

University of Kansas
Student Recreation Fitness Center
Participant Policy Manual

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Introduction

Program Areas

Student Recreation Fitness Center (SRFC) - This 100,000 square foot facility opened in September 2003. This \$17 million facility is funded entirely by a student campus fee that was approved and voted on by students through a student referendum that was passed in the spring of 1999. The SRFC features the following:

- *Administrative Offices (Professional Staff and Membership Services)
- *Aerobics Studio
- *Cardiovascular Equipment
- *Climbing Wall (42 feet high) with Arch and Bouldering area
- *Conference Room
- *Gymnasium
 - badminton
 - basketball
 - volleyball
- *Lobby/Lounge Area (with Plasma Television)
- *Locker Rooms
- *Martial Arts Studio
- *Multimedia Lecture Room(s)
- *Outdoor Basketball/Volleyball Courts (Two)
- *Outdoor Pursuits Equipment Checkout Area
- *Racquetball (Two courts)
- *Resistance Training Equipment
- *Self-Service Bike Repair Shop
- *Squash Court
- *Sport Club Office Area
- *Suspended 3-lane Track (Running/Walking)
- *Welcome Center (Entrance/Equipment)

Robinson Center - This facility is maintained by the Department of Health, Sport and Exercise Sciences. A current KUID or proper authorization is required for use of Robinson Center. Robinson Center features basketball/volleyball courts, racquetball courts and an indoor pool. Designated recreation hours are posted.

Shenk Recreation Complex - This outdoor complex located at the intersection of 23rd and Iowa features nine refurbished fields, restroom facilities and parking to the north and south.

Our mission statement is the following: Recreation Services joins in partnership with the University of Kansas to improve the quality of life for students, faculty and staff by providing desired recreational programs, facilities and services.

To accomplish this mission, Recreation Services:

- *provides diversity in programming and employment opportunities to meet the changing needs and interests of users;
- *maintains supervised programs, facilities and services to ensure opportunity for participation by all;
- *promotes the development of knowledge, interests and behaviors that lead to healthy lifestyles; and
- *offers programs and services at a cost that is affordable to users.

Important Phone Numbers

Administrative Office.....785.864.1370
Welcome Center.....785.864.1370
Racquetball Reservations.....785.864.1369
Fax Number.....785.864.5228
Website Address.....<http://www.recreation.ku.edu>

Assumption of Risk

KU Recreation Services attempts to provide a safe and enjoyable atmosphere for all participants. Each participant is responsible for making good choices in relation to his/her skills and health.

Participation in activity at the SRFC is on a voluntary basis. By voluntarily electing to use the SRFC, participants assume all risk for any harm or injury sustained.

Please take responsibility in your actions. Do not take risks or participate in activities that may not be appropriate for you. Furthermore, please do not engage in activities that may harm or injure others.

It is the responsibility of each participant to determine whether he/she has the proper condition of health to participate in activity at the SRFC. If there is uncertainty, it is strongly recommended he/she should consult a physician and/or Watkins Health Center. The participant is responsible for all costs associated with this service.

KU Recreation Services does not provide any medical or accident insurance. It is advisable that each participant have his/her own medical insurance coverage. In exchange for wishing to participate in physical activities and/or exercises within the SRFC, participants understand they do so at their own risk. Participants hereby release and waive the University of Kansas, the State of Kansas, the Kansas Board of Regents, KU

Recreation Services, any corporations or entities affiliated with the foregoing, and all employees, officers, agents, representatives and volunteers of the foregoing from liability for any and all loss, damage, injuries, claims, demands, lawsuits, expenses and any other liability of any kind, of or to me or any other person, directly arising out of or in connection with my participation in or in attendance in the SRFC.

Participants further agree to hold harmless, indemnify and reimburse the Released Parties (see previous paragraph) from and for any sums, costs, or expenses incurred by any of the Released Parties or paid by them to any person (including participant or insurers) in connection with any accident, loss, damage, or injury sustained by participant or others in connection with the participant's attendance at the SRFC. This means that the participant will reimburse the Released Parties if anyone makes a claim against them based on damages or injuries the participant may suffer.

Lastly, please contact a member of the KU Recreation Services staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.

Hours of Operation

Fall and Spring Semester hours of operation are as follows:

Monday – Thursday	5:30am - 12midnight
Friday	5:30am - 10pm
Saturday	9am - 10pm
Sunday	9am - 12midnight

Summer hours of operation are as follows:

Monday - Friday	5:30am - 9pm
Saturday	9am - 7pm
Sunday	9am - 7pm

Reduced hours of operation (including closure) are in effect during semester breaks, university holidays and other scheduled breaks.

Please note that all hours are subject to change due to the academic calendar, unforeseen circumstances and/or maintenance schedules. Please consult our website for the latest information pertaining to hours of operation. The KU Recreation Services website is the following: www.recreation.ku.edu

Access Policies

The SRFC is a controlled access facility. Only authorized users are allowed entry. The SRFC is intended for the use and enjoyment of current KU students and other authorized members of the KU community.

All eligible participants must present a valid KU (or SRFC) photo ID card or 1-week pass (with photo identification) to the Facility Attendant at the Welcome Center of the SRFC.

Appropriate ID must be presented upon each entry to gain admittance to the SRFC. No ID = No Entry.

ID cards are nontransferable and for the exclusive use of the person named on the card. Cards will be confiscated (involved parties subject to disciplinary action) if presented by anyone other than the rightful owner.

Participants must possess, and display upon request, appropriate identification. KU Recreation Services reserves the right to request identification at any time.

Non-members, suspended members or expired members will not be allowed access to the SRFC.

Any misuse of valid IDs and improper entry is subject to disciplinary action including immediate removal and suspension from the SRFC and further university discipline.

Photocopies of a KU or SRFC photo ID are not acceptable.

If the photo, name and/or id number(s) are not visible on a KU or SRFC card, the card is not considered valid.

Your cooperation in presenting proper identification is expected at all times.

Non-Member Access

There are 7 different types of non-members who may gain access into the Student Recreation Fitness Center. Non-Member access policies only apply to the SRFC and do not apply to the Robinson Center. An individual must meet certain criteria and follow particular policies and procedures when allowed access as a non-member. The following are the 7 classifications of non-members:

1. Guest Pass Participant
2. Visiting member of the KU Alumni Association

3. Departmental Visiting Scholar
4. Administrative Guests
5. Study Aboard Student
6. Non-Participant
7. Participant of a Special Event/ Room and Table Reservations

1. Guest Pass Participant Policy

KU Recreation Services allows current members of the Student Recreation Fitness Center to bring guests for the following activities:

- Informal/Open Recreation
 - Basketball
 - Volleyball
 - Badminton
 - Racquetball//Squash
 - Exercise/Fitness activities within the CRT areas and track
- Rock Climbing

If a member wishes to have their guest participate in the above activities while visiting, the SRFC members may host a non-member by purchasing a guest pass. KU Recreation Services reserves the right to not approve a guest passes transaction. The following policies apply to all Guest Pass Participants:

- Guest passes are available at a daily rate of \$7.
- SRFC members may host a guest(s) a maximum of seven times per semester.
- Minimum age requirement for a guest is 18 (exception: college student aged 17)
- A guest pass may be purchased by the sponsor or guest at Membership Services. This can be done by the Facility Supervisor when the Administrative Office is closed
- The sponsor's membership must be validated before being allowed to purchase a guest pass. The guest must present a driver's license for proof of identification and age.
- The current member and guest are expected to complete a Guest Pass Waiver and Release of Liability form prior to entering the activity area(s).
- A guest pass is valid only on the date shown on the receipt.
- The sponsoring member is responsible for the conduct and action of the guest.
- The sponsoring member must accompany the guest while using the SRFC. Guests are not allowed to use the SRFC if the sponsoring member is not present.
- A guest cannot host another guest.
- A guest cannot check out equipment from Equipment or Outdoor Pursuits Checkouts.

- A guest is not eligible to participate in the following:
 - a. Intramural Sports
 - b. Sport Clubs
 - c. KU Fit Personal Training Sessions
 - d. Fit4U Assessments
 - e. KU Fit Classes

2. Visiting members of the KU Alumni Association

Members of the KU Alumni Association may purchase a daily guest pass for themselves or members of their immediate family over the age of 18 without a host. These passes are intended for out of town alumni who are members of the Kansas Alumni Association. The fee is \$7 per day. A visiting member of the KU Alumni Association is considered a guest and all policies associated with a Guest Pass and activities a guest may participate in apply. Exceptions that apply to Kansas Alumni Association passes:

- A separate Guest Pass Waiver and Release of Liability form must be completed by the Alumni member and any family members.
- Family members aged 18 and over are only eligible if accompanied by the Alumni Association member.

3. Departmental and Visiting Scholar Guests

Departmental and Visiting Scholar guest passes are also available. A Departmental or Visiting Scholar is considered a guest and all policies associated with a guest pass and activities a guest may participate in apply. Exceptions that apply to a Departmental or Visiting Scholar:

- The fee per departmental guest is \$7 / day.
- A Guest Pass Waiver and Release of Liability form must be completed and signed by Departmental Chair and/or sponsoring unit and the guest.
- These waivers can be obtained in advance by the Department of sponsoring unit or from the Administrative Office Desk in Room 103 of the SRFC.

4. Administrative Guests:

- Faculty/Staff One Week Use
- Chancellor's Office has several cards that they may extend to guests of the University which allow the guest the privilege to use the Student Recreation Fitness Center (Please keep these cards and give to Roger)

- Student Success: Dr. Marlesa Roney. Dr. Roney is the Vice Provost for Student Success. She is allowed to bring any guest at no charge.
- Each guest must complete a Guest Pass Waiver and Release of Liability form

5. Study Abroad Students

Study Abroad students who have not paid the student fee may use the SRFC for a fee of \$4 per week. They must complete a waiver during the Administrative Office's normal business hours. For any of these students who arrive after office hours, please explain that the office must activate their KUID as a study abroad student. They can not enter until they have been activated.

6. Non-Participant Policies

Non-members who will **not** be participating in activities which are sponsored, administered, and/or managed by KU Recreation Services; or spectators of an event sponsored by an entity renting facility space within the SRFC, may enter the SRFC. The following three classifications of non-participants are allowed into the SRFC:

- Spectators who wish to view an Intramural Contest
- Spectators of a Special Event
- Members of a tour

Spectator policies and procedures

- Spectator(s) who are family members of an Intramural or Special Event participant can enter if they are 18 (17 if in college) or older.
 - The participant and spectator must complete a Non-Participation Agreement at the Welcome Center before being allowed to enter.
- Spectator(s) under the age of 17, who are family members of an Intramural or Special Event participant, may enter under the following conditions:
 - They may watch at courtside seating or specified areas (not on the bench or playing surface) within the building as long as they are accompanied by an adult (other than the participant of the Intramural competition or Special Event) at all times. The adult must be 18 year of age (17 if in college) or older.
 - The participant and accompanying adult must complete a Non-Participation Agreement. Please

print the minor's name next to the participant's name.

- Unattended minors are never allowed.
- Spectators are not allowed for the following activities:
 - KU Fit Classes
 - Fit4U activities
 - KU Fit Personal Training
 - Informal/Open Recreation activities
 - Exercise activities within the CRT areas and track
- The participant is responsible for the conduct of their spectator(s)
- The Staff of KU Recreation Services reserves the right to eject or remove a spectator(s) or non-member(s) from the SRFC at any time.

Entrance / Exit

Entry and exit of the SRFC must always be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to disciplinary action.

Administrative Office Hours of Operation

Fall, Spring Semesters:

Monday - Thursday	8am - 8pm
Friday	8am - 6pm
Saturday	11am - 5pm
Sunday	11am - 5pm

Summer:

Monday - Friday	8am - 5pm
Saturday, Sunday	CLOSED

Administrative Office will have extended hours early each semester (Fall, Spring & Summer).

Administrative Office will have reduced hours over Labor Day weekend, Fall Break, Thanksgiving break, Finals Week, Winter Break, Spring Break, Summer break, July 4, KU Men's Basketball home dates, some KU Men's Football home dates. **Note: All hours of operation subject to change.**

Membership

Current Students (Lawrence campus):

KU students who are currently enrolled on the Lawrence campus are automatic members of the SRFC via payment of the Required Campus Fee for the current semester. Students should check their Enroll & Pay account to confirm payment of this fee for the current term.

Current students who are studying abroad are eligible to purchase a membership for \$4 per week. Study abroad status will be compared to a list provided by the Office of Study Abroad. Study abroad students are not eligible to participate in Intramural Sports or the Sport Club Program and do not have access to the Robinson Center for the current semester.

Individuals who are enrolled in correspondence, on-line and/or continuing education courses are not eligible for membership. Other scenarios may exist where membership to the KU SRFC is not included.

Summer membership options are available for students not enrolled during the summer. Verification will be made to ensure the student was enrolled for the previous semester (Spring).

Current Students (KU Edwards Campus & KU Medical Center):

KU students who are currently enrolled on the KU Edwards Campus or at the KU Medical Center (KUMC) are eligible to purchase a membership to the KU Student Recreation Fitness Center on the Lawrence campus. These students were not assessed the Required Campus Fee for the Lawrence campus. Currently enrolled students must bring KU Photo Identification with them to the SRFC Administrative Office. Verification of current enrollment status will occur prior to purchase and activation of membership.

KU Edwards campus and KUMC students do not have access to the Robinson Center and are not eligible to participate in Intramural Sports or the Sport Club Program.

Former Students (Fall 1998 to Summer 2003 only):

Former students who paid the Required Campus Fee anytime during the time frame of Fall 1998 and Summer 2003 are eligible for membership. These individuals will receive access (i.e. membership at no cost) for each semester they were enrolled at the KU - Lawrence campus and paid the Required Campus Fee during the

aforementioned time period. Verification must occur before the KU Photo ID or SRFC Photo ID is activated. Membership cards and enrollment verification are available in the SRFC Administrative Office 103. At times verification of past enrollment information may not be immediate. Memberships must be reactivated for each semester of intended use. Former student semesters are non-transferable.

Former student members do not have access to the Robinson Center and are not eligible to participate in Intramural Sports or the Sport Club Program.

Off-Term Students:

Students who are not currently enrolled but were enrolled in the previous semester and/or are planning to enroll in the upcoming semester are eligible to purchase a membership to the KU Student Recreation Fitness Center. Verification of previous semester enrollment and/or enrollment in the upcoming semester must occur prior to purchase and activation of membership. Off-Term Students must be in good standing with the University of Kansas (i.e. no outstanding financial holds). At times verification may not be immediate.

Off-term students are eligible to purchase membership for a maximum of 1 term only. After purchase of membership, the student is no longer eligible for this membership option in the future.

Off-Term students do not have access to the Robinson Center and are not eligible to participate in Intramural Sports or the Sport Club Program.

Faculty/Staff:

Faculty/Staff who are currently employed on the Lawrence campus, Edwards campus or at the KU Medical Center are eligible to purchase a membership to the KU Student Recreation Fitness Center. Verification of status will occur prior to activation of membership. Currently employed faculty/staff must bring KU Photo Identification with them.

Currently employed faculty/staff are eligible for a one-time one-week trial at no charge.

Faculty/Staff who are enrolled in classes:

Faculty/Staff who are receiving university benefits, are currently enrolled and have paid the required campus fee are not eligible to use the KU SRFC unless an additional payment has been made to meet the total fee required for the Faculty/Staff membership category. Please inquire with the SRFC Administrative Office or the Assistant Director-Facilities/Membership Services for the rate for the current term.

Affiliates:

KU Affiliates are eligible to purchase a membership to the KU Student Recreation Fitness Center. Verification of status will occur prior to purchase and activation of membership. Currently employed affiliates must bring KU Photo Identification with them.

Currently employed KU Affiliates are eligible for a one-time one-week trial at no charge.

Approved affiliate categories include the following:

- Kansas & Burge Union employees
- KU Athletic Corporation
- KU Endowment Association
- *KU Religious Advisors
- KU ROTC
- *Fraternity/Sorority House Directors

*Recognized as an Affiliate category by KU Recreation Services; not recognized as an Affiliate category by the University of Kansas definition

Retirees:

KU Retirees are eligible to purchase a membership to the KU Student Recreation Fitness Center. Verification of status will occur prior to activation of membership. Retirees must bring KU Photo Identification with them.

KU Retirees are eligible for a one-time one-week trial at no charge.

Spouses:

Spouses of currently enrolled KU students and currently employed Faculty/Staff and Retirees/Affiliates are eligible to purchase a membership to the KU Student Recreation Fitness Center. Spouse memberships for students may only be purchased on a monthly basis through the current semester. This membership option is available only to spouses of students, Faculty/Staff and Retirees/Affiliates on the Lawrence campus.

Primary member must be present at the time of purchase or renewal. Current membership of primary member will be verified via KU Photo ID. Spouse must present picture identification in addition to displaying a marriage license/certificate/affidavit to provide proof of marriage.

Faculty/Staff: If spouse designation is on file with Staff Benefits office, confirmation may be made by KU Recreation Services prior to activation of membership.

Spouses are not eligible to participate in Intramural Sports or the Sport Club Program.

Student Spouse members have access to the Robinson Center upon payment. Faculty/Staff Spouse members do not have access to the Robinson Center upon payment. Faculty/Staff Spouse members are encouraged to contact Robinson Center personnel at 785.864.3385 for spousal membership to the Robinson Center.

Domestic Partners (DP):

DP of currently enrolled KU students and currently employed Faculty/Staff and Retirees/Affiliates are eligible to purchase a membership to the KU Student Recreation Fitness Center. DP memberships for students may only be purchased on a monthly basis through the current semester. This membership option is available only to DP of students, Faculty/Staff and Retirees/Affiliates on the Lawrence campus.

Primary member must be present at the time of purchase or renewal. Current membership of primary member will be verified via KU Photo ID. DP must present picture identification. In addition, proof of same residence for a minimum of six months is required. Examples of proof include mortgage or rent agreements, joint utility bills, or drivers' licenses.

DP are not eligible to participate in Intramural Sports or the Sport Club Program.

Student Domestic Partner members have access to the Robinson Center upon payment. Faculty/Staff and Retiree/Affiliate Domestic Partner members do not have access to the Robinson Center upon payment. Faculty/Staff and Retiree/Affiliate Domestic Partner members are encouraged to contact Robinson Center personnel at 785.864.3385 for eligibility requirements to the Robinson Center.

Spouse access to the Robinson Center Pool:

This membership option is available to spouses/partners of currently enrolled students who have access to the Robinson Center pool. This membership provides an opportunity for partner/spouse to swim during designated times available for student open recreation at Robinson Center.

Member must present SRFC Photo ID to Robinson Center staff upon entering facility each time. This membership option must be reactivated and purchased each semester (or summer).

Summer Interns & Camp Employees for KU Departments: (SUMMER ONLY)

This membership option is available to individuals associated with a KU-Lawrence campus department during the summer term. The individual interested in the membership and the Department Chair/Designee must

sign a Waiver & Release of Liability. Membership options exist for college students at an institution other than the University of Kansas and for non-students. College students at another institution must present their college photo id to receive the lower membership rate and must be employed with a KU-Lawrence campus department for the summer.

This membership does not include access to Robinson Center or the opportunity to participate in Intramural Sports or Sport Clubs.

Visiting Scholars:

This membership option is available to guest scholars assigned to an academic department on the KU-Lawrence campus. The individual interested in the membership and the Department Chair/Designee must sign a Waiver & Release of Liability.

Visiting scholars do not have access to the Robinson Center and are not eligible to participate in Intramural Sports or the Sport Club Program.

Conference Attendees:

KU departments hosting conferences may purchase access to the KU SRFC for their conference attendees. Arrangements can be made so that attendees can use the KU SRFC over the course of the conference. For more information, contact the Assistant Director-Facilities/Membership Services.

KU departments hosting conference wishing access for their conference attendees to the Robinson Center must contact the Facility Director of the Robinson Center at 785.864.0703.

**KU Recreation Services
Membership Services
Fee Schedule**

Regular Memberships

<u>CATEGORY</u>	<u>DAY</u>	<u>WEEK</u>	<u>MONTH</u>	<u>SEMESTER</u>	<u>ANNUAL</u>
Faculty/Staff	N/A	N/A	\$20.83	N/A	\$250
Retiree/Affiliate	N/A	N/A	\$20.83	N/A	\$250
Student Spouse	N/A	N/A	\$20.83	N/A	N/A
Student					
Domestic	N/A	N/A	\$20.83	N/A	N/A
Partner					
Faculty/Staff Spouse	N/A	N/A	\$20.83	N/A	\$250
Faculty/Staff Domestic	N/A	N/A	\$20.83	N/A	\$250

Partner					
Student (KU Campuses)	N/A	N/A	\$20.83	\$62	N/A
Off-Term Student	N/A	N/A	\$20.83	N/A	N/A
Study Abroad Student	N/A	\$4	N/A	N/A	N/A
Visiting Scholar	\$7	\$20	N/A	N/A	N/A
Student					
Spouse/DP Robinson Pool	N/A	N/A	N/A	\$20	N/A
Guest	\$7	N/A	N/A	N/A	N/A
Alumni Association	\$7	N/A	N/A	N/A	N/A
Guest					

Summer Memberships

	<u>CATEGORY</u>	<u>WEEK</u>	<u>SUMMER</u>
	Student (All KU Campuses)	\$4	\$31
	Student Spouse/SSDP Robinson Pool	N/A	\$10

**Additional \$1 fee for making first KU SRFC card.

Guest Policies:

1. SRFC Members may host a non-member by purchasing a guest pass.
2. Guest passes are available at a daily rate of \$7.
3. A guest pass is valid only on the date shown on the receipt.
4. Daily guest passes expire at closing time for date issued.
5. Each SRFC member may host a maximum of seven guests per semester.
6. Minimum age requirement for a guest is 18.
7. A guest pass may be purchased by the sponsor in the Administrative Office.
8. The sponsor's current membership must be validated before being allowed to purchase a guest pass.
9. Guests are expected to complete a liability release form at time of purchase of guest pass and prior to entering the activity Area. The form is available in Administrative Office.
10. Guests are expected to present a Drivers License to the Administrative Office staff.
11. The sponsoring member is responsible for the conduct and action of the guest(s).
12. The sponsoring member must accompany the guest while using the SRFC. Guests are not allowed to use the SRFC if the sponsoring member is not present.

13. Climbing Wall usage: Guest and sponsoring member must be in area together.
14. A guest cannot host another guest.
15. A guest cannot check out equipment from Equipment Checkout.
16. A guest is not eligible to participate in Intramural Sports, Sport Clubs, Personal Training, KU Fit classes or FIT4U.
17. KU Recreation Services reserves the right to not approve a guest pass transaction.
18. Soliciting to gain access to the KU SRFC is prohibited.
19. A SRFC guest pass is not valid at the Robinson Center.

Kansas Alumni Association Guest Policies:

One-day guest passes are available for purchase to Kansas Alumni Association members and their immediate family members aged 18 and older. This membership option is intended for out-of-town alumni who are members of the Kansas Alumni Association and wanting to visit their Alma Mater at special times of the year. Please note the following policies pertaining to Alumni Association Guests:

1. Kansas Alumni Association guest passes are available at the daily rate of \$7 per person.
2. Kansas Alumni Association guest must present current Kansas Alumni Association membership card in addition to photo identification.
3. Immediate family members aged 18 and older may only be admitted as guests provided the Kansas Alumni Association member is present and purchasing a guest pass. Immediate family members are expected to present a Drivers License to the Administrative Office staff.
4. A Kansas Alumni Association guest pass is valid only on the date shown on the receipt.
5. Daily guest passes expire at closing time for date issued.
6. Minimum age requirement for a guest is 18.
7. A Kansas Alumni Association guest pass may be purchased in the Administrative Office.
8. Kansas Alumni Association guests are expected to complete a liability release form at time of purchase and prior to entering the activity area. Form is available in the Administrative Office.
9. A Kansas Alumni Association guest is not eligible to participate in Intramural Sports, Sport Clubs, Personal Training, KU Fit or FIT4U.
10. Kansas Alumni Association guests are expected to follow all KU SRFC policies and procedures.
11. A Kansas Alumni Association guest pass is not valid at the Robinson Center.

Forms of Payment:

KU Recreation Services accepts the following forms of payment for memberships:

- Cash
- Check
- Visa
- Master Card
- Discover Card
- American Express
- KU Card (Card must be linked to a Commerce Bank KU Checking Account)

KU Recreation Services does NOT accept the following for payment:

- Beak 'Em Bucks
- Foreign Currency

Please make all checks payable to KU Recreation Services (exception: Sport Club membership dues)

KU Recreation Services only accepts cash or check for Sport Club dues. Checks for Sport Club dues should be made payable to: KU _____ Club.

All check amounts must be written for exact amount of sale.

All credit card sales will be made for the exact amount of sale.

There is a \$30 charge for any check or other payment instrument which fails to clear the bank or institution upon which it is drawn.

Change may not always be available for bills larger than \$20. Exact change or small bills is greatly appreciated.

Payroll Deduction:

The deadline for Payroll Deduction for the current academic year has passed. Payroll deduction will be available in late spring/early summer for next year.

Kansas Union employees should contact their human resources office if interested in payroll deduction.

Payroll deduction is not available at this point for personnel classified as Affiliates.

Policies:

KU Recreation Services requests that former student members use their old KU Photo ID for activation of SRFC membership. If the old KU Photo ID cannot be located, KU Recreation Services will issue the first SRFC photo ID at no charge.

KU Recreation Services will make KU SRFC Photo IDs for the following membership categories as needed (\$10 replacement fee applicable after first card):

- Former Students
- KU Medical Center student and KU Medical Center Faculty/Staff members of the SRFC
- Spouses
- Same Sex Domestic Partners
- Summer Interns & Camp Employees for KU Departments (\$1 charge for initial card)

The first SFRC card is issued at no cost (exception: Summer Interns & Camp Employees). Replacement cards will be issued at a cost of \$10 per card.

Refunds

1. Refunds will only be granted for memberships for one of the following reasons:
 - Employment from the University of Kansas is terminated. Verification will be made with Human Resources.
 - Medical emergencies that inhibit the member from utilizing the KU SFRC. Written documentation is required from a physician.
 - Refunds for memberships will be based on time remaining on membership (pro-rated), not the entire amount.
2. Cancellation of payroll deduction may be granted for one of the following reasons:
 - Employment from the University of Kansas is terminated. Verification will be made with Human Resources.
 - Medical emergencies that inhibit the member from utilizing the KU SFRC. Written documentation is required from a physician.
 - For payroll deduction, access to the KU SRFC will be terminated at the time the written request for cancellation is received. There are to be no prorated refunds. Cancellation

of payroll deduction is subject to administrative approval.

3. There are to be no refunds of the Required Campus Fee for currently enrolled KU-Lawrence campus students.
4. It is the responsibility of the participant to ensure that he/she is getting the best membership option. KU Recreation Services staff may make suggestions but is not held responsible for overpayment.

Terms

The following terms have been established for student and former student access:

Spring 2008 Thursday January 17, 2008 -
Monday June 2, 2008

Summer 2008 Tuesday June 3, 2008 -
Wednesday August 20, 2008

FAQ

- **What if I can not make it into the SRFC Administrative Office during normal hours of operation to purchase a membership?**

Arrangements can be made with the Assistant Director-Facilities/Membership Services for purchase of a membership outside of the normal hours of operation. You may contact the Assistant Director-Facilities/Membership Services via phone at 785.864.1372.

Note that the SRFC Administrative Office will have extended hours early each semester (approximately 7- 10 days) to accommodate varying academic and work schedules.

- **I am an alumnus of the University of Kansas. What are my membership options?**

At this time, KU Recreation Services does not offer a membership option for KU Alumni.

However, if you were enrolled at the University of Kansas (Lawrence campus) and paid the Required Campus Fee anytime during the Fall Semester 1998 and the summer 2003, you are eligible for Former

Student membership. You will receive access (i.e. membership at no cost) for each semester you were enrolled at the KU-Lawrence campus and paid the Required Campus Fee during the aforementioned time period. Verification must occur before your KU Photo ID or SRFC Photo ID is activated.

- **I started school here at KU in the Fall Semester 2003 (or later). Do I have any former student semesters?**

No, you have no former student semesters available to activate.

- **Are my former student semesters transferable to someone else?**

No, former student semesters are not transferable.

- **Once I activate a former student semester, must I use them in consecutive semesters until they are exhausted?**

No, former student semesters need not be activated consecutively until they are exhausted. However, you must activate for each semester that you intend to use the KU SRFC. Please stop by the SRFC Administrative Office during office hours to activate.

- **Is there an expiration date for use of the former student semesters?**

No, there is no expiration date for use of the former student semesters.

- **I just graduated from KU. Can I still use the KU SRFC?**

If you just graduated from KU (Lawrence campus) and have no former student semesters available, you may purchase an Off-Term Student Membership. You are eligible for this membership option for the semester directly after the semester you were last enrolled. Cost of membership is \$20.83 per month. Verification of previous semester enrollment must occur prior to purchase and activation of membership. You are eligible for an Off-Term Student

membership only once..... Once you purchase the membership, you are not eligible for this membership at any time in the future.

- **I was a student during the spring semester, but I am not enrolled in classes during the summer. Can I purchase a summer membership to the KU SRFC?**

Yes, you may purchase a summer membership. Verification of previous semester enrollment must occur prior to purchase and activation of membership.

- **I am a new student this coming fall? Can I purchase a summer membership?**

Yes, you are eligible to purchase a summer membership once you have enrolled for the fall and have a KU Photo ID. The SRFC Administrative Office staff will check the issue date of the KU Photo ID to ensure it was recently made by the KU Card Center.

- **I am a currently enrolled student. When does my membership expire for the current semester?**

Please check the Terms section of Membership Services.

- **Does the SRFC offer any family memberships?**

At this time, KU Recreation Services does not offer a family membership for dependents. However, spouses or domestic partners of students, faculty/staff and retirees/affiliates are eligible to purchase a membership to the KU SRFC. Please see Membership Eligibility for requirements and more information.

- **I am attending a conference on the KU Campus. Can I use the KU SRFC?**

You may use the KU SRFC if prior arrangements have been made by the Conference Coordinator. The Conference Coordinator should contact the Assistant Director-Facilities/Membership Services via phone at 785.864.1372.

- **I am a spouse of a Faculty/Staff at KU? Must the Faculty/Staff be a member of the KU SRFC in order for me to purchase a membership?**

No, the spouse may purchase a membership regardless if the Faculty/Staff is a member or not. The spouse must meet all membership eligibility requirements.

- **I am taking an on-line course? Am I eligible to use the KU SRFC?**

Students who have paid the required campus fee for the Lawrence Campus for the current semester are eligible to use the KU SRFC. Individuals who do not pay the required campus fee are not eligible to use the KU SRFC. Individuals who are enrolled in an on-line course do not pay the required campus fee and thus are not automatic members of the KU SRFC. At this time, KU Recreation Services does not offer any membership option for individuals enrolled in on-line courses.

- **I am taking a Continuing Education course. Am I eligible to use the KU SRFC?**

Students who have paid the required campus fee for the Lawrence Campus for the current semester are eligible to use the KU SRFC. Individuals who do not pay the required campus fee are not eligible to use the KU SRFC. Individuals who are enrolled in a Continuing Education course do not pay the required campus fee and thus are not automatic members of the KU SRFC. At this time, KU Recreation Services does not offer any membership option for individuals enrolled in a Continuing Education course.

- **I am a student taking classes at KU this semester but I have yet to officially enroll. Can I still use the KU SRFC?**

No. If you have not enrolled yet for the current semester, you are not eligible to use the KU SRFC.

- **I have lost my KU Photo ID. Can I use the KU SRFC?**

Appropriate KU Photo Identification must be presented upon each entry to gain admittance to the KU SRFC. No ID = No Entry.

Guest Passes are available for those who have lost their KU Photo Identification and must wait until the next working day to obtain a new one. Please go to Guest Policies within Membership Services for more information.

- **I do not have my KU Photo ID with me and the Welcome Center staff will not let me in. Can the office look me up and let me in to use the KU SRFC?**

No. The SRFC Administrative Office staff will not look you up to allow you access to the KU SRFC without appropriate KU Photo Identification. While it inconveniences the person who has forgotten their KU or SRFC Photo ID, we believe consistent enforcement of this policy allows us to avoid being arbitrary. We have chosen to not operate on a 'who you know' or 'who's who' system of entry. We believe in being fair, consistent and predicable for EVERY participant, those who we know and those who we do not know.

- **I have a personal training appointment and have forgotten my KU Photo ID. Is there any way I can enter for my personal training appointment without ID?**

No, all participants must have a current and valid KU Photo or SRFC Photo ID. No ID = No Entry.

Guest Passes are available for those who do not have their KU Photo Identification. Please go to Guest Policies within Membership Services for more information.

- **I am a current student and have lost my KU Photo ID. Can the office make a SRFC ID for me?**

No, the SRFC Administrative Office does not make KU Photo IDs for current students. Please contact the KU Card Center located on the fourth floor of the Kansas Union adjacent to the Commerce Bank location.

The KU Card Center is open 8am - 4pm Monday through Friday. Phone number for the KU Card Center is 785.864.5845.

- **I am a new Faculty/Staff member. What are my membership options? When can I start using the KU SRFC?**

Faculty/Staff are eligible to start using the KU SRFC once they have their KU Photo ID. Verification will be made by the SRFC Administrative Office staff to ensure current status as Faculty/Staff. All faculty/staff are eligible for a one-week trial at no charge. Please go to Membership Eligibility and Fee Structure for more information.

- **I am Faculty/Staff and here for only two more weeks before going on an extended leave. Can I get a membership for just two weeks?**

Yes, the SRFC Administrative Office staff can sell you a membership for half a month (approximately 15 days).

- **I have a new KU Photo ID. Must I let the KU SRFC know about the new ID?**

Yes, please stop by the SRFC Administrative Office to allow the staff to change your KU Photo ID number.

- **Where do I purchase a guest pass to the KU SRFC? Can I purchase a guest pass after the office closes?**

All guest passes are to be purchased in the SRFC Administrative Office. When the SRFC Administrative Office is closed, the Facility Supervisor on duty will be able to sell guest passes as requested in the SRFC Administrative Office. They will open the door to allow the transaction to be made. Please note that guest pass sales may not be immediate when the SRFC Administrative Office is closed due to time commitments of the Facility Supervisor on duty.

- **Can I purchase a guest pass in advance?**

Unfortunately, the software program that KU Recreation Services has purchased does not allow for advanced guest pass sales. The

receipt is only good for that day (date is on the receipt).

- **Is the guest pass good for the Robinson Center, too?**

No, the guest pass is not valid at the Robinson Center.

- **I think I lost my KU Photo ID at the KU SRFC. Do you have a lost and found for IDs?**

Yes, lost and found is located at the Equipment Checkout area at the KU SRFC. Lost ID Cards for currently enrolled students, faculty/staff and retirees/affiliates are returned to the KU Card Center within 5 working days. KU Photo and SRFC Photo cards of the other membership categories are turned into the SRFC Administrative Office. The SRFC Administrative Office staff will make an effort to contact the individuals who have their cards turned into the office.

- **Does the KU SRFC accept the KU Card for payment?**

Yes, KU Recreation Services does accept the KU Card for payment. The KU Card must be linked to a Commerce Bank KU Checking Account.

KU Recreation Services does not accept Beak 'Em Bucks.

- **Can I get change for the parking meters at the KU SRFC?**

The SRFC Administrative Office does not have change available for parking meters. A change machine is available in the northwest corner of Parking Lot No. 90 adjacent to the tennis courts. KU Parking and Transit Department maintains this change machine. Please direct all comments to the KU Parking and Transit Department.

- **Where am I able to park when using the KU SRFC?**

Restricted parking is available in Yellow Parking Lot No. 90 from 8am to 4pm Monday through Friday. Yellow permit is required.

Short-term parking is available in Yellow Parking Lot No. 90, the entire front row, from 8am to 4pm Monday through Friday. A Park and Ride permit or a Residence Hall parking permit is required. You are also required to obtain a parking hangtag, available in the SRFC Administrative Office, valid for 3 hours, while using SRFC.

Restricted parking is available in Red Parking Lot No. 90 from 7am - 5pm Monday through Friday. Red permit is required.

Meter parking is available in Parking Lot No. 90. Parking meters are limited to 1, 2 or 10 hour parking. Coin/Time designations are as follows: 3 minutes for each nickel, 6 minutes for each dime, and 15 minutes for each quarter.

To inquire about parking permit eligibility and cost, please contact the KU Parking and Transit Department.

- **I just got a parking ticket. Who can I talk to?**

KU Parking and Transit Department Phone: 785.864.PARK website: www.parking.ku.edu

- **Are lockers available at the KU SRFC?**

Day use lockers are available in Men's Locker Room 14 and Women's Locker Room 15 at no cost during hours of operation. Personal locks may be used on any of these day use lockers. These lockers must be cleared and any lock removed by the end of the day. All locks remaining at the end of the day are subject to being cut at the owner's expense and all items confiscated.

- **When is the KU SRFC closed during the year? Does KU Recreation Services make adjustments to memberships purchased?**

The KU SRFC is closed on all University holidays. In addition, the KU SRFC is closed on the weekends over summer break, winter break, and for 10-14 days in late July, early August for maintenance and cleaning.

KU Recreation Services does not make adjustments to memberships purchased. It is your responsibility to ensure you are purchasing your best membership option.

Department Specifics

Fitness

The following three fitness programs are offered at KU by KU Recreation Services:

Fit4U is a one-time session that assesses your current fitness level. The assessment includes body composition, strength, cardiovascular endurance, resting heart rate and flexibility. Following the assessment, an exercise specialist will design flexibility, cardiovascular & resistance-training programs to assist you in reaching your goals. The fitness assessment specialist does not show the client how to use the equipment, just develops an exercise program. After 3-6 months, a follow up assessment is recommended to check your progress. Cost per initial assessment is \$15.00 for Students and \$20 for other memberships. For a follow-up assessment the cost is \$10.00 for Students and \$15.00 for other memberships. To register, participants must stop by Membership Services or call 864.1370.

Personal Training offers 40 FREE sessions (20 during summer) per week. Personal trainers develop fitness programs in the areas of cardiovascular, resistance, and flexibility. Students are limited to two free sessions per week if available. Each session is 1 hour long. If the 40 FREE sessions are already filled and/or a student requests more than 2 sessions per week, each additional session is \$15. Former students are not eligible for the FREE sessions.

KU Fit Pass Options

Session 1: January 28-March 12 : \$25

Session 2: March 24-May 3: \$25

* must be purchased in office

Full Session pass: January 28-May 3: \$50

*may be purchased as optional fee or in office

Single class pass: \$3

*All participants must present a KU Fit pass AND KU ID in order to participate. Passes may be purchased in the administrative office. Lost passes can be re-issued for a \$5.00 replacement fee.

Intramurals

The Intramural Program offers structured sport competition within a fun and competitive atmosphere. It is ideal for those participants who thrive on organized competition with officiating and spectators or those just looking to have fun. Several leagues and tournaments are scheduled for different skill levels. The Intramural Program offers men's, women's and CoRec divisions with the structure of team, individual or dual sport competition. The fees associated with Intramurals are as follows:

Team Sports	\$20 per team;
unofficial \$10.00 per team	
Tournaments	\$10 per team;
unofficial \$5.00 per team	
External Events	Cost determined by venue

Outdoor Pursuits

Equipment Rental: The Outdoor Pursuits operates to provide the University of Kansas community the opportunity to rental. Outdoor Pursuits offers different types of camping, backpacking, canoes, and sit-on-top kayaks to rental to Student, Faculty and Staff. Camping Equipment is available on a first come first-serve basis. Camping Equipment is rented in one to three day blocks. Outdoor Pursuits offers camping equipment from occasional weekend car camping to the more extreme multi-day backpacker.

Rental Rates: The Outdoor Pursuits rents camping equipment for the occasional weekend camping to the

more extreme multi-day backpacker. The Outdoor Pursuits staff can assist in selecting the appropriate equipment for any outdoor adventure. See price sheet [click here](#).

How it works Equipment is checked out for 1-3 day block periods. The initial block period is mandatory. Beyond the first 3 days, you may rent the equipment for another 3 day block or add on only the days that you need at a daily rate.

Adams Challenge Course is operated by the Outdoor Pursuits program. Obstacles are opportunities. The KU Recreation Services Challenge Course will provide opportunities for organizations and groups to work together and develop group unity in an energetic, unique and exciting outside classroom that will uncover hidden skills and talents that are unknown to other members of your group or organization. The low course is designed with a number of problem solving active elements to create mental challenges that emphasize team-building and group cohesion.

Sport Clubs

The Sport Club Program consists of student organizations sponsored by KU Recreation Services. The clubs are designed to serve student interests in different sports and recreational activities. Sports and/or activities within this program can be competitive, recreational or instructional in nature. Clubs may represent the University of Kansas in intercollegiate competition or conduct activities such as practice, instruction or social play.

Policies, Rules and Regulations

General

1. Approval to take pictures/videos must be directed to the Facility Supervisor on duty, Facility Program Manager, Assistant Director-Facilities or the Associate Director-Facilities. Pictures/videos may NOT be taken in the locker rooms, family changing area or restrooms. It is recommended picture/video requests be placed at least 24 hours in advance with the Associate Director-Facilities. Furthermore, individuals taking pictures/videos of participants must be granted their permission.

2. Areas in the SRFC are designated for appropriate posting of University publicity. A bulletin board for the general public exists adjacent to the entry and lounge area above the Readership Program paper containers.
3. No bicycles, skateboards, rollerblades, strollers or scooters are allowed in the SRFC or its outside plaza (exception: bicycles may be brought into Outdoor Pursuits when they are being repaired or maintained).
4. Changing and setting the channel of the television in the lounge is monitored by the Facility Supervisor on duty.
5. Use of informal activity spaces when not scheduled/reserved (including priority scheduling) is first come first served.
6. Animals are not permitted within the SRFC or its outside plaza with the exception of service providers. Please refer to the University policy pertaining to care of animals on University property.
7. Spitting in the common areas or activity areas such as courts, track, CRT, etc.... is not permitted. Trash cans and cuspidors are provided in all areas for spitting.
8. KU Recreation Services is NOT responsible for lost, stolen or damaged items.
9. Personal items shall not be left or placed on the floor or on equipment. Individuals may utilize spaces provided in a cubicle area, lockers in the locker room or bleachers in the gymnasium to store items.
10. Staff members are not to hold equipment, valuables or bags for participants.
11. Tobacco of any form is NOT permitted in the SRFC or on University property.
12. Use of alcohol and/or drugs is NOT permitted in the SRFC.
13. No item(s) or person(s) shall be placed or occupy space directly in front of emergency access doors.
14. Audio selection for the SRFC is left to the discretion of the Facility Supervisor on duty, Program Manager-Facilities and/or the Assistant Director-Facilities.
15. Authorized personnel ONLY in the Equipment Checkout and Welcome Center areas.
16. Found items should be turned in at Equipment Checkout. Inquiries regarding items lost should be made at Equipment Checkout. Equipment not claimed at Equipment Checkout will be forwarded to the KU Public Safety Office.
17. A closing announcement will be made at approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, return any checked-out equipment, finish showering and exit the SRFC by closing time. Thank you in advance for your expected cooperation.
18. KU recreation facilities may not be used for private or commercial purposes unless such activity has been approved by KU Recreation Services. Examples of prohibited activity include (but not limited to): personal training, private instruction, sales, etc.
19. It is requested that areas within the SRFC and equipment be used for intended purposes.
20. It is requested that members report any concerns about the facility and/or equipment to the KU Recreation Services staff as soon as possible.
21. Please contact a member of the KU Recreation Services staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.
22. KU Recreation Services staff reserves the right to make judgment and the final decision on policies not covered in this participant policy manual.

Food and Drink

1. Food is NOT allowed past the entrance turnstiles (exception: food may be allowed for special events if prior approval/arrangements is granted by the Associate Director-Facilities).
2. Drinks are NOT allowed into any activity area with a wood floor.
3. Water and Sport Drinks ONLY are allowed past the turnstiles in activity areas without a wood floor. Water and Sport Drinks must be in a container with a closed lid (screw on or secure push down). Paper/Plastic cups with plastic lids and straws (ex. Kwik Shop or McDonalds cup) are NOT allowed.
4. All containers are subject to substance check at any time by the KU Recreation Services staff.
5. Glass containers are prohibited at all times.
6. Chewing gum is NOT permitted in the SRFC.

Clothing

1. Proper athletic attire is strongly recommended at all times when participating.
2. Clothing must meet public decency standards. KU Recreation Services staff reserves the right to make a decision regarding to clothing attire.
3. Women are allowed to wear a sports bra only (upper torso) in addition to shorts and footwear while participating in the SRFC.
4. Men must wear a fullback tshirt while in the CRT (including free weights) area.
5. Participants must wear a closed-toed, non-marking rubber soled athletic shoe while participating in the SRFC with the following exceptions:
 - a. Martial Arts Studio
 - b. Aerobics studio for specific classes such as Yoga

- c. Locker Room areas
- d. Rock Climbing area
- e. Entrance of the SRFC to the access turnstiles and exit gates
- f. Administrative Office
- g. Walking through (non-participation) to one of these areas specified in a-f. Sock feet and bare feet are not allowed as one is walking through to an area.

6. Headphones are required for personal stereos (exception: activities within the Martial Arts Studio and the Aerobics Room).

Behavior

1. Use of the KU Student Recreation Fitness Center is a privilege and all participants are expected to respect the rights of others. Members and guests are expected to display acceptable and appropriate social behavior while participating in the SRFC. KU Recreation Services and its staff reserve the right to refuse access or remove any individuals whose behavior is inappropriate or in violation of University rules and regulations. Your cooperation is appreciated!!
2. Inappropriate behavior which is not to be tolerated includes (list not all inclusive):
 - a. Verbal abuse
 - b. Physical abuse
 - c. Mental harassment
 - d. Obscene gestures or actions
 - e. Abuse of staff in any form
 - f. Profane or indecent language
3. If a participant, member or guest in a KU Recreation Services program or facility is directed to leave a facility, program, contest or activity for misconduct:
 - 1) he/she must leave the facility immediately and
 - 2) he/she must meet with the appropriate person(s) over the program/facility in which the misconduct occurred within three working days.
4. If the participant, member or guest does not meet with the appropriate staff person within

three working days, he/she shall immediately be ineligible for further access or competition in any program or facility until he/she has met with the appropriate staff person for the program or facility in which the misconduct occurred.

5. Once the KU Recreation Services employee has informed a participant, member or guest of the necessity to see the appropriate person over the program/facility for misconduct, inappropriate behavior or ejection, it is that individual's responsibility to schedule an appointment with the appropriate staff person to review his/her behavior and subsequent eligibility to participate in the program/facility. If discipline is necessary, it will begin after the meeting with the staff person or designee, However, depending on the severity of the incident Rec Services reserves the right to suspend access to a participant indefinitely until a meeting with the appropriate staff member has been conducted.
6. If discipline is necessary from a program, individuals may still participate in other programs or have access to facilities managed by Recreation Services.
7. If discipline is necessary from the SRFC, he/she may not participate in any programs within the SRFC.
8. Any incident involving a participant, member, guest who strikes, hits, pushes, threatens physical harm, spits on, kicks, verbally abuses a Recreation Services employee, participant, spectator, user, member or guest, or improper use of KU photo identification will result in immediate suspension from all Recreation Services programs and facilities. Furthermore, all relevant information related to the incident may be forwarded to the Dean of Students and/or the KU Office of Public Safety if deemed appropriate by the KU Recreation Services staff.

Gymnasium

1. Grabbing of the rim or net is prohibited.

2. Food and drink are NOT allowed on the gymnasium courts.
3. Proper athletic clothing and athletic shoes are required to be worn in the gymnasium. No sandals, clogs, bare feet or turf shoes (list not all inclusive).
4. KU Recreation Services strongly recommends no jewelry be worn during participation in the gymnasium area.
5. Participants MUST seek assistance from facility staff for adjustments to the volleyball, badminton or other setups.
6. Please check the priority scheduling of the gym courts available at the Welcome Center/Equipment Checkout area.
7. Winning team/player stays on the court, Losing team/player rotates off the court. (exception: during busy times procedure will be 10 on / 10 off)

Indoor Track

1. Track distance:

Inside lane	8 ³ / ₄ laps = 1 mile
Middle lane	8 ¹ / ₂ laps = 1 mile
Outer lane	8 ¹ / ₄ laps = 1 mile
2. Track direction for participant activity:

Monday, Wednesday, Friday and Sunday =>	Counterclockwise
Tuesday, Thursday and Saturday	Clockwise
3. Track is intended for runners, joggers and walkers. Spectators are requested not to stand at the rail.
4. Walkers should position themselves to the inside lane and runners to the two outer lanes.
5. Passing should be done in the outer lanes.
6. Participants must wear a closed-toed, non-marking rubber soled athletic shoe while on the track.

7. Participants may walk on the track in street clothes as long as indoor athletic shoes are worn.
8. Stretching should be confined to the designated 'stretching area'.

CRT Area

1. Proper athletic attire must be worn; rubber sole, closed heel & closed toe shoes are required at all times.
2. No food or gum, closeable drink bottles only
3. Please do not store personal items on floor; utilize storage cubbies or lockers.
4. Please wipe machines with disinfectant before & after use.
5. Please do not block emergency exits.
6. Personal training services may ONLY be performed by KU Recreation Services trainers. No outside personal training.
7. The use of loud or offensive language is not permitted.
8. Please report broken or malfunctioning equipment to staff.
9. If you are unsure of the proper usage of equipment please ask.
10. Equipment may not be modified or used in a way in which it was not designed.
11. Olympic style power lifts are prohibited.
12. The use of a spotter in heavy lifts is encouraged.
13. Please maintain control of weights at all times, slamming, dropping & throwing of weights & equipment is prohibited.
14. Weight collars are required for free weight lifts utilizing bars.
15. Please return equipment to appropriate storage areas & racks.

16. No equipment may leave the CRT, dumb bells & plates must remain on rubberized flooring. Machines shall not be moved.
17. Please remain at least five feet away from mirrors or walls.
18. Please vacate weight machines between sets. Allow others to "work in" if you are performing more than one set.
19. Maximum time limit on cardio equipment is 30 minutes during peak hours.
20. Machines may not be reserved in advance, unattended machines are considered open.
21. Please be courteous of others. Recreation Services staff have the authority in rule interpretation and enforcement. Failure to comply with any of the policies may result in temporary or permanent loss of use privileges.

Climbing Wall

1. Participants are NOT allowed to climb or be in the Rock Climbing area unless an Outdoor Pursuits/Rock Climbing staff member is on duty there.
2. Belay clinics are offered at specific times. Anyone wishing to climb must attend one of these clinics in order to use the Climbing Wall.
3. All participants must have passed the belay test, read and understand the climbing rules, and have completed the liability waivers before being allowed to climb.
4. All participants must use the proper equipment. KU Recreation Services provides all equipment.....a climbing wall supervisor must approve other equipment prior to use.
5. Climbing shoes are the only shoes allowed on the wall. A participant may climb barefoot. Absolutely no street shoes are allowed on the climbing wall.
6. Any climber attempting to climb onto the balcony will be asked to leave immediately.

- Repeated offenses will result in disciplinary action including loss of climbing privileges.
7. Any individual attempting to jump from the balcony into the climbing area will be immediately removed from the SRFC. Repeated offenses will result in disciplinary action including loss of climbing privileges.
 8. No horseplay or unsafe climbing practices are allowed in the climbing wall area. These actions may result in immediate removal and/or loss of climbing privileges.
 9. KU Recreation Services requests that all participants respect climbing wall equipment. Please do not step on ropes, drop/toss karabiners or belay devices or engage in unsafe actions.
 10. KU Recreation Services highly recommends the use of spotters while bouldering. It is encouraged to ask questions about proper spotting techniques. Please be aware that the head and neck are the most important body parts to protect.
 11. Moveable crash pads are available to be used as needed. KU Recreation Services suggests that the large black mats be placed under the arch.
 12. A follow through figure-eight knot is required to tie in a climber.
 13. The belayer must use a locking karabiner and Gri-Gri. Body belays or figure-eight rappelling device belays are not permitted. ATCs may not be used during open recreation climbing times.
 14. All participants must use proper terminology and commands while climbing. Proper commands include the following: on belay, off belay, climbing, climb on, slack, take,....
 15. Accidents, loose holds, equipment damage and/or other problems must be reported to climbing wall staff immediately.
 16. A maximum of four climbers are allowed on the main wall at one time.

17. KU Recreation Services requires that belayers keep their brake hand on the rope at all times.
18. Lead climbing is not allowed during open recreation climbing times.
19. KU Recreation Services requests that participants do not step under or over an active belay.
20. Climbing is not permitted between the arch and the glass.
21. Climbing shoes are not allowed on the tile outside the climbing area.
22. Sitting down is not allowed while belaying.
23. Failure to abide by any rule will result in a one-time warning. Subsequent offenses will result in a two-week long suspension from the climbing wall.
24. These rules are made for the safety of all participants and the longevity of the climbing wall. Please respect all rules.

Racquetball / Squash

1. Court 1 is available for racquetball, handball or wallyball. Court 2 is available for racquetball, handball or squash.
2. Court reservations may be made one day in advance or on the day by calling 785.864.1369 or by stopping by the Equipment Checkout area.
3. Participants may reserve a maximum of one court one hour per day. Only one daily reservation per call or visit.
4. Racquetball court use is for a one-hour time period beginning on the hour.
5. KU Recreation Services strongly recommends the use of protective eyewear when playing racquetball, handball or squash. Protective eyewear can be checked out at the Equipment Checkout area.

6. **Participants MUST seek assistance from KU Recreation Services staff for court conversion (racquetball/squash) to minimize damage.**
7. Participants shall refrain from the deliberate abuse of the walls, floors, doors and raquets.
8. Food and drink are NOT allowed on the racquetball courts.
9. Proper athletic clothing and athletic shoes are required to be worn on the racquetball courts. No sandals, clogs, bare feet or turf shoes (list not all inclusive).
10. Music volume will be eliminated if a conflict arises between participants of the two courts regarding music vs. no music.

Martial Arts Studio

1. Food and drink are NOT allowed in the Martial Arts Studio.
2. Participants MUST seek assistance from facility staff for adjustments to the flooring surface (hardwood vs. mats).
3. While stretching, shoes are not permitted on any walls.
4. Please do not wear shoes on the mats. KU Recreation Services allows bare feet and/or socks for activities.
5. Please contact a member of the KU Recreation Services staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.

Aerobics Room

1. Food and drink are NOT allowed in the Martial Arts Studio.
2. Only authorized staff is to operate audio equipment.
3. Equipment provided for aerobics classes may not be removed from the Aerobics Room at any time.

4. While stretching, shoes are not permitted on any walls.
5. For some activities, bare feet and/or socks are permissible in lieu of closed-toed non-marking rubber soled athletic shoes.
6. Please contact a member of the KU Recreation Services staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.

Locker Rooms

1. KU Recreation Services is NOT responsible for lost, stolen or damaged items.
2. Day use lockers are available at no cost during hours of operation. Personal locks may be used on any of these day use lockers. These lockers must be cleared and any lock removed by the end of the day.
3. Any locks remaining at the end of the day are subject to being cut at the owner's expense and all items confiscated. Items confiscated will be stored in Lost and Found. Equipment not claimed at Equipment Checkout will be forwarded to the KU Public Safety Office.
4. KU Recreation Services is not responsible for theft or damage to personal property left in lockers.
5. KU Recreation Services requests that the locker rooms be used for its intended purposes:
 - 1) storage of personal items
 - 2) changing of attire
 - 3) showering
6. Individuals must be 12 or older to be in the Locker Room without a guardian. If individual is younger he/she must be escorted by guardian to the Family Changing Room.
7. No member of the opposite sex may be in the locker rooms or restrooms. If there is a need to escort a small child of the opposite sex to use one of the above facilities, the family changing area should be used

Equipment Checkout

1. Sports equipment and towels are available for checkout at Equipment Checkout with a valid and current KU photo ID card.
2. Most equipment must be assigned to a SRFC member on the BNW computer software program. KU Photo ID cards must be presented at the time of check out.
3. KU Photo ID cards must be presented at time of equipment check in.
4. Participants are financially responsible for any loss or damage to equipment while it is in their possession, including equipment used by a sponsored guest.
5. Equipment not returned (or equipment damaged) is subject to a replacement charge(s). Replacement charges are dependent upon item(s) not returned/damaged.
6. Equipment offered for checkout is intended for the recreational participant.

Outdoor Courts

1. Courts are to be used for their intended purpose (basketball). Courts are available on a first-come first served basis. When full-court games are in progress, challenge court procedures are in effect. A challenge for next game is issued verbally by waiting players. Winning team will stay on the court. Members of losing team are not eligible for next game unless challenging team does not have enough players.
2. All organized activities must be reserved and approved through KU Recreation Services.
3. Hanging on the rims is NOT allowed.
4. Tobacco products, glass containers and alcohol are NOT allowed.
5. Skateboards, rollerblades, bicycles, strollers or scooters are NOT allowed on the courts.
6. Soccer, cricket, kickball, flag football, ultimate Frisbee, etc. are NOT allowed on the courts.
7. Please observe parking regulations as set by the KU Parking Department. Parking is not allowed except in designated parking spaces.
8. KU Recreation Services is not responsible for lost or stolen items.

9. No music on the courts or surrounding areas.
10. On/Off control buttons for the lights are on the two exterior poles. The lighting is overridden by lighting controls inside the KU Student Recreation Fitness Center (SRFC). Should the lights not turn on after pressing the control button(s), please request assistance from the Welcome Center inside the SRFC. Lights will shut off at 12midnight each evening.
11. Please report injuries and emergencies to the Student Recreation Fitness Center (SRFC) Welcome Center if the SRFC is open. If SRFC is not open please call 864.5900.
12. Basketballs may be checked out inside the SRFC. Proper identification is required.
13. Courts are intended for use of currently enrolled students, faculty/staff and other members of the KU SRFC. KU Recreation Services reserves the right to check proper KU photo identification at all times.
14. All users are expected to be responsible, courteous and safety conscious at all times. Disorderly conduct and disregard for policies is not tolerated. Individuals not complying with any policy can be asked to leave and/or may be subject to disciplinary action. KU Recreation Services reserves the right to call KU Public Safety as deemed necessary.
15. KU Recreation Services reserves the right to make judgment and final decision on policies not covered above.
16. No lights or music on the Outdoor Courts after midnight.

Facility Reservation Policies

No organized activities except those sponsored or approved by KU Recreation Services are allowed in the KU Student Recreation Fitness Center (SRFC), Robinson Center, Adams Campus or the Shenk Outdoor Complex. Groups wishing to reserve recreational activity space must submit a facility reservation request. Approval of facility reservation requests is dependent upon, priority scheduling, availability, impact to existing programs, scope and nature of the event, date(s) of facility request, and the submission date of the facility reservation request. Facility requests submitted to KU Recreation Services are prioritized as follows:

1. KU Recreation Services programs
2. KU Student Organizations
3. KU Affiliations (KU Departments/ KU Units/KU Athletics)
4. Non-University

Facility reservation requests must be submitted at least two weeks in advance of requested date(s). It is highly recommended that facility reservation requests for larger scale events be submitted at least 4-5 weeks in advance of the requested date(s). Advance requests normally will not be considered until 4 weeks prior to the start of each semester

In addition to the facility reservation request, a completed UEC form must be completed and submitted to the University Events Committee on the fourth floor of the Kansas Union at least 14 days in advance of the requested reservation date(s). Please see University Events Committee Form and University Policies.

A facility reservation request submitted does not guarantee approval of the request.

The appropriate KU Recreation Services staff member will contact the person listed as the contact person for the requesting group. Availability, cost and policies will be discussed. The KU Recreation Services staff may also assist with the organization of tournament brackets and rules.

If approved, a confirmation email will be sent to the contact person. If an email address is not available, the contact person will be contacted via telephone.

Area policies and event policies will be communicated to the contact person of requesting group/organization. It is the responsibility of the contact person to communicate with group or organization.

After the event, an invoice will be sent within 3-4 days via email to the contact person. If an email address is not available, an invoice will be mailed or the contact person will be directed to pick up an invoice from the SRFC Administrative Office 103.

All organizations and groups not affiliated with the University of Kansas renting activity space must provide a Certificate of Insurance to KU Recreation Services.

Facility rates for all KU Recreation Services can be obtained by viewing our website at www.recreation.ku.edu.

Special Events and Room/Table Reservations

KU Recreation Services allows participants of a Special Event to enter the SRFC. The age limit of participants for a special event will be determined by the nature of the event and the services that KU Recreation Services can provide the event.

A Special Event is an activity or event which would require University Events approval and one of the following:

- Fees are charged or income is gathered
- Involves people and/or participants outside the University community
- Event is a tournament, activity, or program that involves single or multiple day(s) and is planned or organized by an entity, organization, or individual
- The activity is not informal recreation
- The activity is not a scheduled KU Recreation Services Program
- Food is involved
- Additional set-up and/or supervision, that would not be necessary for informal recreation or KU Recreation Services Program, are required

All participants of a special event shall be required to complete and sign a Waiver of Release of Liability provided by KU Recreation Services prior to participating in any activity associated with a given Special Event. Individuals under the age of 18, who are not a college freshman, must have a completed Waiver of Release of Liability signed by their parent and/or legal guardian. These forms will be kept on file in the Administrative Office of the SRFC.

A Facility Use Request must be submitted to the Assistant Director of Facilities and Membership Services in the KU Recreation Services Administrative Office (SRFC 103) or through the KU Recreation Services website (<http://www.recreation.ku.edu>) 25 working days prior to event.

Provided KU Recreation Services can provide staffing, equipment, and facilities for a date/time requested, special events requests will be confirmed. KU Recreation Services can provide facility reservation services at the following sites:

- Student Recreation Fitness Center
- Shenk Outdoor Sports Complex
- Robinson Center (for student organizations)

- Adams Campus
- KU Athletics Facilities

Room/Table Reservations

All University department/entities or Student Organizations may request the use of the SRFC's 2 multi-media rooms, conference room or space to set up a table or booth to distribute information or solicit a product. Provided KU Recreation Services can provide staffing, equipment, space for a date/time requested, and activities meet University policy; all room and/or table requests will be confirmed. Facility requests must be submitted 5 days in advance of event. Every effort will be made to confirm reservation within 3 working days.

When a request is confirmed for space to set up a table or booth to distribute information, the following guidelines must be met within the SRFC, at Outdoor Basketball Courts, on Front Plaza and Steps, or on grass fields adjacent to the SRFC:

- Tables or booths cannot be set-up beyond the access gates of the SRFC, unless it is associated with a KU Recreation Services Program. These types of activities must occur in the lobby/lounge areas of the SRFC or Front Plaza.
- Signs may be posted in spaces where an activity, table, or special event is occurring. All material must be reviewed and approved by the Assistant Director of Facilities and Membership Services.
- Solicitation of a product may occur if deemed appropriate and related to the mission and goals of KU Recreation Services and the Division of Student Success. All activities shall occur at a table or booth with the solicitant standing or setting behind a table or booth.
- All tables and booths that are associated with solicitation of a product must meet all the policies and regulations of the University of Kansas and State of Kansas. KU Recreation Services or a student organization must sponsor each table or booth.

Facility Tours

KU Recreation Services provides organizational tours for groups or individuals upon request. Groups or individuals may contact the Administrative Office to establish an appointment for a tour. Should a small group of individuals request an impromptu tour of the SRFC, we can generally accommodate their wishes. A tour will be conducted by a Facility Supervisor, the Program Manager-Facilities, the Assistant Director-

Facilities, the Associate Director-Facilities, or the Director of KU Recreation Services.

Facility/Activity participation is not associated with a tour. In addition, there is no age minimum for a tour.

Emergencies

During all emergency situations it is expected and asked that you follow the direction of the KU Recreation Services staff on and off duty. Should an emergency situation call for sudden removal from the SRFC, please exit through the nearest emergency exit door immediately. Please follow University emergency policies for all emergencies. Thanks in advance for your cooperation.

Telephones

Emergency phones are located outside the SRFC to the west (front of SRFC) and south (adjacent to Outdoor Courts).

In addition, public telephones are located in the SRFC in the lobby and adjacent to the indoor track.

Administrative Office, Welcome Center and Equipment Checkout telephones are reserved for KU Recreation Services use only.

Parking

One of the appropriate parking decals is required to park in the parking lot west of the SRFC. In addition there are several metered spaces. There are also parking spaces designated for individuals with a disability. Bicycle racks also exist. Parking permits are available through KU Parking Services. All parking tickets are issued by KU Parking Services. Any inquiries or complaints should be directed to KU Parking Services (785.864.PARK).

Please note that KU Parking Services will close Lot 90 at a specified time for game day parking on dates of home men's basketball games. KU Parking Service will have signs up at the entry of Lot 90 indicating date and time of closure.

Recreation Advisory Board

The Recreation Advisory Board is responsible for the administrative, budgetary and appellate procedures for KU Recreation Services. These responsibilities shall be limited to recreation programs and the facility use for students, faculty, staff and their immediate family. The Recreation Advisory Board shall ensure that all funding for Sport Clubs, Recreational Facilities and KU Recreation Services follows all funding regulations enacted by the Student Senate Funding Rules and Regulations. Members of the Recreation Advisory Board shall include the following:

- 9 student members
- 5 Sport Club Executive Board Members
- Director of KU Recreation Services
- Director of Organization & Leadership Center
- Dean of Students or Designee

Comments / Suggestions

The KU Recreation Services staff thanks you for your interest in KU Recreation Services. We are constantly evaluating the use of our facilities, programs and the varied needs and interests of the KU community. Your comments and opinions are always highly regarded. If you have suggestions or comments we would appreciate hearing from you!!