

Students and Members Policies and Procedures Manual

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Hours of Operation

A. Regular RecPlex Hours

Monday through Friday: 5:30 a.m. to 12:00 a.m.

Saturday: 8:00 a.m. to 8:00 p.m.

Sunday: 10:00 a.m. to 8:00 p.m.

B. Holiday Hours

The RecPlex is open most University Holiday's; however, there will be no group fitness classes on University Holidays. The RecPlex may elect to operate on a modified schedule during student breaks from classes (i.e.) Winter Break or Spring Break.

Please check with the service desk or our website for up-to-date schedules when holidays approach.

C. Administrative Office Hours

The RecPlex administrative office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. In addition, the service desk is open during all facility operation hours and can handle almost all regular business needs.

D. Climbing Wall

The Climbing wall will operate as follows

Monday, Wednesday, and Friday 4:00 p.m. to 10:00 p.m.

Saturday 12:00 p.m. to 6:00 p.m.

Please check website postings for up-to-date semesterly schedules.

E. Pool (varies with daylight savings time)

Dawn to dusk daily.

(Summer/Fall 7:00am-8:00pm; Winter 7:00am-6:00pm)

All hours are subject to change without notice. You may always verify hours of operation by calling 954-262-7301.

General Space Policies, Procedures, and Intended Uses

A. Multipurpose Studios

The RecPlex has three multipurpose rooms available for use by students, facility members, and other members of the NSU

Community. The two rooms with hardwood floors are referred to as Studio A and Studio B. The third room is referred to as Multipurpose Room 1. General rules and guidelines are as follows:

a. Primary use for these spaces will be group exercise classes, instructional classes, and certification programs. Meetings are able to be held in room MP1.

b. When not in use, doors will be locked and lights will be turned off. Facility Supervisors will open locked doors 15 minutes in advance of the next scheduled activity.

c. No food, gum, or beverage other than water and sports drinks, are permitted in Studios A & B. Water and sports drinks must be in a sealable plastic bottle or container. Food may be permitted in MP1 with approval from Campus Recreation.

d. The sound systems in Studios A and B are to solely be used and controlled by Campus Recreation staff. If a group that has reserved the space would like music/sound capabilities, the system will need to be monitored by Campus Recreation staff or other arrangements will need to be made.

e. Any perishable items left in any of the multipurpose studios will be discarded. Non-perishable items will be kept on-site for up to seven days and will then be discarded if not claimed.

f. Proper attire to include closed toe and heel non-marking athletic shoe, workout t-shirt completely covering the mid-section, and shorts/sweatpants are required at all times. Bathing suits are not permitted.

g. Black-soled sneakers are discouraged.

h. No gym bags, backpacks, luggage, or similar storage devices are permitted on the multipurpose floors. These items must be stored in a locker on the first floor.

B. Multipurpose Gymnasium

a. The primary use for this space will be open basketball, volleyball, and badminton, as well as formal intramural sports leagues and special events. Students, members, and other groups may request or rent this space as scheduling permits.

b. No food, gum, or beverage other than water and sports drinks, are permitted during regular business hours. Water and sports drinks must be in a sealable plastic bottle or container. Food may be considered for rentals and the appropriate custodial measures will need to be taken in order to protect the surface of the wood flooring.

c. Proper attire to include closed toe and heel non-marking athletic shoe, workout t-shirt that completely covers the mid-section, and shorts/sweatpants are required at all times. Bathing suits are not permitted.

d. Black-soled sneakers are discouraged.

e. No gym bags, backpacks, luggage, or similar storage devices are permitted on the gym floor. These items must be stored in a locker on the first floor. (Or designated bag space only)

f. Hanging from basketball nets or rims is prohibited.

C. Swimming Pool

a. The primary use for the swimming pool is for leisure swimming, lap swimming, and instructional swimming programs. The pool may be rented or reserved for a "pool party" as well.

b. Proper bathing attire is required. No cut-off jeans are permitted.

c. Diving is not permitted into the pool.

d. No food or drink, other than water or a sports drink, is permitted in the pool or on the pool deck. Water and sports drinks must be in a sealable plastic bottle or container.

e. Glass bottles are not permitted in or around the pool and its deck.

f. Children under the age of 15 must be supervised by a parent at all times when using the pool.

g. Running is not permitted around the pool.

h. Horseplay in and around the pool is prohibited; i.e. Chicken fights.

D. Fitness Area

- a. The primary function of the fitness area is for open exercise use as well as intercollegiate team strength and conditioning sessions on a scheduled basis.
- b. Fitness floor staff is responsible for enforcing all fitness area policies and protocols.
- c. A towel is required to use the fitness equipment.
- d. All plate-loaded strength equipment must be used with collars.
- e. All persons lifting free weight barbells should do so with a spotter.
- f. When using free weights or selectorized strength equipment, persons should allow others to work-in with them when waiting.
- g. Persons should do their best to place weights on the floor or restraints and to not “drop” them from significant distances.
- h. Persons should limit their cardiovascular workout to 30 minutes on the same piece of equipment while others are waiting.
- i. Persons must be 17 years of age or older to use the strength and cardiovascular equipment.
- j. Proper attire must be worn at all times. This would include t-shirts that cover the mid-section. Sports bras should be worn underneath another shirt. Bathing suit tops or bathing suit shorts are not permitted.
- k. Close toe and heel non-marking athletic shoes must be worn in the strength and cardiovascular areas. Flip-flops and sandals are not permitted.
- l. Leaning bars, weights, etc. on the mirrors is prohibited.
- m. No gym bags or personal belongings on the fitness floors.
- n. Cell phones are prohibited on cardio machines and while using fitness equipment. Cell phones can be utilized in designated cell phone areas.

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o. No food or open beverages are permitted. Work-out drinks must be in a container with a screw-on lid.

p. Plates and dumbbells should be re-racked when they are finished being used. Do not allow weights to remain on barbells when a person has finished using a piece of equipment.

q. All equipment should be wiped down after use.

r. Chalk is not permitted in the fitness area.

s. For your safety, we highly recommend the use of safety belts while using cardio equipment.

E. Locker Rooms

a. The purpose of the men's and women's locker rooms is for daily storage of personal items associated with RecPlex activities, as well as a changing area for students, RecPlex members, and guests.

b. Use of daily lockers is provided at no additional cost. For persons who wish to be able to store items overnight, locker rental is available on a monthly and yearly basis.

c. Persons must provide their own combination lock or may purchase a lock from the RecPlex service desk.

d. Coin lockers are available on the outside of the main locker and are for persons to store smaller items such as keys or wallets.

e. Locks left on daily use lockers will be cut each evening. All items will be placed in Lost and Found and disposed of after seven days.

f. Showers and restrooms are also located within the locker room area. Towels are required when using showers.

g. Each locker room has a sauna for use inside of it. Sauna is available on a first come, first served basis. It is recommended that persons do not stay in the sauna for any longer than 15 minutes.

I. Climbing Wall

a. The purpose of the climbing wall is to provide for structured climbing time and activities, as well as team-building exercises.

- b. The climbing wall will operate under the supervision of a certified climbing wall operator.
- c. All climbers must attend and pass a belay certification course prior to being able to participate in climbing activities.
- d. All users must obey all commands given by the climbing wall operator.
- e. Persons may not propel themselves from the wall nor “swing” themselves to and from the wall.

F. Sauna

- a. Saunas are located in both the men’s and women’s locker room areas.
- b. All persons should shower before using the Sauna.
- c. Recommended use of the Sauna should be limited to no more than 15 minutes.
- d. Women who are pregnant should not use the sauna.
- e. Persons who have a history of medical problems should consult a doctor prior to use.
- f. Water should not be put on sauna “coals”.
- g. Staff will sanitize the saunas at designated times each day.
- h. Socks, athletic shoes, and nudity are not permitted in the saunas. Private parts must be covered. Barefoot and flip flops are permitted.
- i. Do not hang any article of clothing over sauna heaters.

G. Racquetball courts

- a. Reservations can be made at the Service Desk one day in advance of your reservation for a period of one hour.

General Policies, Procedures, and Guidelines

A. Admittance Policy

- a. All currently registered, fee paying students are eligible to access the RecPlex. (Students with Inactive RecPlex accounts due to holds must take care of their holds before entering the RecPlex.)
- b. Current faculty, staff, alumni, and/or affiliates of NSU and their immediate family members may access the RecPlex through the purchase of a membership plan or daily guest pass.
- c. Children age 16 and under are not permitted in the fitness area.
- d. Children age 14 and under must have parental supervision at all times.
- e. All students and RecPlex members must show a valid NSU identification card to access the facility. This card will be scanned to ensure validity.
- f. Valid members failing to show I.D. will be subject to the RecPlex “Forgiveness Policy”. The forgiveness policy allows for students and members to forget to bring their I.D. to the facility twice per semester. Students and members must visit the service desk to gain a “Forgiveness Pass” to access the facility at that time. A “Forgiveness Pass” for students and members will be granted with another form of picture ID.
- g. Persons who forget their I.D. card a third time and every time thereafter in a given semester will be required to pay a \$5 access fee to use the RecPlex during that visit, along with another form of picture I.D.**

B. Facility Access / Entry:

In addition to the policies and regulations listed in this handbook, all Nova Southeastern University students are responsible for adhering to the policies, regulations, and procedures stated in the Nova Southeastern University Handbook. The Student Handbook is available on line at www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf.

All members who are non-Nova Southeastern University students are responsible to adhering to the policies and procedures set forth by the Campus Recreation department and that of Nova Southeastern University. Violations of policies may result in suspension or immediate termination of membership.

1. All access to the RecPlex will occur through the turnstiles located off of the main east entry to the University Center.
2. Students and RecPlex members must provide proper NSU I.D. card to gain admittance. Current students and/or members who fail to provide proper NSU I.D. are subject to the RecPlex Forgiveness Policy.
3. **Forgiveness Policy:** Current students and RecPlex members may forget to bring their I.D. card a maximum of twice per semester. When forgetting their I.D, students and members must gain a temporary access pass from the service desk by presenting an alternate form of I.D. If a student or member forgets their I.D. card a third or subsequent time thereafter in any one semester, they must pay a \$5.00 access fee to enter the facility, in addition to presenting another form of a picture I.D.
4. **Men's and Women's Lockers:** General lockers are available to all students and RecPlex members on "daily-use only" basis. This means that no overnight storage may occur in these lockers.

A limited number of lockers will be available for rent. Persons renting these lockers may indeed store items overnight. A private locker room within the main locker room will be available for rent to faculty and staff members.

Locks will be cut nightly on "daily-use only" lockers. The contents of these items will be bagged and stored for seven days time.

After the conclusion of seven days, these items will be discarded. We will not be held responsible for damaged, lost, or stolen personal items – including locker contents.

All rented lockers will be subject to monthly health and safety inspections the last full week of each month.

C. Membership Terms and Conditions

The membership year will be based upon a July 1st to June 30th annual period.

Membership commitments are for the full term indicated.

Persons who enroll after July 15th of the current membership year will have the start date of their contract amended to the 1st or 15th

of the corresponding month. The billing of membership dues will be pro-rated accordingly. Persons who activate their membership between the 1st and 15th of the month will be billed for the full month. Persons who activate their membership after the 15th of the month will be billed for 50% of the month.

Memberships cannot be voluntarily terminated prior to the end of the designated contract period without documentation from a licensed physician of a physical limitation, termination of employment with NSU, and if a member subsequently becomes a student of NSU. For Alumni and Affiliate members, if a member's residence becomes more than 20 miles from the facility, a membership may be terminated.

Memberships will be automatically terminated for employees and all other members within the contract when the employee ceases to work for NSU and holds no other university affiliation. If a terminated employee holds another NSU affiliation, the membership status may be amended to reflect that status.

Each member will have an annual renewal date of July 1st.

Memberships will be automatically renewed for another contract year unless written notice of cancellation is received by June 1st of the contract year. If June 1st falls on a weekend, the cancellation notification date will be the next business day after June 1st.

"Regular" employees and their family members will be billed for membership fees via payroll deduction ONLY. Deductions will occur bi-weekly for a maximum of 24 pay periods per contract year. Adjunct faculty, temporary staff, and all others who do not receive a regular bi-weekly pay check may not elect to be billed via payroll deduction.

Persons who are not eligible for payroll deduction may pay in full via cash, check, or credit card or may elect to pay monthly via a recurring credit card payment. Recurring charges will occur on the 1st day of each month of the contract year. Members who elect recurring charges may need to pay for their first month ahead of any recurring draft options.

"Plus One" memberships are transferable after a \$20 service charge.

Affiliates must be able to demonstrate their affiliation at the time of applying for membership. Affiliates may be asked to confirm their status on an annual basis.

Memberships may be suspended or “Frozen” once per contract period for a minimum of one month and a maximum of three months for legitimate reasons that would prevent members from accessing the facility.

Membership contracts may be modified in an effort to ADD persons to the membership. The contract rates will also be modified to account for the additional member or members.

Other terms and conditions may apply. Visit www.rec.nova.edu for additional items.

D. Dress Code / Footwear / Eyewear

a. Persons must wear proper attire while visiting the RecPlex. This generally includes closed toe and heel, rubber soled, athletic shoes, gym shorts, and a work-out t-shirt that completely covers the mid-section when using the fitness area, rock climbing wall, studios, racquetball courts, and multipurpose gym.

b. Blue jeans, dress shoes, boots, spiked shoes, zippers, belts, sport bras, any “like” articles of clothing, and hair picks/combs are not permitted while exercising, climbing, swimming, playing racquetball, or participating on the gym floor.

c. No open-toed, hard-soled, or black-soled shoes may be worn on hardwood floor surfaces.

d. Persons using the swimming pool must wear proper bathing attire. Cut-off jeans are not permitted to be worn in the swimming pool.

e. Persons are strongly discouraged to wear any jewelry while participating in group exercise classes, working out in the fitness area, rock climbing, participating on courts, and swimming. This is predominantly for the safety of the user. Persons playing pick-up or intramural sports will be asked to remove or “tape” all jewelry. In addition to personal safety, this is also to help ensure the safety of other participants.

f. Persons are discouraged against wearing any special clothing or sweat suits that are designed to assist with weight loss. This type of clothing can prove harmful to the body if not properly monitored.

g. Persons may not wear hats while playing pick-up, intramural sports, and racquetball. This is predominantly for the safety of others. Bandanas are permitted.

h. It is recommended that persons who wear prescription eye glasses wear protective goggles over their eye glasses when participating in basketball, volleyball, racquetball, intramural sports, and/or rock climbing. This is for the protection of the glasses and the user.

i. ** For those who do not wear eye glasses, protective goggles are recommended when playing racquetball.

j. PERSONS NOT PROPERLY DRESSED WILL NOT BE PERMITTED TO PARTICIPATE IN RECPLEX ACTIVITIES AND MAY BE ASKED TO LEAVE AND/OR CHANGE THEIR CLOTHES.

E. Towels

a. Towels are required upon entry into the RecPlex.

b. Students and members may bring their own towel or rent a towel from the RecPlex. Persons may rent a towel by the day, month, or year. See RecPlex service desk.

c. Towels should be used to wipe perspiration on all exercise equipment and oneself to assist in keeping the facility clean.

F. Guests of the RecPlex

a. Current NSU students and members of the RecPlex may bring guests with them each visit.

b. NSU faculty and staff persons who are not members of the RecPlex may also use the facility as a guest of Campus Recreation.

c. Guests must provide a picture I.D. card upon entry.

d. Guests must pay the daily guest fee for each visit. Guests of students will pay \$5.00 and all other guests will pay \$10.00.

e. Members are responsible for the behavior of their guests at all times. Members may be subject to discipline if their guests violate RecPlex policies and/or procedures.

f. No unescorted guests are permitted. Guests must always be in the accompaniment of a host.

g. All Guests are permitted to use all general facility amenities without restriction. Guests may also participate in group exercise programs upon availability at the start of the class.

h. NSU guests are not permitted to check-out equipment nor make reservations for racquetball courts.

G. Equipment Checkout

a. Balls and other sports equipment can be checked out daily from the Service Desk.

b. Non-returned/damaged equipment will result in a fee set forth by the RecPlex. and must be paid by the members' next visit to the RecPlex

H. Smoking

a. No smoking will occur in the RecPlex nor by the pool and its deck.

I. Drugs and Alcohol / Intoxication

a. No illegal drugs or alcohol is to be used or consumed during or prior to ones use of the RecPlex and its amenities.

b. Anyone who is believed to be under the influence of drugs, alcohol, or any other illegal substance will be removed from the facility with an escort from NSU Public Safety and or the Town of Davie Police Department. Persons may be referred to the office of the Dean of Student Affairs or the Office of Human Resources.

c. All persons who are determined to be in violation of local, state, or federal laws are subject to prosecution to the fullest extent of the law and may have their membership privileges suspended or revoked.

J. Food

a. No food or drink, excluding plastic water bottles and sports drinks with a screw on cap, is to be consumed in the studios, fitness area, two-court gymnasium, or racquetball courts.

b. Food may be served in the multipurpose room, off the swimming pool deck, and other common locations as approved by Campus Recreation.

K. Pets

a. Guide animals are the only pets permitted in the RecPlex

Shared Space / Scheduling Protocol

A. Strength Floor

The strength floor of the fitness area is a shared space with the Intercollegiate Athletic teams. During scheduled team workout only, intercollegiate athletes will have priority usage of all equipment on the left hand side of the "H" area of the strength floor. Athletic team workout times will be posted for view on a weekly basis.

The fitness area will never be closed to the general student population while athletic teams are present.

B. Multipurpose Rooms

There are two hardwood multi-purpose rooms with mirrors dedicated to recreational programming spaces.

C. Two-Court Gymnasium

The two-court gymnasium is a dedicated recreational programming space.

D. Climbing Wall

The climbing wall is a dedicated recreational programming space available during designated operating hours.

E. Swimming Pool

The swimming pool is a dedicated recreational programming space.

F. Meeting Room

The RecPlex has one meeting room that can host up to 50 people depending upon set-up.

Space Reservation / Space Rental Policies and Procedures

A. Space Reservation – Internal Users / Students, Faculty, Staff, and other University Departments

1. Members of the NSU community may reserve space within the RecPlex to conduct normal university business. If the function of the request is personal in nature, the request becomes a rental operation.
2. Requests to reserve space must be made anywhere between ten (10) and thirty (30) days in advance depending upon the nature and scope of the activity and the particular space desired.
3. Requests will be acknowledged via e-mail within 24 hours of receipt and will be approved or denied within 48-72 hours of receipt.
4. Groups will not be charged a fee to reserve space for normal NSU business operations.
5. Groups may be charged for additional services not readily available or included with the space. Those services may include, but are not limited to tables, chairs, staffing, and other equipment.
6. Food or drink may be restricted from being served in certain programming spaces. This would include spaces with hardwood flooring as well as the swimming pool. Food is permitted in multipurpose room one, common lobby areas, and the Student Union area.
7. Requests for other services internal to the University will be coordinated by Campus Recreation and the Assistant Director for Operations.
8. Depending upon the scope and nature of the event, a security deposit of \$250 may be required. This can be secured through the provision of a valid NSU account code.

B. Space Rentals – Facility Members / External Users

1. Members of the RecPlex, as well as groups external to NSU, may rent space within the RecPlex to conduct personal or un-related university business.

2. Requests to rent space must be made anywhere between ten (10) and thirty (30) days in advance depending upon the nature and scope of the activity and the particular space desired.

3. Requests will be acknowledged via e-mail within 24 hours of receipt and will be approved or denied within 48-72 hours of receipt.

4. The following rates will apply to all space rentals.

<u>Space</u>	<u>NSU Students</u>	<u>NSU Departments/Centers</u>	<u>Non NSU Affiliated Groups</u>
2 Court Multipurpose Gymnasium	Labor costs**	\$50 per hour / \$300 per day/ct*	\$125 per hour / \$750 per day/ct*
Large Multipurpose Studio	Labor costs**	\$25 per hour / \$150 per day*	\$75 per hour / \$500 per day*
Small Multipurpose Studio	Labor costs**	\$15 per hour / \$100 per day*	\$50 per hour / \$200 per day*
Swimming Pool	Labor costs**	\$50 per hour / \$300 per day*	\$150 per hour / \$750 per day*
Climbing Wall	Labor costs**	\$25 per hour / \$150 per day*	\$50 per hour / \$300 per day*
Racquetball Court	Labor costs**	\$25 per hour / \$150 per day/ct*	\$50 per hour / \$300 per day/ct*
Fields	Labor costs**	\$50 per hour / \$300 per day*	\$150 per hour / \$750 per day*

* Labor costs extra

Other Costs

**Additional charges may apply

Lifeguard = \$15 per hour

Deposit = \$250

Climbing Wall Attendant = \$10 per hour

Extra Cleaning = \$50/hr

Operations Assistant = \$8 per hour

Group X Instructor = \$25 per hour

Sports Official = \$15 per hour

Facility Supervisor = \$15 per hour

5. Groups may be charged for additional services or equipment not readily available or included with the space.

6. Food or drink may be restricted from being served in certain programming spaces. This would include spaces with hardwood flooring as well as the swimming pool deck. Food is permitted in multipurpose room one, common lobby areas, and the Student Union area.

7. Requests for other services internal to the University will be coordinated by Campus Recreation and the Assistant Director for Operations.
8. All rentals are subject to a security deposit of up to \$250 to cover costs of any potential damage done to the space outside of normal wear-and-tear.
9. Rental agreements can be found on-line at www.rec.nova.edu

C. Other Requirements / Guidelines / Policies for Use of Space

Parking: There is no dedicated or reserved parking for the RecPlex. The closest “open” lot is located on the east side of the Rosenthal Building. All other lots are card accessible for NSU students, faculty, and staff. Parking in the residential lot is prohibited for non-residential students.

Orientation: All primary renters or reservees of space must conduct an orientation / walk-through with RecPlex operations staff. The purpose of the walk-through is to familiarize the renter/reservee with the facility, location of emergency exits, restrooms, etc. It is also to ensure all details and arrangements are satisfactory. The walk-through should occur within 48 hours of the event.

Alcohol / Tobacco: Smoking is prohibited at all times. This is to include outdoor areas such as the swimming pool. Alcohol may not be consumed within the RecPlex facility nor near the swimming pool.

Cleaning: Rooms and/or spaces should be left in the same condition as they were found prior to the event. In some cases Campus Recreation will require that the event receives additional custodial care than would normally be needed. There will be a charge associated with the additional custodial that will be passed along to the renter/reservee.

Supervision / Security: Depending upon the nature of the event that is to occur, Campus Recreation may require additional staff supervision beyond those that are regularly scheduled. This will always be true for event rentals that occur after normal hours of operation. Additionally, depending upon the age of the participants, Campus Recreation may require the rental group to provide parental supervision in addition to staff supervision. In some rare cases, Campus Recreation may require the presence of professional security or Town of Davie Police Officers. These additional costs will be incurred by the rental group.

Guest List: When renting space within the facility, Campus Recreation will require that the rental party provide a list of all invited and expected guests who will be accessing the facility that are not members of the RecPlex. These guests should be prepared to show a picture I.D. card or have a legal guardian who can attest to whom they are.