



Student Recreation Center Operating Procedures

Table of Contents

OVERVIEW	4
ACCESS	4
Registration and Enrollment	4
Visitors	4
Non-Participant Access	4
CONDUCT GUIDELINES.....	5
Building Conduct	5
Service Animals.....	5
Participant Guidelines.....	5
PARTICIPANT ATTIRE	6
EQUIPMENT	6
Injuries and Incidents.....	7
SERVICES.....	7
Towel Service.....	7
Equipment Checkout	7
Lockers	7
DAY USE LOCKERS.....	8
RENTAL LOCKERS	8
REFUNDS.....	9
Refunds.....	9
Memberships.....	9
Learn to Swim	10
Intramural Sports.....	9
Lifeguard Classes.....	9
Personal Training	9
Rock Wall	10
Titan Outdoor Trips	10
Titan Outdoor Gear Rental	10
Transfers	10
First Aid/CPR	10
Instructional Classes	10
Learn to Swim Transfer	10
Lifeguard Classes.....	10
Point of Sale Items	10

Rock Wall	10
Titan Outdoor Trips	10
Titan Youth Summer Camp Transfer	10
AREA SPECIFIC PROCEDURES.....	11
SRC	11
Cardio and Weight Room	12
Olympic Lifting.....	12
Pool.....	12
Gymnasium	13
Group Exercise Studios.....	13
Martial Arts Studio	13
Functional Training Area	14
Racquetball Courts.....	14
Track	14
Rock Wall	15

Overview

The following procedures have been established for the Student Recreation Center (SRC), in compliance with ASI Policy Concerning Facility Operations, to serve the campus community. SRC's mission is to provide inclusive recreational opportunities to inspire the development and well-being of the student and campus community.

Access

Facility use categories, age requirements, and unauthorized access are set in ASI Policy Concerning Facility Operations.

Registration and Enrollment

In addition to qualifying for facility use under the established eligibility requirements, individuals must also complete the SRC registration/enrollment process.

This process includes the completion of:

- CSUF SRC Use Registration form (currently enrolled students)
 - or CSUF SRC Use Agreement form (non-students)
- Release of Liability
- Waiver of Right to Sue
- Assumption of Risk and Agreement to Pay Claims form
- Payment/processing of all required fees/charges (per appropriate user category).

These services are available at the SRC Front Desk or at titanrecreation.fullerton.edu

Visitors

Individuals who wish to tour the facility may request an SRC staff guided tour (inquire at front desk).

- Visitors may not participate in any activity or use any equipment while in the facility.
- Visitors must observe all facility policies and procedures.
- Visitors must exit through the turnstiles once the tour is completed.

Non-Participant Access

Individuals may have access to the facility through their employment relationship with Associated Students Inc. or University. However, access granted to such individuals as a requirement of their job duties does not entitle them to use of the SRC facilities, equipment, or programs.

This 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.

Family Hours

Student Recreation Center members are allowed to bring two (2) minors to the facility during Family Hours. The minors must be with the member at all times and are only allowed to utilize the courts, climbing wall, or pool when available.

Semester Family Hours

Friday	5:00pm – 10:00pm
Saturday - Sunday	8:00am – 10:00pm

Summer/Intersession Family Hours

Friday	5:00pm – 8:00pm
Saturday - Sunday	8:00am – 6:00pm

Conduct Guidelines

The Student Recreation Center Staff is responsible for maintaining a safe environment for all participants. Participants are expected to adhere to the guidelines set in ASI Policy Concerning Facility Operations.

Building Conduct

No area of the facility will be used for private gain, including but not limited to private lessons/training of individuals or groups or any form of monetized program.

Service Animals

Service animals are allowed in the SRC in accordance with the [University's Service Animal Policy](#) based on Americans with Disabilities Act Title II and Title III.

Participant Guidelines

Please observe the following rules while in the facility:

- Your Titan Recreation barcode is **required** to enter the SRC. If you are having issues with your Titan Recreation account, please see the front desk staff for assistance.
- Appropriate athletic attire (shirt, tank top, sports bra, shorts, pants) must be worn **at all times** while inside the facility, with the exception of the pool, pool deck, and locker rooms, where bathing suits are allowed.
- Closed-toe athletic shoes must be worn while participating in any activity in the SRC weight room, cardio room, functional fitness room, basketball courts, spin and dance studios, racquetball courts, climbing wall, and track.
 - The following shoes are **strictly prohibited** with the exception of the pool deck and locker rooms: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.

- All food items and open containers are **strictly prohibited** past the turnstiles, except for the pool deck.
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is strictly prohibited.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while at the SRC is strictly prohibited.
- Gum is strictly prohibited.
- Groups of five or more may be asked to disperse when crowding in one area or that prohibit use of space by other members.
- Facility reservations are available to recognized Student Organizations through TitanLink.
- All drinks must be stored in a resealable containers. No glass bottles allowed in the facility.
- All bags, backpacks, totes, and personal items **must be** secured in designated cubbies and day use or purchasable lockers at all times.
- All unattended bags, backpacks, totes, or personal items will be delivered to lost and found.
- Portable speakers are strictly prohibited.
- Personal training is not permitted other than by SRC Staff.
- Photo and video recording is not permitted without written permission of Director of Titan Recreation and/or designee.
- Equipment cannot leave the facility for any reason, apart from Titan Outdoor Gear Rentals.
- Report any damaged or defective equipment.
- Report any injuries sustained to Titan Recreation staff.
- Patrons are expected to comply with the proper facility use and verbal direction of Titan Recreation staff.
- All members must comply with Titan Recreation emergency procedures.
- Titan Recreation staff reserves the right to ask patrons to leave at any time for inappropriate attire, behavior, or misuse of equipment or facilities.
- Member's access privileges can be suspended for violation of any of the above guidelines.

Participant Attire

Athletic clothing, including closed-toe, non-marking shoes, is required to enter and use the facility.

- Athletic top, sports bra, and bottoms must be worn at all times.
- Closed toed/closed heel athletic shoes are required.
 - The following shoes are **strictly prohibited** with the exception of the pool deck and locker rooms: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.
 - Unless otherwise determined by instructor led activity or program.
 - Athletic/running shoes must be worn on the track. Spikes are not permitted.
- Jeans and/or street clothes that have rivets or metal are not permitted.
- Attire such as jeans, jackets, and closed toed shoes are prohibited when in the pool.

Equipment

Participants are expected to:

- Re-rack weights back to their intended place after use.
- Wipe down and clean equipment after each use for the health and safety of patrons.

- Use free weights for their intended purpose only.
- Use a towel to serve as a barrier between user's skin and weight equipment, benches, mats, and cardio-machine seats.
- No large outside equipment may be brought into the facility (barbells, weights, sleds, racks, etc.). Exceptions are allowed for smaller equipment (boxing gloves, jump ropes, weight vests, etc.). Equipment not listed may be approved by the SRC Director or Titan Rec Staff Designee on a case by case basis.

Injuries and Incidents

In the event of an injury, members must notify the SRC Front Desk Staff or nearest staff member to complete an incident report.

- If an incident or injury happens and results in a phone call for advanced medical care (911), individuals may have their access restricted following an investigation and clearance to return to use the facility.

Services

The following services are offered at the SRC.

Towel Service

Complimentary work out towels are available within the facility. Shower/Pool towels service is available for purchase at the SRC Front Desk. All towels must be returned prior to exiting the facility.

Equipment Checkout

A variety of equipment is available for check-out. All equipment must be returned after use is completed and prior to closing of business on the day it's checked out. The member checking out the equipment is financially responsible if the equipment is damaged or lost. Please observe the following guidelines:

- Equipment checkout is available from opening until 15 minutes prior to closing, is available on a first-come first served basis and must be returned the same day.
- Equipment must be checked back in after use.
- Equipment left unattended and retrieved by SRC staff is considered an outstanding equipment checkout.
- Equipment that is checked out must remain exclusively in the SRC except for soccer balls, tennis racquets and footballs.
- Members with an outstanding equipment hold are not permitted to check out additional items.
- Membership access will be restricted until items are returned, replaced, or paid for.
- Equipment must be used for its intended purpose only.
- Member is financially responsible for any damage to equipment beyond normal use.

Lockers

- Personal items stored in lockers are stored at user's risk.
- Titan Recreation assumes no responsibility for items lost or stolen in the locker room.
- Lockers requiring a lock are available for semester or annual rental only.

- Any unauthorized locks will be cut at the time of the mentioned discrepancy, and all contents will be relocated to SRC lost and found.
- Lockers with a built-in lock are available for day use only.
- Items left in day use lockers will be cleared by SRC staff at the close of each business day.
- Any items left overnight will be relocated to SRC lost and found.
- Any unrecovered lost and found items are collected and kept for up to one week at the SRC.
- Unclaimed items are discarded seven business days from collection or taken to UPD depending on the item.
- Report any damaged/defective equipment to SRC staff.
- Suitmate dryers are available to dry bathing suits. Patrons are required to wash their bathing suits before reentering the pool. The SRC is not responsible for any communicable diseases as a result of using the Suitmate dryers.
- Storing wet towels or bathing suits in locker is strictly prohibited.
- Hanging items from your locker is prohibited and will result in item being removed nightly.
- Video recording or photography is strictly prohibited.

Day Use Lockers

Lockers are available for day use.

- All day use lockers will be opened and cleared at the end of the day.
- Items removed from day use lockers will be transferred to University Police nightly for proper logging and storage in accordance with University Police procedures.

Rental Lockers

Rental lockers are available on either a semester or annual rental. Lockers must be rented at the front desk of the SRC.

- Users are required to provide their own lock.
- The member is required to acknowledge, understand, and agree to the terms and conditions of the rental locker agreement.
- 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 or discarded after 7 business days.
- Locker rentals are subject to extension due to facility closure.
- Refunds are not permitted for locker rentals.

Bikes, Scooters and Skateboards

- In accordance with [Presidential Directive No. 16](#), scooters, bike and skateboards may not be stored inside the SRC.
- Bike, scooter and skateboard racks are available for storage outside the SRC. The SRC and ASI are not responsible for lost or stolen items left in the racks.
- The SRC strongly encourages patrons to lock their property at the racks available outside.

Refunds

All refunds are not guaranteed according to each department's refund policy. All refund requests must be submitted using the online form at titanrecreation.fullerton.edu. for First Aid classes, Instructional Classes, Intramural Sports, Learn to Swim, Personal Training, Rock Wall, Titan Outdoors, and Titan Youth Summer Camp.

Refunds

All refund requests must be received more than 14 days before the scheduled class, session, or departure date. All requests received less than 14 days prior to the scheduled class, session, or departure date are not guaranteed. A full refund will be given for classes or trips cancelled when no alternative is available.

Memberships

All financial obligations associated with memberships are disclosed and agreed to in the Facility Use Membership Agreement when membership is established. As a result, refunds are not available to members after the fifth day the agreement is in effect. If there are special circumstance to be considered for refund, such as a pro-rated membership refund, it must be made in writing and emailed to titanrecreation@fullerton.edu and approved by the SRC Director or designee.

Agreement Billing Membership

Agreement billing memberships (monthly memberships) have no expiration date and are continuous. To request cancellation of membership, buyer must complete the online request form located at titanrecreation.fullerton.edu. Agreement billing membership cancellation requests must be received by the 25th day of the preceding month to terminate membership and avoid future billing. Otherwise, the cancellation will take effect the following month.

- Facility access will be restricted for all members that are not current on their accounts.

Instructional Classes

Refund requests for Instructional classes must be received 14 days in advance of the start of the program.

Intramural Sports

The Intramural Participation Fee is ineligible for refund unless specific league registration terms are not met to provide a schedule. It is the participant's responsibility to adhere to all registration deadlines and attend all required meetings for specific sports.

Lifeguard Classes

Refund requests for Lifeguard Classes must be received 72 hours prior to the start of the program. Refunds are non-applicable for requestors who have failed to complete the specified pre-requisites.

Learn to Swim

Refund requests for Learn to Swim must be received 72 hours prior to the start of the program.

Personal Training

The Personal Training Participation Fee is ineligible for refund.

Rock Wall

Refund request must be submitted 72 hours prior to the scheduled Climbing Wall class.

Titan Outdoor Trips

Refunds request for Titan Outdoor programs must be received 14 days in advance of the start of the program. If a trip is canceled or changed due to program restraints such as participation numbers, weather, fire etc. a full refund will be offered.

Titan Outdoor Gear Rental

Refunds for gear rented out through Titan Outdoors will be given in the event that gear was not in working order after the person has rented the equipment. Refunds will not be given for improper usage of gear or for the lack of knowledge on how to use gear correctly.

Transfers

First Aid/CPR

Transfer request must be submitted 7 days prior to the scheduled class. A transfer request will be approved on a space available basis for a class of the same type and cost only.

Instructional Classes

Transfer requests must be approved by the second week of instructional classes.

Learn to Swim Transfer

Transfer requests are not guaranteed and will be approved on a space available basis for a session of the same type and cost only.

Lifeguard Classes

Transfer request must be submitted 7 days prior to the scheduled class.

Point of Sale Items

All sales are final including lockers, towel service, locks and any other point of sale items.

Rock Wall

Transfer request must be submitted 72 hours prior to the scheduled class. A transfer request will be approved on a space available basis for a class of the same type and cost only.

Titan Outdoor Trips

Titan outdoors trips will not offer any transfers due to the changing dynamic of trip cost.

Titan Youth Summer Camp Transfer

Transfer request must be submitted 72 hours prior to the scheduled session. A transfer request will be approved on a space available basis for a session of the same type and cost only.

Area Specific Procedures

All users must adhere to posted signs, follow instructions from staff members, and the following guidelines:

SRC

- Your Titan Recreation barcode is **required** to enter the SRC. If you are having issues with your Titan Recreation account, please see the front desk staff for assistance.
- Appropriate athletic attire (shirt, tank top, sports bra, shorts, pants) must be worn **at all times** while inside the facility, with the exception of the pool, pool deck, and locker rooms. Bikini's and speedos are allowed at the pool.
- Closed-toe athletic shoes must be worn while participating in any activity in the SRC weight room, cardio room, functional fitness room, basketball courts, spin and dance studios, racquetball courts, climbing wall, and track.
- All food items and open containers are **strictly prohibited** past the turnstiles, with the exception of the pool deck.
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is strictly prohibited.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while at the SRC is strictly prohibited.
- Gum is strictly prohibited.
- All drinks must be stored in a resealable containers. No glass bottles allowed in the facility.
- All bags, backpacks, totes, and personal items **must be** secured in designated cubbies and day use or purchasable lockers at all times.
 - All unattended bags, backpacks, totes, or personal items will be delivered to lost and found.
- Portable speakers are strictly prohibited.
- Personal training is not permitted other than by SRC staff.
- Photo and video recording is not permitted without written permission of the SRC Director and/or designee.
- Equipment cannot leave the facility for any reason, with the exception of Titan Outdoor Gear Rentals.
- Report any damaged/defective equipment or injuries to Titan Recreation staff.
- Patrons are expected to comply with the proper facility use and verbal direction of SRC staff.
- All members must comply with SRC emergency procedures.
- The SRC staff reserves the right to ask patrons to leave at any time for inappropriate attire, behavior, or misuse of equipment or facilities.
- Member's access privileges can be suspended for violation of any of the above guidelines.
- In accordance with [Presidential Directive No. 16](#), scooters, bike and skateboards may not be stored inside the SRC.

- Bike, scooter and skateboard racks are available for storage outside the SRC. The SRC and ASI are not responsible for lost or stolen items left in the racks.

Cardio and Weight Room

- Closed-toe, non-marking athletic shoes required at all times.
 - The following shoes are **strictly prohibited**: Crocs, Birkenstocks, sandals, loafers, and slippers.
- Appropriate athletic attire must be worn at all times.
- Re-rack your weights and dumbbells on the appropriate rack.
- Food and gum are strictly prohibited.
- Resealable water bottles only.
- Workout towels are free for member use and strongly encouraged, however members must return towels at the end of their workouts.
- Members are encouraged to wipe down all equipment after use with a towel or wet wipe.
- All bags, backpacks, totes, and personal items **must be** secured in designated cubbies and day use or purchasable lockers at all times.
 - **All unattended bags, backpacks, totes, or personal items will be delivered to lost and found.**
- Single day lockers are available for no additional cost in the locker rooms, Harvey McKee hallway and outside the basketball courts.
- Report any damaged or defective equipment to Titan Recreation Staff.
- Report any injuries to Titan Recreation Staff before exiting the building.
- Video recording or photography are not permitted.
- No private personal training.
- Chalk is strictly prohibited in the weight room.
- Clips and cable attachments are required.
- Deadlifting may be done inside squat racks.
- Squats must be performed facing the windows on the East Wall (blue and orange racks).

Olympic Lifting

- Powerlifting, Olympic lifting, and Deadlifting must be performed on the platforms only.
- Barbells must stay on platforms at all times.
- Only one person at a time on the platform.
- Only designated bumper plates are allowed on the platform.
- Re-rack weight plates and bar when finished.
- Exercising on the walkway in front or behind platforms is not permitted.
- Chalk is strictly prohibited in the weight room.

Pool

- Always follow directives and requests of the lifeguard staff.
- Bathing suits required to enter water, no street clothes.
- Resealable water bottles only on the pool deck.
- Glass containers are not permitted anywhere on the pool deck.
- The following actions strictly prohibited in the pool:

- Prolonged breath holding underwater
- Running on the pool deck
- Pushing, horseplay, tossing people in the air
- “Chicken fighting”
- Hanging on the lane lines or basketball rim
- Spitting, nasal discharge, urination, etc., in the pool
- Diving
- Gum is strictly prohibited.
- Food is only permitted on pool deck seating areas.
- Video recording or photography are not permitted.

Gymnasium

- Closed-toe, non-marking athletic shoes required at all times.
- The following shoes are **strictly prohibited**: Crocs, Birkenstocks, sandals, loafers, and slippers.
- Appropriate athletic attire must be worn at all times.
- Food and gum are strictly prohibited.
- Report any damaged/defective equipment or injuries to Titan Recreation staff.
- Resealable water bottles only.
- Personal belongings should be secured in lockers or completely underneath benches.
- Challenge court rules apply when others are waiting.
- Any fighting, physical altercations, or hostile interaction toward patrons or SRC staff will result in immediate removal from the facility and may result in suspension of your account or further disciplinary action.
- Spitting is strictly prohibited.
- Video recording or photography are not permitted.

Group Exercise Studios

- Closed-toe, non-marking athletic shoes required at all times.
- The following shoes are **strictly prohibited**: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.
- Depending on the class, the instructor may allow patrons to remove shoes (meditation, yoga, etc.).
- Appropriate athletic attire must be worn at all times.
- Workout towels are required.
- Food and gum are strictly prohibited.
- Report any damaged/defective equipment or injuries to the SRC staff.
- Resealable water bottles only.
- Personal belongings must be placed in cubbies under bench.
- Video recording or photography are not permitted.

Martial Arts Studio

- No martial arts weaponry is permitted (including props) without prior approval from the SRC Director.

- Sparring is not permitted.
- Gloves are required with all boxing equipment.
- Report any blood on floor or equipment to SRC staff immediately.
- Only non-marking, soft sole shoes or bare feet are permitted on dojo mats.
- Appropriate athletic attire must be worn at all times.
- Workout towel required.
- Report any damaged/defective equipment or injuries to SRC staff.
- Food and gum are strictly prohibited.
- Resealable water bottles only.
- Place backpacks or personal items in cubbies under bench.
- Video recording or photography are not permitted.

Functional Training Area

- Closed-toe, non-marking athletic shoes required at all times.
- The following shoes are **strictly prohibited**: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.
- Appropriate athletic attire must be worn at all times.
- Food and gum are strictly prohibited.
- Resealable water bottles only.
- Personal belongings must be secured in lockers or designated areas.
- Wipe down equipment with wipes, cleaner and towels after use.
- Limit cardio use to 30 minutes if someone is waiting.
- Report any damaged/defective equipment to the SRC staff.
- Video recording or photography are not permitted.
- No private personal training.

Racquetball Courts

Court reservations may be made in person at the front desk. Reservations are day of only.

- Closed-toe, non-marking athletic shoes required at all times.
- The following shoes are **strictly prohibited**: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.
- Appropriate athletic attire must be worn at all times.
- Food and gum are strictly prohibited.
- Resealable water bottles only.
- Personal belongings must be secured in lockers or designated areas.
- Wrist straps and protective eye wear required.
- Video recording or photography are not permitted.

Track

- Closed-toe, non-marking athletic shoes required at all times.
- The following shoes are **strictly prohibited**: Crocs, Birkenstocks, metal spikes, sandals, loafers, and slippers.
- Appropriate athletic attire must be worn at all times.

- Food and gum are strictly prohibited.
- Report any damaged/defective equipment or injuries to Titan Recreation staff.
- Resealable water bottles only.
- Personal belongings should be secured in lockers or designated areas.
- Follow directional arrows:
 - Counterclockwise – Mon/Wed/Fri
 - Clockwise – Tues/Thur/Sat/Sun
- Spitting on the track is not permitted.
- Video recording or photography is not permitted.

Rock Wall

The Rock Wall is only open during specified times. Staff must provide belay unless the user has completed their Top Rope Belay test out.

- Check in with Rock Wall staff prior to use of the wall is required.
- Appropriate athletic attire must be worn at all times.
- Food and gum are strictly prohibited.
- Always follow directives and requests of the Rock Wall staff.
- Do not intentionally swing across the wall at any time.
- Do not climb above or underneath another climber.
- Must use a spotter when bouldering.
- Do not walk underneath another climber.
- Resealable water bottles only.
- Report any damaged/defective equipment or injuries to Titan Recreation staff.
- Climbing shoes must be worn on the wall at all times.
- Climbing shoes are available for checkout.
- Removal of restrictive jewelry is recommended while climbing.

Spin Studio

- Closed-toed, non-marking athletic shoes required
- Appropriate athletic attire must be worn at all times
- Wipe down equipment after each use
- Resealable water bottles only
- Personal belongings are stored in lockers
- Food and gum are strictly prohibited
- Video recording or photography are strictly prohibited
- Report any damage/defective equipment and injuries to the Student Recreation Staff