

Bronco Recreation & Intramural Complex Facility Use Manual

Associated Students, Inc.
California State Polytechnic University, Pomona

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Overview

The California State University (CSU) Board of Trustees decided at its September 21, 2010 meeting to amend the campus master plan to allow construction of a student recreation center at California State Polytechnic University, Pomona (CPP). Acting on a strong show of support from the university's incoming freshman class, the Associated Students, Incorporated (ASI) student government moved forward with the construction of the Bronco Recreation and Intramural Complex (BRIC). The BRIC is a 165,000-square-foot recreation center that is under the management of ASI and features multi-purpose courts and studios, cardio and strength training equipment, outdoor aquatics, an indoor track, rock climbing and bouldering, and spaces for individualized training. This manual includes policies governing Facility Access, Facility Scheduling and Facility/Area Use.

Facility Access

The BRIC is administered by the ASI Campus Recreation Department. The BRIC is not open to the public. An affiliation with CPP is required to be eligible for a membership or guest pass.

General Access - Members

Eligibility categories for membership are outlined below.

Student: Assessed

CPP student enrolled through regular session and incurs the full Bronco Student Center (BSC) Auxiliary Fee included in tuition fees each term.

Student: Non-Assessed

CPP student enrolled through regular session or special session (Open University and other College of Extended University programs) but not subject to the full Bronco Student Center (BSC) Auxiliary Fee.

Student: Continuing

CPP student who is on an academic break (not to exceed 2 consecutive terms), approved leave of absence, or is enrolled in the upcoming term.

Faculty/Staff

Employed by ASI, CPP and Cal Poly Pomona Foundation assigned a Bronco ID number. Includes retired campus Faculty/Staff.

Alumni

An individual who has completed a degree program at CPP.

Sponsored

An individual sponsored by a current member, at the discretion of ASI. Sponsor must be present at time of purchase and is responsible for the actions of individuals in this category. ASI highly encourages the sponsor to remain in the BRIC for the full duration of the sponsored individual's use.

Affiliate

An individual who is affiliated with the academic mission of Cal Poly Pomona.

Membership Rates

Base rates shall be adjusted annually based on the Higher Education Price Index (HEPI). Management is authorized to provide promotional rates to achieve service and revenue goals upon the recommendation of the Director of Recreation with the approval of the Executive Director. While membership rates include most BRIC programs and services, certain fees may be charged when applicable.

General Access - Guests

Refer to General Access – Members for eligibility. Guest passes are non-transferrable. To purchase a daily pass a guest must provide a government issued photo ID. A sponsor may only register up to three guests per day. Guests of Kellogg West or an approved CPP hosted program are eligible for a sponsored guest pass. Persons observed soliciting members for guest sponsorship will be denied access to the facility.

University Sponsored Groups

CPP departments and recognized auxiliary organizations may sponsor off campus groups to purchase one day, weekend and one-week guest pass options at a discounted rate. All passes expire one year from date of purchase and are non-refundable.

Age Restrictions

All enrolled CPP students are eligible for membership. Other eligible individuals under the age of 18 shall be considered for membership or guest pass, at the discretion of ASI.

During non-academic times, ASI, University, or CPPF sponsored programs or events involving minor participants will be permitted inside the BRIC with prior approval from the Director of Recreation or their designee. Any use of the BRIC Pool for ASI, University, or CPPF sponsored events or programs involving minor participants will require a recommendation from the Director of Recreation and approval by the Executive Director a minimum of 90 days in advance. In addition, ASI will comply with any University required stipulations within or related to the Operating Agreement for the BRIC Pool. No other use of the BRIC involving minor participants will be permitted.

Attendants/Aides

If a registered member or guest requires assistance from an attendant while inside the facility, the attendant is permitted to accompany the member or guest into the BRIC and assist the member without incurring a usage fee. While inside the facility, the attendant is not permitted to participate in any personal physical activity. All required documentation including applicable registration and a signed waiver must be on file for the attendant with ASI Campus Recreation. This policy does not apply to any person providing a specific service that is not medically necessary. In the absence of a medically based need, attendants must receive prior approval from the Director of Recreation or designee to gain access to the facility without incurring a usage fee.

Medical Insurance

Members and guests participate in all activities and programs at their own risk and are highly encouraged to consult a physician and obtain adequate health/accident insurance prior to participating in any physical activity.

Refunds

All program, service, pro shop, and membership sales are final. Refunds due to unforeseen medical conditions will be considered on a case-by-case basis. The Director of Recreation or designee may approve other exceptions/special circumstances on a case-by-case basis. All refunds are subject to prorating as well as processing fees.

Refusal Right

ASI Campus Recreation has the right to refuse membership to any individual who is not in good standing with the University and its auxiliaries for any reason or in non-compliance with CSU, CPP, ASI or BRIC policies.

Waiver

A current, signed waiver must be on file for all members and guests. At time of registration, individuals under the age of eighteen (18) are required to submit a BRIC waiver signed by a parent or legal guardian.

Facility Scheduling

Rental and Reservation

A facility rental shall be defined as an activity or event that incurs facility use charges. A facility reservation shall be defined as an activity or event that will not incur facility use charges. Qualifying groups are eligible for rentals or reservations without membership. Event requests must comply with current ASI Campus Recreation procedures and required timelines. Rental or reservation groups are restricted to the areas specifically outlined in

the rental or reservation agreement and may not use other areas of the facility without the expressed written consent of authorized ASI Campus Recreation staff.

Activity Specific Space Usage

Facility space shall be used in accordance with its intended design and function. Activity based usage will receive priority based on the facility space. Activities which may interfere with other facility usage may be restricted to non-peak days and times at the discretion of the authorized ASI Campus Recreation staff. Further, in consideration of the overall member/student population and the expectation of informal usage, all effort will be made to ensure members have reasonable access opportunities during all publicized open hours. Exclusive rental options shall not be made available during regular operating hours without a recommendation from the Director of Recreation and approval from the Executive Director.

Prioritization

The BRIC is available for rentals and reservations to ASI departments, ASI Student Government, Bronco Events & Activities Team (BEAT), and Cal Poly Pomona student clubs or organizations registered, approved and in good standing (CPP student clubs). The BRIC is also available for rentals to University and Cal Poly Pomona Foundation (CPPF) sponsored events and programs, as well as off campus groups. ASI Campus Recreation shall schedule groups according to the priority listed below when reserving or renting space in the BRIC. Any deviation from these priorities requires recommendation from the Director of Recreation and approval by the Executive Director.

1. Events or programs sponsored by ASI Campus Recreation.
2. Events or programs sponsored by other ASI departments, Student Government, and BEAT.
3. Events or programs sponsored by one or more CPP student clubs.

4. Campus-wide events.
5. Events or programs sponsored by one or more University and Cal Poly Pomona Foundation departments.
6. Off-campus groups with facility rentals made at least 12 months in advance.
7. All other groups.

KIN swim courses with Academic Senate approved curriculum shall have first priority to schedule BRIC Pool spaces.

In an effort to maintain reasonable member access opportunities during all publicized open hours, each CPP student club shall be granted reservation space for no more than ten (10) hours per week and no more than three (3) consecutive hours in a day.

Facility Use Charges

Facility use charges do not apply to ASI Campus Recreation programs and services.

CPP student clubs may reserve facilities without incurring facility use charges except when one or more of the following apply to the facility reservation request:

- Real or anticipated participation that is greater than 10% non-CPP students (Tier 2 Rental Fees apply)
- An event where students are not directly involved in staging the event, including marketing and production. (Tier 2 Rental Fees apply)
- Event or activity scheduled outside of standard operating hours (Tier 2 Rental Fees apply)
- Events or activities where a fee will be imposed to participants by the group (Tier 2 Rental Fees apply)
- Event or activity which involves providing/serving food or beverage (Other Fees apply)

- Pool Deck Grills will be used (Other Fees apply)
- Event or activity requiring staffing or additional equipment (Other Fees apply)
- Exclusive use of eligible facilities as noted in Facility Rental Fees (Tier 1 Rental Fees and Other Fees apply)

Facility Rental Fees

Indoor and Outdoor Facility Rental fees are subject to annual adjustments based on the Higher Education Price Index upon the recommendation of the Director of Recreation with approval by the Executive Director. ASI departments, Student Government, and BEAT may reserve BRIC facilities for ASI business purposes without incurring rental fees. Other qualifying groups eligible to rent or reserve space are categorized in pricing tiers below:

TIER 1 Groups: CPP student clubs

TIER 2 Groups: University and CPPF departments or programs, co-sponsored events (club/organization and department)

TIER 3 Groups: Off campus groups

Indoor Facility Space	Tier 1:	Tier 2:	Tier 3:
Court 2, 3, or 4	\$0 per hour	\$50 per hour	\$80 per hour
Multi-Activity Court (MAC)	\$0 per hour	\$60 per hour	\$96 per hour
Exclusive Use of ALL 4 COURTS***	\$75 per hour	\$250 per hour	\$400 per hour
Studios (C&D)	\$0 per hour	\$30 per hour	\$48 per hour
Studios (A & E)	\$0 per hour	\$40 per hour	\$64 per hour
Studio B ***	\$0 per hour	\$50 per hour	\$80 per hour
Exclusive Use of Bronco Peak***	\$0 per hour*	\$175 per hour	\$280 per hour
Lounge Area***	\$0 per hour	\$50 per hour	\$80 per hour
Racquetball Court **	\$0 per hour	\$50 per hour	\$80 per hour

*North wall face for Tier 1 during open hours are restricted to groups of no more than 10.

**Restricted times.

***Restricted times and staffing required (refer to Other Fees).

Outdoor Facility Space	Tier 1:	Tier 2:	Tier 3:
2 Lanes In Lap Pool Area***	\$0 per hour	\$80 per hour	N/A
Pool Volleyball Area (Eastside of Leisure Pool)	\$0 per hour	\$80 per hour	N/A
Deck Couch Area (Northeast area)	\$0 per hour	\$30 per hour	N/A
Deck Table Area (Northwest area)	\$0 per hour	\$30 per hour	N/A
Deck Grill & 4x4 Top Table Area*	\$0 per hour	\$50 per hour	N/A
Exclusive Use of Deck Only**	\$75 per hour	\$100 per hour	\$160 per hour
Exclusive Use of Deck & Pool**	\$175 per hour	\$250 per hour	\$400 per hour

*Staffing is required (Refer to Other Fees).

**Restricted times apply and staffing is required (Refer to Other Fees).

***Additional staffing may be required based on the number of users (Refer to Other Fees).

During peak hours, the number of lanes available to reserve shall be based on the number of users. Every effort will be made to accommodate 4 users per lane during regular operating hours.

Guest Fees

Guest fees apply to non-member participation. Each reservation includes 1 complimentary guest pass. CPP student clubs may request up to 1 additional complimentary guest pass for every ten (10) CPP student club member participants with any reservation. If, after an event, authorized ASI Campus Recreation staff determined that the event did not meet the criteria for a CPP student club reservation, the appropriate rental rate shall apply.

Other Fees

Any room that requires changes to the standard setup shall incur a fee. These charges are to be agreed upon in advance. When groups in different room rental categories hold an event, the higher room rental rate shall apply.

All groups, except ASI Campus Recreation programs and services, shall be responsible for paying direct costs incurred by their event, including but not limited to: Necessary labor, equipment rental, utility charges, admission/guest/spectator fees, and custodial services. If insurance is required, the cost of the certificate of insurance and endorsement will be the

responsibility of the user and must be received by ASI ten (10) business days prior to the event.

Staffing requirements for facility rentals shall be based on the number of projected participants and the activity. Staffing fees shall be set and published annually upon the recommendation of the Director of Recreation with approval by the Executive Director.

Fee Adjustments or Waivers

Adjusted rates or facility fee waivers based on quantity of space, length of reservation, or other related variables may be offered upon the recommendation of the Director of Recreation with the approval of the by the Executive Director.

Facility Request Restrictions

Re-occurring reservations may only be made by CPP student clubs and shall be limited in length to a single academic term for each request. Off-campus group requests will only be considered for summer months, academic breaks and holiday low usage times. ASI Campus Recreation reserves the right to restrict scheduling privileges should users fail to comply with facility use or related policy or as recommended by the Director of Recreation with approval by the Executive Director.

All requests must be received a minimum of 10 days in advanced of the reservation or rental time in order to be considered.

Facility reservations or rentals involving minors will only be considered if the event is ASI, University, or CPPF sponsored. Reservation and rental requests involving minors must made a minimum of 90 days in advance, will be considered on a case-by-case basis, and may be subject to additional policies and fees.

Food & Beverages

If food or beverage will be provided for the event or activity, the organization shall be required to provide the approved Foundation food service plan including the delivery, set up and break down details, to ASI Campus Recreation authorized personnel ten (10) business days prior to the event. Otherwise, refer to Facility/Area Use policies for the general Food & Beverages policy.

Grill Use

If the facility rental group will be preparing food utilizing the industrial pool deck grills for the event or activity, the group will be required to submit the grill use plan form to ASI Campus Recreation authorized staff ten (10) business days prior to the event. Requirements for grills use are as follows:

- All persons who will be assisting with the grill use must hold a California Food Handlers Card
- One group representative must complete the ASI Grill Use Orientation offered prior to each event

No external grills shall be allowed on the pool deck unless the catered food and services are provided by CPPF.

Decorations

All decorations and related equipment must be approved by ASI Campus Recreation prior to the event. The group shall be liable for damage caused by unauthorized decorations or postings.

Room/Space Capacities

The State Fire Marshall, in coordination with the University Police Department and ASI Campus Recreation, has determined room capacities for all rooms in the BRIC. The capacity varies with the type of event and the furnishings of the room. It is the responsibility of ASI Campus Recreation and the group to monitor attendance to ensure compliance.

Damages

Damages to equipment and furnishings shall be charged to the group at 125% of the current cost of repair or replacement. Groups not paying for damages may be subject to loss of scheduling privileges.

Additional Equipment

All equipment required for the event must be documented and approved through the facility reservation or rental process. Any on campus departments or off campus vendors providing equipment for the purpose of the group's rental or reservation must be approved in writing by ASI Campus Recreation. The group shall be required to provide all delivery, setup and break down details to ASI Campus Recreation authorized staff ten (10) business days prior to the event.

Payment

Payment for approved facility rentals is due no later than twenty (20) business days prior to the event. Facility rentals shall be considered tentative and subject to cancellation until charges are paid in full. Reservations requested less than twenty (20) business days in advance shall require payment within five (5) business days after the rental is requested. Facility rentals requested with less than ten (10) business days' notice will require payment in full at the time of the rental request. Prior event charges for the BRIC must be paid in full

before any subsequent facility usage by the same group will be approved. Additional charges may be incurred as determined by ASI Campus Recreation.

Cancellations

Cancellations received less than ten (10) business days, but more than three (3) business days in advance of scheduled reservation shall be subject to 50% of the rental charge for each scheduled space. Cancellations received less than three (3) business days in advance of scheduled reservation shall be subject to 100% of the rental charge for all scheduled areas. Cancellations must be received in writing.

Groups not paying a rental fee are subject to the cancellation penalties below if cancellation is not received in writing 24 hours in advance. If not met, the groups may be subject to loss of scheduling privileges as determined by the Director of Recreation with approval from the Executive Director.

No Shows

If a group fails to cancel their reservation as stated in Cancellations they shall be liable for all applicable charges including but not limited to utilities, labor rates, all room rental charges and may be subject to a loss of scheduling privileges as determined by the Director of Recreation with approval from the Executive Director. Groups who are not paying a rental fee are subject to a loss of scheduling privileges as determined by the Director of Recreation with approval from the Executive Director.

Facility/Area Use

Climbing Wall

1. All climbers must participate in a climbing wall orientation and belay class prior to utilizing the open climb hours.
2. All belayers must pass an ASI Campus Recreation belay assessment and display an authorized belay indicator while in the climbing wall area.
3. Lead climbers & lead belayers must pass an ASI Campus Recreation lead assessment and display an authorized lead indicator while in the climbing wall area.
4. Only trained and authorized ASI Campus Recreation staff are permitted to teach or instruct technical skills.
5. Persons not climbing must remain outside the climbing wall suite or in a designated seating area.
6. Closed-toe shoes must be worn while climbing and belaying.
7. Socks must be worn with rental shoes.
8. Climbers may bring their own gear, but must have it inspected by authorized ASI Campus Recreation staff prior to use in the climbing wall suite.
9. No bouldering above 16 feet. Hands may not exceed 16 feet while bouldering.
10. Bouldering is only permitted over the designated bouldering area.
11. Individuals may not boulder above or below any other climbers.

Courts

1. Participation is on a first-come, first serve basis.
2. Courts are primarily intended for basketball, volleyball, and badminton. Other activities are permissible if considered safe and appropriate as determined by the ASI Campus Recreation staff.

3. The ASI Campus Recreation Open Rec Schedule will dictate the priority use of the space for any given time. Other approved activities are permitted in the space if no participants are currently utilizing the space for its scheduled purpose.
4. Individuals are prohibited from:
 - a. Hanging on the rim or net.
 - b. Disassembling or moving equipment that has been set-up.
 - c. Using tape or other marking materials on walls, doors or floor surfaces unless approved by ASI Campus Recreation staff.
 - d. Spitting anywhere on the court except in designate trash receptacles.
 - e. Wearing shoes with soles that will mark the floors.
 - f. Placing bags and/or personal items on the floor or in the walkways.

Equipment Checkout

1. Equipment must be checked out and returned to the Equipment Checkout Desk. Equipment designated for indoor use may not leave the BRIC. Equipment designated for outdoor use may not be used inside the BRIC.
2. Equipment can be checked out from opening to 30 minutes prior to closing. Unless an exception is approved prior to checkout, equipment must be returned prior to closing on the check-out date.
3. Quantity of equipment may be limited to the quantity appropriate for one participant.
4. Equipment may only be used for its intended purposes.

5. ASI Campus Recreation is not responsible for any injury or damages that are the result of using checked out equipment.
6. The individual who checked out equipment is responsible for its return. The individual is liable for the replacement cost of equipment that is not returned.
7. Individual returning equipment damaged beyond what is expected of normal “wear and tear” as determined by ASI Campus Recreation staff, is liable for the replacement cost of that equipment.

Fitness

1. Clothing composed with details or materials that could damage equipment is prohibited.
2. Amplified music is prohibited. Earbuds or headphones must be used with personal listening devices.
3. Only trained and authorized ASI Campus Recreation employees are permitted to provide personal training and exercise instruction.
4. Participants must re-rack weights immediately after use.
5. Participants must wipe down equipment immediately after use with the provided sanitation wipes.
6. Participants must use the appropriate weight bars on the Olympic platforms as designated by ASI Campus Recreation.
7. Equipment must remain in its general designated areas. Exercise equipment may not be used in common areas such as the hallway or lobby.
8. Use of chalk or other grip enhancing products may be permitted on the Olympic platforms at the discretion of the Director of Recreation. Other limitations and restrictions may apply.
9. Individuals are prohibited from:

- a. Using chalk and other grip enhancing products in areas other than the Olympic platforms.
 - b. Touching or leaning against the mirrors.
 - c. Throwing medicine balls against the ground or wall.
 - d. Dropping weights and/or equipment on the floor, except designated bars and plates on Olympic platforms.
 - e. Using hand weights or dumbbells on cardiovascular equipment.
 - f. Wearing shoes with excess foliage or dirt on the exercise equipment.
10. Safety collars must be used regardless of the weight.
 11. The use of cardio equipment is limited to 30-minutes when others are waiting.

Lockers

1. Many lockers throughout the BRIC are designated for day-use only and should only be used while the user is in the BRIC or participating in ASI Campus Recreation sponsored activities.
2. After the close of business, all items remaining in day lockers will be removed and turned in to Lost & Found.
3. CPP and ASI are not responsible for lost or stolen items.
4. ASI reserves the right to open any BRIC locker for any reason.

Locker Rooms

1. Swimsuit dryers are to be used for their intended purpose only.
2. Consumption of food is prohibited in the locker rooms.

Lounge

1. Television programming and volume will be set at the discretion of the ASI Campus Recreation staff.
2. Furniture may not impede the egress or general traffic flow.
3. Furniture that is moved by a user must be placed back in its original location at the end of use.
4. Monopolization of the lounge area is not permitted. The lounge is intended for informal use.

Multi-Activity Court (MAC)

1. Participation is on a first-come, first serve basis.
2. The MAC is primarily intended for indoor soccer, floor hockey, table tennis, basketball and volleyball. Other activities are permissible if considered appropriate as determined by the ASI Campus Recreation staff.
3. The ASI Campus Recreation Open Rec Schedule will dictate the priority use of the space for any given time. Other approved activities are permitted in the space if no participants are currently utilizing the space for its scheduled purpose.
4. Individuals are prohibited from:
 - a. Hanging on the rim or net.
 - b. Disassembling or moving equipment that has been set-up.
 - c. Using tape or other marking materials on walls, doors or floor surfaces unless approved by ASI Campus Recreation staff.
 - d. Spitting anywhere on the court except in designate trash receptacles.
 - e. Wearing shoes with soles that will mark the floors.
 - f. Placing bags and/or personal items on the floor or in the walkways.

Pool & Deck

1. Only trained and authorized ASI staff are permitted to turn deck heaters on/off and move umbrellas and other weighted deck furniture.
2. Only deck furniture provided by ASI Campus Recreation is permitted.
3. Deck furniture may not impede the egress or general traffic flow.
4. Furniture that is moved by a user must be placed back in its original location at the end of use.
5. Individuals are prohibited from:
 - a. Accessing the pool without a certified and authorized ASI Campus Recreation Lifeguard on duty.
 - b. Using tobacco products and/or vaporizers anywhere in the pool complex and within 25 feet of the perimeter.
 - c. Consuming any food, gum and/or beverages in the pool or within 10 feet of the pool with the exception of clear, drinking water in a non-breakable container.
 - d. Running, pushing, dunking, water fighting, chicken fights, hanging on the backs of other swimmers, breath holding contests, hypoxic breathing, hanging on basketball rims or volleyball net, and other horseplay activities in the water or on the deck.
 - e. Diving in less than 5 feet of water.
 - f. Running dives or front/back flips.
 - g. Removing any ASI furniture or equipment provided from the pool complex.
 - h. Blowing the nose, or urinating in the pool.
 - i. Spitting anywhere except in designated trash receptacles
 - j. Storing personal belongings in the pool complex offices, storage rooms, and maintenance areas and on or under the lifeguard towers.

- k. Hanging or sitting on the lane lines.
 - l. Unauthorized use of emergency exits.
6. Monopolization of any pool area, as determined by ASI Campus Recreation staff, is not permitted without a confirmed facility reservation.
 7. Monopolization of the pool deck is defined as a group of more than 10 people. For all other pool areas, monopolization is determined at the discretion of authorized ASI Campus Recreation staff.
 8. Only authorized reservation groups may ~~only~~ use the barbeque area, unless an ASI Campus Recreation Open Grill time is scheduled and the users have completed the necessary requirements (listed in the Facility Scheduling section).
 9. In the event of inclement weather, ASI Campus Recreation staff may close sections or the entire pool due to visual and safety limitations. The staff maintain the right to refuse or revoke admittance as a safety precaution.
 10. All pool users are required to shower prior to entering the pool.
 11. Participants are required to follow the directions of lifeguards and other ASI Campus Recreation staff. Do not distract lifeguards. Upon a long whistle blast signal from lifeguards – stop what you are doing and follow the lifeguard’s directive.
 12. Personal flotation or training devices are subject to the discretion and approval of authorized ASI Campus Recreation staff.
 13. Pool toys are restricted to those that are provided or authorized by ASI Campus Recreation for original intention.
 14. Equipment should be returned to the proper storage location following use.
 15. Use of the pool may be refused to anyone appearing to have a contagious or infectious condition, such as a cold, athlete’s foot, ringworm, boils, and other skin infections.
 16. Participants experiencing or that have experienced stomach illness (active diarrhea) within the past fourteen (14) days are not allowed to enter the pool water.

17. For female-bodied individuals, appropriate swimwear is that which covers breasts, entire buttocks, genitals, and the pubic region. For male-bodied individuals, appropriate swimwear is that which covers the entire buttocks, genitals, and the pubic region. Street clothes, cotton, cut-off jeans, shorts below the knees, thongs and see-through swimwear are prohibited. Shirts that are worn in the pool must be clean or apparel designed for aquatic use. Participants with concerns regarding modesty or sun protection may wear clean, covering garments that do not interfere with their safety in the water.
18. Any participant, who does not demonstrate the ability to swim safely in deep water, may be required to pass a swim test (administered by the Lifeguard on duty).
19. All goggles and masks must be well fitted and have tempered glass.
20. Fins of any size are only permitted in designated lap swimming areas unless otherwise permitted by authorized ASI Campus Recreation staff.
21. Participants are required to dry off before entering the facility restrooms.
22. Shoes/footwear are required to be worn to and from the pool.
23. No pets, except service animals are permitted on the pool deck.
24. Only trained and authorized ASI Campus Recreation Staff are permitted to teach or instruct technical skills.

Racquetball Courts

1. Eye protection is required. Prescription eyeglasses are acceptable in place of standard protective eyewear. Sunglasses are not permitted.
2. Striking the court walls or floor with the racquet is prohibited.
3. The court is for racquetball play only unless approved by ASI Campus Recreation staff.

Studios

1. Studio equipment is for use during scheduled classes and must remain in the group fitness studio.
2. Individuals are prohibited from:
 - a. Using tape or other marking materials on walls, doors or floor surfaces unless approved by ASI Campus Recreation staff.
 - b. Touching or leaning on the mirrors.
 - c. Spitting anywhere except in designate trash receptacles.
 - d. Full contact training (including, but not limited to, wrestling, grappling and Muy Thai) outside of supervised instructional clinics or authorized sport club practices.
 - e. Consuming any food, gum and/or beverages in the studio with the exception of clear, drinking water in a non-breakable container.
 - f. Wearing shoes with soles that will mark the floors.
 - g. Dead weight hanging exercises on the speed bags, punching bags, bars, or TRX bands.
3. Only authorized and trained ASI Campus Recreation staff are permitted to operate audio equipment and unlock equipment storage.
4. The studios are available for open recreation usage during designated times.
5. Monopolization of a studio during open recreation usage, as determined by ASI Campus Recreation staff, is not permitted. Groups of four or more must secure an advanced reservation.
6. Participants utilizing Studio B must:
 - a. Supply personal hand wraps when using boxing gloves.
 - b. Wear protective hand gear when using the heavy bag.

- c. Complete any required safety orientations provided by ASI Campus Recreation prior to accessing the studio.
 - d. Wear closed-toe shoes at all times.
 - e. Check-in at Equipment Checkout before utilizing the Open Recreation time.
7. Only trained and authorized ASI Campus Recreation Staff are permitted to teach or instruct technical skills.

Track

1. Users must follow signage for proper direction of activity.
2. Inside lanes are designated for running/jogging; outside lanes are designated for walking.
3. Individuals are prohibited from:
 - a. Blocking the flow of traffic.
 - b. Spectating or standing on/from the track.
 - c. Running barefoot.
 - d. Spitting anywhere except in designate trash receptacles.
4. Group use and structured practices on the track are not permitted.

General Policies

Alcohol Policy

Serving and/or the consumption of alcohol in the BRIC is prohibited unless it is approved by the university.

Appliances

Personal cooking appliances other than those used or maintained by the Foundation or other authorized food service lessees are not allowed in the BRIC. In offices, an exception is made for:

- Coffee makers
- Microwave ovens
- Refrigerators

These appliances must be for personal use and must be properly cleaned and maintained by the individual offices. The Executive Director or designee reserves the right to remove appliances that are not properly maintained, or which are not approved for use by the Office of Environmental Health and Safety.

Attire

Unless otherwise specified in a facility-specific policy or posted, appropriate athletic attire is required for all active participants in all indoor activity spaces. Appropriate athletic attire is defined as the following:

- Shoes, shirts, and bottoms must be worn in all interior areas of the building with the exception of the locker rooms and universal changing room.
- Shirts must cover the entire chest and navel.
- Shoes must be clean, athletic style with closed-toe, closed-heel and non-marking soles. Cleats are not permitted.
- Clothing displaying profane or offensive material is prohibited.

Bicycles

Bicycles, unicycles, skateboards, scooters, hoverboard, and similar devices are not permitted in the BRIC. Roller skates, rollerblades and similar footwear may not be worn or utilized in the complex.

Duty to Report

Immediately report any onsite injuries or equipment issues to the ASI Campus Recreation staff.

Electronics

The unauthorized use of equipment such as stereos, radios, amplifiers, and musical instruments that interferes with the operation of the facility and programs or negatively impacts the overall guest experience is prohibited.

Equipment

Equipment must be used for the manufactured intended purpose only. Improper or negligent use of equipment is prohibited.

Food and Beverages

Food, gum and beverages are allowed in the following areas:

- Pool Deck
- 1st Floor areas including the lobby, lounge, main corridors, staff offices
- 2nd Floor areas including the lounge and staff offices
- 3rd Floor staff offices

In all other spaces (unless otherwise specified), only beverages in a sealable non-breakable container are permitted. Individuals are required to use the trash and recycling containers provided to properly dispose of waste.

Loss of Access Privileges

Damage to property and verbal or physical abuse will not be tolerated. Any individual who refuses to comply with facility policies, guidelines or staff requests or allows unauthorized users access to the BRIC may be asked to leave the facility and/or have their privileges suspended or revoked.

Marketing & Promotions

All marketing and promotions materials and activities must be approved by authorized ASI Campus Recreation staff. With the approval of authorized ASI Campus Recreation staff, distribution of free campus and community publications is allowed in designated locations as space provides. Should materials be found littering the BRIC, a clean-up fee may be assessed. The use of chalk is prohibited on all areas within and surrounding the BRIC including entrances and seating areas.

Open Flame

Open flames are only permitted in conjunction with catering food-warming devices or the authorized use of the barbeque area.

Other Policies

ASI Campus Recreation reserves the right to implement any interim policies needed to protect the health and safety of the facility and its users.

Personal Belongings

Personal belongings shall not be left unattended in hallways, lobbies or designated spectator areas (e.g. bleacher seating). Bags and backpacks are not permitted in any activity areas. ASI is not responsible for lost, stolen or damaged items.

Personal Image Release

At various times, CPP and ASI officials will be taking digital images, photographs, and/or video of patrons for educational, promotional, and informational purposes for use in department related printed material, website, and social media. No identifying information will accompany the likeness or images used without permission of individual(s).

Photography/Videography

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Proof of Identification

ASI Campus Recreation staff reserve the right to request photo identification in the form of a CPP or a government issued photo identification card.

University Policies

The BRIC is subject to all applicable CSU and CPP policies in addition to those specifically addressed in this document.

Use of Facility for Personal Gain

No individual may use the BRIC for personal or monetary gain.

Weapons & Firearms

University Police and codes of conduct prohibit the possession of weapons. Participants in certain activities may be granted permission to utilize appropriate weapons (numb chucks, swords, etc.) as part of a recreational activity with prior written request and approval. The use and/or possession of fireworks or explosive devices of any type are not permitted in the BRIC.

FOR ASI USE ONLY:

ASI Senate Approval Date: January 28, 2016

Verified By:



David Lee, ASI Attorney General 2/8/2016
Date

Approved By:



Julian Herrera, ASI President 2/9/16
Date