers and changing tables, on the 2nd floor near the pool or our all user restrooms on the 3rd and 4th floors.

2.4 Non-Discrimination and Harassment

Discrimination or harassment based on age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, genetic information, or in the use of Worker's Compensation, Federal Family Medical Leave Act, or the Oregon Medical Leave Act is strictly prohibited by PSU policy.

Portland State University strives for a culture and climate in which members can be successful and belong. If something occurs in the facility or as part of our programming that is discriminatory or harassing, Campus Rec would appreciate your willingness to report this to us. Filing a report allows for a thorough and impartial review. Reports can be made using this [Campus Rec form](#) or by contacting the [PSU office of Equity and Compliance](#).

2.5 Facility Access/Identification

A valid PSU ID card, with your photograph on it, is required to access the Academic and Student Building. A member may use the call box on the north side of the building to be let in. A valid government-issued photo ID or the Campus Rec app may also be used to access the Rec Center. Attempting to enter the facility using false identification or by other means will result in card confiscation and/or suspension of facility access privileges.

2.6 Attire and Footwear

Fitness Center:

The following attire is required at all times:

- Clothing must be worn at all times that cover the nipples, groin and buttocks through all ranges of motion (exceptions are the locker room areas and the pool).
- Footwear must be worn to enter the Rec Center and when moving throughout the facility.
- Footwear is required when participating in sports on the gym courts and when actively climbing on the wall.

Swimming Pool and Spa:

Cleansing showers are required before entering the pool or spa.

- Proper swim attire must be worn at all times in the pool and spa. Clothing must be clean and safe for swimming.
 - Safe swimwear is defined as any clothing that when waterlogged will not inhibit in any way the swimmer's movements or ability to stay above the water surface. Clothing must not be excessively loose or heavy, i.e. no jeans.
- Any person not 100% potty-trained must wear plastic pants and/or approved swim diapers.

2.7 Food and Beverages

Food is not to be consumed above the second floor unless it is on the 3rd floor balcony or a special event is planned. No food or drink is allowed on the pool deck except for water unless a

special event is planned. Only drinks in plastic, re-sealable containers are allowed in the facility. Glass of any kind is not allowed inside the facility. Gum must be disposed of in a proper manner.

2.8 Cell Phones

For privacy and safety purposes, cell/mobile/camera phone use is prohibited in all locker rooms and restrooms. Phone conversations including video calls, need to be conducted outside of exercise areas, including all cardio areas and weight room areas.

2.9 Audio Devices

Campus Rec staff must operate facility stereo equipment. Patrons must use personal headsets with their personal handheld audio devices. Boom boxes are not permitted anywhere in the facility unless in conjunction with an approved special event or approved rec club.

2.10 Photography/Videography

- Photography and videography are permitted in Campus Rec facilities for personal and academic use, with the exception of the pool*, restroom and locker room spaces, and during Group X fitness classes. All photography and videography are strictly prohibited in these spaces and classes.
- The personal privacy of patrons must be respected. You must have the explicit consent of every person who may be identified in any photo or video. Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian.
- Taking photos or video of identifiable individuals without their consent is strictly prohibited.
- Campus Rec staff reserve the right to ask any patron to cease taking photos/video if they suspect a policy violation.
- Taking photos and videos must be done in a safe manner, must not interfere with Campus Rec operations and must not disrupt other patrons' activity.
- Campus Rec staff occasionally photograph and film patrons to promote Campus Rec. All patrons sign a liability release that includes a photo/video release for Campus Rec to use such photos/video in promotional materials. Patrons have a right to decline being photographed/filmed at any time.

**Some exceptions are made with prior approval from Campus Rec marketing and aquatics staff. Complete the [Photo/Video Permission Form](#) for consideration. Requests are reviewed on a case-by-case basis and are not guaranteed approval. Exceptions are also made during select special events and designated youth swim lessons.*

2.10.1 For Personal Use

- Personal use is defined as a photo and video of yourself, friends or family obtained in an informal manner exclusively for personal/private use.
- Cameras with interchangeable lenses are not permitted for personal use.

2.10.2 For Academic Use

- Campus Rec supports and recognizes the need of students to take photos/videos as part of their academic coursework.

- Academic use is defined as media obtained/reproduced exclusively for academic purposes, including class projects.
- Students wishing to take photos or video in Campus Rec facilities for academic use must have permission in advance. To request permission, [complete this online form](#) at least five (5) business days before the anticipated time you wish to shoot photo/video. Requests are reviewed on a case-by-case basis and are not guaranteed approval.
- All precautions must be taken to prevent any damage to the facility. Any damage incurred during the shoot will be assessed to the individual(s).
- Students must wear an official Campus Rec photo/video badge at all times to demonstrate to Campus Rec staff that permission to take photo/video for academic use was granted. Badges are provided upon check in at Member Services. Students appearing on camera are exempt from wearing a badge.

2.10.3 For Student News Media & External News Media

- Contact Marketing & Engagement Coordinator Carolina Starrett at carstar@pdx.edu or 503.725.5348 to arrange photography/videography of people/spaces and to request interviews.

2.10.4 For Commercial Use

- All commercial requests are coordinated and approved in collaboration with [Portland State's Campus Events & Student Union Services](#).

2.11 Sales, Solicitations, and Advertising

Campus Rec does not offer space for printed materials at the facility. The main intention of Campus Rec is to provide a space that is limited in distractions to give students a place to retreat and prioritize their own health and wellness. Alternatively, another option is available for groups to market their activities, events, and programs inside the Rec Center through the use of our digital TVs.

2.11.1 Should the group wishing to advertise meet the following criteria, which can be [found on our website](#), they may submit an advertisement for the TVs to RecAds@pdx.edu.

2.12 Space Rentals

Campus Rec is dedicated to prioritizing time and space for student and member use and will restrict the number of non-Campus Rec space rentals and events. A request for space by student groups, PSU Departments, external groups and/or media is approved at the discretion of Campus Rec. To inquire about reserving space in the Rec Center, a [Space Reservation Form](#) must be completed. Campus Rec staff will review all submitted information and determine the possibility of hosting the event, tabling, meeting or practice on a case-by-case basis. To view rental rates and more information go to the rentals page of the website.

2.13 Outside Vendors and Engagement

Campus Rec currently partners with outside (non-PSU affiliated) companies and organizations on a case-by-case basis. Often this will require a contract request submitted to our Business Services department as per an agreement received by the company or organization. The terms are determined in advance through collaboration between Campus Rec and the company or organization.

2.14 Building and Space Closures

The Rec Center will be closed approximately 10 days per calendar year for regularly scheduled and recurring maintenance, as well as student employees' training and recognition. These closures typically take place in mid-September and late December. Holiday closings and changes to building operational hours will be posted on the web page and throughout Campus Rec. Campus Rec is also closed during all University closures.

The Rec Center will periodically close individual spaces such as the pool, courts or fitness space for cleaning, maintenance, rentals and other programming. Information will be posted throughout Campus Rec.

2.15 Inclement Weather

The Rec Center always closes and delays opening when the university does so due to [inclement weather](#). Since the Rec Center may operate earlier or later than the university's decision-making process, delayed openings and early closures may happen independently of university closures. For timely notifications regarding Rec Center openings and closures, [download the Campus Rec App](#) by searching Portland State Campus Rec in your app store.

2.16 Research

Campus Rec welcomes interest in conducting research or studies at the Rec Center and/or during Campus Rec initiatives or programs under the following required conditions:

- Research intended for publication must have current PSU IRB approval and must be submitted through Campus Rec's [Research Request Form](#).
- Student studies for coursework not intended for publication must have written faculty pre-approval documented and must be submitted through Campus Rec's [Research Request Form](#).
- All projects must be non-invasive (do not put members or employees at any risk) and align with Campus Rec's strategic plan and values.
- All projects require documented participant consent and must address data security and participant confidentiality submitted through Campus Rec's [Research Request Form](#).

To conduct research or studies at the Rec Center, complete Campus Rec's Research Request Form. All data collection, observation, and/or surveys must undergo this application and review process. Each proposed project is considered on a case-by-case basis. Campus Rec reviews project proposals regularly and will make contact by email with approval or denial, or questions, within 5 business days.

If your project is approved:

- You will coordinate directly with an assigned Campus Rec professional staff member for the logistics of conducting the study.
- You will email Campus Rec your final product which includes your findings (e.g., class paper, presentation, publication) so that we can learn from your research.

Questions about this process can be directed to lesleep@pdx.edu.

3 Member Services

3.1 Membership

A valid membership is required to enter Campus Recreation. Exceptions would be for special events, tours, and facility rentals. Information regarding membership options can be found here on our [website](#).

3.1.1 Guest Passes for Members

Up to three guests may accompany a Campus Rec Member into the Rec Center for the daily guest pass fee. The Campus Rec member must remain in the facility with their guest(s) at all times.

3.2 Equipment Checkout

3.2.1 Member Services Equipment Checkout Window Policy

If checked out equipment is not returned, it is subject to fees and fines for the cost of replacement or damage beyond wear and tear.

3.2.2 Equipment Loan Policy

Campus Rec cannot lend anything to individuals and organizations that are not affiliated with Portland State University.

3.3 Lost, Damaged, or Stolen Items

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. Campus Rec operates a lost and found where items can be inquired about at the Member Services desk. Due to the high volume of lost and found items, Campus Rec only keeps items for up to 4 weeks. After 4 weeks items are donated or removed from the building. Items being claimed by a patron will need to be described thoroughly and accurately. Any items that have a perceived value of \$50.00 or more will be turned over to the Campus Public Safety Office.

3.4 Locker Room and Lockers

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. All lockers are the property of Campus Rec. A fee will be assessed for locker damage caused by negligence or abuse.

3.4.1 Daily Use Policy

Day use lockers are available at no charge on a first-come/first-served basis. Members must remove all items in day-use lockers when they leave the Student Rec Center. Personal locks must be used for day-use lockers inside the locker room; locks are available for purchase. Personal locks may NOT be left on day-use lockers overnight. Campus Rec is not responsible for locks cut off during this procedure. Any lock that is attached to a Day Use Locker at closing of the Student Rec Center will be removed by Campus Rec Staff. All contents of that locker will be sent through the Lost and Found process.

3.4.2 Personal Locks

If keys, credit cards, or identification exist in a locked Day Use Locker, Campus Rec staff will be permitted to cut the lock if the owner is unable to remove it. The patron requesting the cut, will need to identify all contents of the locker or be able to show identification was locked inside the locker. If there are no keys, credit cards, or identification inside the Day Use Locker, Campus Rec will not cut the lock until closing. The patron will need to return at closing when the lock will be cut or return the next day. If the patron is not present when the lock is to be cut the contents of the locker will be sent through the lost and found process. We will not cut a personal lock on a day use lock without the approval from the owner of the lock or upon closing of the facility.

3.4.3 Long- Term Lockers

A bank of lockers in both the Men's and Women's Locker rooms are designated for Long-Term use. These lockers as well as our Universal lockers are for those needing a Long-Term or inclusive locker. Long term lockers can be purchased for a monthly fee.

3.4.4 Impounding

It is a patron's responsibility to renew their locker by the expiration date. After the expiration date, the locker is subject to impound. Items impounded from a locker will be held for up to 4 weeks. Any items after this period will be donated.

3.4.5 Towel Service

Towels can be rented for a monthly or day-use fee.

3.5 Tours

3.5.1 Individual Tours

Individuals may come to the Rec Center during facility hours and obtain a visitor pass for a self-guided tour from the Member Services desk. Visitors will have 15 minutes to tour the facility and return their pass to the Member Services desk.

3.5.2 Group Tours

Campus Rec offers group tours for groups of 5 or more. Requests must be submitted at least 5 business days prior to the visit date. Tour requests less than 10 days will not be

accommodated. Tours take 20-30 minutes and participants must comply with the tour guidelines. To request a group tour, [please visit our website](#).

3.5.3 Tour Guidelines

No photos, no food/drink (other than water), glass is prohibited in the facility, and no touching equipment. Tour participants must stay to the right side of the stairwell and out of pathways and doorways to maintain the flow of traffic.

3.5.4 Tour Cancellation Policy

Please contact us at least 48 hours in advance if you are not able to attend your scheduled group tour. Make a quick call to 503-725-2931, or email crcemarketing@pdx.edu. After a no-show, we may not be able to fulfill subsequent requests.

4 Youth Policy

4.1 Youth Eligibility

- Youth 17 and under are permitted to use the Rec Center during designated youth hours and at special youth events when accompanied and supervised by a sponsoring adult member.
- **All youth must have a [liability release](#), signed by a legal parent or guardian on file at Member Service prior to using the facility.**
- Youth 15 years and younger must remain under the direct supervision and care of a parent/ guardian or sponsoring adult member when in the Rec Center.
- Youth 16 and 17 years old may participate separately from their parent/ guardian or sponsoring adult member. This adult must remain in the Rec Center at all times the youth is in the building and remains responsible for the youth.

4.1.1 Youth Dependents

- Youth who **are** dependents of Rec Center members must register as Youth Pass holders at Member Services prior to participation. As their sponsoring adult member, the parent/guardian must provide the youth's full name and date of birth.
- Youth memberships are only valid when the sponsoring adult member has an active membership and when they enter the facility with their sponsoring adult member.

4.1.2 Youth Guests

Youth who are **not** dependents of Rec Center members may enter the facility as a paid guest of a Rec Center member during Youth Hours. This adult is their sponsoring adult member.

4.2 Youth Space Access

Spaces are available on a first come first serve basis and are not reserved specifically for youth and families unless otherwise noted.

4.2.1 Locker Rooms

- Campus Rec encourages families with children to use the All User Changing rooms located next to the pool on the 2nd floor.
- Children under five are allowed in any gendered locker room when accompanied by an adult caregiver.

4.2.2 Climbing Center

- The sponsoring adult member must complete the climbing center orientation prior to youth of any age using the Climbing Center.
- Youth who are 16-17 and want to climb without direct sponsoring adult member supervision must complete the Climbing Center orientation.
- Youth must be 13 or older to take a belay class or test out in belaying.
- To top rope climb, participants must be able to fit into a harness (minimum height is 37"). Climbing shoes and harnesses are available for check-out.

4.2.3 Pool & Spa

- Youth, 8 and under, must have a chaperone in the water with them unless participating in a swim lesson. A chaperone may be an approved adult or sibling 14 years or older.
- Any person not 100% potty-trained must wear plastic pants and/or approved swim diapers.
- Youth must use the pool space as it is designated on the aquatics schedule.
- Spa: Youth between the ages of 6 and 14 need an adult with them in the water at all times when using the spa. They MUST keep their heads above water, and can use the spa for a maximum of 15 minutes/visit. Youth 5 years of age and under are not able to use the spa (unless immediately following designated swim lesson times)

4.2.4 Group X Classes

- Youth 13 and under can participate in family-friendly Group X classes only.
- Youth 14-17 can participate in Group X classes during all youth hours.

4.2.5 Weight, Functional Fitness and Cardio Areas

- Youth 13 and under are not allowed in the weight, functional fitness and cardio areas of the Rec Center.
- Youth 14 - 17 can use the weight, functional fitness and cardio areas during all youth hours.
- Youth may work with a personal trainer in accordance with all other youth policies.

4.3 Youth Spectators

Youth may spectate in designated spaces while their adult sponsoring member uses the Rec Center. Adult sponsoring members are responsible for the safety and behavior of youth. Youth may be asked to move or leave if the environment becomes unsafe or if they disturb the experience of other members.

- **During Youth Hours**, youth are allowed to spectate in all spaces except the weight room. During certain events or classes youth may not be allowed for safety or capacity reasons.
- **During Non-Youth hours**, youth are allowed to spectate at the following events: Night at the Rec, Faculty/Staff Tournaments, Climbing Center Competitions, and Intramural Playoffs.

5 Area Specifics

5.1 Aquatics

5.1.1 Pool

5.1.1 (1) General

- Running or diving is prohibited.
- The lifeguards on duty must approve all toys.
- Only Coast Guard Type I-III approved life jackets will be allowed.
- Breath-holding exercises will not be allowed.
- Abusive or profane language will not be permitted.
- Inappropriate swim attire may result in denied access to the pool or spa.
- Cleansing showers are required for all patrons prior to using the pool.
- Only employees shall enter the storage room and office areas.
- No outside coaches or trainers; this does not include a parent teaching their child or a friend helping another learn to swim.
 - A coach or trainer is someone who was hired to train an individual and is using our facility for money making purposes.

5.1.1 (2) Safety

Swimmers/patrons must stay off and avoid the area directly beneath the lifeguard stands. Hanging or tugging on lane lines is not permitted.

A lifeguard may administer a swim test to any patron of any age to ensure safety. Our swim test consists of:

- Fully submerge and return to the surface comfortably (one bob).
- The person is able to swim on their front from the south wall (shallow end) to the black line without touching either the side or the bottom of the pool (with some sort of breathing).
- The person is able to float on their back for ten seconds, or tread water for 1 minute (use of hands okay).

5.1.1 (3) Denied Entrance

An individual may be denied entry if, they:

- Appear unable to care for themselves,
- Appear intoxicated,
- Demonstrate evidence of contagious disease, open sores, or wounds;
- And/or have any condition or evidence, which in the opinion of Campus Rec staff, will jeopardize the health and safety of the general public.

5.1.2 Lap Swim

The number of lanes available for lap swim varies throughout the day.

Swimmers must enter the pool from the ends of the lanes only. The maximum number of swimmers in each lane is eight.

5.1.2 (1) Lane Management

Swim lanes are drop-in style, and available on a first-come, first-served basis.

When there are not enough lanes for individuals to have their own, priority will be given to those willing to share a lane.

- When there are two people in one lane, they may choose to swim side by side, or circle swim. When there are three or more swimmers, swimmers must circle swim.

5.1.2 (2) Adaptive Lane

The first lane, or lane with the stairs, is the adaptive lane. This is the priority lane for any water fitness activity besides lap swimming. This includes but is not limited to: aqua jogging, water walking, learning how to swim, or any alternative fitness activity. This is also the priority lane for people with disabilities, because of the stairs, chairlift, and close proximity to the guard stand.

5.1.2 (3) Lifeguard's Role in Lane Management

The lifeguard watching the pool is actively guarding and **responsible for safety purposes only**. Members wanting assistance with lane line management should direct all questions to the lifeguard at the desk.

5.1.3 Spa

All lap pool Rules & Regulations apply to spa 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 spa without their doctor's permission. Do not use it at water temperatures greater than 103° F. Enter and exit the spa with caution. Long exposure may result in nausea, dizziness or fainting. Do not use the spa while under the influence

of alcohol, tranquilizers, or other drugs that cause drowsiness or that raise or lower blood pressure. Leave the spa after 10-15 minutes and cool down before returning for another brief stay.

Maximum spa capacity: 10 people

5.1.3 (1) Items and activities prohibited in the spa:

- **Submerging**
Do not submerge. Hair/clothing may become entangled in the drain suction.
- **Napping**
Do not take a nap or allow others to sleep in the whirlpool.
- **Items**
No newspapers, magazines or other reading material. Kick boards, pool toys and other floatation devices are also prohibited.

5.2 Outdoor Program

5.2.1 Climbing Center

For Youth under 18 please see Youth Policy. All climbers must have a signed release of liability form on file prior to using the climbing center. Specific CREC Climbing Center wristbands must be worn at all times. Wristbands can be acquired from the Equipment Checkout Desk after the completion of the informational video and successfully passing the quiz.

5.2.1 (1) Do not attempt to climb in excess of your abilities

5.2.1 (2) Do not put fingers in the metal bolts on the top rope wall.

5.2.1 (3) Climbing shoes or proper, non-marking athletic closed toed shoes must be used. No climbing in bare feet.

5.2.1 (4) You may not teach others how to belay.

5.2.1 (5) No sitting or lying down while belaying.

5.2.1 (6) Do not climb above or below other climbers.

5.2.1 (7) No loose chalk.

5.2.1 (8) Only the belay devices and locking carabineers provided by Campus Rec are permitted for use.

5.2.1 (9) Bags are to be stowed in the cubbies provided in the Climbing Center.

5.2.1 (10) Food, chewing gum and beverages (with the exception of water bottles) are not permitted in the Climbing Center.

5.2.1 (11) No horse play or unsafe conduct will be allowed-immediate expulsion and possible loss of future privileges may result.

5.2.1 (12) No bouldering above 14 feet markers.

5.2.1 (13) No belaying without climbing center staff present.

5.2.1 (14) Patrons may not climb if you have received medical treatment or are using a prescription drug that could impair your alertness or coordination.

5.2.2 Outdoor Program Equipment Center

Individuals must be 18 years or older to rent gear from the Outdoor Program Equipment Center (EQC). Without proof of membership, equipment is rented at the public rate.. Item limits may apply to certain high use items. Late fees are 1.5 times the additional day rate for each piece of gear rented.

5.2.2 (1) Reservations

Reservations may be made up to 14 business days in advance. In order to avoid being charged for the rental, a 24-hour cancellation notice must be given. Same day cancellations will result in a charge for half the rental. Failure to cancel will result in a charge for the full rental value. Rental periods include pick-up and return days.

5.2.2 (2) Transportation

It is the responsibility of the individual to ensure they have adequate transportation and in some cases, storage for the equipment. This includes, but is not limited to, roof racks to transport kayaks.

5.2.2 (3) Agreements

By signing the Rental Agreement, the individual is agreeing that equipment listed on the Rental Agreement is present and in good repair. The EQC is not responsible for gear reported damaged or missing after the renter removes it from the EQC. All renters are strongly encouraged to check over gear before leaving the EQC. Individuals will be required to sign a release that includes a statement indicating that they have experience using the equipment they are renting and agree to follow all rules, regulations, and laws pertaining to the locations and terrain where they recreate using Outdoor Program equipment.

5.3 Drop In

Programs such as scheduled Campus Rec activities will have priority over drop-in and Open Rec. If possible, portions of the facility will remain open for drop-in participants. Participants in games will call fouls, violations and out of bounds. Contact building staff for any equipment set up needs.

5.3.1 General

All games are played with a 15 minute time-limit. Winning teams continue playing for a maximum of two games. The winning team and the team that has "next" are required to have a full team 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.

5.3.2 Volleyball

Volleyball games are played to 15. Win by two; cap at 19. Rally scoring will be used for all games. Winning teams and teams that have “next” are required to have at least three team members ready to play at game time.

5.3.3 Basketball

Basketball games are played to 11. Win by two; cap at 15. Basketball scoring: Three-pointers count as two points and two pointers count as one point. Winning teams and teams that have “next” are required to have all five team members ready to play at game time.

5.3.4 Indoor Soccer

Games are played to 3 goals. Winning teams and teams that have “next” are required to have all five team members ready to play at game time.

5.4 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. Indoor Soccer is the primary purpose of the multi-purpose athletic court. Other activities typically played in this space are pickleball, volleyball, table tennis and badminton. Courts are prioritized for drop-in sports, facility rentals, intramural sports and club sports. Follow the posted gym court schedule. If no drop-in sports have priority at that time, participation is on a first-come, first served basis during drop-in times.

5.5 Multipurpose Rooms

Room schedules must be followed at all times by those using the Multi-Purpose Rooms. When there is no activity scheduled, the Multi-Purpose Rooms will remain open for Open Hours use.

5.5.1 Equipment

Equipment provided for different exercises (hand weights, barbells, steps, etc.) in the Multipurpose Room closets may not be taken out of the designated exercise room or area. This equipment will only be available for use during Group X classes and is not available for use during Multi-Purpose Room open hours.

5.5.2 Stereos

Only Campus Rec staff may operate the Multipurpose Room stereo equipment. The Multipurpose Room stereo will not be available to use during Multi-purpose Room open hours. Any music players brought into the Multi-Purpose room must be used in conjunction with an approved Rec Club or approved event. Music should have limited profanity, be played at a respectable volume, and be free from offensive lyrics.

5.5.3 Open Hours

Any reservation approved by Campus Rec during designated times takes priority in the Multi-Purpose Room. The Multi-Purpose Room open hour time is intended to accommodate numerous activities in the space.

Fitness equipment stored in the Multi-purpose Room closets is not available for use during Multi-Purpose Room open hours. Equipment, shoes and activities that cause damage to any part of the room are prohibited. Footwear is not required inside the Multi-Purpose Room.

The wall divider and shades between the Multipurpose Rooms and the hallway may only be operated by Campus Rec Staff.

5.6 Track

Directional arrows must be followed at all times. The inside lane has priority for patrons with disabilities.

Walkers use the outside lane; joggers use inside lanes. Track users should not be more than two abreast so others can pass. Track users must also be aware of others especially at entry points on the track.

5.7 Fitness Areas

- Wipe down the equipment after each use with the disinfectant and a rag located on the cleaning carts.
- Store all personal belongings in a secure locker located throughout the facility. All walkways must remain clear. Any belongings not stored in a locker may be taken to the Campus Rec Lost and Found. Campus Rec is not responsible for lost or stolen items.
- No spitting on the floor. Use spittoons located next to the drinking fountains.
- **Report all** injuries or maintenance issues to the Rec Center staff.
- Use machines and equipment only for their intended purpose. If machines fail to operate correctly, do not attempt to repair them. Notify Rec Center Staff of the problem.
- Do not operate equipment if it has loose or damaged parts.
- No equipment is to be removed from its designated area except by Campus Rec staff.

5.7.1 Weight Room

Re-rack all dumbbells, weight plates and barbells after use. No dropping weights or slamming weight stacks. Free weight equipment must remain in free weight area; its use in conjunction with cardio equipment or on the track is strictly prohibited unless approved by a Personal Trainer during Personal Training sessions. Collars are required on all barbells. Spotters are recommended. The use of chalk is prohibited. Liquid grip is recommended for those needing to increase their grip. No personal training conducted by anyone other than a Campus Rec staff.

5.7.1 (1) Equipment

Keep dumbbell racks free from obstruction. Individuals must return all bars, plates, dumbbells, collars, etc., to their proper place after use.

5.7.1 (2) Movements

Please maintain controlled movement of weights at all times.

- No leaning weights and equipment against walls, pillars, or mirrors.
- No standing on equipment benches, frames or weights other than intended by the manufacturer. No top loading.
- Kettlebell swings may only be performed in the kettlebell area.
- Only bumper plates are allowed to be used and dropped on the platforms.
- Dropping any other than bumper plates is prohibited.
- Dropping bumper plates from above shoulder height is prohibited.
- Always drop weights in front of the body with control. No slamming the plates.

5.7.1 (3) Olympic Lifting Rules

Be aware of the potential risk involved with performing advanced lifts. Know your limits and do not attempt lifts that you are not trained to perform.

- Only bumper plates are allowed to be used and dropped on the platforms.
- Dropping of anything other than bumper plates is prohibited.
- Dropping bumper plates from above shoulder height is prohibited.
- Always drop weights in front of the body with control. No slamming the plates.
- Loose chalk is prohibited. Liquid grip is recommended for those needing to increase their grip.

5.7.2 Cardio Area

There is a 30 minute time limit on all cardiovascular equipment when others are waiting. When using treadmills, the emergency shut off clip is strongly recommended. Please turn the treadmills completely off before getting off. Use of the facility and all equipment is available on a first come/ first-served basis.

5.8 Rec Clubs

In order to be a part of a club, you must be an active student at Portland State University taking at least 1 credit and be paying student fees. Clubs are not allowed to have community members be club members. Certain clubs may have limits on participation and/or membership due to competitive team size, national governing body rules, resource restrictions, etc.

5.9 Intramurals

Rec Center members are eligible to participate in Intramural leagues with the purchase of an IM PLAY Pass. Rec Center guests may only participate in single-day tournaments after paying the guest fee. PSU Faculty/Staff may participate in Faculty/Staff tournaments without a Rec Center

membership. All participants must present a valid photo ID card prior to every Intramural contest. It is the responsibility of the team manager to ascertain the eligibility of their players prior to game time. All participants must have signed an Assumption of Risk waiver to participate.

Click [here](#) to view the complete Intramural Sports participant handbook, registration information, and sport-specific rules.

6 Business Services

6.1 Payment Methods

Campus Rec accepts credit cards, debit cards, checks, and cash.

6.2 Refund Policy

6.2.1 General

All refunds must be done in person at Member Services in the Rec Center (unless otherwise noted), be accompanied with receipt and photo ID and be issued to the original payment method.

Non-refundable:

- All food & beverages
- All access cards
- Rec Clubs dues
- IM Play Passes
- Day Use Towels
- SnoPark Passes
- Used Gear Sale items
- Gear rentals

Refundable within 7 days of purchase:

- Merchandise - such as goggles, swimming caps, ear plugs. Items must be in original condition unless damaged, defective or incorrect
- Membership, Term Lockers and 30 Day Towels
- Punch Passes - only refundable if no punches have been used
- PT sessions and Small Group Courses - only refundable if no sessions have been used

Refundable up to 7 days before the first session/pre-trip meeting. No refund given less than 7 days prior to the first session/pre-trip meeting.

- Aquatics and safety certifications, clinics and lessons
- Group Fitness Instructor Training and Personal Training Classes

- Outdoor Program activities. Patrons must come into the Outdoor Program office (505 SW Harrison Street) in person for a refund within 7 business days of cancellation. No refund will be issued after this deadline.

Policies of events, classes or services contracted with outside vendors may supersede our policy.

6.2.2 Cash/Check Refund

All cash and check refunds are issued via check from PSU Cashiering. A cash/check refund needs to be initiated within the timelines above at Campus Rec. Return of payment may take up to four weeks for the refund to be processed. Community Members need to complete a PSU Substitute W9 form.