

LIBERTY
UNIVERSITY™
Student Centers

POLICIES AND PROCEDURES

2009-2010

OUR VISION:

**TO CREATE AN ELITE FITNESS
AND
RECREATION EXPERIENCE**

Values:

- 1) Follow the Golden Rule: “Do unto others as you would have them do unto you”
- 2) Maintain Integrity
- 3) Openly communicate vision and values of Liberty University
- 4) Show respect for members
- 5) Show respect for employees as equal partners
- 6) Focus on shared goals rather than personal agendas
- 7) Do the right thing over the easy thing
- 8) Demonstrate compassion
- 9) Maintain confidences

Objectives:

- 1) To enhance the overall well-being of all those who enter our facilities
- 2) To provide exceptional service to all those who enter our facilities
- 3) To carry a personal interest to all those who enter our facilities
- 4) To commit to helping others reach and exceed their fitness goals and expectations in a safe and enjoyable environment.
- 5) To utilize our God-given skills, abilities, strengths, and weaknesses to glorify Christ

The LaHaye Student Union is a Recreation Facility intended for the use of students, faculty, staff and alumni.

Memberships^:

The LaHaye Student Union has memberships available to:

- Resident Students*
- DLP Students
 - Must show proof of a current class schedule.
 - Students under “Special Student Status” cannot purchase a membership.
- Faculty
- Staff
- Graduate Students
 - Must show proof of a current class schedule.

^ Campus Recreation reserves the right to refuse membership or access to the LaHaye Student Union to any individual for any reason.

* Those who have status as a RESIDENT STUDENT *and* pay the activity fee. In this case the activity fees cover membership costs and resident students are not subject to these fees.

- A. Memberships fees: \$100 = 6 months or \$25 = 1 month or \$5/day
- B. Memberships are sold individually and are valid for one person.
- C. You must be 18 years of age or older to purchase a membership.
- D. All lounge space, basketball courts, and fitness facilities are off limits to all those under 18 years of age.
 - 1. Children who are 16 years of age or older may use the basketball courts but must be accompanied by their parent/guardian at all times.
 - 2. Children of any age may access the pool and lounge areas but must be accompanied by their parent/guardian at all times.
- E. Refunds
 - 1. Refunds are not given except for medical reasons.
 - 2. In most cases, memberships will be deferred to a later date when the member is able to resume membership.
 - 3. Refunds will not be given for times that the Student Union is closed due to scheduling, school events, holidays, or severe weather.
- F. Cancellations
 - 1. Memberships may be cancelled at any time for misconduct as determined by the Campus Recreation department and may not be refunded at the discretion of the Student Centers Director.

General Facility Rules and Regulations:

- The Liberty Way Must Be Followed at All Times
- You must have a Liberty University ID or membership card to enter the facilities.
- All members are expected to clean up after themselves. Please do not leave out weights, mats, balls, etc.
- No Soliciting
- Only those individuals that have been hired by the LaHaye Student Union as a personal trainer may act as a personal trainer within the Student Centers. It is left to the discretion of the Student Centers' Director as to the intention of individuals who may/may not be instructing others. Personal Training is described as, but not limited to any of the following:
 - To prescribe, monitor, and change an individual's specific exercise program design in a exercise or sport setting
 - To instruct or guide another individual or individuals in performing an exercise regimen
- The fitness facilities are intended for the personal use of students, faculty, and staff. They are not to be used for organized group sessions of any sort, with the exception of the aerobics room, as determined by the Director.

- Fighting, foul language or any other foul play, as determined by the Student Union staff, is prohibited.
- Clean, dry athletic shoes with a non-marking sole must be worn at all times.
- Shirts must be worn at all times.
- Liberty University will not be held responsible for lost or stolen property.
- Liberty University will not take responsibility for injuries that may occur while using the fitness facilities.
- Failure to comply with the rules listed is grounds for removal from the facility and can result in Student Union privileges being revoked.

Specialized Rules and Regulations:

➤ **Basketball Court Rules and Policies**

- The Intramural Sports Department has scheduling priority and the courts are closed for recreational use at those times set forth by the director.
- These courts are for basketball and intramural use only. This excludes, but is not limited to, rollerblades, skateboards and bicycles.
- Spectators are to remain outside the retaining wall at all times. There is no sitting on the wall. No personal items, drinks, food, etc are to be placed on the wall.
- During Intramural Sports play, only players on the roster will be permitted in the basketball court area.
- There is no set time limit, but there should not be persons waiting to play for more than the time required to play one game.
- Games should be 5-on-5, unless there are vacant courts.
- Food and drink are not allowed on the courts at any time, under any circumstances.
- Chewing gum and spitting are strictly prohibited in the basketball court areas.
- There are not to be any personal belongings on the basketball courts at any time. All personal belongings should be stored in the locker room facilities.

➤ **Cardio Room Rules and Policies**

- The aerobics room is controlled by the Director and all programming/scheduling for this room must be handled through the Director.
- All audio and video equipment is controlled at the Information Desk. Programming requests should be made to the attendant.
- There is a 30 minute time limit when all of the machines are in use or as deemed necessary by the Student Unions' Staff.

➤ **Weight Room/Nautalis Room Rules and Policies**

- No Dropping Weights
- No reserving/holding of equipment.
- All weights must be properly replaced after use.

➤ **The Loft Rules and Policies**

- No dropping weights
- No reserving/holding of equipment.
- All weights must be properly replaced after use.

- No organized groups may be conducted unless authorized by the Student Centers' Director.
- Do not climb or lean on the railing.
- Loft Capacity is 95 people

➤ **Campus East Clubhouse/Pool Rules and Policies**

- All students must swipe in at the front desk upon entry
- Board games, pool cues, and other equipment is available for check out at the front desk. Personal ID must be presented in order to check out these items.
- Students are free to bring in personal board games, video games, playing cards, etc., as long as they are in compliance with *The Liberty Way*.
- No sitting or leaning on the pool tables or technical equipment.
- All food and drink is to be kept at the tables and end tables. There is not to be food or drink on the floor, pool tables, or gaming desks.
- The Campus East Pool will close at dark at the discretion of the clubhouse staff. All other hours will be posted.
- No person with or suspected of having a communicable disease which could be transmitted through use of the pool shall be permitted to use the pool
- A person with any area of exposed sub-epidermal tissue, open blisters, or cuts must cover completely and shall not use the pool
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited
- No running, or boisterous or rough play, except supervised water sports, is permitted in the pool or platforms
- Glassware and similar material with a tendency to shatter on impact is not permitted in the pool enclosure area
- Diving is not permitted.
- Domestic animals are not permitted in the pool enclosure
- Lifesaving equipment must be used only in case of emergency
- The capacity of the pool must not exceed posted numbers
- Approved swimming apparel, as listed in the Liberty Way, must be worn in the pool at all times
- The use of skateboards, in-line skates, etc. are prohibited on the pool deck

➤ **Aerobics/ Multipurpose Rooms**

- Hours may be designated for open use
- No groups may use the facilities unless authorized by Campus Recreation
- All equipment must be cleaned and replaced.
- No boom boxes/ open air music unless authorized by Campus Recreation.

➤ **Aquatics Center Rules and Policies**

- Please consult the lap lane assignments for lane availability. Swimming and use of the pool is restricted to times when a University appointed lifeguard, swim instructor, coach, or supervisor is on duty.
- No person with or suspected of having a communicable disease which could be transmitted through use of the pool shall be permitted to use the pool

- A person with any area of exposed sub-epidermal tissue, open blisters, or cuts must cover completely and shall not use the pool
- Any person using the pool must take a cleansing shower using warm water and soap. A person who has exercised, applied lotion, or used a sauna prior to entering the pool must shower before using the pool
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited
- No running, or boisterous or rough play, except supervised water sports, is permitted in the pool, in dressing rooms or shower rooms, pool decks, on the diving board or platforms
- Glassware and similar material with a tendency to shatter on impact is not permitted in the pool enclosure area
- Diving is not permitted.
- Domestic animals are not permitted in the pool enclosure, showers or dressing rooms
- Lifesaving equipment must be used only in case of emergency
- The capacity of the pool must not exceed posted numbers
- Approved swimming apparel as listed in the Liberty Way must be worn in the pool at all times
- Please enter the pool area through the locker room doors only. The lobby doors are for emergency and special event use only
- Racing blocks may only be used by permission from the on-duty lifeguard
- The use of skateboards, in-line skates, etc. are prohibited on the pool deck
- Hanging or sitting on lane ropes is prohibited
- Sitting on, standing on, jumping on, or throwing kickboards is prohibited

➤ **Tilley Student Center:**

- Video games, board games, pool cues, and ping pong equipment are available for check out at the Tilley desk. Personal ID must be presented in order to check out these items.
- Students are free to bring in personal board games, video games, playing cards, etc., as long as they are in compliance with *The Liberty Way*.
- No sitting or leaning on the pool tables or technical equipment.
- IPTV is available on every television.
- All food and drink is to be kept at the tables and end tables. There is not to be food or drink on the floor, pool tables, or gaming desks.
- Shoes must be worn at all times. Sandals are permitted.
- Please do not stand on any furniture for any reason.
- Please do not move any furniture for any reason
- The Liberty Way must be followed at all times.
- No food or drink can be taken from the Tilley Student Center into the LaHaye Student Union gym and fitness areas.
- No glass bottles are permitted
- No large gatherings are permitted without proper authorization and documentation from Campus Recreation.

➤ **Thomas Indoor Soccer Center:**

- Proper footwear must be worn at all times (tennis shoes, indoor shoes, etc.) No cleats or sandals are allowed at any time.
- The Liberty Way must be followed at all times. Anyone who does not adhere to these rules may be asked to leave by Student Center's staff.
- No food or drinks can be taken on the fields at any time.
- No organized team or group is permitted to practice without proper authorization and documentation from Campus Recreation.

➤ **Dress Code:**

- All Members who enter the Students Centers including but not limited to the LaHaye Student Union, the Tilley Student Center, and all other student centers are expected to adhere to the Liberty Way. Members who do not comply with these standards may be asked to change or leave the facility until the matter is addressed.

➤ **Music:**

- All music used within the facilities must be submitted to the Director for approval before it is played.
- No Boom-boxes or outside open-air music sources are permitted unless approved by the Director.

➤ **Facility Maintenance:**

- All Student Union facilities are cleaned and maintained on a daily basis.
 - All bathroom/locker room facilities as well as lounge areas are maintained by the University Facilities Department. Check lists of times/items cleaned are available upon request.
 - Fitness facilities are cleaned multiple times throughout the day. This includes but is not limited to: All Cardio Equipment, Weight Benches, Weight Stations, Aerobics Equipment, Balls, Mats, and Loft Space. Check lists of times/items cleaned are available upon request at the University's discretion.
 - All on-campus Pools/Spas are checked and maintained daily. Chlorine and pH are recorded multiple times throughout the day. Check lists of times/items reviewed are available upon request at the University's discretion.
 - All chemicals are stored and properly documented. Documentation is available upon request.

➤ **Sexual Harassment:**

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Any sexual harassment (whether by fellow members, visitors, or employees) must immediately be reported to the Student Centers' Director.

Visitor policy:

1. All general student recruits or potential students, who visit the University, should check in at the Visitor's Center on campus. The Visitor's Center will provide general student

“recruits” and their families with a daily visitor pass permitting entrance to the LaHaye Student Union or East Campus Clubhouse at no charge. These passes may be used one time only and each visitor must have their own pass. All visitors are required to sign-in at the front desk of the facility

2. Coaches requesting admittance of an Athletic Recruit must submit a request in email form prior to the recruit utilizing the facility. Coaches must appoint a fellow teammate as a “Sponsor”. Once the recruit is approved, an email will be sent to the coach verifying dates and times of approval. The recruit will be required to sign in and show ID. They must stay with their sponsor at all times and in approved designated areas.
3. Immediate family members of Liberty University students, and Student Centers’ members, along with individuals defined in items #1 and #2, are the only visitors permitted in the LaHaye Student Union or East Campus Clubhouse. Immediate family members will be defined as parents, spouses, grandparents, siblings and children. Out of town visitors will be required to show ID with an out of town address, these visitors will be admitted free of charge. In town visitors will be required to pay a \$5 daily membership fee. (Children under the age of 5 are admitted free) All visitors are required to sign-in at the front desk of the facility.
 - a. All visitors must show valid picture ID at the front desk when signing in. Visitors under the age of 18 who don’t have a valid picture ID, must be with someone who shows a valid ID.
 - b. Visitors must enter the facility with their LU sponsor (student or member) and visitors under the age of 18 must stay with their sponsor at all times when in the facility. Visitors must also leave the facility with their LU sponsor.
 - c. The age limit is 16 years old to utilize the LaHaye Student Union basketball courts
 - d. The age limit for working out is 18 years old (includes all fitness areas- weight room, cardio room, nautilus room, aerobics room, multi-purpose room and loft)
 - e. The rock wall is available to visitors during specified times for special events.

*Exceptions to the visitor policy will be made for on campus visitation weekends such as CFAW, Homecoming, Alumni and Parents weekends. These exceptions will be determined by the Student Centers staff and will be posted at the front desk of each facility. Please contact 434-592-3221 with any questions.

**Families of students or facility members are welcome to tour the facility at no charge at any time during normal operating hours. Touring families need to show ID and sign in.

Facility Rental:

- The LaHaye Student Union (includes all student centers) has a variety of opportunities for rental of facilities. Facility request forms are available at the front desk for anyone interested in renting any area in the LaHaye Student Union.
- All organizations must submit proof of insurance (\$1,000,000 per incident) and name Liberty additionally insured.
 - A. General Policy:
 - 1. The LaHaye Student Union is a recreation facility intended for the use of Liberty University students and its members.
 - 2. With the exception of the aerobic room and pool, facilities may not be reserved or rented for any reason during the Fall or Spring semesters. These dates are defined as the day new students arrive through the last day of final exams.
 - a. This includes any organized activity by outside groups, club sports, intercollegiate athletics, and academic classes.
 - B. Basketball Courts
 - 1. Available for rent during the summer season.
 - 2. A maximum of 3 basketball courts may be reserved at one time.
 - 3. Rental fees: \$100/hour per court for first three hours or \$300 max for up to 12 hours.
 - 4. During the fall and spring semesters, the courts are for student and member recreational use and intramural sports play. The Office of Intramural Sports has scheduling priority over the courts.
 - 5. The courts are not available during the fall and spring semesters for any other organized activity including club sports, intercollegiate athletics, and academic classes.
 - C. Indoor Pool
 - 1. Available for rent year-round
 - 2. Pool Parties: \$100 for 2 hours and up to 20 people. \$10 for each additional 10 people and \$50 for each additional hour.
 - D. Aerobic Room
 - 1. Available for rent year-round
 - 2. Rental fees: \$50/hour for non-LU affiliated
\$30/hour for LU affiliated
 - E. Fitness
 - 1. The fitness areas include the weight room, cardio room, loft and nautilus room.
 - 2. These room are for individual fitness and exercise and may not be used for organized group workouts. This includes academic classes, club sports and intercollegiate athletics.

- F. Campus East Clubhouse/Pool
1. The Campus East Clubhouse/Pool are not for rent during the fall and spring semester.
 2. Rental Fees: Clubhouse -\$35 per hour.
Pool Parties: \$100 for 2 hours and up to 20 people. \$10 for each additional 10 people and \$50 for each additional hour.
Grill available for outdoor events for \$20 per hour.
- G. Tilley Student Center
1. The Tilley Student Center is a recreation facility intended for the use of Liberty University students and its members.
 2. Facilities may not be reserved or rented for any reason during the Fall or Spring semesters. These dates are defined as the day new students arrive through the last day of final exams.
 - a. This includes any organized activity by outside groups, club sports, intercollegiate athletics, and academic classes.

****All fees are subject to change****

Event Policy:

- 1) Anyone interested in utilizing the LaHaye Student Union (Tilley Student Center, Recreation area, Thomas Indoor Soccer Center) or Campus East Clubhouse should first fill out a Facilities Request Form and return it to the front desk at the LaHaye Student Union.
- 2) Any department requests must be made at least one month prior to the requested event. The event is not approved until you receive an email confirmation specifying the date and times of your event.
- 3) Any individual requests should be submitted two weeks prior to the request to allow enough time for departmental and calendar approval. The event is not approved until you receive an email confirmation specifying the date and times of you event.
- 4) Large events, or events after hours, may require departments/individuals to pay an additional fee for staff and operational needs. This will be determined by the Students Centers' Director.
- 5) On occasion for large events, departments may be required to provide monitors to assist the Student Centers' staff in the event that additional chaperones are needed. Monitors do not take the place of the Student Centers' staff. Specialized personnel must be part of the Student Centers' staff (i.e. lifeguards, front desk staff, etc.)
- 6) Any set-up needs for tables, chairs, sounds, etc. should be included on the Facility Request Form.

- 7) Any changes in requests (including set-up needs, location, date/time) must be approved through the Student Centers' Director and may result in additional charges. Cancellation of a department/team event without a 2 week notice will result in a charge to the individual or the department making the request.
- 8) Advertising any activities/events before approval is at your own risk. Advertisements and promises do not guarantee approval.

Camp Policy:

- 1) All camps will receive a Camp Facility Request Form in their registration packets from Liberty University Camp Director. Camps should indicate a rough estimate of the number of campers they plan on having in attendance and the Student Center areas they are requesting. All requests will be reviewed in the order in which they are received. Fees and pricing are determined by the Campus Recreation Department and/or the Student Centers' Director.
- 2) Any camp taking place during the summer months (beginning immediately after graduation until the start of the fall semester) must fax or email the Camp Facility Request Form to the number/email indicated on the form no later than April 1st at 5pm. An email confirming receipt of the request form will be sent to the email address listed on the request form. This does not mean your request has been approved.
 - a. All summer camps will be notified of approved camp dates, times, etc. by May 1st at 5pm. Approval will be sent to the email address located on the Facility Request Form. Please note that this will indicate a finalized schedule and no changes will be accepted after that time.
- 3) Any camp that takes place during the school year must return the Camp Facility Request Form to the number/email indicated on the Camp facility Request Form at least one month prior to the requested event.
 - a. All requests will be approved at least two weeks prior to the event. Approval will be sent to the email address located on the Camp Facility Request Form. Please note that this will indicate a finalized schedule and no changes will be accepted after that time.
- 4) Emails verifying the approved camp schedule will include the following:
 - a. Date and times approved for each camp
 - b. Locations and approved events within the Student Centers

- c. Identification type required for entrance into the facilities (Lanyards, Wristbands, etc.)
- 5) Locations and times, etc. will be approved based on the following:
- a. Availability of the location and staff needed
 - b. Size of the camp
 - c. Number of areas/events requested
 - d. Order in which the request forms are returned and the consistent response by camp leaders in scheduling.

Disciplinary Policy/Grievance Procedures for Members:

- *All Student Centers' Managers and Student Workers have been given the authority and responsibility to insure a safe environment and to enforce the Liberty Way and the Student Centers' guidelines. This authority includes addressing members who are not complying with guidelines. Managers and student workers also may eject patrons whose behavior is deemed unsafe or disruptive to others.*
- Upon direct contravention to any of the rules/regulations, a verbal warning will be granted to a first time offense unless a more serious consequence is deemed necessary by the Director (All verbal warnings are documented and kept by the Student Centers' Director).
- After the same regulation has been broken, and a verbal warning has been given, a second written document will be recorded of the offense. This may include asking the individual to leave the facility for a period of time if deemed necessary.
- Each verbal and documented offense is one point against the offender. After three points for the same offense or three offenses that are not equivalent, the offender's membership can be suspended or terminated at the discretion of the Student Centers' Director or the Associate Directors.
- A membership can be revoked at any time if deemed necessary by the Student Centers' Director. This includes but is not limited to: a) the person is going to harm his or her self, b) the person is going to harm someone else, or c) it involves physical, mental, emotional, or sexual abuse.

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