Mines Student Recreation Center Policies

General Building Policies
1. Non-marking athletic shoes must be worn in the activity areas. Examples of prohibited shoes include, but are not included to, cleats, sandals, stocking feet and/or hard soled shoes. Exceptions may be granted by the Director of Recreational Sports for special uses.
2. Appropriate shirts or tops must be worn at all times in the facility with the exception of pick-up basketball (i.e. shirts vs. skins).
3. Mopeds, bicycles, and electric scooters, with the exception of ADA designated assistance devices, are not allowed inside the SRC.
4. Skateboards, roller skates, inline skates, shoes with wheels and non-electric scooters are not allowed to be operated inside the SRC.
5. Pets, with the exception of service animals, are not allowed.
6. Disorderly conduct, abuse of the facility, equipment or staff, and/or disregard for the policies of the SRC may result in immediate dismissal from the facility. Additional sanctions may also include: disciplinary action, reimbursement for damages, potential suspension or forfeiture of membership, and/or the forwarding of the matter to the Dean of Students for judicial review.

Membership Privileges:
1. The SRC reserves the right to suspend or terminate any membership.
2. Members and guests who violate SRC policies or commit one or more of the following actions will be subject to suspension or termination of their membership or guest privileges:
   a. Entering the SRC secure area without authorization
   b. Purposefully opening doors/gates to allow people to enter the building
   c. The use of a Mines BlasterCard by anyone other than the cardholder
   d. Collusion in any of the actions stated above
3. Appeals of a membership suspension will be heard after half of the suspension has been served. A formal written appeal must be submitted to the Director of Recreational Sports or his/her designee.

Membership Policies:
1. The SRC reserves the right to refuse membership to anyone who has violated any CSM policy, the campus Code of Conduct, any SRC policy or is not in good standing with the University for any reason.
2. There are six types of memberships: Fall Semester, Spring Semester, Summer I, Summer II, Annual and Lifetime. When a member's membership has expired he/she immediately forfeits all access rights to the SRC until his/her membership is renewed.
3. All members and guests will be required to fill out and sign the SRC waiver form before participating in any SRC activities. Members and guests who are under the age of 18 must have a waiver signed by their legal parent or guardian.
4. All members are required to have a BlasterCard or SRC issued membership card for entry. CWID numbers and member numbers may not be used in lieu of a BlasterCard or SRC issued membership card.
5. The SRC staff reserves the right to check photo identification when necessary.
6. Members must abide by all SRC policies, rules and staff requests.
7. Members who allow unauthorized users access to the SRC may have all membership privileges suspended or revoked.

8. All new membership activations and renewals must be conducted in person at the SRC.

9. Membership fees are based upon the Associated Students of Colorado School of Mines (ASCSM) legislation, and approved by the Board of Trustees.

10. First time registrants will need to present a valid photo ID, a valid BlasterCard and/or proof of CSM affiliation in order to purchase a membership.

11. Teams/clubs/etc. (four or more athletes from the same sport/club) may not conduct team/club conditioning or strength conditioning practices/workouts in the SRC outside of their primary venue (i.e. Varsity Basketball in Lockridge, Swimming in the Natatorium, etc.).

12. Non-student memberships are required to be paid in full at the time of purchase. The only exception is for current CSM Faculty and Staff who opt-in for payroll deduction.

13. Any Faculty or Staff member enrolled in payroll deduction is obligated for the total of the membership regardless if said member leaves the university or cancels his/her membership.

14. The SRC is a student-fee funded facility and does not charge an additional fee to full-fee paying Mines students to become a member. SRC membership is based on full payment of the Recreation Fee and is verified each semester, including the summer. If a Mines student is not enrolled in classes in the Summer I or Summer II session, he/she will be required to pay that session’s respective fee in order to utilize the facility, or pay the guest fee of $5 per day.

15. Any student who receives a fee waiver, based on university policies, will need to pay the membership fee equal to the current Recreation Fee for students.

16. Active membership for new students begins on the Saturday prior to classes for all semesters, including Summer I and Summer II.

17. Administrators, faculty, staff, emeriti faculty and staff, Mines ROTC and USGS, as well as CSM Alumni Association members are eligible for membership at the SRC with completion of an SRC membership agreement, waiver and payment of the established membership fee. Full-time and part-time faculty and staff are eligible.

18. All current faculty and staff, as well as emeriti must have a current BlasterCard as proof of employment/emeriti status during registration.

19. All Alumni Association members must have a current membership card during registration.

20. Verification of status may be performed at the discretion of the Director of Recreational Sports or his/her designee.

21. Spouses, domestic partners and children over the age of 14 of current members are eligible for membership. The current SRC member must be present and proof of kinship/relationship is required at the time of membership purchase.
   a. Spouses/Domestic Partners must show one of the following: Joint deed, mortgage, lease, credit card, bank account, previous designation of the Spouse/Domestic Partner as beneficiary for a life insurance or retirement contract, designation of the Spouse or Domestic Partner as primary beneficiary in the employee’s will, designation of durable powers of attorney authorizing each partner to act on behalf of the other, or named on auto/renters/homeowners insurance policies.
   b. Children over the age of 14 must show one of the following: Passport, Birth Certificate, Driver’s License, or other legal document with date of birth and familial relation.

22. Children under the age of 14 are only permitted in the SRC on Family Days.

23. Family Days are every Saturday and Sunday from 12pm to 4pm that the SRC is open for business. Children under the age of 18 are free on these days with their parent or guardian who is a member.

24. Children under the age of 14 are permitted anywhere in the building with their parent or guardian except for the Fitness Lab, Spa and Climbing Wall.
25. A person qualifies for a guest pass if they are a member-sponsored user of the facility or if they are an affiliate or student who is not enrolled during the summer.

26. Guests are the responsibility of the member at all times while visiting the SRC. Guests must be 14 years of age or older.

27. Members are limited to two (2) guests per day unless approved by the Director of Recreational Sports or his/her designee.

28. Members are expected to stay with their guests while recreating in the SRC. At no time is it permissible for a member to sign in a guest and leave the premises without the guest leaving as well.

29. Guest passes are $5 per day and may be purchased at the SRC Front Desk.

30. All guests are required to sign in and sign the SRC waiver.

31. The SRC will not be opened to the general public for membership, but will be opened for public tours of the building; advance scheduling is preferred.

**Membership Cancellation/Refund/Transfer Policies:**

1. There are no refunds for any membership except in the case of a medical necessity (which must be supported by a physician’s note) or death in the family (documentation is required). The amount of time missed due to either of these exceptions will either be credited to the member’s account or a prorated dollar amount will be refunded.

2. SRC Memberships are non-transferrable.

3. SRC Memberships are not eligible to be suspended or “frozen” by the request of the member at any time regardless of the reason, except in the above stated exceptions; this includes sabbaticals, active duty military, etc.

**Varsity Athletes & Clubs:**

1. Teams/clubs/etc. (four or more athletes from the same sport/club) may not conduct team/club conditioning or strength conditioning practices/workouts in the SRC outside of their primary venue (see list below in #4).

2. The SRC is home to Varsity Men’s & Women’s Basketball, Varsity Women’s Volleyball, and Varsity Men’s & Women’s Swimming. As such, when these teams are in season, they have priority usage of their primary venue (see list below in #4) from 3pm to 7pm, Monday through Friday, and any scheduled competitions.

3. Varsity Athletes must always check in at the front desk, regardless of their reason to visit the SRC (i.e. practice, contest, class, etc.).

4. When Athletes from one of the aforementioned teams are not in season, they will only have access to their locker room and primary venue for individual/captain-led practices (see list below). If an athlete would like access to any other portion of the SRC, he/she must possess a valid SRC Membership.
   a. Men’s Basketball: MBB Locker Room & Lockridge Arena
   b. Women’s Basketball: WBB Locker Room & Lockridge Arena
   c. Women’s Volleyball: WVB Locker Room & Lockridge Arena
   d. Men’s Swimming: Men’s Swim Locker Room & Natatorium (with Lifeguard on duty)
   e. Women’s Swimming: Women’s Swim Locker Room & Natatorium (with Lifeguard on duty)
Lost & Found Policies:
1. The SRC is not responsible for lost or stolen items.
2. Users of the SRC are encouraged to store all personal belongings securely in lockers in the locker rooms.
3. Staff members are not permitted to hold equipment, valuables or bags for SRC members or guests.
4. Found items should be turned in to the Front Desk.
5. All items found within the SRC will be held at the Front Desk.
6. Inquiries regarding lost items should be made to the Front Desk.
7. All items will be held for up to 30 days and then donated to a local charitable organization.

Personal Belongings Policies:
1. Personal belongings are to be stored in secure day lockers. Cubbies can also be found throughout the SRC, but they are not considered secure storage locations. All valuables should be stored in day use lockers.
2. Locks are not provided by the SRC. If you wish to lock your valuables in a day use locker, please bring your own lock.
3. Any lock left on a day use locker at the close of business will be cut.
4. Any items left in the cubbies or lockers will be considered abandoned property and turned in to Lost & Found at the Front Desk.
5. Lost BlasterCards, Driver's Licenses, etc. should be turned in to the SRC Front Desk.

Locker Policies:
1. The lockers in the locker rooms are available for day use only.
2. Items left in a locker overnight will be removed and taken to Lost & Found.
3. Lockers to be used ONLY while participating in activities at the SRC.
4. Administrative staff has the right to check any locker at any time.

Food, Beverage & Tobacco Policies:
1. Personal food is allowed in non-activity areas of the SRC only unless pre-approved for a special function.
2. Alcoholic beverages are not allowed in the SRC unless for a pre-approved special function.
3. Coolers are not permitted in the SRC.
4. All food for an organized group activity must be coordinated through Sudexo.
5. Those members and guests who are intoxicated or have the appearance/smell of intoxication shall be asked to leave the facility.
6. The SRC is a tobacco-free facility. Smoking or tobacco use in any form is prohibited.

Clothing & Footwear Policies:
1. For safety reasons, we advise that all hats and jewelry not be worn during any activity.
2. Street clothing, such as jeans, are not permitted for workouts. Appropriate athletic attire, such as t-shirts, shorts, warm-up suits, sweat suits, or aerobic clothing is required at all times while recreating in the SRC.
3. Appropriate athletic footwear is required in all activity areas.
4. Footwear which marks floor surfaces or is worn inappropriately is prohibited.
Facility Behavior Policies:
1. The SRC is a place for exercise, fun and relaxation. Abusive, vulgar or degrading language will not be tolerated. Any individual found in violation of this policy will be escorted out of the building.
2. Facilities and equipment should be used for its designed purpose.
3. Dunking is permitted on the basketball courts, however, hanging on the rim damages equipment and is not allowed (except to avoid injury).
4. The varsity court in Lockridge Arena is not available for recreation.
5. If intentional misuse or inappropriate use causes damages to occur to SRC equipment or facilities, that/those member(s) and/or guest(s) will be responsible for the cost of the repair or replacement.
6. Any individual not following appropriate policies or behaviors will be asked to leave the facility.

Equipment Check-Out Policies:
1. Only SRC members may check out equipment, including towels.
2. All equipment must be returned by the close of the facility each day.
3. Equipment is checked out on a first come, first served basis and may not be reserved.
4. Equipment not returned by the close of business for the day will be considered lost and the individual's membership will be suspended until the equipment is returned or payment of the following established replacement cost is made:
   a. Badminton Racquet $15.00
   b. Men’s Basketball $30.00
   c. Women’s Basketball $20.00
   d. Indoor Soccer Ball $25.00
   e. Shuttlecock $1.00
   f. Volleyball $35.00
   g. Weight Belt $35.00
   h. Billiards Cue Stick $20.00
   i. Billiards Cue Chalk $1.00
   j. Table Tennis Paddle $10.00
   k. Climbing Shoe Rental $30.00
   l. Climbing Harness Rental $35.00
   m. Locking Carabineer $10.00
   n. Chalk Bag Rental $10.00

Lockridge Arena Policies:
1. Personal belongings should be left in day lockers.
2. Appropriate athletic footwear (non-marking shoes) must be worn at all times on the gym floor. Any athletic shoe that is dirty, scuffs or damages the court of floor is not permitted.
3. Shirts must be worn at all times except during basketball challenge court games.
4. Hanging on rims or nets and slapping the backboards is not permitted.
5. Food and drink are not allowed on the gym floor with the exception of water contained in a spill-proof, unbreakable container.
6. Spectators must watch from gym bleachers, benches or designated side line areas.
7. During drop-in gym time, play is on a first come/first served basis.
8. Challenge court rules apply when others are waiting to play.
9. East & West Balconies must remain locked at all times outside of sanctioned events.
10. Only Varsity Athletics may use Center Court in Lockridge Arena.
**Rec Gym Policies:**

1. Personal belongings should be left in day lockers.
2. Appropriate athletic footwear (non-marking shoes) must be worn at all times on the gym floor. Any athletic shoe that is dirty, scuffs or damages the court of floor is not permitted.
3. Shirts must be worn at all times except during basketball challenge court games.
4. Hanging on rims or nets and slapping the backboards is not permitted.
5. Food and drink are not allowed on the gym floor with the exception of water contained in a spill-proof, unbreakable container.
6. Spectators must watch from designated side line areas.
7. During drop-in gym time, play is on a first come/first served basis.
8. Challenge court rules apply when others are waiting to play.
9. Only certified indoor soccer balls that are checked out from the Front Desk may be used during soccer play.
10. Only Recreational Sports approved hockey equipment may be used during floor hockey play.

**Indoor Track Policies:**

1. The jogging direction changes daily. Please follow the posted direction.
2. The inside lane is designated for walking; outside lanes are designated for jogging/running.
3. Stretching is not allowed on the track. Please utilize the stretching/medicine ball area in the NW corner of the track.
4. Spikes, turf shoes, boots, sandals and open-toed shoes are not allowed.
5. Wheeled devices are not allowed on the track, with the exception of ADA designated assistance devices.

**McNeil Room (Activity Room #1) Policies:**

1. A reservation is required for use of the McNeil Room.
2. Wear appropriate attire including a top or shirt at all times.
3. Food and drink are not allowed in the room with the exception of water contained in a spill-proof, unbreakable container (food and beverages will be permitted during CSM sponsored special events).
4. Martial art classes may use focus mitts, striking boards and other forms of external equipment, but unauthorized weapons are strictly prohibited.
5. Martial art classes must wear recommended uniforms when using mats.
6. For Multi-Activity Rooms, individuals and groups must have room requested and approved before use is permitted.
7. Appropriate athletic footwear (non-marking shoes) must be worn at all times. Any athletic shoe that is dirty, scuffs or damages the floor is not permitted.
8. Pick up equipment (i.e. steps, weights, etc.) when moving it. Do not drag equipment across the multi-purpose room floor.
9. Only facility staff will set up/tear down the room (i.e., table tennis club, chairs, etc.)

**Isaacs Room (Activity Room #2) Policies:**

1. Wear appropriate athletic attire including a top or shirt at all times. Denim is not allowed.
2. Athletic rubber soled shoes that cover the entire foot must be worn at all times. No sandals, spiked shoes, leather soled shoes, flip flops and any shoes that leave a mark on the floor.
3. Please store all personal belongings in the provided cubbies or in the locker room on the first floor.
4. Food and drink are not allowed in the room with the exception of water contained in a spill-proof, unbreakable container (food and beverages will be permitted during CSM sponsored special events).
5. Personal belongings must be kept on or below the bench areas or left in a locker.
6. Martial art classes may use focus mitts, striking boards and other forms of external equipment, but unauthorized weapons are strictly prohibited.
7. Martial art classes must wear recommended uniforms when using mats.
8. For Multi-Activity Rooms, individuals and groups must have room requested and approved before use is permitted.
9. Appropriate athletic footwear (non-marking shoes) must be worn at all times. Any athletic shoe that is dirty, scuffs or damages the floor is not permitted.
10. Pick up equipment (i.e. steps, weights, etc.) when moving it. Do not drag equipment across the multi-purpose room floor.
11. Only facility staff will set up/tear down the room (i.e., table tennis club, chairs, etc.)

**Fitness Lab Policies:**
1. All members and guests who utilize the Fitness Lab must be at least 14 years old.
2. Wear appropriate athletic attire including a top or shirt at all times. Denim is not allowed.
3. Athletic rubber soled shoes that cover the entire foot must be worn at all times. No sandals, spiked shoes, leather soled shoes, flip flops and any shoes that leave a mark on the floor.
4. Please store all personal belongings in the provided cubbies or in the locker room on the first floor.
5. Members must wipe down equipment after use. Disinfectant wipes are provided throughout the Fitness Lab.
6. Cardiovascular equipment use is limited to 30 minutes when people are waiting to utilize the equipment.
7. Safety collars are to be used at all times to secure weights on barbells.
8. Return all weights, plates, barbells and dumbbells to their proper storage areas and racks provided.
9. Weight plates are not to be leaned against or on equipment, machines, walls and mirrors.
10. Proper use of equipment is required at all times. Do not drop weights for any reason unless you are utilizing the Olympic platform.
11. Using a spotter when lifting weights is recommended. SRC staff on duty is not available as spotters.
12. Use of chalk is not permitted.

**Open Bouldering Policies:**
1. All boulderers must check in at the Rec. Center Front desk before climbing.
2. You must be 14 years old or older to use the CSM climbing wall.
3. Do not climb while impaired.
4. No loose chalk allowed. Chalk use is limited to chalk balls.
5. Do not boulder above the marked boulder line or under another boulderer.
6. It is recommended to have a spotter when bouldering.
7. Shirts and close-toed footwear must be worn at all times.
8. No food or drink outside of water is allowed at the wall.
9. All injuries - no matter how minor must be reported to the Rec. Center Staff and climbing wall management. No one will be allowed to climb with open sores, actively bleeding wounds or any
medical condition that could contaminate the wall and/or cause injury to another person or further injury to oneself.

10. Any climber that sees, hears or is aware of an unsafe condition in the climbing area must report the unsafe condition to the Rec. Center Staff immediately.

11. No loose chalk may be used on the wall; chalk balls only.

12. No jewelry is allowed in the climbing area.

13. No cursing, loud or offensive language is permitted.

14. No horseplay or rough-housing.

15. The Climbing Wall and Facility Staff have the right to remove anyone from the Climbing Wall for any violation of these regulations.

16. Climb at your own risk.

**Supervised Climbing Rules:**

1. All climbers must check in at the climbing wall desk before climbing and out when leaving.

2. The wall must be open and climbing wall staff members must be present in order to climb using ropes.

3. Do not climb while impaired.

4. You must be 14 years old or older to use the CSM climbing wall.

5. You must sign a climbing wall specific waiver before climbing.

6. No personal ropes are allowed; however you may use your personal harness, belay device and carabineer as long as it passes our equipment inspection once a semester.

7. You must wear climbing shoes or tennis shoes to climb. No sandals or open toed shoes.

8. No loose chalk allowed. Chalk use is limited to chalk balls.

9. Anyone wishing to climb or belay must first pass the appropriate ORC belay test.

10. The B.U.S. belay method is the only approved belay method to be used at the CSM climbing wall. Using a munter knot and/or a figure eight belay device are not acceptable ways to belay.

11. Shirts and close-toed footwear must be worn at all times.

12. No headphones while climbing.

13. No climbers are allowed to access the elevated platform area, no rappelling, no climbing on or above the belay bars or anchors. No climbing is allowed inside of the climbing wall structure, behind the structure walls or over the top of the wall. Exceptions may occur when a climber is participating in a supervised climbing class.

14. All injuries - no matter how minor must be reported to the Climbing Wall Staff. No one will be allowed to climb with open sores, actively bleeding wounds or any medical condition that could contaminate the wall and/or cause injury to another person or further injury to oneself.

15. Any climber that sees, hears or is aware of an unsafe condition in the climbing area must report the unsafe condition to the Climbing Wall Staff immediately. This would include unsafe belaying by others, spinning or loose holds, damage to the wall, sticking gates on quick draws, etc.

16. Only Climbing Wall Staff may move or tighten holds and/or quick draws on climbing routes unless permission is granted by the Climbing Wall Staff.

17. Bouldering is allowed in the entire climbing area. Do not boulder under roped climbers or another boulderer. It is recommended to have a minimum of one spotter per climber when bouldering. Do not boulder above the marked boulder line (stay below the first row of bolt hangers).

18. No food or drink outside of water is allowed at the wall.

19. No jewelry is allowed in the climbing area.

20. No cursing, loud or offensive language is permitted.

21. No horseplay or rough-housing.
22. The Climbing Wall and Facility Staff have the right to remove anyone from the Climbing Wall for any violation of these regulations.
23. Climb at your own risk.

**Lead Climbing Policies:**
1. Anyone wishing to lead climb or lead belay must first pass the ORC’s top rope belay test and lead climbing belay test.
2. Only specified ORC lead climbing ropes will be allowed to be used.
3. Lead climb only during supervised hours.
4. You can only lead climb on the sections of the wall that have gym draws and lead climbing anchors.
5. You MUST clip at every bolt (gym draw).
6. You MUST clip both anchors at the top of each climb (opposite and opposed).
7. You MAY NOT lead belay with Sum’s or Figure Eight belay devices.
8. No intentional falls (unless during a belay test).
9. One must be able to successfully complete a 5.8 climb to qualify to lead climb at the ORC Climbing Wall.
10. No grabbing the gym draws or bolt hangers.
11. Please yell “rope” when pulling your lead rope and allow time for people to get out of the way.
12. Please coil lead ropes and return them promptly after use and return them to the Climbing Wall Staff.
13. All climbers must check in at the climbing wall desk before climbing and out when leaving.
14. The wall must be open and climbing wall staff members must be present in order to climb using ropes.
15. You must be 14 years old or older to use the CSM climbing wall.
16. You must sign a climbing wall specific waiver before climbing.
17. No personal ropes are allowed; however you may use your personal harness, belay device and carabiner as long as it passes our equipment inspection once a semester.
18. You must wear climbing shoes or tennis shoes to climb. No sandals or open toed shoes.
19. No loose chalk allowed. Chalk use is limited to chalk balls.
20. Anyone wishing to climb or belay must first pass the appropriate ORC belay test.
21. The B.U.S. belay method is the only approved belay method to be used at the CSM climbing wall. Using a munter knot and/or a figure eight belay device are not acceptable ways to belay.
22. Shirts and close-toed footwear must be worn at all times.
23. No headphones while climbing.
24. Do not climb while impaired.
25. No climbers are allowed to access the elevated platform area, no rappelling, no climbing on or above the belay bars or anchors. No climbing is allowed inside of the climbing wall structure, behind the structure walls or over the top of the wall. Exceptions may occur when a climber is participating in a supervised climbing class.
26. All injuries - no matter how minor must be reported to the Climbing Wall Staff. No one will be allowed to climb with open sores, actively bleeding wounds or any medical condition that could contaminate the wall and/or cause injury to another person or further injury to oneself.
27. Any climber that sees, hears or is aware of an unsafe condition in the climbing area must report the unsafe condition to the Climbing Wall Staff immediately. This would include unsafe belaying by others, spinning or loose holds, damage to the wall, sticking gates on quick draws, etc.
28. Only Climbing Wall Staff may move or tighten holds and/or quick draws on climbing routes unless permission is granted by the Climbing Wall Staff.
29. Bouldering is allowed in the entire climbing area. Do not boulder under roped climbers or another boulderer. It is recommended to have a minimum of one spotter per climber when bouldering. Do not boulder above the marked boulder line (stay below the first row of bolt hangers).
30. No food or drink outside of water is allowed at the wall.
31. No jewelry is allowed in the climbing area.
32. No cursing, loud or offensive language is permitted.
33. No horseplay or rough-housing.
34. The Climbing Wall and Facility Staff have the right to remove anyone from the Climbing Wall for any violation of these regulations.
35. Climb at your own risk.

Outdoor Bouldering Rules:
1. No one should jump off the top of the boulder for any reason. If a climber finishes a problem or wants to come down from the boulder for any reason they must down climb.
2. Do not climb while impaired.
3. You must wear climbing shoes or tennis shoes to climb. No sandals, open toed shoes or bare feet. Shoes must be worn at all times on the boulder.
4. All injuries-no matter how minor-must be reported to the ORC or Rec Center Staff. No one will be allowed to climb with open sores, actively bleeding wounds or any medical condition that could contaminate the wall and/or cause injury to another person or further injury to oneself.
5. Anyone that sees, hears or is aware of an unsafe condition in the boulder area must report the unsafe condition to an Outdoor Rec. Center staff member, Recreation Center staff member or campus police. This would include unsafe use of the boulder, loose holds, vandalism etc.
6. It is recommended to have a minimum of one spotter per climber when bouldering. A climber’s voluntary participation in bouldering indicates their acknowledgement that bouldering is dangerous and that a spotter may not prevent injuries. Spotter’s understand that the climber may injure them in some falls.
7. The use of a crash pad is STRONGLY RECOMMENDED when using the boulder. The Outdoor Recreation Center will provide free use of crash pads during regular ORC operating hours.
8. No horseplay or rough-housing.
9. Climb at your own risk.

Pool and Spa Policies:
1. Use of the natatorium without a lifeguard on duty is strictly prohibited. This includes, but is not limited to, rental groups, athletic teams and those who have a current lifeguard certification.
2. All members and guests who utilize the pool must be at least 14 years old or accompanied by a legal parent or guardian.
3. All members and guests who utilize the spa must be at least 14 years old.
4. Wear appropriate attire while utilizing the pool and/or spa. Those members and guests who violate this policy will be asked to leave.
5. We ask that all members and guests who utilize the pool and/or spa, first rinse off in the showers in the locker rooms adjacent to the natatorium.
6. The exercise mats are not allowed on the pool deck. They retain moisture and pose a health risk from bacteria.
7. Doors are not to be propped open to ensure proper ventilation of the natatorium.
8. Prolonged exposure to the high temperature of the spa is not advised.
9. Swim at your own risk.
**Activity Space Priority Policy:**
The objective of the SRC Facility Operations division is to equitably meet the needs of all user groups.
This policy guides the SRC staff in prioritizing facility requests for all areas of the SRC.

**General Priority User Categories (Sub-Categories are in No Particular Order):**
1. Presidential Events
2. Rec Sports
   a. Intramural Sports
   b. Club Sports
   c. Fitness Classes
   d. Informal Recreation
   e. Aquatics
3. Varsity Athletics
   a. Swimming & Diving
   b. Men’s & Women’s Basketball
   c. Women’s Volleyball
4. Physical Activity Classes (eligible for space Monday through Friday, 8am to 2pm)
5. Student Life Partners
   a. Student Activities
   b. Student Clubs and Organizations
   c. Res Life
   d. Career Services
6. CSM Partners
   a. Foundation
   b. Alumni Relations
   c. Academic Departments
   d. Public Relations
7. Non-CSM Partners

**Area Specific User Priorities:**

**Lockridge Arena Priority Scheduling**
- Will Follow General Priority Scheduling from Open to 4pm and after 6pm (Monday through Friday) and all day on weekends
- Varsity Athletics will move to #2 on the Priority List from 4pm to 6pm (Monday through Friday); all others stay in the same order Monday through Friday
- Storage in Lockridge Arena is available to Varsity Men’s & Women’s Basketball, Varsity Volleyball, and Rec Sports’ needs (i.e. Facility Equipment, Intramural Sports, Club Sports, etc.)
- The center court, or “Varsity Court” is available to Presidential Events, Men’s & Women’s Varsity Basketball, Women’s Varsity Volleyball, and Men’s & Women’s Club Volleyball

**Recreational Gym/Indoor Track Priority Scheduling:**
- Will Follow General Priority Scheduling from Open to 8am and after 2pm (Monday through Friday) and all day on weekends
- Physical Activity Classes will move to #2 from 8am to 2pm (Monday through Friday); all others stay in the same order
- Is not available for rent when Lockridge Arena is in use for an event, unless pre-approved by the
Assistant Athletic Director/Director of the SRC, or his/her designee

• Recreational Gym storage space is for Rec Sports’ needs

Multi-Purpose Rooms (McNeil Room, Isaacs Room, and Activity Room #3) Priority Scheduling:

• Will Follow General Priority Scheduling
• Is not available for individual use/reservations unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee
• Recognized Student Clubs/Organizations will receive one (1) day per week and up to a total of two (2) hours per week in the facility with their initial request. Additional hours may be granted beginning the fourth week of the semester.
• Multi-Purpose Rooms’ storage is available to Rec Sports’ needs (i.e. Fitness Classes, Facility Set-ups, etc.)

Pool Priority Scheduling:

• Will follow General Priority Scheduling from Open to 8am and after 6pm (Monday through Friday), and all day Saturdays and Sundays; all others stay in the same order
• Physical Activity classes will move to #2 on the Priority List from 8am to 2pm (Monday through Friday); all others stay in the same order
• Varsity Athletics will move to #2 on the Priority List from 2pm to 6pm (Monday through Friday); all others stay in the same order
• Is not available for individual use/reservations unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee
• Is not available for an “Outside Rental” during an event in Lockridge Arena, unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee

Dates Facility Requests Will Be Processed:

Physical Activity classes’ scheduling in the SRC for credit producing courses will be scheduled through the Registrar no later than:

• March 15 Summer I & Summer II Sessions
• June 30 Fall Semester
• October 31 Spring Semester

Varsity Athletics, Intramural Sports, Sport Clubs, Fitness Classes and Summer Camps scheduling in the SRC will be scheduled through the Assistant Athletic Director/Director of the SRC, or his/her designee, between:

• March 16 – March 31 Summer I & Summer II Sessions
• July 1 – July 31 Fall Semester
• November 1 – November 30 Spring Semester

All other requests for space in the SRC for will be scheduled through the Assistant Athletic Director/Director of the SRC, or his/her designee, beginning:

• April 1 Summer I & Summer II Sessions
• August 1 Fall Semester
• December 1 Spring Semester
All facility requests received after the above deadlines will be processed in the order in which they were received, and in the priority level as defined by the “Priority User Categories” outlined in this document.

This MOU will allow for improved communications with those other groups and organizations that would like to use space in the SRC. This will give the schedulers of space in the SRC the ability to clearly delineate what the priorities for the space shall be, in what order, and during the scheduling timeframes.

**Facility Rental Policies:**

1. Overtime, insurance, and/or other special fees will be additional fees above and beyond the basic facility rate in all cases. Special events which require unusual or complex set-up or staffing will be charged additional fees accordingly.
2. Equipment Rental or other outside charges incurred by the SRC for a scheduled event will be billed to the scheduling organization or individual.
3. All group meals and snacks must be coordinated with Sudexo Dining Services.
4. Excessive cleanup, repairs and damages will be charges to the scheduling organization or individual in all cases.
5. Scheduling of facilities which are ultimately not used incurs unnecessary costs, diverts staff from support for other occurring events, precludes use by other organizations and provide the offering of events to the Campus, therefore:
   a. Should a space be canceled 21 days or more in advance of the reservation, a full refund for that space shall be refunded to the scheduling organization or individual. Additional cancelation fees for external equipment rental or other outside charges are the responsibility of the scheduling organization or individual.
   b. Should a space be canceled less than 21 days in advance but at least 14 days in advance, 75% of the rental fee will be refunded to the scheduling organization or individual. Additional cancelation fees for external equipment rental or other outside charges are the responsibility of the scheduling organization or individual.
   c. Should a space be canceled less than 14 days in advance but at least seven (7) days prior to the scheduled event, 50% of the rental fee will be refunded to the scheduling organization or individual. Additional cancelation fees for external equipment rental or other outside charges are the responsibility of the scheduling organization or individual.
   d. Should a space be canceled less than seven (7) days in advance but at 48 hours prior to the scheduled event, 25% of the rental fee will be refunded to the scheduling organization or individual. Additional cancelation fees for external equipment rental or other outside charges are the responsibility of the scheduling organization or individual.
   e. Any space canceled within 48 hours of the scheduled event will result in no refund being given and any additional cancelation fees for external equipment rental or other outside charges are the responsibility of the scheduling organization or individual.
6. Should a scheduled event run over the scheduled time allotment and prevent the following scheduled event from being held, the organization or individual whose event in running over their allotted time will be charged the hourly rental rate for the space in questions for each hour or part of an hour over their end time.

**Media Policies:**

1. Requests for photography or video of the SRC or its members and guests must be made in advance to the Director of Recreational Sports.
2. Requests for news stories regarding the SRC must be made through the Director of Recreational Sports.
3. Personal privacy of participants must be respected, and participants may decline to be included in SRC media.
4. An SRC staff member must supervise any recording of photography in within the SRC.

Privacy Policies:
1. The SRC and Recreational Sports respects your right to privacy. When you visit our web site, you may be providing information to the University on two different levels:
   a. Anonymous statistics collected as you browse the site
   b. Personal information you knowingly supply
2. Anonymous statistics collected may include:
   a. How many people visit our site;
   b. Which pages people visit on our site;
   c. From which domains our visitors come (i.e. “mines.edu” or “aol.com”); and,
   d. Which browsers people use to visit our site
3. The SRC and Recreational Sports do not:
   a. Collect personal information from you unless you provide it to us.
   b. Sell or redistribute the names and addresses of our customers.
4. The SRC and Recreational Sports do:
   a. Safeguard customer information from unauthorized access to the best of our ability.
   b. Collect, maintain, and use customer information as necessary to provide the most helpful and personalized products and services to meet customer needs.
   c. Honor customer requests to remove their name from our telephone, mail and/or email solicitation lists.
   d. Maintain confidentiality of personally identifiable customer information when undertaking projects with parties outside the University.