



THE UNIVERSITY OF NEW ENGLAND  
OFFICE OF STUDENT ACTIVITIES/ORGANIZATIONS

POLICY REGARDING:  
**USAGE OF THE CAMPUS CENTER**

EFFECTIVE DATE 6/1/2017

**GENERAL USAGE AND ACCESS**

- For health and sanitary purposes shoes and shirts are required while using the facility.
- Service animals are welcome in the Campus Center and at the University of New England, however pets are not permitted inside of the building.
- An active UNE ID, Summer Pass or Fitness Membership ID is required to gain access to the fitness areas.
  - *Lost UNE IDs are replaced through the Office of Safety and Security, and lost Summer Passes or Fitness Membership IDs are replaced by visiting the front desk of the Campus Center.*
- Patrons required to complete a University of New England's Indemnification, Assumption of Risk, Waiver, and Release from Liability for all Recreational Activities form at least once per calendar year prior to accessing the facility.
- Patrons under the age of 17 must have a parent or legal guardian the University of New England's Indemnification, Assumption of Risk, Waiver, and Release from Liability for all Recreational Activities form before gaining access to any fitness facilities.
- The sharing of UNE IDs, Summer Passes and Fitness Membership ID cards to gain access to the fitness facilities is strictly prohibited.

**HOURS OF OPERATION**

- The Campus Center operates seven days a week during the academic year. Break and vacation hours will vary. Special accommodations may be requested by contacting the Office of Student Activities/Organizations (additional fees may apply for any extended hours).

**RESERVATIONS**

- The Campus Center is considered a non-academic space that can be reserved for University purposes through Ad Astra, up to 365 days in advance. Reservations for non-University purposes are to be booked through Conference Services.
- The Office of Student Activities/Organizations will maintain a list of approved annual, large, and traditional events that will receive priority scheduling.

- Following all reservations, it is the responsibility of the student organization or department to clean the space used including decorations, trash, and food not delivered through Catering Services.
- Decorations are permitted with the following limitations:
  - No candles, wicks, open flames, incense/perfumes or the burning of any materials is permitted.
  - Items cannot be nailed, tacked, stapled, glued, taped or otherwise fastened to ceilings, walls, windows, columns, painted surfaces, and doorways.
  - Glitter may not be used.
  - Windows may not be covered under any circumstances. University signs cannot be covered or otherwise obstructed.
- The student organization or department is responsible for the condition of the rooms rented during their reservation.
- The Office of Student Activities/Organizations reserve the right to assign or reassign reservations based on the size of the group, type of the program, and space availability in order to assure the maximum and most appropriate utilization of space.
- The Office of Student Activities/Organizations reserves the right to deny space if the event is beyond the scope of the facility and staff's physical or technical or if security concerns cannot be properly addressed.
- Reservation requests may also be denied if they are in conflict with University of New England policies or regulations.

## **FIRE ALARMS**

- When a fire alarm is sounded, patrons will immediately evacuate the building. If a patron is using the fitness facilities, they will immediately leave through the nearest exit and remain outside until fire and safety officials deem it safe to return.
- Life guards will provide pool patrons with towels in the event of a fire alarm. Patrons will not return to the lockers prior to exiting the facility.

## **INJURIES**

- Patrons who have an injury or feel ill should immediately contact the closest staff person for assistance.
- A first aid kit is kept at the front desk for minor injuries. In cases requiring more extensive first aid, Building Managers will contact the appropriate persons for assistance. In the event of an emergency, 911 will be dialed directly.

## **COLLECTION BOXES**

- Departments and student organizations may request to use the collection box space located at the Front Desk through Ad Astra.

- Departments and student organizations making use of collection box space must abide by the following regulations:
  - Collection boxes can only be placed at the designated space unless permission has been granted by the Director of Student Engagement.
  - Food collection will not include perishables and needs to be clearly marked on the box.
  - Bins must be picked up on agreed removal date. Any box or bin that is not removed by that date may be.
  - Collection periods cannot last longer than seven (7) calendar days.
  - All collections must end before vacations or break periods.
  - The collection box will be clearly labeled with the following information:
    - Reason (Name) for Drive
    - Dates of Drive
    - Group Name
    - Group Contact Info

## **LOST AND FOUND**

- Articles lost in the facility are cataloged by Building Managers and kept in the lost and found box located at the Front Desk.
- On the first academic day of each month, the Campus Center will make all unclaimed lost and found items available for patrons to claim. Any items left unclaimed after 2 business days of being available will be donated to a local non-profit.

## **RECORDING**

- To maintain a healthy environment for our patron's privacy, unauthorized research, filming and photography is prohibited within the facility.
- Exceptions may be granted by the Director of Student Engagement given the request is received in writing at least five (5) business days prior to the proposed research, filming or photography.

## **ART WALL SALES**

- All sales are made directly between the buyer and the ARTIST. Contact information for the Artist is posted with the display and at the Front Desk.
- A price list will be maintained by the Front Desk for public inquiry.

## **GAME TABLES POLICY**

- The Front Desk will rent game equipment to students, faculty and staff in exchange for a university ID which will be held until the equipment is returned. Non-university affiliated patrons may leave a valid state identification card or drivers license. In the can of

conference guests, they may leave their conference badge in exchange for game equipment.

- Individuals using the game room are responsible for equipment checked out in their name, and the equipment in the room they are utilizing, and may be held accountable for any damage to walls, doors, and/or furniture in the room caused by their misuse of this space.
- Food, drinks and personal belongings may not be placed on the game tables.
- Sitting, leaning, or lounging on the game tables is strictly prohibited.
- Disruptive individuals can be removed from the Game Room by the Campus Center staff and may be referred through the Conduct process for appropriate disciplinary action.
- Reservations:
  - There are limited opportunities to reserve the game tables along with the room in which they reside for special events. Please contact the Campus Center Front Desk for more information.
  - The game tables are available during normal hours of operation for the Campus Center given that the room is not reserved, that tables are not already in use, and no events are occurring in which usage of the game tables would cause a disruptive environment.
  - Reservations of the game room will follow all other normal Campus Center reservation policies as outlined in this policy.

## **FITNESS CENTER EXPECTATIONS**

Fitness Center users will:

- Be mindful of personal music.
- Use common courtesy with other facility users and staff.
- Conserve space and equipment used.
- Listen to and abide by facility staff.
- Class cancellations posted in locker rooms and at front desk.

When using equipment, Fitness Center users will:

- Clean equipment and return everything to its proper place after use.
- Lift smart: use weight clips, recruit a spotter, and minimize slamming of weights. Fitness center staff is available for spotting if needed.
- Leave ID with student supervisor when taking equipment out of the Fitness Center (taking certain equipment outside of the building is not allowed).

Fitness Center users will adhere to the following attire requirements:

- Will not wear open toed shoes, cleats, or boots.
- Wear appropriate athletic apparel. Shirts must be worn at all times.
- Bring a pair of dry shoes to change into if weather dictates.
- Utilize storage units in the Fitness Center or locker rooms for bags, extra clothes, and shoes.

## **GYMNASIUM EXPECTATIONS**

Gymnasium users will:

- Wear appropriate athletic apparel is required. Shirts must be worn at all times.
- Keep all liquids must be in a spill proof container placed away from the activity area.
- Wear only non-marking athletic shoes are allowed.
- Use the Gymnasium on a first come first serve basis.
- Not hang on rims or nets.
- Return all rented equipment 10 minutes prior to facility closing.
- Use common courtesy with other players and staff.
- Demonstrate proper sportsmanship.
- Understand that the gymnasium is used events, group exercise classes and other activities.

## **LOCKER ROOM EXPECTATIONS**

Locker Room users will:

- Make sure all valuables are locked up securely. Locks left overnight on day use lockers will be removed and disposed of. Items will be bagged up and placed in the lost and found at the front desk.
- Understand that the Campus Center is not responsible for any lost or stolen items.
- Will not bring glass into the locker rooms.

## **POOL EXPECTATIONS**

Pool users:

- Are required to take a cleansing shower before entering the pool.
- May not enter the pool or hydrospace if they have a communicable disease or open cuts until the condition is healed. No bandages may be worn in the water.
- Will not bring glass on the pool deck.
- Place all personal items in a locker before entering the pool area.

- Will not swim unless the area is properly staffed with a certified lifeguard on deck.

Patrons will also follow these additional rules while using the pool facility:

- All swimmers must wear bathing suits. No undergarments or street clothes.
- Person's under the age of 17 must be accompanied by a responsible adult. Children may wear Coast Guard approved floating devices only. No water wings will be allowed!
- No running, pushing, jumping or horseplay of any kind is permitted in or around the pool area.
- Dive in designated (deep) areas only. Patrons will NOT use starting blocks.
- Food, beverages, gum and smoking are prohibited in the pool area.
- Only barefoot or deck shoes are allowed on the deck. No baby carriages.
- All swimmers must wear bathing suits. No cut-offs. Gym shorts or dance attire is permitted.
- Anyone with shoulder length hair or longer, when wet, must wear a bathing cap or in a pony tail.
- No diving into the shallow section of the pool.
- Swimming accessories are for adult use during lap swimming only. Masks, fins and snorkels may be used with permission from the direction. Lane lines are not to be sat on or abused.
- Lap Swimming is only allowed in lap lanes.
- During water exercise classes only lap lanes will be available.
- When sharing a lane, stick to the right side of lane and "swim circle".
- Equipment (pull buoys, noodles, kickboards, ect.) must be used for their intended purposes only.
- Snorkels and scuba gear may ONLY be used during instructional classes.
- Anyone suspected of being under the influence of alcohol or drugs will be refused pool and spa usage.
- Lifesaving equipment and lifeguard stands are for exclusive use of the pool guards.
- Lifeguards will enforce all rules and will eject unruly swimmers.

Patrons will also follow these additional regulations while using the HydroSpa:

- Patrons with circulatory, respiratory, or other health problems should not use the spa.
- Do not use spa while pregnant.
- Exercising is prohibited in the spa.
- Keep head above water.
- No one under 18 is allowed in the spa.
- There is a 10-minute limit for everyone using the spa.
- After leaving the spa, wait several minutes before entering the pool or shower.

- The spa may be closed as needed for maintenance.

## **TRACK EXPECTATIONS**

Track users will:

- Travel clockwise on Monday, Wednesday, Friday and Sunday.
- Travel counterclockwise on Tuesday, Thursday and Saturday.
- Call out when passing another user.
- Wear appropriate athletic apparel. Shirts must be worn at all times.
- Wear only clean, non-marking sneakers allowed on track surface. No roller blades, boots, cleats or spikes, etc. are allowed
- Bring a pair of dry shoes to change into if weather dictates.
- Use caution when entering and exiting the track.
- Use common courtesy with other users and staff.

*The track is 1/12 mile on inside loop. 12 laps = 1 mile.*

## **DRY SAUNA EXPECTATIONS**

Sauna users will:

- Follow posted safety warnings will using the dry sauna.
- Comply with proper usage of a DRY sauna. They will not pour water over the coals for their own safety and enjoyment of the facility.
- Not place combustible material on the heater at any time.
- Exit immediately if uncomfortable, dizzy, or lightheaded.
- Not bring food, gum, beverages, glass plastic or metal items into the dry sauna.
- Shower prior to entering.
- Will not bring glass into the dry saunas.
- Will not use the dry sauna while under the influence of alcohol or other drugs that cause sleepiness, drowsiness or raise/lower blood pressure.

*Failure to comply with these expectations or other posted facility policies may result in ejection from the facility, loss of membership, or in some circumstances, referral to the University Conduct Office.*