

**STUDENT RECREATION CENTER  
OPERATING POLICIES**

**TABLE OF CONTENTS**

Academic Programs.....	17
Activity/Multipurpose Rooms.....	11
Alcoholic Beverage Policy.....	20
Amplified Sound.....	10
Animals.....	9
Attire, Participant.....	8
Audio Visual Equipment.....	17
Automatic Scheduling of Facilities.....	16
Building Tours.....	10
Cancellation of Reservations.....	16
Cameras.....	10
Cardio and Weight Rooms.....	10
Cell Phones.....	9
Code of Conduct.....	6
Day Use Lockers.....	2 & 8
Eligible Facility Use Categories.....	1
Equipment Checkout.....	2
Event Staffing.....	18
Facility/Space Specific Policies.....	10
Family Hours.....	8
Food/Beverage Policy.....	19
Food and Drinks, Areas Allowing.....	9
General Building Policies.....	6
General Reservations Policies.....	13

**STUDENT RECREATION CENTER  
OPERATING POLICIES**

**TABLE OF CONTENTS (continued)**

Group Activity Rooms, Definition ..... 14

Group Exercise..... 2

Groups Authorized to Schedule Facilities ..... 12

Guests..... 7

Gymnasium ..... 11

Informal Recreation ..... 2

Injuries ..... 9

Intramural Sports..... 2

Learn to Swim ..... 3

Locker Rooms ..... 8

Lost and Found ..... 9

Minimum Age Requirements ..... 1

Multipurpose/Activity Rooms..... 11

No-Tobacco Facility ..... 9

No-Spitting ..... 9

“No Shows”, Reservations by Student Groups ..... 16

Non-Participant Access ..... 7

Outdoor Amplified Music..... 17

Participant Access ..... 6

Past Due Balances, 90 days ..... 15

Payments & Refunds ..... 3

Personal Training ..... 3

Pool ..... 10

Public Area Scheduling ..... 16

Racquetball Courts..... 11

Recording Devices and Cameras ..... 10

Registration and Enrollment..... 3

**STUDENT RECREATION CENTER  
OPERATING POLICIES**

**TABLE OF CONTENTS (continued)**

Rental Lockers .....9

Reservation of Equipment for Use on Premises Other Than the SRC ..... 17

Reservation of Group Activity Rooms by Affiliated Student Organizations ..... 14

Reservation of Rock Wall by Affiliated Student Organizations ..... 15

Reservation of Special Events Rooms by Affiliated Student Organizations..... 15

Responsibility of Groups Using SRC ..... 13

Rock Wall ..... 12

Room Rental Charges..... 20

Security Deposits on Facilities ..... 21

Security Personnel..... 18

Self-Catering..... 19

Set-Up/Tear Down/Storage..... 18

Special Events Areas, Definition ..... 15

Stake Signs..... 10

Storage Areas ..... 10

Ticket Sales ..... 15

Titan Youth Sports Camp..... 3

Tour of Building ..... 10

Towel Service ..... 2

Track ..... 12

Unauthorized Access ..... 7

Unsponsored Guests..... 7

Use of Recording Devices and Cameras..... 10

Visitors ..... 6

Weight and Cardio Rooms ..... 10

**CSUF STUDENT RECREATION CENTER**  
**OPERATING POLICIES**

1. **ELIGIBLE FACILITY USE CATEGORIES & STATUS VERIFICATION** [2/6/08]

The following categories list which campus community members are eligible to use CSUF Student Recreation Center facilities (either as currently enrolled CSUF students or through the purchase of a facility use membership). All memberships are non-transferable.

- A. **Student**: Currently enrolled CSUF students are eligible to use CSUF Student Recreation Center facilities. Qualifying Student status will be verified with the University as a condition of facility use.
- B. **Non-Enrolled Student**: Non-enrolled continuing CSUF students, incoming freshman and transfer students are eligible to purchase facility use memberships at the established rate for this user category. Such memberships are available for a single non-enrolled academic term, provided the student's status with the university is listed as "continuing", and the non-enrolled academic term is immediately following their completion of a regularly enrolled academic term. Qualifying Student status will be verified with the university as a condition of purchasing a facility use membership. [10/2/13]
- C. **Student Spouse/Partner**: Spouses or domestic partners of currently enrolled CSUF students are eligible to purchase facility use memberships at the established rate for this user category. Qualifying Student status will be verified with the university as a condition of membership. Evidence of stated legal status (i.e. copy of official marriage license or certificate of domestic partnership from the Secretary of State Office.) will be required as a condition of purchasing a facility use membership.
- D. **Associated Students, CSUF, Inc. Staff**: Currently employed Associated Students, CSUF, Inc. staff members are eligible to purchase facility use memberships at the established rate for this user category. Written verification of user category status may be required as a condition of purchasing a facility use membership.
- E. **Associate Members**: CSUF Alumni Association members, currently employed CSUF university faculty and staff, retired/emeritus faculty/staff, university auxiliary staff, visiting faculty, currently enrolled American Language Program students, students enrolled through the University's Extended Education program and CSUF Marriott employees are each eligible to purchase facility use memberships at the established rate for this user category. Written verification of user category status may be required as a condition of purchasing a facility use membership. [10/2/13, 11/10/10, 1/28/08]
- F. **Affiliate Members**: Spouses/domestic partners, parents, adult children and adult siblings of an eligible student or associate member; members of the Osher Lifelong Learning Institute (OLLI); students, faculty and staff affiliated with higher education institutions immediately adjacent to CSUF (Hope International University, Western State University, and Southern California School of Optometry) are each eligible to purchase facility use memberships at the established rate for this user category. Written verification of user category status will be required as a condition of purchasing a facility use membership. [10/2/13, 4/30/08]

2. **MINIMUM AGE REQUIREMENTS** – Titan Recreation programs are open to eligible adults 18 years and older, as well as regularly enrolled CSUF students who have not yet reached their 18th birthday. Participants of specifically designed youth programs are not subject to this minimum age requirement.

3. SERVICES-The following services are offered at the Student Recreation Center.
  - A. Towel Service – complimentary work out towels are available at the Front Desk and Cardio/Weight Room desks. All towels must be returned and cannot leave the Student Recreation Center facility.
  - B. Equipment Checkout – a variety of equipment is available for check out. All equipment must be returned prior to close of business on the day it is checked out. The student or member checking out the equipment is financially responsible if the equipment is damaged or lost.
  - C. Day Use Lockers – lockers are available for day use. All day use lockers are designated with a decal inside the locker door and are equipped with digital locking systems. All day use lockers will be opened and cleared at the end of each day. Unclaimed items will be donated to a charitable organization each Friday. [4/22/09]
  
4. PROGRAM CATEGORIES – The following program categories are offered at the Student Recreation Center through the Titan Recreation department. Unless specifically stated otherwise these programs are available only to authorized users of the Student Recreation Center who have met the facility use eligibility requirements (as outlined in Sections 1A through 1F) through status as an enrolled CSUF student or through paid memberships).
  - A. Informal Recreation- Drop-in use of Student Recreation Center facilities, including: unscheduled sports courts; SRC swimming pool; weight training areas; cardio-equipment training areas; jogging track; and stretching areas. These programs are offered on a “first-come, first served space available” basis, during hours of operation designated for open-use, with the exception of racquetball court use – which may be reserved up to one day in advance.
    - 1) Approved guests of the Student Recreation Center may participate in all informal programs.
    - 2) Please refer to the “Guest” policy for more information.
  - B. Intramural Sports- Structured co- curricular activities including recreational and competitive leagues and tournaments in men’s, women’s, and co-ed divisions organized through the Titan Recreation department.
    - 1) Some intramural sports activities may be open to those without Student Recreation Center facility use privileges, at designated rates.
    - 2) Some intramural sports activities may be restricted to enrolled CSUF students only.
    - 3) Please refer to the current edition of the Intramural Sports Handbook for more specific information.
  - C. Group Exercise – Structured non-credit fitness classes.
    - 1) Drop-in Fitness classes are offered on a “first-come, first served, space available” basis, at the times these classes are scheduled.
      - a) Approved guests of the Student Recreation Center may participate in Drop-in Fitness classes.
      - b) Please refer to the “Guest” policy for more information.

4. PROGRAM CATEGORIES (Continued)
  - C. Group Exercise (continued)
    - 2) Instructional classes are offered through advance class registrations and may be subject to fees/charges beyond base SRC facility use membership rates. Some instructional classes may be open to eligible non-SRC members at the non-member rate.
  - D. Personal Training – Scheduled one-on-one or small group training sessions.
    - 1) These services are subject to established fees/charges beyond base SRC facility use membership rates.
    - 2) Approved guests of the Student Recreation Center may participate in personal training sessions at established non-member fees/charges.
    - 3) Please refer to the "Guest" policy for more information.
    - 4) Only approved Titan Recreation department personnel may conduct personal training within the facility. Other individuals may not conduct independent personal training (either for compensation or not) within the facility.
  - E. Titan Youth Sports Camp – Scheduled summer youth day-camp program, offered in multiple sessions throughout the summer. This program is open to the community at large, serving children 5-17 years of age.
  - F. Learn to Swim – Scheduled individual and small group water safety and swimming instruction. This program is open to the community at large, serving participants 6 months-adult.
5. REGISTRATION AND ENROLLMENT - In addition to qualifying for facility use under the established eligibility requirements; individuals must also complete the Student Recreation Center registration/enrollment process. This process includes the completion of the CSUF Student Recreation Center Use Registration form (currently enrolled students) or the CSUF Student Recreation Center Use Agreement form (non-students) and the Release of Liability, Waiver of Right to Sue, Assumption of Risk and Agreement to Pay Claims form, and the payment/processing of all required fees/charges (per appropriate user category). These services are available at the Recreation Services Office located on the second floor of the Student Recreation Center. [4/22/09]
6. PAYMENTS & REFUNDS
  - A. Facility Use Membership – In order to take advantage of the general offerings of the Student Recreation Center (i.e. informal recreation opportunities, locker room-use, drop-in fitness classes, etc.) currently enrolled CSUF students must first complete the registration/enrollment process and all others who meet eligibility requirements must purchase a membership.
    - 1) Memberships may be purchased by academic session or annually.
    - 2) Memberships must be paid in advance via cash, check, credit cards (as accepted by the program), or through CSUF payroll deduction.

**6. PAYMENTS & REFUNDS (Continued)****A. Facility Use Membership (Continued)****3) Refunds**

- a) The buyer may cancel a Facility Use Membership Agreement at any time prior to midnight on the fifth day of business after the date of the Agreement, excluding Sundays and holidays. To cancel the Agreement, the buyer must mail or deliver a signed and dated notice, or send an email which states that the buyer is canceling the Agreement or words of similar effect to the Recreation Services Office.
- b) All financial obligations associated with facility-use memberships are disclosed to and agreed upon by all parties at the time facility use memberships are established. As a result, refunds are generally not available to members after the fifth day the agreement is in effect. Those parties, who want to be considered for special circumstance, pro-rated membership refunds, may do so in writing, subject to the review and approval of the Titan Recreation Director.

**B. Intramural Sports**

- 1) Registration is accepted on a first come, first served basis and begin on the first day of classes each semester.
- 2) Participants/Teams must pay an entry fee by the entry deadline and attend the manager's meeting to guarantee a spot.
- 3) Teams signing up after the posted deadline shall pay a late fee.
- 4) Approved non-SRC members will pay a non-member fee.
- 5) Refunds-Prior to the first scheduled game being played, a refund less a \$10 processing fee will be given. No refunds will be given after the first scheduled game has been played. A full refund will be given for events cancelled and no alternative is available. Titan Recreation Director may waive the \$10 processing fee at his/her own discretion on a case-by-case basis. [4/21/10]

**C. Group Exercise/Instructional Classes**

- 1) Registration is accepted on a first come, first served basis and begin on the first day of classes each semester.
- 2) Participants must complete the required forms and pay the appropriate fee by the registration deadline.
- 3) Participants signing up after the posted deadline shall pay a late fee.
- 4) Non-SRC members will pay a non-member fee.
- 5) Refunds – Refund requests must be submitted in writing to the Recreation Services Desk. For requests submitted 48 hours prior to the first scheduled class meeting, a refund less a \$10 processing fee will be given. No refunds will be given after the 48-hour deadline. A full refund will be given for classes cancelled and no alternative is available. Titan Recreation Director may waive the \$10 processing fee at his/her own discretion on a case by case basis. [10/12/11, 4/21/10]

**6. PAYMENTS & REFUNDS (Continued)****C. Group Exercise/Instructional Classes (Continued)**

- 6) Transfers – Transfer requests must be submitted in writing to the Recreation Services Desk. Requests must be submitted at least 72 hours in advance. A transfer request will be approved on a space available basis for a class of the same type and cost only. One transfer per person, per class only. If a transfer is not approved, the customer may choose to stay enrolled in the class or request a refund (see refund policy above). [10/12/11]
- 7) Instructor Requested Transfers – If an individual's skill level does not match that of the class (i.e., the skills taught are too advanced for the student), the instructor may request a student be transferred to a more appropriate class level (i.e., from intermediate to beginning). [10/12/11]
- 8) Tardiness – All American Red Cross classes (Lifeguarding, CPR for the Professional Rescuer, CPR/AED and First Aid) have strict attendance requirements. The class will be closed to anyone who is more than 15 minutes late. A "CLASS CLOSED" sign will be posted on the door after the 15 minute deadline. Do not disrupt the class if the sign is already posted. No refunds or transfers will be accepted due to tardiness. [10/12/11]

**D. Personal Training**

- 1) Personal training is by appointment only.
- 2) Participants must complete the required forms and pay the appropriate fee in advance.
- 3) Participants must call in to reschedule at least 24 hours in advance. Appointments must be rescheduled within the same semester. If an appointment cannot be rescheduled, a refund less a \$10 processing fee will be given.
- 4) Refunds will not be given for a "no show". Titan Recreation Director may waive the \$10 processing fee at his/her own discretion on a case-by-case basis. [4/21/10]

**E. Titan Youth Sports Camp and Learn to Swim**

- 1) Registration is accepted on a first come, first served basis. [4/22/09]
- 2) Registration fees must be paid by the registration deadline. [4/22/09]
- 3) Participants signing up after the published deadline will pay a late fee. [4/22/09]
- 4) Cancellation/refund requests must be submitted in writing at least two weeks prior to the start of a cancelled session to receive a full refund less a processing fee.
- 5) Cancellation/refund requests submitted after the deadline and prior to the first day of the session must be accompanied with a written medical excuse and will be refunded the total amount less a processing fee.
- 6) No cancellation/refund requests will be accepted after the session begins. Titan Recreation Director may waive the \$10 processing fee at his/her own discretion on a case-by-case basis. [4/21/10]



7. GENERAL BUILDING POLICIES

- A. Code of Conduct – The Student Recreation Center staff is responsible for maintaining a safe environment for all participants. Participants are expected to follow basic guidelines that have been established to promote this goal. Participants are expected to:
- 1) Accept responsibility for their actions and adjust behaviors that do not meet guidelines.
  - 2) Show respect for the rights, privacy and property of others.
  - 3) Exhibit courtesy and good sportsmanship at all times.
  - 4) Avoid violent, abusive, aggressive, or offensive behavior. Such behavior will not be tolerated.
  - 5) Adhere to safe use of facilities and equipment, which do not cause undue risk of injury to self or others.
  - 6) Comply with all posted rules. [4/22/09]
  - 7) Follow instructions given by Titan Recreation staff. [4/22/09]
  - 8) Understand individuals who engage in unacceptable or disruptive behavior will be subject to disciplinary action which may include but is not limited to:
    - a) Meeting with the Titan Recreation Director;
    - b) CSUF student misconduct reported to Judicial Affairs;
    - c) CSUF faculty/staff misconduct reported to immediate supervisor;
    - d) Local area college member misconduct reported to appropriate university officials;
    - e) Facility/program privileges suspended or revoked;
    - f) Misconduct reported to Police.
- B. Participant Access – Access to the facility will only be given to current members, visitors, and guests. Faculty and staff who are not members will be eligible to register and participate in selected programs at the non-member rate. Exception to the access policy must be approved by the Titan Recreation Director.
- C. Visitors – Individuals that wish to tour the facility may obtain a visitor pass. [4/21/10]
- 1) A visitor pass is valid for 30 minutes.
  - 2) Visitors must sign the visitor pass agreement and waiver.
  - 3) Visitors must be wearing "street clothes".
  - 4) Visitors may not bring personal belongings with them into the facility.
  - 5) Visitors may not participate in any activity or use any equipment while in the facility.
  - 6) Visitors must observe all facility policies.

7. GENERAL BUILDING POLICIES (Continued)

- D. Guests – A Student Recreation Center member, University program, and CSUF Marriott hotel may sponsor a guest.
- 1) A member may sponsor up to two guests per day.
  - 2) A University program may sponsor up to five guests per day. Additional guests must be approved by the Titan Recreation Director.
  - 3) Guests of the CSUF Marriott Hotel may be guests of the Student Recreation Center when they present their hotel key.
  - 4) Guests must be at least 18 years of age except during family hours. [3/16/11]
  - 5) Guests must sign the guest agreement and waiver and pay the appropriate fee.
  - 6) Guests must observe all facility policies.
  - 7) The sponsoring member must be present to purchase a guest pass. Guests may not remain in the facility without their sponsoring member.
  - 8) A university program must arrange for guest passes in advance. A contact person must be available for the duration the guest is in the facility.
  - 9) Exceptions to normal guest access:
    - a) Faculty and Staff who are not Student Recreation Center members may purchase a day pass without a sponsor member.
    - b) In some cases, guests are granted access without a sponsor when approved by the Titan Recreation Director in advance.
- E. Un-sponsored Guests – Individuals who are on the campus for an event or activity are permitted to purchase a special day pass at the established rate. [4/30/08]
- F. Non-Participant Access – Individuals may have access to the facility through their employment relationship with the Associated Students, Inc. and/or University. However, access granted to such individuals as a requirement of their job duties does not entitle them to expanded use of the Student Recreation Center facilities, equipment or programs. This policy applies during regular hours of operation when individuals would need to purchase the required Facility Use Membership, as well as hours that extend outside of regular hours of operation.
- G. Unauthorized Access – Anyone attempting to assist or gain unauthorized access will have SRC privileges revoked.
- 1) First offense-privileges will be revoked for 7 days. Offender must meet with Titan Recreation Director prior to privileges being reinstated. Student offenders shall be reported to Judicial Affairs. Faculty/Staff offenders shall be reported to their immediate supervisor. [8/29/07]

7. GENERAL BUILDING POLICIES (Continued)G. Unauthorized Access (Continued)

- 2) Second offense-privileges shall be revoked for the remainder of the academic term. Offender must meet with Titan Recreation Director prior to privileges being reinstated. Student offenders shall be reported to Judicial Affairs. Faculty/Staff offenders shall be reported to their immediate supervisor. [8/29/07]
- 3) Third offense-privileges shall be permanently revoked. [8/29/07]

H. Family Hours – Family hours are designated for current members to extend access to specific spaces within the facility to their legal dependants under the age of 18. [4/21/10]

- 1) Spaces available during family hours include: the pool, gymnasium, and racquetball courts. The rock wall will be available through specific programs designed for family hours.
- 2) The adult member must accompany and supervise their child(ren) at all times.
- 3) To assure proper supervision, there is a maximum of two children per adult member. Written requests for exceptions to this policy must be approved by the Assistant Director of Business Operations in advance.
- 4) Locker room use is limited to adults and children of the same gender. Individual restrooms are available for adults supervising children of the opposite gender. Children under the age of 6 with special needs are exempt.

I. Participant Attire – Appropriate fitness attire including shoes and clothing are required. "Street clothes" are not permitted.

- 1) Shirts must be worn at all times.
  - a) Shirts with wording or graphics that are considered to be offensive or discourteous to other participants are not permitted.
- 2) "Athletic" shorts or pants must be worn at all times. [4/22/09]
  - a) Denim, Dickies<sup>®</sup>, khakis, canvas, "Cargo" style shorts/pants or attire with buckles/buttons/zippers or metal adornments are not permitted. [4/22/09]
- 3) Closed toed, non marking, athletic shoes are required. Exceptions may be made for approved, activity-related footwear. Exceptions will be made in the locker room, the pool, and for specific activities requiring bare feet. [3/16/11]

J. Locker Rooms – Lockers are available for day use or semester rental.

- 1) Day Use Lockers – Lockers are available for day use. All day use lockers are designated with a decal inside the door and are equipped with digital locking systems. All day use lockers will be opened and cleared at the end of the day. Unclaimed items will be donated to a charitable organization each Friday. [4/22/09]

7. GENERAL BUILDING POLICIES (Continued)J. Locker Rooms (Continued)

- 2) Rental Lockers – Specific lockers are assigned for semester or annual rental as designated by the decal inside the locker door. These lockers may be rented at the Recreation Services Desk located on the second floor of the Student Recreation Center. Users are required to provide their own lock. Unauthorized use of rental lockers is prohibited. Unauthorized locks will be cut and contents will be cleared at the end of each day. Unclaimed items will be donated to a charitable organization each Friday. The member is required to acknowledge, understand, and agree to the terms and conditions of the rental locker agreement. [3/16/11, 4/21/10, 4/22/09]
- 3) Personal items stored in a locker (locked or unlocked) are stored at the user's risk. Associated Students, Inc. assumes no responsibility for items stored in a locker. [8/29/07]
- 4) A swim wear dryer is provided to dry wet bathing suits. Storing wet bathing suits and towels is prohibited.
- 5) Hanging bathing suits, towels, or other items from the locking mechanism is strictly prohibited.

K. Injuries- All injuries sustained in the building must be reported to a Student Recreation Center staff person immediately. A "first aid" room is available to treat injuries and illness. [3/16/11]

L. Cell Phones – Patrons may carry cell phones set to silent mode but cell phone use is restricted to the lobby only. Professional staff may use cell phones for business related purposes only. [4/21/10]

M. No-Tobacco Facility - The Student Recreation Center is designated as a no-tobacco facility; smoking and chewing tobacco is prohibited throughout all areas of the SRC including the pool and deck.

N. No-Spitting – Spitting is strictly prohibited. [2/6/08]

O. Animals – Only assistance animals will be permitted to enter the Student Recreation Center facilities.

P. Food and Drinks - Food and drinks shall be permitted in the lobby and designated area of the pool deck only. Bottled water or sport drinks with a closable top are permitted elsewhere. All other food and drink is specifically prohibited including gum and candy. The food and drink policy may be subject to temporary revisions during special events as approved by the Titan Recreation Director.

Q. Lost and Found – Found items should be turned into the front desk.

- 1) Personal belongings will be stored at the front desk. All unclaimed items will be discarded or donated each Friday.
- 2) Valuable items will immediately be forwarded to University Police.
- 3) Participants are required to lock all personal belongings in a locker. Associated Students, Inc. is not responsible for any lost or stolen articles. [8/29/07]

7. GENERAL BUILDING POLICIES (Continued)

- R. Participant Use of Recording Devices and Cameras – All audio and visual recording devices are prohibited. Staff may use audio and visual recording devices for business functions only.
- S. Amplified Sound - The use of amplified sound is generally prohibited except when approved for a scheduled event.
- T. Storage Areas - Storage areas located within the Student Recreation Center may be utilized only by authorized Student Recreation Center staff.
- U. Building Tours – Titan Ambassadors, SRC Staff, and designated TSU staff are permitted to give tours of public areas of the Student Recreation Center. Tours that require access to non-public areas must be conducted by SRC or designated TSU staff and with authorization from the Titan Recreation Director or his/her designee.
- V. Stake Signs – Staking of posters and flyers is not permitted in landscaping areas within and surrounding the Student Recreation Center. [4/16/08]

8. FACILITY/SPACE SPECIFIC POLICIESA. Cardio and Weight Rooms

- 1) All equipment is to be used only for the intended purpose.
- 2) All users are required to use a towel.
- 3) All dumbbells and free weights must be returned to their original and proper racks immediately after use. Weights are not to be left on the floor or leaned against walls, mirrors, or equipment.
- 4) The use of barbell collars is required at all times.
- 5) Dropping/slamming weights is prohibited.
- 6) No equipment shall be removed from the cardio and weight room areas.
- 7) All squatting must be done inside the squat rack. The safety bar must be in place.
- 8) Olympic lifts are prohibited.

B. Pool

- 1) Swimming is permitted only when a Student Recreation Center lifeguard is on duty.
- 2) Proper swim attire is required when swimming.
- 3) Head first entries are prohibited.
- 4) Hanging or resting on lane lines is prohibited.
- 5) Swimmers must "circle swim" when necessary and observe lane speed designations.
- 6) Flotation devices other than kick boards, pull buoys and aqua joggers are prohibited except during scheduled programs.

8. FACILITY/SPACE SPECIFIC POLICIES (Continued)B. Pool (Continued)

- 7) Children needing diapers must wear "swimmers".

C. Gymnasium [3/16/11]

- 1) One court will always be designated for "open gym". Exceptions must be approved by the Titan Recreation Director.
- 2) Shirts must be worn at all times. Pinnies are available for check out during basketball challenge court games.
- 3) Hanging on rims or nets and slapping the backboards is prohibited.
- 4) Spectators must watch from gym benches or designated sideline areas.
- 5) During "open gym" time, play is on a first come/first serve basis.
- 6) Challenge court rules apply when others are waiting to play.

D. Multipurpose/Activity Rooms

- 1) Activity rooms may only be used for informal use during times when the room is not scheduled for other activities and may be "checked out" for a maximum of two (2) hours through the front desk. [4/21/10]
- 2) Martial art activities may use focus mitts, striking boards and other forms of equipment, but unauthorized weapons are strictly prohibited.
- 3) Shoes are not permitted on the martial arts mat with the exception of approved non-marking white sole mat shoes.
- 4) Martial arts classes must wear recommended uniforms when using mats.
- 5) Dragging or dropping equipment (steps, core boards, and hand weights) is prohibited.
- 6) Audio/visual equipment is not available during informal use and must be reserved in advance.
- 7) Student Recreation Center staff must complete all equipment and audio/visual set ups.
- 8) Non-athletic shoes may be worn if appropriate for the approved, scheduled activity. [4/21/10]

E. Racquetball Courts- court reservations may be made in person or by phone at the front desk. Reservations are for one hour and may be made up to 24 hours in advance.

- 1) Racquets must be equipped with wrist cords
- 2) Player should avoid striking the court walls with racquets
- 3) Protective eyewear is required. Eyewear can be checked out at the front desk.

8. FACILITY/SPACE SPECIFIC POLICIES (Continued)

F. Track

- 1) Participants must run/jog/walk in the direction of the track arrow.
- 2) Spiked shoes are prohibited.
- 3) Spectators may not use the track to view gymnasium activities.

G. Rock Wall-[2/6/08]

- 1) Access to the Rock Wall is limited to:
  - a) Students enrolled in a Kinesiology class, during scheduled class time only.
  - b) SRC Members registered for an instructional class, during scheduled class time only.
  - c) SRC Members who have successfully completed either the KNES class or recreation instructional class; or have successfully "tested out" by demonstrating the required safety/skill set - during open climb time.
  - d) Persons participating in a scheduled/structured/supervised program.
- 2) All rock wall participants must sign the Release of Liability, Waiver of Right to Sue, Assumption of Risk to Pay Claims form and informed consent form prior to participation.  
[4/22/09]

9. GROUPS AUTHORIZED TO SCHEDULE STUDENT RECREATION CENTER FACILITIES

A. Associated Students, Inc. /Titan Student Union/Titan Recreation

- 1) Associated Students, Inc. - the ASI Board of Directors, official committees of the Board, and programs and services regularly funded and operated by the Board.
- 2) Titan Student Union - the TSC Governing Board, official committees of the Board, and programs and services regularly funded and operated by the Board.
- 3) Titan Recreation Staff - full and part time Titan Recreation building staff conducting Titan Recreation, Titan Student Union or Associated Students, Inc. business.

B. University Recognized Organizations

- 1) Registered Clubs and Organizations - clubs and organizations who have been officially recognized by the University.
- 2) Special Programs and Events - sponsored and/or funded but not operated by the ASI/TSU.
- 3) Alumni Office/Association - Any official activity of the alumni office or any activity conducted by officially recognized alumni groups.
- 4) Osher Lifelong Learning Institute (OLLI) - Any official activity of the Osher Lifelong Learning Institute (OLLI) program sponsored by the CSUF Office of Extended Education.

9. GROUPS AUTHORIZED TO SCHEDULE STUDENT RECREATION CENTER FACILITIES  
(Continued)

C. CSUF Departments, Administrative Units and Support Groups

1) Groups conducting University business and support functions. Groups to be included in this category include: CSUF offices, departments, colleges, administrative units, and support groups; recognized faculty and staff committees and boards; CSU chancellor and trustees; recognized CSUF civic groups formed to aid CSUF students. Excluding CSUF Athletic Department team practices and competitions.

D. Extended Education-Any program, function, or meeting sponsored by the Office of Extended Education.

E. Private Use by CSUF Students, Faculty/Staff, or Alumni-students, faculty/staff, or alumni scheduling facilities for private, non-professional, non-campus programs and activities.

F. Off-Campus

1) Off-Campus Organizations - all other off-campus groups and individuals whose events are consistent with the mission and purpose of the University.

2) Campus Community Members scheduling facilities for any off-campus professional organization.

3) Commercial Filming – all professional, independent and non-CSUF student film production entities reserving facilities for the purpose of filming.

10. RESPONSIBILITY OF GROUPS USING THE STUDENT RECREATION CENTER

A. All groups are required to follow campus policies and regulations pertaining to their activity or program.

B. All groups are required to follow Student Recreation Center policies and procedures including those listed in the Student Recreation Center Facility Use Agreement.

C. Groups reserving Student Recreation Center facilities are responsible for the conduct of their members and guests.

D. Groups shall be held responsible for any damages caused to Student Recreation Center property and equipment by their members or guests.

E. Private use/off-campus groups and individuals hosting activities or conducting their business activities in the Student Recreation Center facilities may be required to provide liability insurance in specified limits naming Associated Students, Inc. and other entities as additionally insured.

11. GENERAL RESERVATIONS POLICIES

A. Groups wishing to reserve Student Recreation Center facilities must do so through the Recreation Services office.

B. All student groups reserving Student Recreation Center facilities must have an active Associated Students, Inc. Agency account.



11. GENERAL RESERVATIONS POLICIES (Continued)

- C. All facilities must be scheduled in advance. All details associated with the use of facilities must be completed by the deadline date. The deadline date will be determined according to the following schedule:
  - 1) Meetings - must be finalized 3 business days (72 hours) prior to the meeting date.
  - 2) Minor events - events which require no special staffing or set-up, have simple equipment requirements, or exclude alcohol service must be finalized ten (10) business days prior to the event date.
  - 3) Major events - events that require special staffing or set-up, have complex equipment requirements, or include alcohol must be finalized fifteen (15) business days prior to the event date.
- D. All reservations are subject to automatic cancellation without notice if the details are not completed by the deadline date.
- E. Changes in reservations requested after the given deadline will result in a charge if these changes involve a change in the facility reserved, the physical or equipment set-up, staffing requirements, or facility access time. Accommodation of changes requested after deadlines are subject to facility and staff availability at time of request.
- F. The scheduling process is completed only when the requester has met all deadlines dates and received written confirmation from the Recreation Services office.
- G. Groups may not advertise a meeting or event until it has been confirmed, doing so may result in event cancellation.
- H. Any student making reservations or placing holds on behalf of a recognized club or organization must first attend a program-planning workshop conducted by TSU staff. Program planning workshops will be held on a regular basis during the academic year.
- I. The scheduling of activities, meetings or programs by recognized clubs or organizations must be executed by the appointed or elected officers, leaders or chairpersons who have attended a program-planning workshop.
- J. The person responsible for the event must complete all reservations details and must be in attendance at the event. The Recreation Services office must be informed in advance of any change in the person responsible for an event. Failure of a group to comply with this policy may result in the immediate loss of all scheduling privileges.
- K. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary organizer and the sponsor of the event. Failure to comply with this policy will result in immediate suspension of facility use privileges.
- L. Student Recreation Center rooms designated for group activity are the Harvey McKee Fitness Studio, Martial Arts Studio, and Dance Studio. Affiliated student organizations may schedule these designated spaces not to exceed one (1) two-hour reservation per week. An additional reservation may be requested on a space available basis not more than one (1) week before the meeting date.

11. GENERAL RESERVATIONS POLICIES (Continued)

- M. Student Recreation Center rooms designated for special events are the Pool & Deck, Deck only, and any combination of the 3-court gymnasium. Affiliated student organizations may schedule up to two (2) single-date reservations each semester. [4/22/09]
- N. The rock wall is reservable for special events. Recognized student organizations may schedule one (1) event per semester during specific hours as determined by the Titan Recreation Director. Labor charges will be waived for up to three (3) hours, with a maximum of twenty-four (24) participants. Student organizations may choose to pay for additional time when the reservation is made. [10/27/10]
- O. All "presale" and "day of event" ticket sales for events, sponsored by University-recognized student organizations, held in Student Recreation Center facilities must be conducted by Student Recreation Center staff. Groups shall be charged a fee for the coordination of ticket sales. Groups shall also be charged the appropriate hourly rate for any special staffing needed to conduct such sales. Groups may not elect to conduct their own ticket sales or resale tickets following their purchase from the Student Recreation Center. Exceptions may be given by Titan Recreation Director or designee.
- P. Student groups who fail to comply with Student Recreation Center policies and procedures will be required to attend an additional program-planning workshop prior to scheduling any event(s).
- Q. Reassignment of space may occasionally be necessary and shall be done at the discretion of the Recreation Services office. Whenever possible, the Recreation Services office will notify groups of any facility change in advance.
- R. The Student Recreation Center reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, in the interest of public safety, threat of imminent danger, or acts of God.
- S. Recognized student organizations may reserve rooms up to 6 months in advance; spaces for recognized faculty/staff activities may be reserved 5 months in advance; and members of the general public may reserve rooms 4 months in advance.
- T. All groups scheduling meetings and activities must agree to and sign specific facility use agreements terms and conditions prior to facility use.
- U. Individuals will be required to sign waivers of liability prior to participation.
- V. All groups with payments which are more than 90 days past due to the Associated Students, CSUF, Inc., shall be restricted from making new Student Recreation Center facilities and/or equipment reservations until all such past due payments are cleared with the ASI Accounting Office.

**12. CANCELLATION OF RESERVED FACILITIES**

- A. Cancellation of a reservation must be made by the requester, an officer (for student organizations), or the chairperson (for other organizations). Cancellations must be completed according to the timelines listed below or late cancellation charges will result:
- 1) Cancellation of a meeting may be made no later than three (3) business days prior to the date/time of the reservation.
  - 2) Cancellations of minor and major events may be made no later than 10 business days prior to the event.
- B. If a student group fails to notify Recreation Services office of a reservation cancellation in advance and does not show up to their scheduled meeting, the group will be considered a "no show."
- 1) After the first "no show," the group will be issued a written warning.
  - 2) After the second "no show" within the same semester, the group will be charged \$15.00. This charge must be paid within five (5) working days, or by the next reservation, whichever comes first. The group will not be allowed to book any further reservations until the charge is paid. Additionally, any reservations currently on the books will not be honored until the charge is paid.
  - 3) After the third "no show" within the same semester, the group will be charged \$30.00. All reservations currently on the books will be immediately canceled and the group will not be allowed to make any further reservations until the charge is paid.
- C. Labor charges will be assessed for canceled events when physical set-up costs and on site staffing cost at the scheduled event have been incurred.

**13. PUBLIC AREA SCHEDULING [2/6/08]**

The Titan Recreation Director/designee may at his/her discretion schedule "public space" for activities which do not conflict with the intended purpose of the area being reserved. Intent to schedule activities in public space during normal operating hours shall be posted one week in advance.

- A. Lobby
- B. Circulation Corridor
- C. Cardio/Weight areas
- D. Racquetball Courts
- E. Track
- F. Three courts in gymnasium

**14. AUTOMATIC SCHEDULING OF FACILITIES**

From time to time, the Student Recreation Center staff may determine that certain established events should be scheduled in advance of established timeframes if it has been determined that these events are in the best interests of the Student Recreation Center and student life.

15. ACADEMIC PROGRAMS

Student Recreation Center facilities shall not be used for the instructional activities of courses scheduled by the University. Exceptions are as follows:

- A. The Chair of the Kinesiology Department may request special arrangements to conduct their Rock-climbing classes in the Student Recreation Center. TSU Board approved charges shall apply.
- B. Groups conducting instructional activities which are of special interest to the University community and which are open to the University community may request the Titan Student Union Board to grant special exceptions. Appropriate facility use charges shall apply.

16. OUTDOOR AMPLIFIED MUSIC POLICY

Amplified music on the pool deck shall be restricted to between noon and 1:00 pm on school days. The only exception to this policy shall be granted when the group obtains a signed clearance from the Dean of Students Office and presents it to the Recreation Services Office. Amplified sound will be limited to 100 decibels.

17. AUDIO VISUAL EQUIPMENT

Limited audio visual (AV) equipment is available to all groups approved for scheduling Student Recreation Center facilities.

- A. Groups using Student Recreation Center AV equipment shall be held financially responsible for all damage to or loss of equipment reserved for their use.
- B. All groups will be charged the appropriate hourly rate for the services of a Student Recreation Center AV technician when required.
- C. Charges or deposits will be required when appropriate.

18. RESERVATION OF EQUIPMENT FOR USE ON PREMISES OTHER THAN THE STUDENT RECREATION CENTER

A. Student Recreation Center property shall generally not be available to individuals or groups for use on premises other than the Student Recreation Center or approved outdoor recreation facilities. Approved outdoor recreation facilities include SRC Outdoor Activity Center, CSUF tennis courts, and CSUF playfields during regularly scheduled "open recreation" hours. The Titan Recreation Director/Designee is authorized to apply certain exceptions for:

- 1) Student Recreation sponsored and operated activities or events.
- 2) Titan Student Union and Associated Students, Inc. sponsored and operated activities or events.
- 3) Special events or programs which support the general mission of the Student Recreation Center.
- 4) When requested equipment is surplus in nature and not needed to support the day to day operations of the SRC.

B. Deposits or charges will be required when appropriate.

19. SET-UP/TEAR DOWN/STORAGE

- A. To insure the health and safety of Student Recreation Center guests, only authorized Student Recreation Center staff shall be permitted in areas where set-ups, tear-downs, or repair and maintenance is in progress.
- B. Storage areas located within the Student Recreation Center may be utilized only by authorized Student Recreation Center staff.
- C. The Student Recreation Center and the University assumes no liability for customer property stored on its premises or used in conjunction with a sponsored program.

20. EVENT STAFFING

- A. Facility preparation for all events, programs and meetings occurring on Student Recreation Center premises is the responsibility of authorized Building Operations staff. Groups reserving Student Recreation Center facilities may not elect to provide their own set-up and clean-up so as to reduce rents, fees or other charges.
- B. Charges for adequate staffing and service will be made to all groups. Staffing requested during University recognized holidays shall be provided at 1-1/2 times the appropriate hourly rate normally charged.
- C. The Titan Recreation Director/Designee shall determine the number of staff required for all events in the Student Recreation Center.
- D. Volunteers may be used to supplement SRC staff at some events as determined by the Titan Recreation Director/Designee. A maximum of five (5) volunteers will be allowed for every one (1) SRC staff person working an event.

21. SECURITY PERSONNEL

- A. The Titan Recreation Director/Designee and/or the University Police may determine that in the interest of public safety, University Police officer(s) or other security personnel must be present at certain events scheduled in the Student Recreation Center.
- B. The Titan Recreation Director/Designee will arrange for any security services provided by University Police or an agency other than University Police.
- C. Groups may not make separate arrangements for security without prior approval from the Titan Recreation Director and the CSUF University Police.
- D. The sponsoring group shall be responsible for the payment of services provided by the University Police or any other security agency as deemed necessary by the Titan Recreation Director/Designee. Advance payment/deposits may be required.

22. FOOD/BEVERAGE POLICY [2/22/12]

Food and beverages shall be permitted in the lobby and designated area of the pool deck only. Bottled water or sport drinks with a closable top are permitted elsewhere. All other food and drink is specifically prohibited including gum and candy. The food and beverage policy may be subject to temporarily revisions during special events as approved by the Titan Recreation Director. When the food and beverage policy is revised for a special event, the following policies will be enforced:

- A. The CSUF Auxiliary Services Corporation (ASC) is the only organization authorized to engage in the retail sale of food and beverages, including cash sales, franchise operations, vending and event sales, within the Student Recreation Center except when it waives its right to such sales.
- B. Beyond retail operations, the CSUF Auxiliary Services Corporation is also the primary provider for catering on campus. However, the University has authorized campus departments and recognized student organizations to utilize pre-approved off-campus caterers. The pre-approved caterers have provided appropriate liability insurance and other required documentation to the University as part of the authorization to conduct business on campus. Departments and student organizations may not elect to utilize any caterer not specifically pre-approved by the University. Catering exclusivity through CSUF ASC still applies to all other groups that sponsor events in the Titan Student Union.

In certain rare circumstances, it may be in the best interest of both the campus and a sponsoring group to employ the services of an off-campus caterer that has not been pre-approved by the University. In these cases, the group must secure the prior approval of CSUF Environmental Health and Safety, CSUF Contracts and Procurements, the Titan Student Union and other University departments and/or administrators as deemed necessary. Groups may not utilize Titan Student Union or University food preparation facilities to carry out their services. Off-campus caterers must comply with all campus policies and provide proof of appropriate liability and workers' compensation insurance which list Associated Students, CSUF, Inc. and various University entities as additionally insured.

- C. Self-catering is permitted only under the following conditions:
  - 1) Self-catering is defined as an event sponsor providing pre-prepared food and non-alcoholic beverages from licensed commercial restaurants, delicatessens or retailers, or pre-packaged snacks, fresh fruit and bottled beverages. Self-catering does not include home-cooked or self-prepared foods, potlucks, barbecues, food prepared and/or managed onsite or catered meals provided by entities conducting their business activities on the CSUF campus.
  - 2) Self-catering shall be limited to seventy-five (75) persons or less and is available only to campus departments and recognized student organizations. Campus departments and recognized student organizations of more than seventy-five (75) which intend to self-cater shall be required to secure prior written approval from both CSUF Environmental Health and Safety and the Titan Student Union Director/Designee.
  - 3) All event sponsors who engage in self-catering in the Student Recreation Center must first agree, in writing, to assume all risk associated with self-catering activities, including releasing all liabilities and holding harmless the University, the Associated Students, CSUF, Inc., and other groups and individuals as named in the written release form.  
[3/26/08]

22. FOOD/BEVERAGE POLICY (Continued)

C. Self-catering is permitted only under the following conditions (continued)

- 4) Groups engaged in self-catering must comply with all University health and safety policies. Authorized groups are responsible for their own clean-up services and/or if furnishings or facilities are damaged or soiled.
- 5) Groups authorized to self-cater may not use University or Titan Student Union food preparation facilities or related equipment and supplies.

D. The Student Recreation Center will assess cleaning charges or deposits where applicable.

23. STUDENT RECREATION CENTER ALCOHOLIC BEVERAGE POLICY

A. Alcoholic beverages may be served to student and non-student groups at events scheduled in the Student Recreation Center provided the following conditions are met:

- 1) Alcoholic beverages shall be limited to wine, champagne, and beer.
- 2) CSUF Auxiliary Services Corporation shall dispense all alcoholic beverages and shall be responsible for monitoring the consumption of alcohol.
- 3) Alcoholic beverages may be served only in conjunction with food catered by CSUF Auxiliary Services Corporation.
- 4) Only persons of legal age shall be permitted to engage in the consumption of alcoholic beverages.
- 5) The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled gathering or function.
- 6) Service of alcoholic beverages at events without full dining service shall be limited to three (3) hours and may be subject to conditions.
- 7) The Titan Recreation Director/Designee must approve the serving of alcoholic beverages at events scheduled in the Student Recreation Center. University Police must also be notified of events intending to serve alcohol and may assign officers to monitor event. The reserving group will be responsible for these officer charges.

B. Sale of Alcoholic Beverages on Campus (See President's Directive 1: Consumption of Alcohol).

24. ROOM RENTAL CHARGES

- A. The TSC Governing Board shall approve room rental and other facility charges on an annual basis or when submitted by the Titan Recreation Director for revision.
- B. When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.

24. ROOM RENTAL CHARGES (Continued)

- C. The "private use" categories of the SRC Schedule of Charges shall apply to the private use of facilities by faculty, staff and students who wish to reserve Student Recreation Center for their personal use, i.e., graduations, birthdays, retirement celebrations, etc. Reservations for the purpose of hosting organizational activities of any type shall be scheduled under other appropriate categories as outlined in the SRC facility charges and room rates.

Hourly facility rental fees and a refundable security deposit will be charged to groups falling under the Commercial Filming category.

25. SECURITY DEPOSITS ON FACILITIES

Security deposits may be required when there is reason to believe that a scheduled meeting, event or activity may result in intentional or unintentional damage, misuse or theft to Student Recreation Center property and/or facilities or in such situations where significant billable labor or other such contracted services may apply. The amount of such deposits shall be determined by the Titan Recreation Director/Designee.