

Longwood University



Campus Recreation Member Handbook

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I – GENERAL INFORMATION

1. **MISSION/ VISION STATEMENT:** To Serve Longwood by providing activities and programs for fitness, recreation, and well-being. Inspiring an Active U!
2. **MAILING ADDRESS:**
Campus Recreation
Longwood University Fitness Center
201 High Street
Farmville, VA 23909
3. **MANAGEMENT:** The Fitness Center is managed by the Campus Recreation Department, which is in the Division of Student Affairs. The day to day operations are under the direction of the Director of Campus Recreation, the Assistant Directors, and administrative staff.
4. **GENERAL INFORMATION / EMERGENCY PHONE NUMBERS:**
Main office: 434-395-2356
Front Desk: 434-395-2488
Campus Police Dispatch/Emergency: 434- 395-2091
Website: www.longwood.edu/recreation
5. **PROGRAMMING:** Campus Recreation provides a comprehensive recreation program to the Longwood University community. Program areas include: fitness, instructional programs, intramural sports, informal recreation, outdoor recreation, and sport clubs.
6. **HOURS:** The Health & Fitness Center is open over 90 hours a week. Building hours may vary, so please check our building schedule online, on social media platforms or at the front desk for hours of operation. All members must exit the building when the facility closes.
7. **PARKING:** All campus parking rules apply for Student, Faculty, Staff and Alumni members. Please refer to the Longwood University Parking Services office located in the Lancaster building (434-395-2660) with questions regarding parking. Parking for Family and Alumni members is included in the membership price. Permits will be available at registration and are only valid for the Upper Frazer lot.

II - ENTRANCE POLICIES

1. **ENTRY:** All Campus Recreation members and guests **MUST** enter and exit through the welcome desk in the Health & Fitness Center. Passing through any alarmed door(s) is prohibited except during emergency evacuations. Sneaking a non-member into the facility or allowing others to use your ID to gain access into the facility is a violation. This will result in denial of access for both the member and non-member for at least that day, and both parties may be subject to further suspension and reporting to Campus Police.
2. **AGE LIMIT:** No one younger than five years of age is permitted to become a member or purchase a day (guest) pass. No one under the age of 18* years of age is permitted Monday-Thursday except during break periods, summer sessions, and holidays. All minors must be accompanied by an adult at all times. See “Family Hours” below for more age restrictions and information.
*Longwood Students who are under the age of 18 have permission to use all university sponsored events and services including the fitness center.

3. **ELIGIBILITY:** All Longwood University Undergraduate, Graduate, Online and Offsite Students enrolled in at least one class a semester are eligible to utilize the Health & Fitness Center. Health & Fitness Center memberships are available for purchase to Longwood University faculty, staff, and alumni. Longwood employees who are also enrolled in classes or are graduates of the university are considered Staff for membership purposes.
4. **LONGWOOD ID CARDS:** Campus Recreation utilizes a membership management system, which keeps track of member entrance and eligibility. For this reason, ALL members must present their Longwood ID or virtual Longwood ID to gain access to the building. Members who have a photo in our system can provide their name and Lnumber to enter.
5. **MEMBERSHIP TYPES AND FEES:** Please contact our main office or front desk for current fees or information.

The Director of Campus Recreation has the authority to provide free memberships to the Health & Fitness Center to volunteer coaches, interns or other low pay/volunteer personnel at Longwood University. Requests for these memberships should be made in writing to the Director.

6. **MEMBERSHIP PRIVILEGES:** The benefits of a Campus Recreation Membership include:
 - A. Entry into the Health & Fitness Center during regular building hours.
 - B. Racquetball court reservations
 - C. Access to the Equipment Rental program
 - D. Options for:
 - Reduced prices on some instructional programs
 - Intramural Sports (for Longwood Student, faculty, & staff members only)
 - Free Group Fitness Classes
 - Special events & challenge activities
 - Outdoor events & trips
 - Access to personal training packages for an additional fee
 - E. Sponsorship of guests (2 per visit per day) for a fee.
7. **GUEST PASS:** The \$8.00 guest pass allows access during normal operating hours on the day of purchase. Non-members may not bring in guests (they are a guest themselves).
 - Non-member Longwood University Faculty/Staff, Hampden Sydney College Faculty/Staff and Students, and Southside Virginia Community College Faculty/Staff and students may purchase an \$8.00 guest pass without sponsorship, but must have a valid College ID and have signed the waiver of liability sheet.
 - Non-members at least 18 years of age may purchase a guest pass for the day to enter the Health & Fitness Center under the following conditions:
 - A current member must accompany non-members, who shall present a valid government issued photo ID card and sign the waiver of liability sheet.
 - The staff member will hold both the sponsor and the guest's ID cards during the entire visit.
 - Sponsors must accompany guests during their entire visit. When the sponsor has concluded their use of the facility and departs, the guest must also depart.
 - Sponsors are responsible for their guest's actions during their visit to the facility.
 - Campus Recreation reserves the right to terminate guest privileges for failure to abide by set policies/procedures or misuse of facilities/equipment.

- Nonmembers under 18 year of age must have a building/activity wavier signed by a parent or legal guardian.
 - No one under the age of 18 years of age is permitted Monday-Thursday except during break periods, summer sessions, and holidays. All minors must be accompanied by an adult at all times.

8. **WEYANOKE GUESTS**

- Weyanoke guests must present a coupon to the front desk staff and sign the guest waiver prior to entering the facility. The coupon will have number of guests allowed to enter. The coupon waives their guest pass fee. Campus Recreation will bill the Weyanoke for all coupons used.
- As a guest they are not allowed to sponsor in other guests.
- Weyanoke guests under the age of 18 must be accompanied and signed in by their parent or guardian **and** are only allowed entry during Family Hours: Friday – Sunday and break periods.

9. **FAMILY HOURS/AGE RESTRICTIONS:** Children five years of age and older are allowed to enter the building & outdoor fields/facilities under the following conditions:

- Eligible for entry during Friday, Saturday, and Sunday hours and during other designated events, campus breaks, summer sessions, and holidays.
- Must be accompanied by a student/faculty/staff/alumni member.
- Must be involved in the same activity as the student/faculty/staff/alumni member at all times.
- Children may use the following areas: basketball courts, racquetball courts, multi-purpose gym, and track. However, only individuals 16 years of age and older may use the Fitness Center, Performance Training Suite & Powerlifting Room and those 14 and older are permitted in the Functional Fitness Room.
- Only individuals 16 years of age or older may participate in Campus Recreation programming including Group Fitness classes, Personal Training, and Special Events unless they get prior approval from Campus Recreation staff.

10. **UNIVERSITY VISITORS:** Visiting professors, alumni, conference attendees, and large groups/clubs are eligible to use the Health & Fitness Center with prior verification/permission from the Campus Recreation Department. (This is to be done during normal business office hours or via emailing campusrec@longwood.edu in advance.)

11. **RESTRICTIONS:** Unauthorized use of the Health & Fitness Center is strictly prohibited and should be reported to staff immediately. Participants in Campus Recreation activities assume an obligation to conduct themselves in a manner compatible with a recreation facility. Anyone violating rules outlined in this handbook will be directed to exit the Health & Fitness Center immediately.

12. **REFUNDS:** Please contact our main office (434-395-2356) or email campusrec@longwood.edu for information regarding our refund policies.

III - HEALTH & SAFETY

1. **MEDICAL EXAMINATION:** IT IS STRONGLY RECOMMENDED THAT MEMBERS AND GUESTS HAVE A MEDICAL EXAMINATION PRIOR TO UTILIZING THE HEALTH & FITNESS CENTER

2. **INSURANCE:** Individuals participate at their own risk and are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.
3. **FIRE ALARM:** If a fire alarm sounds, everyone must exit the facility immediately. Fire drills may be held to ensure that members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with the Fitness Center staff.
Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.
4. **SAFETY & SUPERVISION:** All Campus Recreation members and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the Health & Fitness Center operates properly.
5. **DANGEROUS ACTIVITY:** Activity that is destructive or appears to be unsafe is prohibited and will result in retribution of repair costs and expenses relating to the destructive or dangerous act. Sports such as rugby, lacrosse, baseball/softball, wrestling, etc. may not be played informally without prior approval. Please report any dangerous activities to the Campus Recreation staff immediately.
6. **HALLWAY ACTIVITY:** There are to be no activities conducted in the Health & Fitness Center hallways. These hallways must be clear at all time for egress and emergency purposes. You must wait until you get to the respective area for that activity to begin. For example: stretching in the hallways is not permitted, taking weights from the weight room to the hallway is not permitted, and bouncing balls in the hallways is not permitted.
7. **INJURIES:** ALL INJURIES (MINOR & MAJOR) SUSTAINED WITHIN THE HEALTH & FITNESS CENTER MUST BE REPORTED TO NEAREST STAFF MEMBER IMMEDIATELY.

IV - CONDUCT

1. **STANDARDS OF CONDUCT:** Campus Recreation members and guests assume an obligation to conduct themselves in a manner compatible with Longwood's function as an educational institution. When an individual agrees to join Campus Recreation or purchase a day pass, they indicate, by their registration, that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. **Guidelines of Conduct include, but are not limited to, the examples outlined below.**
2. **OFFENSIVE WORDS & ACTIONS:** Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual, or might degrade or otherwise compromise the dignity of an individual. Examples include but are not limited to:
 - Spitting on floors or in drinking fountains is prohibited.
 - Use of obscenity, insulting language, or profanity is prohibited.
 - Harassment and/or hazing of other members or staff is prohibited.
3. **ALCOHOL/DRUGS:** The Health & Fitness Center is an alcohol, tobacco, and drug free facility. Members or guests suspected of being under the influence of alcohol or drugs shall be directed to exit and Campus Police may be called, if necessary

4. **STOLEN ITEMS:** Longwood is not responsible for stolen items inside the Health & Fitness Center. Valuables may not be safe inside a locker, even when the locker is locked. Members are encouraged to contact University Police at x2091 and Campus Recreation to report stolen items. **It is strongly recommended that members not bring valuables into the Health & Fitness Center when working out.**

5. **DISORDERLY/DISRUPTIVE CONDUCT:** The Campus Recreation staff has the authority to remove unruly members and/or guests from the Health & Fitness Center if their conduct necessitates such action. Examples include, but are not limited to: vandalism, hanging from basketball rims, yelling, pushing, fighting, dropping weights when inappropriate, and/or violating Campus Recreation rules and regulations.

6. **FIGHTING:** Any Longwood student, faculty, staff, alumni member, or their guest who, in the judgment of the Campus Recreation Facility Supervisor, engages in a fight or attempts to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates* against an aggressor) will be removed from the facility and shall have their privileges **revoked pending a meeting with the Associate Director.** Privileges include entrance into the Rec Center for any recreational activity i.e. Intramurals, weight room, basketball courts, etc. The Office of Student Conduct & Integrity may also apply violations for student members.
 - * Fighting may include only one individual or more than one if an individual fights back, retaliates, or responds aggressively against an attacker.

7. **DISCIPLINE:** Participants are subject to the possibility of official Longwood judicial proceedings and/or punishment from the criminal justice system if they threaten and/or abuse staff, another member, or a Campus Recreation guest. Copies of the incident report form will be forwarded to the Longwood Student Conduct & Integrity Department and local authorities.

8. **REVOCAION OF PRIVILEGES:** Failure to comply with the Health & Fitness Center rules may result in having your membership/privileges revoked. Privileges may be revoked for up to two weeks by Campus Recreation administrative staff, with longer revocation of privileges for students pending a Student Conduct Board hearing.

9. **DISPUTE/ APPEALS:** Members have the right to appeal disciplinary actions. A valid dispute must concern either a misapplication of one of the Health & Fitness Center rules or misinterpretation of the policies and procedures outlined within the Campus Recreation Handbook. A written appeal of a decision must be submitted within 48 hours of notification. **Appeal letters should be delivered to the Associate Director of Campus Recreation, who shall evaluate the appeal.**

V - ATTIRE

1. **GENERAL:** Athletic attire is required. Clothing with rivets, buttons, zippers, metal parts, or features than can damage equipment are not allowed. Street clothing and/or business attire (suit and tie or skirt) compromises the safety of the wearer and is NOT allowed (except for walking on the track). **PLEASE DO NOT EXERCISE WITH KEYS, PENS, AND/OR PENCILS IN YOUR POCKETS.**

2. **PANTS:** Short or long exercise/warm-up pants are acceptable. Pants with belts, cut-off pants and/or jeans are dangerous and NOT allowed. Shorts/pants must cover buttocks.

3. **SHIRTS:** Athletic Shirts are required, no bare chests. To help prevent the transmission of viruses and infections and to protect fitness equipment, we highly encourage wearing athletic attire with sufficient coverage to avoid skin contact with equipment, benches, and mats. i.e. Tops that cover the entire torso. Offensive graphics/text are considered inappropriate and NOT allowed.
4. **SHOES:** For safety purposes, clean, closed-toed and closed-heeled non-marking athletic footwear is required in all areas of the Fitness Center, except the shower/locker rooms. No cleats inside the facility.

“Five Finger” & “Crocs” Type Shoe Policy:

Footwear with individual toes such as Vibram’s Five Finger shoes or sandal style shoes like Crocs are not permitted on any activity court areas or Intramural sports programs or fields.

NOTE: Adherence to the above policy will preserve the wood, rubber floors, and carpet from undue damage.

If a participant is found to be wearing unacceptable shoes or attire, they will be asked to leave unless they change into attire that meets the building policies.

VI - EQUIPMENT

1. **SPORTS EQUIPMENT:** Some (volleyball, ping pong, racquetball, etc.) sports equipment may be checked out through Welcome Desk by presenting your Longwood University ID card. It is the full responsibility of the member to return the piece of equipment checked out. **PARTICIPANTS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM (S) DAMAGED OR NOT RETURNED.** A hold will be placed on the member's Longwood University account that states that a piece of equipment has not been returned or was returned damaged. Once the item has been paid for the hold will be removed.
2. **OUTDOOR EQUIPMENT RENTAL:** Want to rent outdoor camping equipment for your own adventure? We have all the backpacking, camping, and cooking equipment you need to hit the wilderness. For outdoor equipment rental and return: Please see the building supervisor during our normal business hours. A copy of the equipment rental agreement that includes policies and prices is available on the Campus Recreation website: <http://www.longwood.edu/recreation/outdoor-recreation/>
3. **LONGWOODBIKES!:** This program is an affordable and environmentally sustainable alternative to driving while promoting a positive campus community.

The **Longwood Bikes!** program maintains:

- 44 cruiser bicycles
- Racks
- Locks
- Helmets

Borrow Longwood Bikes!

Visit the Health & Fitness Center during operating hours. **You'll need your Lancer Card.**

Ask for the Supervisor on duty to fill out a Rental Agreement form.

Take Off!

Students can borrow a bike up to **30 days at a time**. You'll need to return on or before your due date to the Health & Fitness Center so our staff is can perform any maintenance to keep the bike in the best possible condition.

Late/Damage/Replacement Fees

There's a \$5 per day late fee until it has been returned. Damage and replacement fees also apply.

Renewals

Depending on availability, you can renew your bike rental upon return on your due date.

All bikes are due back to the Health and Fitness Center at the end of each semester.

4. **TOWELS:** A complementary shower towel is available at the Welcome Desk. All members using the Fitness Center are strongly encouraged to carry a cleaning towel (supplied in the Fitness Center) to wipe and dry the machines/upholstery after using it. Please place all used towels in the baskets located on the fitness floor and in the locker rooms. ***Human perspiration is highly corrosive; please ensure the long life of the equipment and upholstery by cleaning the machines with a towel and cleaning solution. It will also help with personal hygiene and be a courtesy to other patrons using the same equipment.***

VII - FACILITY USAGE

1. **REFRESHMENTS:** Due to the high volume of members, all food, drink (except for water), candy, and/or other snack item(s) must be consumed in the student lounge area. **Chewing gum is not allowed in any area of the Health & Fitness Center.**
2. **WATER BOTTLES:** Non-breakable, leak proof drinking containers, which contain ONLY water, are allowed. **Glass containers/bottles are strictly prohibited.** Non-clear containers may be subject to search.
3. **SMOKING:** The use of tobacco (cigarette, chewing, pipe, eCig, vape and cigar) or tobacco products is prohibited in the Health & Fitness Center.
4. **LOCKERS:** All lockers are for day-use only. Locks are available at the Welcome Desk free of charge. You may also bring your own padlock to use, but it must be taken off at the end of your daily visit.

WARNING DAILY LOCKER USERS: All personal locks will be cut off and lockers will be emptied at the closing time of each day. Personal articles remaining in the lockers will be removed from the locker and placed in Lost and Found. A \$5.00 administrative fee will be charged to the member for this process.

For the protection of your property, we recommend that patrons lock all items in a locker while in the Health & Fitness Center.

5. **PERSONAL PROPERTY:** Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) may NOT be stored in any of the activity areas or gymnasium floors. Campus Recreation members and guests are responsible for the security of their personal property. Any items left in the building at the end of the night will be placed in the lost and found. *It is highly recommended that individuals not bring valuable items into the Health & Fitness Center when working out.*
6. **CELL PHONES:** Due to personal safety, privacy, and annoyance issues, cell phone calls are prohibited in all areas of the Health & Fitness Center, with the exception of the main lobby. No texting is allowed inside bathrooms or locker rooms.
7. **AUDIO:** The use of personal radio, musical instruments, wireless speakers, and/or amplified sound equipment is prohibited. The use of headphones is necessary for all personal audio devices. Personal devices can be plugged into the Multipurpose Gym and the powerlifting room speaker system. No profanity allowed. See the Supervisor on duty for assistance.
8. **PHOTO/VIDEO:** The use of still photograph, lap top, cell phone and/or tablet, or video camera use is prohibited inside the Health & Fitness Center. Individuals and groups may seek approval by informing Campus Recreation Administration. Individuals that take photos or video are responsible for all copyright and privacy violations.
9. **ANIMALS/PETS:** In accordance with the University's service animal policy and emotional support animal agreement, only service animals and service animals in training are permitted to enter the Health & Fitness Center. Emotional support animals and pets are not allowed in any buildings outside of the owner's residence.
10. **SALES/ADVERTISING:** No sales brochures, advertising (flyers, posters, signs, displays, banners, etc.), or outside promotional activities of any kind are allowed in the Health & Fitness Center unless approved by the Campus Recreation Administrative Staff.
11. **SOLICITATION:** Solicitation inside or outside the Health & Fitness Center is prohibited.

VIII - RESERVATION PROCEDURES

1. **RESPONSIBILITY:** The reservation and scheduling of the Health & Fitness Center must be in agreement with the following Campus Recreation policies established to minimize conflicts and ensure quality recreational opportunities.
2. **ACTIVITY USE:** All activities shall be compatible with the designated purpose/design of the Health & Fitness Center. Activities shall be suitable to the respective area with the safety of the member supported at all times.
3. **PRIORITY USE:** The Health & Fitness Center shall be scheduled to host a variety of Campus Recreation/Longwood based activities. The priority usage of the Health & Fitness Center shall be to support services to Campus Recreation activities and its members first.
4. **BUILDING RESERVATIONS:** On occasion, outside groups may be granted rental space inside the Health & Fitness Center. For more information on times, dates, and fees please contact our main office during normal business hours.

5. **PERSONAL/MONETARY GAIN:** Unless previously approved, it shall be prohibited to use the Health & Fitness Center facilities, equipment and/or property for private, individual, or personal financial gain, meetings, teaching, coaching, personal training, or instruction.
6. **PERSONAL TRAINING:** Personal trainers working inside the Health & Fitness Center must be training with the Campus Recreation personal training program. A patron training another patron for money is not allowed.

IX – FACILITY RULES

DISCLAIMER: The purpose of these policies is to provide guidelines for the users of the Health and Fitness Center. Our goal is to create a safe and enjoyable environment for participants of the center. The use of the Health and Fitness Center is a privilege, and individuals not cooperating with established policies may be asked to leave or may have their privileges revoked. Campus Recreation staff reserves the right to make judgment and the final decision on policies not covered in this participant policy manual.

1. **GENERAL RULES:**
 - A. Children under five years old are not allowed into the Health & Fitness Center.
 - B. Facility users are required to show a current Longwood University picture ID card, virtual ID, or family membership card to gain access to the Health & Fitness Center.
 - C. An altered or misused ID card will be confiscated and presented to Campus Police.
 - D. Acceptable rules of conduct must be observed at all times.
 - E. Everyone must be out of the building at the scheduled building closing time. Individuals who abuse this policy may be subject to losing building privileges.
 - F. No loitering is permitted.
2. **GYM/COURT RULES:**
 - A. All personal belongings must be secured in a locker or cubby at your own risk.
 - B. Basketball courts may be designated half court during heavy usage periods.
 - C. No hanging on basketball rims.
 - D. No informal dunk contests permitted.
 - E. All members must be permitted the opportunity to play.
 - F. Members are responsible for the set up and take down volleyball/badminton standards.
 - G. Shirts must be worn at all times. No “shirts vs. skins” games allowed.
 - H. See shoe attire section listed previously in handbook.
 - I. No food, drink, gum, tobacco, or anything comparable allowed in the basketball court area.
 - J. Any additional equipment or activity usage must be cleared through supervisor on duty. Please see multipurpose gym rules for approved activities in that area.
3. **FITNESS FLOOR RULES:**
 - A. Appropriate attire must be worn. (See attire section listed previously in handbook).
 - B. All personal belongings should be secured in a locker or cubby at your own risk.
 - C. All users are should use the disinfectant spray provided and wipe all machines off after use.
 - D. Be considerate to other people using the facility: do not sit, rest, or socialize on the equipment.
 - E. Please limit yourself to 45 minutes on all cardiovascular equipment during high traffic times.
 - F. Please warm up prior to using the equipment and cool down afterward.
 - G. Please report any injuries to the Fitness Center staff.
 - H. Please replace all dumbbells and plates on the appropriate racks when finished.

- I. Abuse of the equipment will not be tolerated. Loss of privileges will occur if it becomes a problem.
- J. Do not drop weights. If you can't control it, don't lift it.
- K. Spotters are highly recommended when training with free weights.
- L. Collars **must** be utilized on all free weight bars.
- M. The use of hand chalk is prohibited.
- N. All equipment must remain in the Fitness Center.
- O. You must be at least 16 years of age to use the Fitness Floor.
- P. Limit excessive noise which may distract other patrons.
- Q. Report any problems or deficiencies with equipment immediately to a staff member.

4. **PERFORMANCE TRAINING SUITE RULES:**

- A. Appropriate attire must be worn. (See attire section listed previously in handbook).
- B. All personal belongings should be secured in a locker or cubby at your own risk.
- C. All users are should use the disinfectant spray provided and wipe all equipment off after use.
- D. Be considerate to other people using the facility: do not sit, rest, or socialize on the equipment.
- E. Please limit yourself to 45 minutes on all cardiovascular equipment during high traffic times.
- F. Please warm up prior to using the equipment and cool down afterward.
- G. Please report any injuries to the Fitness Center staff.
- H. Please replace all kettlebells, balls, straps and plates on the appropriate racks when finished.
- I. Abuse of the equipment will not be tolerated. Loss of privileges will occur if it becomes a problem.
- J. Do not drop weights. If you can't control it, don't lift it.
- K. Spotters are highly recommended when training with free weights.
- L. Collars **must** be utilized on all free weight bars.
- M. The use of hand chalk is prohibited.
- N. All equipment must remain in the suite
- O. You must be at least 16 years of age to use the Performance Training Suite.
- P. Limit excessive noise which may distract other patrons.
- Q. Report any problems or deficiencies with equipment immediately to a staff member.
- R. Performance Training suite may be closed when Fitness Classes are in session.
- S. To reserve the Performance Training Suite for a private small group training session, please contact the Fitness administrator at 434.395.2175

5. **RACQUETBALL/HANDBALL COURT RULES:**

- A. Approved eye guards must be worn at all times.
 - B. An individual may not play on another court while waiting to challenge.
 - C. All personal belongings must be secured in a locker.
 - D. Court is not to be used for any other purpose than racquetball/handball/walleyball/tennis.
 - E. Reservations are highly recommended.
 - May be made 24 hours in advance.
 - One hour time slot per day.
- Failing to show after 10 minutes allows anyone to take the court.

6. **CLIMBING WALL RULES:**

- A. A climbing wall attendant must be present for participants to climb. **No unsupervised climbing at any time.**
- B. Participants must have a signed waiver on file before climbing.
- C. Participants must sign in on the daily report form upon arrival.
- D. No bouldering above specified area on the wall.
- E. Only Longwood certified participant belayers and climbing wall attendants can belay climbers.
- F. Appropriate athletic attire must be worn at all times. It is up to the discretion of the Campus Recreation staff to determine appropriate attire for patrons that does not impede harness and climbing equipment use. No sandals, non-athletic shoes or bare feet. Muddy or dirty shoes are not permitted. Participants are asked to please change into clean shoes prior to entering facility.
- G. Climbers may bring their own personal helmet and climbing shoes.
- H. Climbers may use their own personal harness, subject to inspection and approval by climbing wall staff.
- I. Do not walk under climbers on the wall.
- J. Do not step on climbing rope or climbing equipment.
- K. Climbing over the wall structure (this means above the top anchors) is prohibited.
- L. Climbers may not sit or rest on the top of the wall.
- M. Climbing attendants are the only people that are allowed to adjust or fix holds on the walls.
- N. Allow right of way to other climbers who were first on route on any given section of wall or boulder. Don't crowd other climbers.
- O. Remove all loose fitting jewelry and rings before climbing.
- P. Tie long hair back when necessary.
- Q. The following climbing commands must be followed:
The Climber asks, 'On Belay?'"
The Belayer replies, "Belay On"
Climber says, "Climbing"
Belayer replies "Climb On"
- R. All accidents and equipment damage must be reported to climbing wall attendant immediately.
- S. Sport lead climbing can be done only by approved lead climbers and lead belayers.
- T. Campus Recreation staff reserves the right to remove any person from the premises for violating the above safety policies and procedures or for any conduct that is viewed as unsafe or inappropriate.

7. **MULTI-PURPOSE GYM:**

- A. All personal belongings should be secured in a locker.
- B. Members are responsible for the set up and take down volleyball/badminton standards.
- C. All members must be permitted the opportunity to play.
- D. See shoe attire section listed previously in handbook.
- E. Indoor soccer, floor hockey, volleyball, Frisbee, and throwing football, baseball or softball are permitted activities in this area. All other activities must have prior approval by an Administrative Staff member.
- F. Any additional equipment or activity usage must be cleared through supervisor on duty.
- G. No food, drink, gum, tobacco, or anything comparable allowed in the multipurpose gym floor area.
- H. Personal music players are permitted; see the building supervisor for assistance in turning on the sound system. Building staff have final say in removing this privilege if the music is deemed offensive or too loud.

8. **POWERLIFTING ROOM:**

- A. No food is allowed in the Powerlifting Room
- B. Drinks are not allowed in the Powerlifting Room except for water in a clear, plastic, non-breakable, re-sealable container
- C. Students, faculty and staff should use the lockers or cubbies provided on the fitness floor for their belongings. Personal items are not to be brought into the Powerlifting room.
- D. Personal music players are permitted; see the building supervisor for assistance in turning on the sound system. Building staff have final say in removing this privilege if the music is deemed offensive or too loud
- E. Users may not bring fitness floor equipment into the Powerlifting room
- F. Users are not to bring outside chalk into the Powerlifting room

X - MISCELLANEOUS

1. CAMPUS RECREATION WEATHER EMERGENCY POLICY

In case classes are canceled or Longwood University is closed, operating hours of the Health & Fitness Center may vary based on the factors of the weather emergency.

The Health & Fitness Center will follow the schedule below for inclement weather. This will be our standard procedure for inclement weather. There may be certain events that cause us to change but this will cover most issues:

Fitness Center Inclement Weather Policy

- A. If classes are cancelled (University closed) the evening/night prior: The Health & Fitness Center will also be closed for the day. All scheduled programs will be either cancelled or postponed.
- B. If classes are delayed the evening/night prior: The Health & Fitness Center will open when the university does(ex: classes resume at 10 a.m., HFC opens at 10 a.m.) and close at normal closing time. All scheduled programs during our open hours will go as scheduled.
- C. If classes are delayed the morning of classes: The Health & Fitness Center will open at our normally scheduled time and close at normal closing time. All scheduled programs during our open hours will go as scheduled.
- D. If classes are cancelled (university closed) the morning of classes: The Health & Fitness Center will open at our normally scheduled time and close at 7:00pm. All scheduled programs for that evening will be either cancelled or postponed.
- E. If the university says it will close early that day: The Health & Fitness Center will close 2 hours after the university closes. All scheduled programs for that evening will be either cancelled or postponed.

Campus Recreation Essential Personnel: Director or designee

- 2. **BIKES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS:** For the safety of others, all of these items must remain outside the Health & Fitness Center.
- 3. **TOURS:** Health & Fitness Center self tours are available. Tour visitors should stay on the tiled areas while they are in the building and are prohibited from working out or using any equipment while on their tour.
- 4. **CATERING/CONCESSIONS:** No outside catering is permitted.

5. **WEAPONS AND FIREARMS:** No weapons or firearms of any kind are allowed in the Health & Fitness Center. Participants in possession of a weapon or firearm of any kind will be denied access and required to exit the facility.
6. **LOST AND FOUND:** Please give all items found within the Health & Fitness Center to the Equipment Room desk. Items will be logged and stored until the end of the current semester. Items deemed to be of high value will be turned over to the Longwood Police Department. **Campus Recreation is not responsible for lost or stolen items. It is strongly recommended that individuals not bring valuable items into the Health & Fitness Center when working out.**

XI - COMMENTS/SUGGESTIONS

1. **QUESTIONS:** Explanations or clarifications on the policies stated in this handbook should be directed to an administrative staff member.
2. **CUSTOMER COMMENTS/ COMPLAINTS:** Members wishing to express a concern, suggest an improved service, or praise an employee are strongly encouraged to speak to a Campus Recreation administrator and/or complete a comment card located at the front desk.
If you are unhappy with a program or service, a written complaint can be filed with the program area director. If you do not receive satisfaction, please contact the Director of Campus Recreation at hemmergw@longwood.edu . Still not satisfied? Forward your complaint to the Dean of Well-being at wallsmcaymj@longwood.edu