

Longwood University



Campus Recreation Member Handbook

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I – GENERAL INFORMATION

1. **MISSION/ VISION STATEMENT:** To serve Longwood through Recreation and Wellness. Creating a Fit U!
2. **MAILING ADDRESS:**
Campus Recreation
Longwood University Health & Fitness Center
201 High Street
Farmville, VA 23909
3. **MANAGEMENT:** The Health & 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 Associate Dean of Wellness, the Associate Director of Campus Recreation and administrative staff.
4. **GENERAL INFORMATION / EMERGENCY PHONE NUMBERS:**
Main office: 434-395-2356
Fax: 434-395-2783
Front Desk: 434-395-2488
Campus Police Dispatch/Emergency: 434- 395-2091
Website: www.longwood.edu/recreation
5. **PROGRAMMING:** Campus Recreation provides a comprehensive recreational sports program to the Longwood University community. Program areas include: aquatics, fitness, instructional programs, intramural sports, open 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 or at the front desk for hours of operation. All members must exit the building when the facility closes.
7. **PARKING:** Please refer to the Longwood University Parking Services office located in the Graham building (434-395-2660) with questions regarding parking.

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:** For safety reasons, 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 and holidays. All minors must be accompanied by an adult at all times. See “Family Hours” below for more age restrictions and information.

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. Longwood employees that are also enrolled in classes 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 to gain access to the building.
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. Options for:
 - Reduced prices on instructional programs
 - Intramural Sports
 - Special events & challenge activities
 - Outdoor events & trips
 - D. Sponsorship of guests (2 per visit per day).
7. **GUEST PASS:** The \$5.00 guest pass allows access during normal operating hours on the day of purchase.
 - Longwood University Faculty/Staff, Hampden Sydney College Faculty/Staff and Students, and Southside Virginia Community College Faculty/Staff and students may purchase a \$5.00 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 his/her 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.
 - Each guest over 16 years of age will receive an Equipment Check Out Pass in exchange for a valid state issued ID. Upon exiting the facility you must return the pass in exchange for your ID.
 - Campus Recreation reserves the right to terminate guest privileges for failure to abide by set policies/procedures or misuse of facilities/equipment.

8. **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 and holidays.
 - Must be accompanied by a faculty/staff/student member.
 - Must be involved in the same activity as the faculty/staff/student 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 & Powerlifting Room and those 14 and older are permitted in the Circuit Room.
 - Only individuals 16 years of age or older may participate in Campus Recreation programming including Group Fitness classes, Personal Training, Intramural and Club Sports, and Special Events unless they get prior approval from Campus Recreation staff.
9. **UNIVERSITY VISITORS:** Visiting professors, conference attendees, and large groups/clubs are eligible to use the Health & Fitness Center with verification/permission from the Campus Recreation Department. (This is to be done during normal business office hours.)
10. **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.
11. **MEMBER IN GOOD STANDING:** In order to maintain eligibility for all benefits of a Campus Recreation membership, members must remain in good standing. A member in good standing is a person:
 - Whose account is up-to-date
 - Whose membership is paid in full
 - Whose membership has not been revoked for violating a Campus Recreation policy
 - Who is abiding by all Campus Recreation rules
12. **MEMBERS NOT IN GOOD STANDING:** A member not in good standing is one whose payment account is invalid or has non-sufficient funds. A member with non-sufficient funds will immediately become a member not in good standing and become ineligible for all of the privileges and benefits a Campus Recreation membership permits. In addition, a member not in good standing is also one who has violated a Campus Recreation policy and whose membership privileges have been temporarily revoked for a violation of the rules.
13. **REFUNDS:** Please contact our main office 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 an 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 staff.
Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.
4. **TELEPHONES:** Campus Recreation phones are for business use only, except in the case of an emergency.
5. **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.
6. **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, mixed martial arts etc. may not be played informally without prior approval. Please report any dangerous activities to the Campus Recreation staff immediately.
7. **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 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.
8. **INJURIES:** All injuries (minor & major) sustained within the Health & Fitness Center must be reported to nearest staff member immediately. Also, please report all unsafe conditions or equipment to a 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:
 - 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.

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, and/or violating Campus Recreation rules and regulations.

6. **FIGHTING:** Any Longwood student, faculty/staff 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 his/her 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. Judicial conduct action may also be applied 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 Honor and Judicial Department and local authorities.

8. **REVOCATION 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 Judicial 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 Campus Recreation Director, who shall evaluate the appeal.**

V - ATTIRE

1. **GENERAL:** Athletic attire is required. Street clothing and/or business attire (suit and tie or skirt) compromises the safety of the wearer and reduces the acknowledged recreation atmosphere of the Health & Fitness Center, and is NOT allowed. Sauna suits or trash bags (sometimes worn to cut water weight) are NOT allowed.
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 with metal rivets are dangerous and NOT allowed. Shorts that do not cover the buttocks are NOT allowed.

3. **SHIRTS:** Athletic Attire that covers the torso is acceptable. Shirts that have been cut down the sides, sports bras worn alone as tops, and/or offensive graphics/text are considered inappropriate and NOT allowed. T-shirts are available for issue for unprepared or inappropriately dressed patrons.

4. **SHOES:** For safety purposes, closed-toed and closed-heeled non-marking athletic footwear is required in all areas of the Health & Fitness Center, except the shower/locker rooms. The following footwear is prohibited:
 - A. Dark-soled shoes which may damage or mark the wood floor/carpet
 - B. All leather-soled street shoes
 - C. Open-toed athletic footwear, sandals, or flip-flops
 - D. Muddy, dusty, or dirty shoes
 - E. Spikeless golf shoes
 - F. Astroturf shoes, cleats, or metal/rubber spiked shoes
 - G. Running shoes that mark the floors
 - H. **“Five Finger” Shoe Policy:**
Footwear with individual toes such as Vibram’s Five Finger shoes 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 he/she changes into attire that meets the building policies.

VI - EQUIPMENT

1. **SPORTS EQUIPMENT:** Some (volleyball, soccer, basketball, etc.) sports equipment may be checked out through Equipment Room and 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. **TOWELS:** A complementary shower towel is available at the Equipment Room and 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 or Juice Bar 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 Equipment Room and 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 any activity areas, bathrooms, or locker rooms.
7. **AUDIO:** The use of boom box radio, musical instruments, and/or amplified sound equipment is prohibited. The use of headphones is necessary for all personal audio devices. Those wishing to use personal radios in the Multipurpose Gym court should see the Supervisor on duty for assistance.
8. **PHOTO/VIDEO:** The use of still photograph, video tape, cell phone and/or tablet, television, or movie camera use is prohibited inside the Health & Fitness Center. Groups may seek approval by informing the front office.
9. **ANIMALS/PETS:** Animals are not permitted to enter the Health & Fitness Center, except for guide dogs, service, or signal animals.
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 and foremost.
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 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 required to 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 Center.
- P. Limit excessive noise which may distract other patrons.
- Q. The use of the Spin Bikes in the Circuit Room requires an instructor and is reserved for group fitness classes only.
- R. Report any problems or deficiencies with equipment immediately to a staff member.

4. **SWIMMING POOL RULES:**

- A. No swimmer may use pool without a lifeguard present.
- B. Proper swim attire required. Bathing caps are recommended, but not required.
- C. Persons with cuts, abrasions, or communicable skin diseases should not use the pool.
- D. Showers must be taken before swimming.
- E. No eating or drinking or chewing gum in or around pool area.
- F. No inflatable toys or flotation devices allowed unless approved.

- G. All personal belongings are to be left in lockers.
- H. No street shoes on deck.
- I. No running or unnecessary roughness allowed around pool area.
- J. No hanging on lane lines or safety lines.
- K. Lifeguards regulate the diving area and boards.
- L. One person on diving boards at a time and only one bounce on diving board.
- M. No diving in shallow end.
- N. No gum or band-aids.
- O. No use of foul or offensive language.
- P. Lifeguard has complete authority in and around the pool area.
- Q. No pets allowed in pool area. (service animals are allowed)
- R. Any lane lines that are put in place by Campus Rec Lifeguards, Club Swimming, pool parties, or other Recreational Swim users **MUST** be rolled up at the end of the night and put away.
- S. All Guests must sign the pool guest waiver. Limit 2 guests per LU sponsor.
- T. Minors must be accompanied by a parent or legal guardian at all times.
- U. You must be 14 years old or older to use the pool during Recreational Swim and Campus Recreation events unless prior approval from Campus Recreation staff.

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. Courts are not to be used for any other purpose than racquetball/handball/walleyball.
- 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. It is recommended to be conservative with athletic attire. No sandals, non-athletic shoes or bear 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 (CD/iPod) 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. Powerlifting Supervisor makes all music choices. Users are not to have access to the storage closet at any time.
- 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. **BIKES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS:** For the safety of others, all of these items must remain outside the Health & Fitness Center.

2. **TOURS:** Health & Fitness Center self tours are available. Tour visitors must surrender an ID while they are in the building and are prohibited from working out or using any equipment while on their tour.
3. **CATERING/CONCESSIONS:** No outside catering is permitted.
4. **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.
5. **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.**

6. **CAMPUS RECREATION WEATHER EMERGENCY POLICY**

In case classes are canceled or Longwood University is closed, Campus Recreation will make every attempt to have the Health & Fitness Center open for informal use by students and members who remain on campus. Operating Hours of the Health & Fitness Center may vary based on the factors of the weather emergency. Campus Recreation programs will be cancelled.

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:

-If classes are cancelled the evening/night prior:

The Health & Fitness Center will open at 10 a.m. and stay open until normal closing time (10 p.m. for this Thursday)

All scheduled programs for that evening will be either cancelled or postponed

-If classes are delayed;

The Health & Fitness Center will open two (2) hours prior to the first scheduled class (ex: classes resume at 10 a.m., HFC opens at 8 a.m.) and close at normal closing time

All scheduled programs during our open hours will go as scheduled

-If classes are cancelled or postponed the morning of classes:

The Health & Fitness Center will open at our normally scheduled time and close at our normal closing time

All scheduled programs for that evening will be either cancelled or postponed

Campus Recreation Essential Personnel: Director or designee

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 Associate Dean of Wellness at mcgregormc@longwood.edu. Still not satisfied? Forward your complaint to the Vice President of Student Affairs at piersontj@longwood.edu