



Operations Manual

2024

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Business Operations Plan

Hours of Operation

Normal Hours of Operation

Recreation Center	
Monday - Thursday	6a-11p
Friday	6a-10p
Saturday	9a-7p
Sunday	12-10p

Aquatic Center	
Monday - Thursday	6-10a, 12-2p & 4-9p
Friday	6-10a, 12-2p & 4-8p
Saturday	9-5p
Sunday	12-7p

Outdoor Pursuits	
Monday - Thursday	3-9p
Friday	3-7p
Saturday	Closed
Sunday	2-6p

Break Hours of Operation	
Recreation Center	
Monday - Thursday	6a-8p
Friday	6a-8p
Saturday	9a-7p
Sunday	12-7p

Aquatic Center	
Monday - Thursday	6-10a, 12-2p & 4-7p
Friday	6-10a, 12-2p & 4-7p
Saturday	9-6p
Sunday	12-6p

Outdoor Pursuits	
Monday - Friday	4-7p
Saturday & Sunday	Closed

Facility Information

Facts & Figures

- Construction Cost: \$30,762,000 million
- Grand Opening: February 2009
- Square Footage: 123,000sf

Amenities & Spaces

Entry Level

- | | |
|--|--|
| <ul style="list-style-type: none"> ❖ Welcome Desk/Pro Shop: <ul style="list-style-type: none"> ✓ Member Check-In ✓ Equipment Issue ✓ Lost & Found ❖ ProShop ❖ Four Court Gymnasium <ul style="list-style-type: none"> ✓ Four High School Regulation Courts ✓ Four Wall Mounted Score Boards ✓ Three Divider Curtains ✓ Rolling Bleacher Seating ✓ Lined for: <ul style="list-style-type: none"> ✓ Basketball ✓ Volleyball ✓ Badminton ❖ Locker Room Facilities <ul style="list-style-type: none"> ✓ Day Use Lockers ✓ Showers ✓ Suitmate Spinner ❖ Adventure Center & Rec Room <ul style="list-style-type: none"> ✓ Adventure Equipment Rental ✓ Staff Office ✓ Climbing and Bouldering Wall ✓ Rec Room Lounge | <ul style="list-style-type: none"> ❖ Administrative Office Suite: <ul style="list-style-type: none"> ✓ Reception Space ✓ Conference Room ✓ Professional & Graduate Offices ❖ Aquatic Center <ul style="list-style-type: none"> ✓ 103,000 Gallon Pool <ul style="list-style-type: none"> ▪ Max Depth of 3.5' ▪ Three Lap Lanes ▪ Vortex ▪ Water Basketball ✓ 3,000 Gallon Spa ✓ Aqua Fitness Classes ✓ ADA Chair Lift ✓ Outdoor Patio ❖ Family Locker Rooms <ul style="list-style-type: none"> ✓ Showers ✓ Day Use Lockers ✓ Changing Table ❖ Racquetball Courts <ul style="list-style-type: none"> ✓ Three Courts ✓ Glass Back Walls ✓ Two Wallyball Equipped Courts ❖ Wellness Suite <ul style="list-style-type: none"> ✓ Hot Yoga Studio ✓ Fascia Stretch |
|--|--|

Second Level

- | | |
|--|---|
| <ul style="list-style-type: none"> ❖ Fitness Area: <ul style="list-style-type: none"> ✓ Cardio ✓ Free Weight ✓ Plate Loaded Equipment ✓ Selectorized Equipment ✓ Area 304 ✓ Core and Functional Training Equipment | <p>Fitness Studios:</p> <p>A – For programmed use only</p> <p>B – For programmed use only</p> <p>C – Available for drop-in use when programming is not scheduled</p> <p>Thunderzone – For programmed use only</p> |
|--|---|

Third Level

- | | |
|---|--|
| <ul style="list-style-type: none"> ❖ Track: <ul style="list-style-type: none"> ✓ 1/7 Mile ✓ Three Lanes | <ul style="list-style-type: none"> ❖ Fitness Area: <ul style="list-style-type: none"> ✓ Cardio ✓ Free Weight |
|---|--|

- ✓ Plate Loaded Equipment
- ✓ Selectorized Equipment
- ✓ Stretch Mats

Facility Rentals & Reservations

Campus Recreation spaces are scheduled internally and have the following priority of usage:

- Campus Recreation Programs (Intramural Sports, Adventure Recreation, Aquatics, Fitness, etc.)
- Student Organizations (Groups must be registered with Student Life)
- University Departments/Groups
- Non-University Groups

Reservations for the Marshall Recreation Center require the submission of a Facility Reservation Request form no less than two weeks in advance.

** Denotes non-exclusive rental space. Space may be shared.*

Marshall Recreation Center Facility Rental Rates (hourly)	MU Students	Rec Center Members	Non-Members
Basketball Court (per court)	\$25.00	\$30.00	\$60.00
Racquetball Court (per court)	\$15.00	\$20.00	\$40.00
Climbing Wall*	\$65.00	\$70.00	\$140.00
Outdoor Pool Patio*	\$20.00	\$25.00	\$50.00
Lap Lanes (per lane)	\$20.00	\$25.00	\$50.00
Non-Exclusive Pool Rental	\$35.00	\$40.00	\$80.00
Exclusive Pool Rental	\$75.00	\$80.00	\$160.00
Fitness Studios (per studio)	\$25.00	\$30.00	\$60.00
Meeting Room/ Wellness Classroom	\$20.00	\$25.00	\$50.00
Front Entrance Lobby*	\$20.00	\$25.00	\$50.00
Turf Field	\$75.00	\$80.00	\$160.00
Birthday Party (see below)	\$175.00	\$175.00	\$245.00

Reservation Policies

- Charges for setup, non-operational hours, additional staffing or special equipment may apply in addition to the above list.
- Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons. Exclusive use is granted when patrons are not using the space and comes at a higher premium.
- The non-member rate would apply to those individuals, groups, or organizations that are not members of the Marshall Recreation Center.
- A member cannot make a reservation using the member rate for a group of non-members.
- Campus Recreation reserves the right to decline facility usage for any person/organization submitting a facility rental request.
- Rental fees can be paid with cash, check, Apple Pay, Visa or Master Card at the Pro Shop.
- All facility rentals may be subject to a deposit or paid in full if it is deemed necessary by the facility reservationist. The deposit fee will be applied to the total cost of the facility rental.

- The facility reservationist will determine if extra staffing will be required. If it is determined extra staffing will be needed the person/organization responsible for this fee will be notified in writing with email confirmation of the event.
- All facility rentals requesting space for a fitness/wellness activity must use Marshall Recreation Center staff.
- All rentals of the facility agree to comply with MU's Smoke Free Environment policy which prohibits smoking on campus.
- Groups renting the Marshall Recreation Center are not permitted to sell or contract outside vendors to sell products during the rental.
- Members of the Recreation Center may reserve personal space at the member indicated rate. Personal space would include birthday parties, baby showers, graduation parties, etc. Members of the Recreation Center may reserve space for their organization/charity events at the non-member indicated rate. These events would include after-proms, employment events, charity events, etc.
- A non-member cannot make a reservation under a member's name. The member rate is reserved only for dues paying members.

Exclusive Use Rentals

Exclusive use rentals come at a higher premium and are only available when the space is not being used for open recreation. A large rental group may be required to reserve space under the exclusive use category if participant numbers are seen to hinder open recreation.

This type of rental must include staffing of areas where supervision/service is necessary.

Equipment such as tables, chairs, scoreboards, projectors, or audio is not included in the hourly rental rate.

- Access for all spectators and participants is included in the pricing of this type of rental.
- Staffing is provided based on the total number of participants and spectators occupying the area. Staffing costs are \$16/hour/employee for all exclusive use staffing.
- A Marshall Police University Officer must be present during any event at which alcohol is served.
- Personal or group instruction of services currently offered by Campus Recreation are not permitted. Any personal instruction that takes place inside the facility must have prior approval from a Professional Staff member and be accompanied by a general liability policy.
- General Liability including Commercial General Liability for each occurrence with Centers LLC, Provident Resource Group-Marshall Properties LLC, and Marshall University listed as additional insured and with the following levels of coverage:
 - \$1,000,000.00 for personal and adv. Injury
 - \$1,000,000.00 for each occurrence
 - \$1,000,000.00 for fire damage (any one fire)
 - \$1,000,000.00 for general aggregate
 - \$1,000,000.00 for property damage

- \$5,000.00 for medical expenses (any one person)
- Area Specific Guidelines for Exclusive Use:
 - Climbing Wall
 - Must include staff
 - 2 staff minimum guarantees 6 climbers per hour
 - Aquatic Center
 - 2 staff minimum. Additional staff may be required depending on the size of the group.
 - A maximum of 100 participants allowed in the pool at any given time.
 - Gym Courts
 - May require staff, depending on the size and time of the event
 - No food, drinks, or non-athletic shoes are allowed unless the floor has been covered.
 - A maximum of three gym courts may be rented during facility operating hours, unless otherwise approved.
 - Fitness Studios
 - Outside personal training or instruction is not permitted.
 - Any approved instruction must be accompanied by a general liability policy.
 - The sound system is not available to rental groups.
 - Use of personal audio equipment may be used during rental times.

Non-exclusive Use Rentals

Non-exclusive Use Rentals (Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons.)

- The group rate option is available for groups that need access to the entire facility for open recreation purposes. These guests can enter the facility through purchasing group guest passes at the price of \$8 per adult or \$6 per child.
- This option cannot be used for groups wishing to have more than 40 participants in the pool at any given time and is only available during non-program hours.
- The lobby or other meeting space is not included in this type of access.
- Group rate open recreation may be combined with exclusive use reservations (exclusive-use regulations will apply).
- Groups of 20 or more wanting to climb must have an exclusive rental.

Birthday Parties

General Guidelines

- Birthday parties can only be booked or canceled with the facility reservationist.
- Parties that take place in the Aquatic Center or at the Climbing Wall must use the activity area during the first 2 hours of the event with use of the party room taking place during the end of the allotted time.

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- Parties may arrive 15 minutes early to set up and must vacate the area no more than 15 minutes after the party ends.
- Activity time is for a single area only (pool, court, wall, turf). Use of additional areas is not permitted by party guests.
- Additional activity space can be booked in combination with exclusive use pricing (see chart above).

Pool, Court, and Turf Field parties are block scheduled during the following time slots:

Saturday	11:30am-2pm	3:00pm-5:30pm
Sunday	12:30pm-3pm	4:00pm-6:30pm

Climbing Wall parties are block scheduled during the following time slot:

Saturday	11:30am-2:00pm
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Pool or Court Party

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, the party host will be responsible for an additional \$3 per person, payable at the time of the event.
- Includes 2 hours of time in activity space and 2 ½ hours access to the party room.
- Includes tables and chairs for all guests.

Outdoor Turf Party

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, the party host will be responsible for an additional \$3 per person, payable at the time of the event.
- Includes 2 ½ hours access to the turf and to the lobby.
- Includes tables and chairs for all guests placed in the lobby.

Climbing Wall Party

- 20 guests (total of spectators and participants combined). No more than 20 guests will be able to participate in the event.
- Includes 2 hours access to the wall and 2 ½ hours to the party room.
- Includes tables and chairs for all guests.

Payment

The birthday party fee is due prior to the event and must be paid in full before or on the event date. The payment for additional guests can be paid upon arrival. Payment cannot be made over the phone.

Membership Information

The Marshall Recreation Center offers a variety of membership options for members of the Marshall Community.

Membership Type Fees

MEMBERSHIP TYPE	1 MONTH	MONTHLY	ANNUAL (20% DISCOUNT)	SINGLE/GUEST
Alumni	\$60	\$51	\$489.60	\$10
Friends & Affiliates	\$60	\$58	\$556.80	\$10
Marshall Associate	\$60	\$44	\$422.40	\$10
Marshall Health Fitness	–	\$25	–	\$10
Marshall Employee	\$60	\$44	\$422.40	\$10
Payroll				
PEIA Weight Management	–	\$30	–	\$10
Recent Alumni	\$60	\$46	\$441.60	\$10
MEMBERSHIP ADD-ONS				
Child of Non-Student (Ages 6-15)	\$18	\$15	\$144	\$6
Child of Student (Ages 6-15)	\$18	\$12	\$115.20	\$6
Child 5 and under	\$0	\$0	\$0	\$0
*Family +4	\$55	\$51	\$489.60	\$10 per guest
Household Members (16+)	\$35	\$31	\$297.60	\$10

Membership Types Defined

Marshall Employee: Marshall paid faculty or staff that works directly for a university department.

Associates: Marshall affiliated staff member that works for one of our predetermined colleagues: Mountwest Community College, Marshall University Foundation, Inc., Big Green Foundation, Inc., Marshall Health, Marshall University Research Corporation, eFollette, Sodexo and all other approved contracted or outsourced employees working on behalf of Marshall University

Alumni: Alumni are defined as individuals that have attended Marshall University or are members of the Alumni Association. Proof of graduation or Alumni Association Membership is required.

Recent Alumni: Recent Alumni are defined as individuals that have attended Marshall University within the past 12 months. Recent graduates will receive a one-time discount for the first year if joining within 12 months of graduation date.

Friends & Affiliates: These members include Members of the Big Green Scholarship Foundation, Marshall University Foundation, employees of Cabell Huntington Hospital, St. Mary's Medical Center, HIMG, King's Daughters Medical Center, or VA Medical Center. Verifying identification is required, such as your employee ID. Other prospective Friends and Affiliates members should contact the President's office for approval; written verification is required for membership registration.

Household: This membership type can only be purchased in conjunction with an active member. Two of the following criteria must be met:

- Proof of joint financial responsibility
- Same last name
- Marriage license
- Same residence along with verifying identification

Marshall Health: Marshall Health and Marshall Campus Recreation have teamed up to create Marshall Fitness, a new employee wellness program for PEIA subscribers who have chosen Marshall Health as their medical home.

Family Membership: Families with one main member, one household member, and more than one child can take advantage of this unique offer! Once the main member joins, make it a family affair for only \$45 more, regardless of family size. Proof of common address required.

Child of a Student: Children of students over the age of 6 may join the MRC. Our monthly Kid's Night Out is free, and they may take advantage of discounts for camp, swim lessons and other services.

Child of a Member: Children of non-students over the age of 6 may join the MRC. Our monthly Kid's Night Out is free, and they may take advantage of discounts for camp, swim lessons and other services.

Mountain Health: Mountain Health and Campus Rec have teamed up to create a membership type for anyone who works for Mountain Health and would like to implement payroll deduction. Mountain Health employees work at both St. Mary's Medical Center and Cabell Huntington Hospital.

Membership Payments

Full Payment: One-time payment of fees, by cash, check, credit/debit card. Membership is not prorated and will expire at the end of the last month of membership. A 20% discount will be applied for paid-in-full memberships.

Payroll Deduction: The first month fees are paid at time of joining, by cash, check, credit/debit card. Membership fees are not prorated. Fees will be deducted starting in the second month for the third month's membership fee (pays for the month ahead) and will recur until ended by the member submitting a cancellation form to Member Services. If past the 15th of the month the

member will pay the pro-rated amount and the next month in membership and payroll deductions will start the third month.

Credit/Debit Card Drafting: First month's fee is paid at time of joining, by cash, check, credit/debit card. The membership fee is only prorated for the first month a member joins if completed after that month's billing. All other months are not prorated. Fees will be automatically drafted between the 2nd and the 5th monthly from the member's VISA or MC, starting with the second month's membership fee (pays for the month of). This draft will recur until ended by the member submitting a cancellation form to Member Services.

Canceling a Membership

Marshall Recreation Center Memberships are non-refundable/non-transferable. All membership types are available on a month-month basis. Memberships that have been paid in full and desire a refund will be evaluated on a case-by-case basis but must meet one of the below requirements:

Canceled or suspended memberships can be granted for the following requests:

- Member(s) becomes physically disabled, and is unable to physically continue exercise for an extended period of time or permanently; (i.e. severe accident, extended hospital stay, death, etc.)
- Member(s) is transferred by an Armed Forces military branch; (i.e. National Guard, Reserves, Active Duty assignment, etc.)
- Member(s) moves from the Tri-State area or leaves MU; (i.e. reaches non-employment status, retires, is terminated, resigns, medical disability, etc.)

Membership Freeze

Members may freeze their membership twice per year each for up to 3 months (non-consecutive). 30-day notice is required, and the member will NOT be allowed into the facility while the account is frozen.

Membership Suspension

Campus Recreation Staff reserve the right to suspend the use of the facility or involvement in programs of participants that refuse to follow policy, deem a threat to themselves or others, or treat staff in a disrespectful manner. Penalty severity and length of suspension will be determined on a case-by-case basis.

Campus Recreation Staff also reserve the right to refuse entry or discontinue use of the facility or involvement of programs if the member has become unruly or refuses to follow policy.

Member Rights & Responsibilities

The management of the Marshall Recreation Center strives to deliver an excellent experience to all who use the facility. We will provide the following:

- Clean and safe facilities with wide array of offerings for all users.

- Programs that are diverse, innovative, and relevant; ensuring all participants have an outlet for their recreational interests and needs.
- Service of the highest quality. From customer service to wellness services, our members will have the opportunity to have a pleasant and healthy experience.
- Safe, operational, and up to date equipment.

Members, guests, and participants have the following responsibility:

- To follow the guidelines set forth by Campus Recreation Staff in this manual, on posted signage or verbally.
- Respect fellow members, guests and participants in all programs or informal recreation.
- Take responsibility for personal security by locking belongings while participating.

Membership Amenities

Locker Service

Daily Use Lockers are offered on a first come, first served basis at no charge. Members are encouraged to take advantage of this complimentary service while utilizing the facility. Belongings may be stored in the Daily Use Lockers during operating hours of the Recreation Center. At close, all Daily Use Lockers will automatically unlock, and contents will be stored in lost and found until they are either claimed or donated.

Locker Prices

Service	Annual:	Semester	Monthly
Locker	\$120	\$50	\$10

- Long-term Lockers may be rented on a semester or annual basis from the Pro Shop.
- Rented lockers must be emptied during the annual maintenance shutdown
- Campus Recreation is not responsible for any lost or stolen items.

Parking

All members that are eligible for a Marshall University parking pass MUST purchase their pass through the University parking office. Members (alumni, affiliate, etc.) that are not able to purchase a university permit may purchase a Rec Center pass. Passes must be displayed and gain parking permission for the stadium lot (except on home football game days).

Towels

Towels are provided for all paid members of the recreation center. They are available at the Welcome Desk at check in. Bins for used towels are available in each locker room and at the Welcome Desk.

Program Information

Outdoor Pursuits

Instructional classes and outdoor gear rental are available for both members and non-members.

Aquatics & Safety

Campus Recreation offers group and private swim classes as well as safety certifications for both current members and non-members.

Competitive Sports

Intramurals and Club Sports offer opportunities for competition at all levels in a variety of sports.

Fitness & Wellness

Program opportunities within Fitness & Wellness include Personal Training, Group Fitness, Premium Fitness, Wellness services, and customized programming.

Youth Programs

Campus Recreation offers camps and youth programs throughout the year.

Program Registration

Participants can register for most programs in person or online.

Program and Service Cancellations & Refunds

Fitness Services, Premium Classes, and Private Swim Lessons are considered services.

- Program and service fees are non-refundable and non-transferable from member to member.
 - Some exclusions may apply. See area specific policies.
- All services purchased may be used at any time within a 12-month period. Any sessions that were not used during the 12-month period will be rendered and the member must purchase a new training package if they wish to continue training.
- There are no refunds for those members who become injured, ill, or unable to use the remainder of their purchased sessions. All sessions must be used and redeemed within the 12 months of purchase
- Cancellation of a service must be done 24 hours in advance of the scheduled appointment to be eligible for a rescheduled appointment. Otherwise, services will be considered rendered and the patron will be charged.
- If a patron arrives late for an appointment, the service will not be rescheduled or extended.
- Campus Recreation reserves the right to cancel, postpone or change instructors to provide optimum service for our patrons. In the event Campus Recreation cancels any program, a full refund will be issued.
 - If Campus Recreation cancels or interrupts an appointment, the patron may reschedule for another time within one calendar year.

Facility Policies and Procedures

Facility Access

Members must present a current Marshall ID Card, Marshall Recreation issued key tag or appropriate mobile app. Lost key tags will be reissued for a fee of \$5. Members will be required to have a photo and liability waiver on file before gaining access to the facility.

Members who have forgotten their ID may gain access up to three times without proper identification. A new card will need to be purchased following the third strike.

It is against the policy of both the University and Campus Recreation for an individual to utilize a card that is not their own. Participants found attempting to utilize another person's card will have the ID confiscated and all parties will be suspended until he/she has met with the Associate Director of Facilities and Operations.

Guests Passes

ADD POLICY

5 Punch Pass

Guests can purchase a 5 Punch Pass for \$40, to receive five separate entries into the Rec Center. Passes are only valid for the individual purchasing the pass and the 5 entries are automatically loaded onto your account. Guest eligibility requirements must be met.

Assumption of Risk

The undersigned voluntarily assumes all risks described in the facility waiver may arise out of or result from the use of the equipment or facility, and/or the services of the Marshall Recreation Center. Exceptions being any injuries caused by the gross negligence or willful or wanton misconduct of any officials, officers, employees, agents, or volunteers of Marshall University, Provident Resource Group - Marshall Properties, LLC, and CENTERS, LLC.

Professional Photography & Video Recording

Participants in Campus Recreation informal and programmed recreation have the right to privacy and comfort. Photography and video recording are prohibited without approval from the Coordinator of Marketing and Outreach and member permission. Campus Recreation reserves the right to photograph participants for marketing materials.

Personal Electronic Devices

Personal cell phones, tablets and other devices may be used throughout the facility; however, photography of any type is prohibited in the locker rooms.

All electronic devices are required to be put on silent during programmed activities.

Solicitation

Solicitation is prohibited both inside of the Marshall Recreation Center as well as directly outside of the Marshall Recreation Center. Groups/Individuals wishing to fundraise, table or

communicate with members must make proper arrangements and complete a Facility Reservation Request Form before doing so.

Area Age Restrictions

- <1 – 5 years of age: Membership required. Must always be accompanied by a parent/guardian. Not permitted in any fitness area or spa at any time.
- 6 – 8 years of age: Membership required. Permitted into most areas of the Marshall Recreation Center with direct parent/guardian supervision. Not permitted in any fitness area at any time, with exception to the indoor track (3rd floor).
- 9 –13 years of age: Membership required. Permitted into most areas, including all fitness areas, of the Marshall Recreation Center with direct parent/guardian supervision. Must complete the Youth Fitness Orientation to utilize fitness equipment.
- 14 years of age and older: Membership or guest pass required. Permitted into all areas of the Marshall Recreation Center without direct parent/guardian supervision. 14-17 years of age must complete the Youth Fitness Orientation to utilize fitness equipment.
- Direct Supervision will be defined as: In the immediate area and within arm's reach of the child.

Marshall Recreation Center Policies

General Policies

- Responsibility for general supervision of the Marshall Recreation Center rests with Campus Recreation Staff. Harassment or disregard of requests by the Campus Recreation Staff may result in immediate ejection from the facility and may result in additional disciplinary action.
- All youth, 13 and under, must be accompanied by an adult to enter the facility.
- All tours must be accompanied by a tour guide. A tour guide could be someone with the University giving a campus tour to an individual or a group. Anyone not guided by a university tour guide must be accompanied by a guide from the Rec Center.
- No animals are permitted in the facility except for service animals. Service animals must be properly identified as a service animal, such as an identifiable service animal harness.
- Fighting and/or profanity is prohibited.
- Firearms are prohibited.
- The Marshall Recreation Center is a substance free facility. Tobacco, alcohol, electronic cigarettes, and illegal drugs are not permitted in or on the grounds of the Marshall Recreation Center.
- Athletic type tops and bottoms are required in activity areas. Jeans, khakis, or shorts with embellishments are prohibited on fitness equipment. Shirts must be worn in all non-aquatic areas of the facility. Clothing that sends profane, inflammatory, or bigoted messages is also prohibited. All items must meet the West Virginia public decency standards per WV Revised Code 61-8-9.
- Closed-toe, full back, athletic shoes with non-marking soles are required in all fitness activity space during active participation. Participants are strongly encouraged to bring

a second pair of clean footwear for their workouts. Dirty, muddy footwear is not permitted.

- Personal belongings, gym bags, backpacks, etc. are not permitted in hallways, lobbies, or activity areas. Lockers and cubbies are available for storage of all items. Campus Recreation is not responsible for lost, stolen or damaged items.
- Non-Campus Recreation announcements, flyers, posters, etc. must be approved through Campus Recreation Marketing. Flyers posted in or on the Marshall Recreation Center without approval will be removed.
- Cell phones, tablets and other devices may be used throughout the facility; however, photography of any type is prohibited in the locker rooms.
- Headphones must be worn to listen to music. Personal music being played through a speaker, phone, etc., is prohibited unless authorized by Campus Recreation staff.
- Spitting in the drinking fountains, common areas, activity areas such as the track, courts, etc. is prohibited.
- Food, beverages, etc. must be consumed on the lobby side of the Welcome Desk. Only drinks in a spill-proof, unbreakable container is permitted in the activity areas unless approved by Campus Recreation Staff.
- Lost and found items are recorded in the lost and found database at the welcome desk. Items not claimed within 30 days will be either discarded or donated to charity.
- All injuries should be reported immediately to a Campus Recreation Staff member. If a blood-related injury occurs, the injured person must stop activity immediately and notify Campus Recreation Staff.
- Sports equipment is available for daily check-out at the Welcome Desk and must be returned no later than 10 minutes before closing. Any equipment not returned by closing will be deemed late, and a hold will be placed on the member's account. If the equipment is damaged or lost, patrons are responsible for paying the assessed value of the equipment. Patrons will not be granted facility access until a fee is paid.
- Campus Recreation Staff has the right to prohibit any outside fitness equipment.
- Loitering is not permitted anywhere within the facility or around the entrance/exit doors.

Area Specific Policies

All general policies are in effect in all areas of the facility. Additional area specific policies are to be followed.

Lap & Leisure Pool Policies

- Do not enter the pool without a certified lifeguard on duty.
- Participants are required to shower with soap and water before entering the pool.
- Appropriate swim attire is required. Please ask lifeguards for clarification
- Participants with open wounds and or infectious diseases are prohibited from using the pool.
- Do not use aquatic amenities if you are ill with diarrhea or have had diarrhea within the past two weeks.

- Diaper changing on the deck is prohibited.
- Gum, food, and glass containers are prohibited in or around the pool.
- Spitting, spouting water, and blowing nose in the water is prohibited.
- Participants are prohibited from hanging on the lane lines.
- Intentional hyperventilation or extended breath holding activities are dangerous and prohibited.
- No animals allowed in the aquatic venue or on deck except identified service animals. Animals are not allowed in the pool, including service animals.
- Conducting group or private swim lessons without the consent of Campus Recreation is prohibited.
- Participants 13 and under must be directly supervised by guardian on deck or in the water.
- Children using floatation devices, other than Coast Guard approved PFD's, must stay within arm's reach of an adult who is in the water.
- Group and private swim lessons may only be conducted by authorized Campus Recreation personnel.
- Water exercise equipment is available for exercise use only.
- When requested, lap swimmers will share lanes or circle swim in a counterclockwise direction.
- Diving, running on the decks, and horseplay in or around the pool is prohibited.
- Lifeguards have the responsibility and authority to remove anyone for unsafe or inappropriate behavior.
- Children under the age of 5 are prohibited from using the spa. (per Model Aquatic Health Code; Code 281) See lifeguard for clarification.

Spa Policies

- Do not enter the spa without a certified lifeguard on duty.
- Participants are required to shower with soap and water before entering the spa.
- Appropriate swim attire is required. Please ask lifeguards for clarification.
- Children under the age of 5 are prohibited from using the spa. (per Model Aquatic Health Code; Code 281) See lifeguard for clarification.
- Participants with open wounds and or infectious diseases are prohibited from using the spa.
- Do not use aquatic amenities if you are ill with diarrhea or have had diarrhea within the past two weeks.
- Gum, food, and glass containers are prohibited in or around the spa.
- Submersion of face/mouth is not recommended for health and safety purposes.
- Pregnant women and individuals with heart disease, high blood pressure or other health problems should not use spa without consultation with a healthcare provider.
- Participants 13 and under using the spa must be directly supervised by guardian in the immediate vicinity of the spa.
- For your safety, limit use of the spa to 15 minutes at one time.
- Toys and floatation devices are prohibited in the spa.

- The capacity of the spa is 20 patrons.

Patio

- Entrance and exit to the patio are through the facility, not through the outside gates.
- Doors to the Aquatic Center must always remain closed unless patrons are entering or exiting the patio.
- Members are required to shower after using the patio before returning to the pool or spa.
- Headphones must be worn to listen to music. No boom boxes or speakers unless authorized by Campus Recreation staff.
- Climbing the patio fence is strictly prohibited.
- Patio may be used during times the Aquatic Center is closed using access door through lobby.

Gymnasium Courts

- Courts are prioritized for informal recreation on a first come, first serve basis for basketball, volleyball, badminton, and/or pickleball. Additional requests for volleyball, badminton, and pickleball equipment setup will be accommodated when possible.
- Clean, non-marking athletic shoes are required. Any shoe that marks the court surface is prohibited. Shoes are always required.
- Shirts are required in all activity areas of the facility. Shirts vs. skins games are prohibited.
- Inappropriate/vulgar language and behavior is not permitted.
- The use of tape or other marking materials is prohibited on the surface or walls of the courts unless permission is obtained from Campus Recreation Staff.
- Hanging on the rims or nets is prohibited due to the risk of injury and potential damage to the equipment.
- Soccer balls, softballs, and baseballs are prohibited unless there is a scheduled event that would require the use of those items with prior approval by Campus Recreation Staff.
- Any objects or activities that could potentially damage the court or other members are prohibited. This includes but is not limited to twirling objects, jump ropes, roller skates, bikes, etc.

Rec Room

- The Rec Room, located adjacent to the Climbing Wall, is open for use during normal business hours and is regularly monitored by Campus Recreation Staff.
- No nudity, graphic sexual content, or excessive violence is permitted on the screens.
- Food and beverages are prohibited, except water in closed containers. Cans and glasses are not allowed.
- Individuals are permitted to bring in their own gaming systems, controllers, video games and movies.
- Campus Recreation is not responsible for lost or stolen games or gaming systems.

- Profanity and abusive language are always prohibited.
- Physical abuse of equipment deemed unacceptable by Campus Recreation Staff will result in forfeiture of utilization privileges.
- Users will be responsible for damaged or broken equipment.
- The Rec Room is for the use of Marshall Students and Campus Recreation members.
- Game-related equipment is available for check-out through the Welcome Desk of the Recreation Center (please refer to the Equipment Check-Out policies and procedures for specific policies and procedures).
- Sitting on top of gaming tables is not permitted.
- Violators will be asked to leave the Rec Room and privileges may be revoked if policies and procedures are not followed.

Climbing Wall

- Climbers MUST pass the appropriate belay clinic and test before they can belay. Successful completion will be noted in RecAuto. Belayers must actively participate at least once a semester to retain the right to belay unassisted. All non-roped climbers (bouldering) may climb up to, but not past, the 12-foot line. No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
- All non-roped climbers (bouldering) may climb up to, but not past, the 12-foot line. No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
- Belaying may only be performed using a climbing harness and a belay device. Barefoot belaying is prohibited.
- Campus Recreation's climbing ropes, carabineers, harnesses, belay devices, and other climbing equipment are recommended for use on the climbing wall. Campus Recreation reserves the right to reject outside equipment deemed unsafe (items not under the direct care of Campus Recreation). Only Campus Recreation's ropes are allowed to be used in the facility.
- Climbers must tie in using the figure eight follow through knot.
- Avoid climbing routes that interfere with others already on the climbing wall. The right-of-way is given to the climber on the wall (if someone is bouldering, they have the right of way in front of someone trying to top rope/lead climb above them).
- Down climbing bouldering problems is strongly encouraged. Climbing over the wall structure (this means above the top anchors) is prohibited.
- Use of chalk is limited to chalk balls. Loose chalk is not permitted as primary chalk.
- Tie hair back when necessary. All rings and jewelry should be removed prior to climbing. Campus Recreation is not responsible for any damage to jewelry or injury to the climber for failing to remove jewelry or securing loose hair/clothing.
- No one under the age of 18 may participate without a waiver signed by their parent/guardian. All climbers must read and sign the assumption of risk for the climbing wall prior to climbing.

- Campus Recreation reserves the right to suspend the privileges of anyone who refuses to climb in a safe and responsible manner concurrent with the rules and regulations stated above.

Fitness Floor Policies

- Participants must be 14 years of age or older to utilize the fitness areas by themselves, anyone 6-13 years old may complete the Youth Fitness Orientation to utilize fitness equipment within arm's reach of a parent or guardian. Children under 6 are prohibited from all fitness areas excluding use of the track within arm's reach of a parent or guardian.
- Athletic type tops and bottoms are required in activity areas. Jeans, khakis, or shorts with embellishments are prohibited on fitness equipment. Shirts must be worn in all non-aquatic areas of the facility. Crop tops and tank tops are allowed. Clothing that sends profane, inflammatory, or bigoted messages is also prohibited.
- Only water in a spill proof, unbreakable container is permitted in the fitness areas.
- Please follow all safety precautions posted on fitness equipment.
- All equipment must remain in the area where it was placed. Participants are prohibited from removing equipment and using it in other areas of the Marshall Recreation Center.
- Patrons are prohibited from working out in undesignated areas such as hallways.
- Participants are required to wipe off equipment after each use.
- Limit use of cardiovascular equipment to 30 minutes if others are waiting.
- Participants are required to re-rack all weights and return equipment to its appropriate location after use.
- Collars are required on all free bar lifts.
- Slamming or dropping weights is prohibited.
- Improper use of equipment is prohibited. Improper use consists of but is not limited to standing on equipment, standing on weights, modifying equipment, stacking weights under equipment and top loading equipment.
- Weights are not to be leaned against walls, columns, other equipment, or mirrors.
- The use of powdered chalk is prohibited.
- Participants not familiar with the operation of the fitness equipment may ask for assistance from trained Campus Recreation Staff.
- Personal trainers are available through Campus Recreation. Outside personal training is strictly prohibited.
- Immediately report any weight room related injury or facility/equipment irregularity to Campus Recreation Staff.
- Strollers are only permitted in cardio areas of the fitness floor and on the track; strollers are prohibited near free weights.

Area 304

- The area is available for informal use outside of posted class times.
- Dropping weights is strictly prohibited.
- The use of powdered chalk is prohibited.

- Participants are prohibited from removing equipment from the area.
- Hanging, jumping, or utilizing the railing in any way is prohibited.

Fitness Studios

Studios A, B, C & Yoga Studio

- Water is permitted in a spill-proof, unbreakable container and is to be placed on the provided benches or in the provided cubbies, so as not to be in direct contact with the wood flooring.
- Equipment that is stored in the fitness storage closets is for use only during scheduled group fitness classes or programs. Participants are prohibited from removing equipment from the fitness studios and using it in other areas of the Marshall Recreation Center.
- Participants are required to disinfect and replace all fitness equipment in its appropriate storage location after each class.
- Jump ropes are not permitted on wooden floors.
- Conducting unapproved group fitness classes without the consent of Campus Recreation is prohibited.
- The use of tape or other marking materials is prohibited on the wood flooring of fitness studios.
- The sound system is used only during scheduled group fitness classes in the fitness studios by properly trained fitness instructors.
- Any objects or activities that could potentially damage the floor or other members are prohibited. This includes but is not limited to twirling objects, jump ropes, roller skates, bikes, etc.
- Clean, non-marking fitness shoes are encouraged to be carried to class and put on in the hallway outside of the fitness studios.
- Cycling shoes may only be worn in the cycling studio.
- Studios A & C are available for informal use during non-programmed times. Studio B, F45, & Yoga are for programmed use only.

Thunderzone Studio

- Usage is restricted to participants supervised during Thunderzone fitness classes.
- Participants are prohibited from removing equipment from the studio.
- Participants are required to disinfect and replace all equipment to the spot it was at the beginning of class.
- Gum is prohibited.
- Conducting unapproved fitness classes without the consent of Campus Recreation is prohibited.
- Proper attire and closed-toe footwear required. Non-marking soles recommended.

- Only water is allowed and must be kept in a closed, unbreakable container.

Locker Rooms

- Bathing suit dryer is for bathing suits only, not workout clothes or towels.
- Patrons may use a daily locker at no charge. Daily lockers may not be used to store items overnight. All contents will be removed from daily lockers at closing and any dry, non-perishable items will be placed within the lost and found.
- Lockers may be rented for a fee on a semester or annual basis. Towel service is included at no additional charge. Shower towels are available at the Welcome Desk and should be returned after use to a towel return bin.
- Cell phones, tablets and other devices may be used throughout the facility; however, photography of any type is prohibited in the locker rooms.
- Children over the age of 5 are not permitted in the locker room of the opposite gender. Family Changing Rooms are available for child/parent needs.

Racquetball Courts

- Clean, non-marking athletic shoes are required. Any shoe that marks the court surface is prohibited.
- The use of tape or other marking materials is prohibited on the surface or walls of the courts.
- Participants are required to always wear a shirt.
- Racquet frame must have protective guard.
- Reservations may be made at the Welcome Desk or over the phone at 304-696-4REC. Reservations may be made 24 hours in advance of the desired reservation. A 30-minute advance reservation time is required if the court is occupied. Reservations are valid for a maximum of one hour.
- One court may be reserved per person per day
- If participants are not on the court within 10 minutes of reserved time, reserved court time will be forfeited.
- Wally ball nets can be set up by reservation or request and must be set-up and taken down by Campus Recreation Staff.
- Soccer balls, baseballs, softballs, footballs, etc. are prohibited in racquetball courts.
- Eye protection is highly encouraged during all racquet sports.
- Any objects or activities that could potentially damage the floor or other members are prohibited. This includes but is not limited to; twirling objects, jump ropes, roller skates, bikes, etc.
- The use of racquet wrist straps when playing racquetball/squash is highly encouraged.
- No more than four participants on the court at one time for racquetball/squash/handball; no more than eight for wally ball.

Track

- Track is 1/7 of a mile.
- Non-marking, closed toe, full back footwear required. Any shoe that marks the floor surface is prohibited.

- Participants are required to always wear a shirt.
- Run/walk directional arrows are changed daily and must be followed.
- The inside lane is designated for walkers, middle lane for joggers, and the outside lane for runners.
- Give right of way to passing runners/walkers.
- The use of tape or other marking materials is prohibited on the surface or walls of the track.
- Stretching is allowed in designated areas only. Do not stretch on the track or use walls, railings, or door handles as stretching aids.
- Participants are not permitted to spit on the floors or walls.
- Use of fitness equipment must be confined to the stretching area. No equipment permitted on track lanes.
- Spectating lower level or blocking of the track lanes is prohibited.

Multipurpose Field

- Marshall ID may be requested to verify authorized participants.
- Only tennis shoes, turf shoes or molded cleats are allowed. No metal or removable cleats permitted.
- Participants may use the field at own risk. Notify Campus Recreation Staff or call 911 in case of an emergency.
- To reserve the field contact Campus Recreation at (304) 696-4REC (4732). Check www.marshall.edu/campusrec for availability and schedule.
- During open play, the field should be shared with other users in a safe manner.
- The field is open during Marshall Recreation Center's hours of operation. If gates are locked, the field is closed, and all use is prohibited. Violators may be prosecuted for trespassing.
- Prohibited items include food, gum, beverages (other than water), tobacco use, cooking or open flames, animals, tailgating during athletic events, and any activity deemed unsafe by Campus Recreation staff or Marshall Campus Police.
- Please use receptacles for trash.
- Vehicles prohibited other than emergency and maintenance vehicles.
- Field is unavailable for use if a scheduled program or rental has reserved the space.

Tennis Courts

- Marshall ID may be requested to verify authorized participants.
- Only athletic/ tennis shoes are permitted on the courts.
- Participants may use courts at own risk. Notify Campus Recreation Staff or call 911 in case of an emergency.
- During open play, courts should be shared with other users in a safe manner.
- Courts are open during Marshall Recreation Center's hours of operation. If gates are locked, courts are closed, and all use is prohibited. Violators may be prosecuted for trespassing.

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- Prohibited items include food, gum, beverages (other than water), tobacco use, cooking or open flames, animals, tailgating during athletic events, and any activity deemed unsafe by Campus Recreation staff or Marshall Campus Police.
- Please use receptacles for trash.

South Meeting Room

- Campus Recreation programs and rentals take priority over informal use.
- During informal use of space, food and drink are prohibited except for water.
- Do not take any items outside of the South Meeting Room.
- Campus Recreation Staff have final authority on policies and procedures.

Wellness Suite

- Food and drink are prohibited, except for water, unless permission is given by Campus Recreation.
- Rearrangement of tables and chairs may only be done by Campus Recreation Staff.
- Unauthorized use of Campus Recreation equipment is prohibited

