

LIBERTY

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LaHaye Student Union

Policies and Procedures

2012-2013

Introduction

The LaHaye Student Union seeks to enhance the overall well-being (socially, spiritually, mentally, physically) of students and members through diverse environments, facilities and activities. The department plans, develops, and maintains quality programs and services that comply with regional accreditation standards. The department also seeks to maintain efficient, cost effective strategies in the administration and delivery of its programs and services.

Membership

Resident Students with Valid Flames Pass...

those who have status as a RESIDENT STUDENT, are financially checked in for the upcoming semester, and pay the activity fee. In this case, the activity fees cover membership costs and resident students are not subject to these fees.

Liberty University Faculty and Staff...

who are directly paid by the University are eligible for membership. Faculty/Staff will be asked to present their valid Flames Pass for verification when registering for membership.

Liberty University Online and Graduate Students...

are eligible to purchase memberships during the times they are financially checked in and currently enrolled in classes. LUO/Grad students will be asked to present their valid Flames Pass for verification of class schedule and financial check-in status.

- Graduate students registered for the entire semester and LUO students registered for both B and D terms will be eligible to purchase Semester memberships.
- LUO/Graduate students are not eligible for "Annual" memberships.
- LUO/Grad students registered solely for either B or D terms will not be eligible to purchase semester memberships.

The LaHaye Student Union reserves the right to refuse membership or access to any and all facilities to any individual for any reason. All students and members are required to present a valid Flames Pass prior to entering the facilities. Any individuals with an "invalid card" will be denied access and directed to the Card Services office located in Green Hall.

- A. Memberships are sold individually and are valid for one person.
- B. You must be 18 years of age or older to purchase a membership.
- C. Anyone under the age of 18 must be accompanied by an adult at all times.
 - a. All lounge space, basketball courts, and fitness facilities are off limits to all those under 18 years of age.
 - b. 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.
 - c. Children of any age may access the pool and lounge areas but must be accompanied by their parent/guardian at all times.
- D. Refunds
 - a. Refunds are not given except for medical reasons.
 - b. In most cases, memberships will be deferred to a later date when the member is able to resume membership.
 - c. Refunds will not be given for times that Campus Recreation facilities are closed due to scheduling, school events, holidays, or severe weather.
 - d. 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 Director of Campus Recreation.

General Facility Rules and Regulations

- The Liberty Way Must Be Followed at All Times
- You must present a valid Flames Pass or a membership card plus government issued picture ID to enter the facilities.
- In order to respect the privacy of all LaHaye Student Union members, still and video photography is not allowed in the facility without prior approval. A facility request form must be submitted and approved before still or video photography will be permitted.
- Cellular telephone usage or any other type of mobile electronic device (that can take pictures) is prohibited in the locker room areas.
- All members are expected to clean up after themselves. Please do not leave out weights, mats, balls, etc.
- No Soliciting
- No animals other than service animals permitted within the facilities.
- No open air music.
- Only those individuals hired by LaHaye Student Union as a personal trainer may act as a personal trainer within LaHaye Student Union facilities. It is left to the discretion of the LaHaye Student Union staff 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 an 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 and members. They are not to be used for organized group sessions of any sort, with the exception of the aerobics room, as determined by the LaHaye Student Union staff..
- Fighting, foul language or any other foul play, as determined by LaHaye 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.
- Members and guests are highly recommended to bring their own locks for the lockers. No items should be left unattended. Lockers are for day use only and all locks must be removed when the individual leaves the facility that same day. All remaining locks will be cut off the lockers at the end of the day.
- 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 membership 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.
- The 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

- All audio and video equipment is controlled at the LaHaye Student Union Member Services 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 LaHaye Student Union staff.
- Any items that members chose to bring into the fitness areas should be put in the provided cubbies. Leave items at your own risk.

Weight Room/Nautalis Room Rules and Policies

- No dropping weights
- No reserving/holding of equipment.
- All weights must be properly replaced after use.
- Any items that members chose to bring into the fitness areas should be put in the provided cubbies. Leave items at your own risk.

The Loft Rules and Policies

- No reserving/holding of equipment.
- No dropping weights
All weights must be properly replaced after use.
- No organized groups may be conducted unless authorized by LaHaye Student Union staff.
- Do not climb or lean on the railing.
- Loft capacity is 95 people.

Aerobic/ Multipurpose Rooms

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

Aquatics Center Rules and Policies

- Please check schedules/signage regularly as Education classes and the Swim Team have priority scheduling during set hours
- 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/spas
- A person with any area of exposed sub-epidermal tissue, open blisters, or cuts must cover completely and shall not use the pool/spas
- Approved swimming apparel, as listed in the Liberty Way, must be worn in the pool at all times.

- 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/spas must shower before using the pool
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited
- No running, boisterous or rough play, except supervised water sports, is permitted in the pool, shower rooms, locker rooms, pool deck, on the diving board or starting blocks.
- The use of all electronic items within the pool/spa(s) is strictly prohibited
- Glassware and similar material with a tendency to shatter on impact is not permitted in the Aquatic Center
- Diving is only permitted where marked
- 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/spas must not exceed posted number of 70 people in the pool and 8 people per spa
- Please enter and exit 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

- PS3 consoles, board games, pool cues, and ping pong equipment are available for check out at the Tilley Member Services desk. Flames pass 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 glass bottles are permitted
- No large gatherings are permitted without proper authorization and documentation from LaHaye Student Union staff.

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 LaHaye Student Union staff.
- No food, drinks, or gum should be taken on the fields at any time.
- No organized team or group is permitted to practice without proper authorization and documentation from LaHaye Student Union staff. There is no private instruction without prior permission from LaHaye Student Union staff.

Campus East Clubhouse/Pool Rules and Policies

- All students must present a valid Flames pass at the Member Services desk upon entry
- Board games, PS3's, Wiis, pool cues, and other equipment are available for check out at the desk. Flames Pass must be presented in order to check out these items.
- Students are free to bring in personal board 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, computer lab.
- 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
- Individuals with any area of exposed sub-epidermal tissue, open blisters, or cuts must cover completely and shall not be permitted to use the pool
- Spitting, spouting water from the mouth, and blowing the nose in the pool is prohibited
- No running, 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 on the Campus East pool deck.
- 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 of 35
- 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

Dress Code

All members and students who enter LaHaye Student Union facilities are expected to adhere to the Liberty Way.

Flyer/Bulletin Board Policy

Flyers or advertisements of any kind are not to be placed on doors, walls, or windows located within the LaHaye Student Union and Campus East Clubhouse. All Campus Recreation flyers/advertisements must be placed within the designated bulletin boards located in each facility. Flyers and/or advertisements from outside organizations or departments are not permitted within the LaHaye Student Union and Campus East Clubhouse at any time unless approved by LaHaye Student Union staff.

Music

- All music used within the facilities must be submitted to LaHaye Student Union staff for approval before it is played.
- No outside open-air music sources are permitted

Facility Maintenance

All LaHaye 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.

- 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.
- All chemicals are stored and properly documented.

Sexual Harassment

According to the Liberty University Employee Handbook—

The Equal Employment Opportunity Commission (EEOC), whose function is to enforce Title VII, issued final "Guidelines on Sexual Harassment in the Workplace." The Guidelines define "sexual" as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Under the Guidelines, the employer is responsible for the discriminatory acts of its agents and supervisory employees, regardless of whether the employer authorized, knew, or even should have known of the acts. In addition, the employer is responsible for sexual harassment conducted by nonsupervisory employees if the employer authorized, knew, or should have known about the harassment. Furthermore, the University does not discriminate on the basis of race, color, sex, national origin, age or handicap in hiring, discharge, promotion or wages, terms, conditions, or privileges, of employment.

Sexual Harassment and Discrimination Complaint Procedure:

Except in rare circumstances, informal complaints of sexual harassment and discrimination involving faculty members are handled by the Office of Human Resources, which works with the parties involved to obtain information and resolve the problem. The complainant should contact the Office of Human Resources. The first step of the investigation is an interview with the complainant to ascertain exactly what occurred. Information is collected to determine when the incident took place, who is being charged, and what other circumstances, conversations, or witnesses might define the problem concretely.

Visitor Policy

1. All general student recruits or potential students, who visit the University, should check in at the Hancock 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 facilities 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 Member Services 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 LaHaye Student Union members are permitted in the LaHaye Student Union and Campus East Clubhouse. Immediate family members will be defined as parents, spouses, grandparents, grandchildren 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 4 and under are admitted free). All visitors are required to sign-in at the Member Services desk of the facility.
4. All Liberty University students and LaHaye Student Union members are permitted to sponsor up to two non-family member guests per day to accompany them into the facility. These guests will be required to pay a \$5 daily membership fee. All guests are required to sign-in at the Member Services desk of the facility.
 - a. All visitors must show a government issued picture ID at the Member Services 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 Recreation and Fitness Center basketball courts and Thomas Indoor Soccer Center fields.
 - 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 Campus Recreation 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 Reservations

The LaHaye Student Union offers a variety of opportunities for facility rental. Facility Request Forms are available at the Member Services desk of each facility and on the website at www.liberty.edu/lahayestudentunion. All organizations must submit proof of insurance (\$1,000,000 per incident) and name Liberty University additionally insured on the policy.

Event Policy

1. Anyone interested in utilizing LaHaye Student Union facilities should first fill out a Facilities Request Form and return it to the Member Services desk at the LaHaye Student Union or email the completed form to lahayestudentunion@liberty.edu.
2. Any requests for groups over 100 people 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 for up to 100 people should be submitted at least 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 your 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 Director of Campus Recreation.
5. On occasion for large events, departments may be required to provide monitors to assist the LaHaye Student Union staff in the event that additional chaperones are needed. Monitors do not take the place of the LaHaye Student Union staff. Specialized personnel must be part of LaHaye Student Union staff (i.e. Lifeguards, Member Services, 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 LaHaye Student Union and may result in additional charges. Cancellation of a large event (more than 100 people scheduled) 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 the Liberty University Camp Director. Camps should indicate a rough estimate of the number of campers they plan on having in attendance and the LaHaye Student Union areas they are requesting. All requests will be reviewed in the order in which they are received. Fees and pricing are determined by the LaHaye Student Union and/or the Director of Campus Recreation.
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. 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. 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 LaHaye Student Union
 - 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 LaHaye Student Union staff members have been given the authority and responsibility to ensure a safe environment and to enforce the Liberty Way and LaHaye Student Union guidelines. This authority includes addressing members who are not complying with guidelines. LaHaye Student Union staff also may eject patrons whose behavior is deemed unsafe or disruptive to others.
- Upon direct contravention to any of the rules/regulations, a verbal and/or written warning will be granted to a first time offense unless a more serious consequence is deemed necessary by the Director (all incident reports are documented and kept on file). This may include turning the student into Student Conduct.
- After the same regulation has been broken or another issue has been addressed (whether through a verbal or written warning) a second written document will be recorded of the offense. This may include but is not limited to, turning the violation into Student Conduct, asking the individual to leave the facility for a period of time, and/or involving LUPD if deemed necessary.
- Repeat offenders who are addressed for multiple issues or the same issue multiple times can have their membership suspended or terminated at the discretion of the LaHaye Student Union staff.
- A membership can be revoked at any time if deemed necessary by LaHaye Student Union staff. 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.