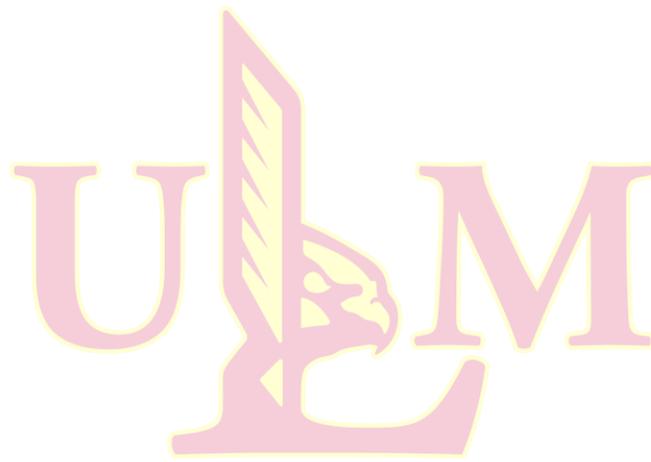


Activity Center



REC SERVICES

Handbook

Statement of Purpose for this Handbook

This publication is presented by the ULM Department of Rec Services to provide students, faculty/staff, community members, and guests with information to guide them in their efforts to function with in the Activity Center environment. Attempts have been made to include as much information as is feasible in this single document. However it is neither all-inclusive nor does it speak finally for Rec Services, Student Affairs, or the University.

Assumption of Risk

- Each participant is responsible to determine whether they have the proper fitness level to participate in activity at the University of Louisiana at Monroe (ULM) Activity Center. Participants are strongly encouraged to consult with their health care provider(s) before starting any exercise program.
- Participation in activity at the ULM Activity Center is voluntary. By voluntarily using the Activity Center, participants assume all risk for any harm or injury sustained.
- Consider the consequences of your actions and do not engage in behavior that may harm other participants or damage equipment.

Access

- The Activity Center is a controlled-access facility and is intended for the use and enjoyment of current ULM and VCOM students, faculty/staff, and other authorized members of the community. Only authorized users are permitted past the front desk.
- Appropriate ID must be presented for entry to the Activity Center:
 - Valid ULM ID for undergraduate and graduate students currently enrolled in 4 or more hours.
 - Valid ULM ID with membership for undergraduate and graduate students enrolled in less than 4 hours, VCOM students, current faculty/staff, and community members.
 - No ULM ID = No Entry.
 - If the photo and name are not legible on the ULM ID, or if the ULM ID does not scan, the card is not valid.
 - Photocopies of the ULM ID are not acceptable.
 - Photo of ULM ID via phone are not acceptable.
- ULM IDs are for the exclusive use of the person named on the card and

are nontransferable. ULM IDs will be confiscated and involved parties will be subject to disciplinary action if presented by anyone other than the rightful owner.

- Misuse of IDs and/or improper entry is subject to disciplinary action, including immediate removal and suspension from the Activity Center and further University discipline via the Office of Student Advocacy and Accountability.
- Participants must possess, and display upon request, appropriate identification. Activity Center staff reserves the right to request identification at any time.
- Non-members, suspended members, or expired members are not permitted access to the Activity Center.
- Guest passes are available to non-members for a fee of \$10 per day payable by credit or debit card, personal check or money order.
 - All guests must be 18 years or older and must show a valid government-issued ID.
 - All guests are required to sign an assumption of risk upon entering the facility.
 - Guest passes are intended for individual single day entry and guests may not be accompanied by minors.
 - All guests are subject to the same rules and regulations set forth in this Handbook.

Court/Room Reservation

- Court/Room reservation must first be confirmed and approved by either the Director of Rec Services or Facility Coordinator. Reservation requests will not always be guaranteed.
- All RSOs and Community Groups will be required to follow the ULM Activity Center Rental Rate Card
- Student Supervisors, Insurance Requirements or any other necessary documentation prior to event will be determined by Director of Rec Services and the Facility Coordinator of Rec Services
- RSOs wishing to host a Group Exercise Class will have the following options:
 - Must use a Group Exercise Instructor currently employed by Rec Services. Will also be required to pay the Group Exercise Instructor

- day of the event. Price to be determined by Wellness Coordinator
- If wishing to use an outside instructor, not associated with Rec Services, a 60% room reservation charge will be required and the outside instructor will be required to pay a \$10 Guest Pass Fee
- Failure to adhere to ULM Activity Center Policies, produce proper documentation, or payment of required Rec Services Staff will result in cancellation of event and/or potential ban from renting the Activity Center
- All RSOs must complete event form, receive approval from Rec Services and upload to Sutable, as required by the Office of Student Development

Basketball/Racquetball Courts

- Dunking is not allowed. This includes grabbing, touching, and/or hanging from the rim and net. Violation of this policy is subject to disciplinary action, including immediate removal and suspension from the Activity Center.
- Organized daily practices are not allowed in the AC. However, practice space for ULM Athletics will be made available when specific events force them out of their practice facilities. Local team practices may utilize the facility in emergency situations with approval from the Director of Recreational Services and appropriate insurance.
 - Long term use of the facility for team practice is not an available option.
- Shoes must be non-marking and fully enclosed.
- Soccer balls, Frisbees, footballs, and baseballs may not be used inside the Activity Center courts without prior approval from the Director/Coordinator of Facility Operations.
- Personal speakers are not permitted on the court without prior approval from the Director of Rec Services or another Professional Staff member.

Bicycles, Skateboards & In-Line Skates

- Bicycles, skateboards, and in-line skates are not allowed in the Activity Center. Bicycle racks are located outside of the facility for bicycle parking.

Children/Youth

- Participants must be 18 years or older and have valid photo ID to purchase a

guest pass without a parent or legal guardian. Minors under the age of 18 must be accompanied by a parent or authorized adult 18 years of age or older who has current membership privileges at the Activity Center. Children/Youth must be added to membership in the Front Office during business hours.

- Children 12 years of age and younger.
 - Must always be directly supervised by a parent or authorized adult.
 - Youth 12 years of age and younger have restricted access in the Activity Center and may use the following designated areas only: basketball courts; multi-purpose gym; racquetball courts.
 - Youth 12 years of age and younger are not allowed in the following designated areas: Group exercise classes, Track and Cardiovascular Area, Weight Room, Functional Fitness Room, Steam Rooms, and Saunas.
 - Child care is not available, and youth 12 years and younger may not wait at the sidelines or play in another area while the parent or legal guardian participates in adult recreational activities such as playing basketball, walking/running on the track, using exercise equipment, participating in group exercise classes, etc.
- Youths ages 13 through 17 years of age.
 - May use all areas of the Activity Center; however, youths must be directly supervised at all times.

Code of Conduct

- To provide a safe, comfortable atmosphere for Activity Center participants, staff members, and others, the following code of conduct has been developed. This code of conduct is implemented to serve as a basis for governing use of the Activity Center and other areas within the jurisdiction of the Department of Rec Services. Incidents not covered by this code of conduct will be reviewed upon each occurrence. Participants in violation of the conduct policy may face suspension, or other sanctions as outlined below, depending on the severity of the conduct via the Office of Student Advocacy and Accountability.
 - Prohibited Conduct
 - Use of obscene, profane, vulgar, derogatory, demeaning, or threatening language or gesture.

- Spitting.
- Disregarding the Activity Center Handbook and/or signage.
- Using a false ID or another person's ID for entrance to the building.
- Entering the facility by means other than proper check-in procedures.
- Verbal abuse of patrons, students, staff members or others.
- Harassment of patrons, students, staff members or others.
- Damage to University equipment.
- Violent, assaultive and/or physical behavior directed toward patrons, staff members or others.
- Threats, verbal or otherwise, directed at patrons, staff members or others.
- Theft of personal property.
- Theft of University equipment or services.
- Sexual misconduct; including, but not limited to, exhibitionistic and obscene behavior.
- Violation of Activity Center Handbook.
- Violation of University policy or local, state or federal regulations or laws.

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- Participants observing inappropriate behavior should report such behavior to an Activity Center staff member immediately.

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- Engaging in any of the prohibited conduct outlined above may result in sanction(s) as determined by Activity Center staff and the Office of Student Advocacy and Accountability. Some of the factors influencing the nature of the sanction(s) include the severity of the prohibited conduct at issue, and whether the person is a repeat offender of the conduct policy. Sanctions for engaging in prohibited conduct may include, but are not limited to the following:
 - Verbal warning by Activity Center staff.
 - Restitution.
 - Expulsion from the Activity Center for the remainder of the day.

- Expulsion from the Activity Center for a specified period (e.g., one day, thirty days, ninety days, one year, five year).
- Permanent expulsion from the Activity Center.
- Referral to the Office of Student Advocacy and Accountability and/or University Police Department. Disciplinary procedures for additional possible sanctions, up to and including possible dismissal from the University.

Dress Code

- Appropriate athletic attire must always be worn in the Activity Center.
 - All tops must come to naval or belly button no matter the material.
 - Pants or shorts made of light, breathable fabric. No jeans permitted in the Weight Room, Cardio, or Functional Fitness areas.
 - Athletic shoes that cover the entire foot. Boots, Dress Shoes, Crocs, slip-on style shoes, sandals or flip flops are not allowed on hardwood surfaces or in the Functional Fitness, Group Ex Room, Weight Room and Cardio Areas.
 - Clothing with exposed rivets, buttons, zippers, or other metal parts are not permitted in the weight room.

Emergency and Evacuation Procedures

- In the event of a serious emergency, the Activity Center staff will direct participants to a safe area. For your safety, and the safety of others, please follow all instructions given by the staff.

Equipment Rental

- Participants must check out equipment with their ULM ID. The participant must give their last name to student staff when equipment is returned in its original condition to the Service Center.
- Guests who wish to rent equipment, must give their government-issued ID to the Service Center Employee. The Employee will hold the ID until equipment has been returned.
- Participants are responsible for lost or damaged equipment.
- Participants are responsible for returning the equipment that they were

issued.

- If equipment is stolen, lost or damaged, a fee will be assigned to the participant.
- Fees vary based on the type of equipment.
- A student with an outstanding balance on their account will not be allowed access into the Activity Center until the balance is paid.

Food, Beverage, and Tobacco Use

- Food (full meals), gum, and beverages (without a sealable lid) are prohibited (except in the Nest).
- Drinks, in a sealable and unbreakable plastic container, are the only beverages permitted in the Activity Center (outside of the Nest).
- Alcoholic beverages, smoking/vaping, glass containers, and tobacco products are prohibited in the Activity Center.

General

- Participants are responsible for reading, understanding and abiding by all rules and regulations of the Activity Center.
- Not all rules are posted in immediate areas. If an Activity Center staff member requests your cooperation, please adjust your behavior. If you have any questions, please see Activity Center staff.
- Failure to comply with staff instructions and proper facility use may result in loss of membership/guest privileges.
- Activity Center staff reserves the right to call the University Police if deemed necessary.

- Participants using the Activity Center facility and equipment assume the liability of and agree to compensate the Activity Center for any damages other than normal wear and tear.
- Please contact Activity Center staff should an accident, injury, or related incident occur. In addition, please report immediately any piece of equipment that is not functioning properly to so it can be evaluated and serviced promptly.
- Personal music players with headphones are welcome. Use of audio equipment with external speakers (boom boxes, etc.) is not allowed.
- The Activity Center may not be used for private or commercial purposes unless the Activity Center has approved said activity. Examples of prohibited activity

include, but are not limited to:

- Organized athletic team/individual practices or workouts without prior approval.
- Personal training/Group exercise/Private instruction.
 - Any individual observed to be instructing members in the Activity Center that is not employed as an Activity Center personal trainer or group exercise instructor may have their membership privileges suspended or terminated.
- Sales.
- Solicitation.

Lost and Found

- Activity Center is not responsible for lost or stolen items. All participants are encouraged to protect their personal property by using lockers and limiting valuable items brought to the Activity Center.
- Participants who find lost items are asked to turn them over to Activity Center staff.
- Lost and found items will be held at the Service Center for a period no longer than 5 days. After that period, the items will be transferred to UPD.

Pets

- Pets, other than service animals, are prohibited in the Activity Center.

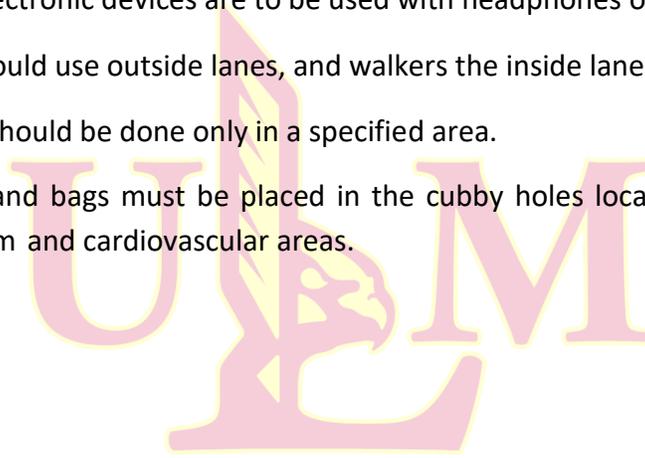
Photography and Video

- Individuals wishing to take pictures or video at the Activity Center must have prior approval from Activity Center Professional Staff.
- No photography or video allowed in locker rooms or restrooms.

Weight Room, Functional Fitness, Group Exercise and Cardiovascular Areas

- All participants must wear closed toe shoes that cover the entire foot at all times.
- Taking shoes off while lifting weights or using equipment is prohibited.
- Crocs, sandals, slip-on style, flip-flops, boots and dress shoes are prohibited.
- Tops must be worn at all times.
- All participants are required to have and use a towel upon entering the weight room and cardiovascular areas.

- All participants must re-rack weights after use.
- All participants must wipe down equipment after each use.
- Use the equipment only for its intended purpose.
- Dropping or slamming weights is prohibited.
- Do not operate equipment if parts are loose or damaged. Notify staff promptly if you notice any problems with the equipment.
- Spotters are recommended.
- Uses of collars/belts is recommended for plate-loaded free weights.
- Personal electronic devices are to be used with headphones only.
- Runners should use outside lanes, and walkers the inside lanes.
- Stretching should be done only in a specified area.
- Backpacks and bags must be placed in the cubby holes located in the weight room and cardiovascular areas.



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