

FACILITY POLICIES

Access/ID Policy

1. Individuals interested in using the Sports & Wellness fitness centers must present one of the following ID cards. Accepted forms of ID:
 - a. Current MSMU student ID card
 - b. Valid MSMU faculty/staff ID card
 - c. Valid MSMU alumna ID card
 - d. Valid Chalon Neighbor Program ID card
 - e. The following will not be accepted for entry into the facility:
 - i. Nursing badges
 - ii. Driver's license
2. Lost Mount ID cards will need to be replaced by Food Service. Food Service may issue temporary ID cards for lost or stolen cards, this may include a charge that will be paid directly to Food Service.
3. Temporary IDs are accepted at the Fitness Center for 1 week. Please check with Food Service for their hours and appointment times.
4. Alumnae will need to contact Alumnae Relations (Doheny campus) for a valid alumna card.
5. Neighbors not registered with an ID card will need to set up an appointment to register for the program. Neighbors can only use the Chalon facility on weekdays. Neighbors and their guests are not allowed in the cardio/weight room and cannot use the BBQ grill.
6. False ID cards will be confiscated. An incident report including both the actual owner of the ID card and the holder of the card will be submitted to Student Conduct.

Membership & Guest Policy

1. Members are allowed to bring the following number of guests into the facility:

Membership Type	Chalon # of guests	Doheny # of guests
Current Student	4	2
Current Faculty/Staff	4	2
Alumnae	1	1
Chalon Neighbor	4	N/A

2. All guests must be sponsored and accompanied by a member at all times. Children must be directly supervised by sponsoring adult.
3. The member who sponsors a guest is responsible for the conduct and behavior of the guest.
4. Guests 18 years old and over must fill out a Guest Waiver every time they use the facility.
5. MSMU students, faculty and staff cannot enter as a guest of someone else. This is an abuse of the guest policy and could lead to disciplinary action.

General Facility Rules

1. Fitness Center hours may change without notice due to weather, staffing concerns, or other conflicts. Please call for facility availability.
2. PED classes are only for students registered for the class.
3. Lockers are for day use only and for participants using the facility. Participants must remove all items from lockers when they leave the facility.
4. To ensure a comfortable atmosphere for everyone, please be courteous and respectful of others.
5. Anyone using the facility must be clothed in appropriate workout attire or swim suit attire.
6. Music should be appropriate and respectful. This includes no profanity.
7. Disrespect to any Fitness Center employee or user will result in removal from the facility and may result in suspension from the facilities or referral to Student Conduct. (Examples include: foul language, arguing about rules, etc.)
8. Refusal to abide by any Fitness Center rules may result in removal from the facility, and possibly result in suspension from the facilities or referral to Student Conduct.

Pool Rules

1. Swimming pool closes 15 minutes before Fitness Center closing time.
2. Pool may close for classes or events.
3. Swimmers should shower before swimming.
4. Swimmers should be dressed in clothing specifically designed for swimming (i.e. no cut-off shorts or undergarments, etc.)
5. If a child is a non-swimmer they must always remain within arm's reach of an adult.
6. Babies and toddlers are required to wear proper swimming diapers or rubber pants.
7. No person with sores, open wounds, bandages, recent bout of diarrhea or other evidence of infection may use the pool.
8. No prolonged breath holding or prolonged underwater swimming.
9. No spitting, spouting of water, profane language or rowdiness.
10. No running, pushing, climbing on backs or shoulders or horseplay in and around the pool area.
11. No hanging on or swimming over the lane lines.
12. To accommodate lap swimmers, lanes must be shared when other patrons are waiting.
13. Swim lanes are priority use for lap swimming.
14. Food and drinks are permitted in the grill area and at the tables and chairs. No food or drinks are allowed in or near the pool. No glass containers are allowed.

Sports and Wellness staff reserve the right to remove anyone from the facility if they exhibit behavior that is unsafe or inappropriate.

Cardio & Weight Room Rules

1. Guests under the age of 18 are not allowed in the cardio/weight room.
2. Neighbors and their guests are not allowed in the cardio/weight room.

3. Bags are not allowed in the cardio/weight room and should be secured in an available locker. Locks are available to check out from the front desk.
4. Closed-toe shoes must be worn at all times (no sandals.)
5. Shirt must be worn at all times. Shirts should cover the torso, sides, and midriff. Tank tops are okay but not spaghetti strap tanks.
6. No jeans or other clothing with rivets that may tear padded equipment are not allowed. Shorts should be an appropriate length.
7. No food is allowed in the gym – water bottles and energy drinks only.
8. Do not drop or bang the weights.
9. Return and rack weights when finished.
10. Wipe off equipment when finished.
11. The use of profanity, loud grunting, and talking on cell phones is prohibited and considered unacceptable workout behavior.
12. Music should be appropriate and respectful.
13. There is a 20 minute time limit on cardio machines when others are waiting.
14. Allow others to “work in” or take turns with weight machines.

Reservations

1. The tennis court, basketball court, pool, and BBQ are first come, first serve for Mount students, faculty, and staff.
2. MSMU departments and student groups can submit a reservation for all activity spaces (and the BBQ grill) except for the weight/cardio room.
3. Reservations must be submitted at least 2 weeks in advance.
4. The reservation process is:
 - a. Submit the Facility Request Form. Filling out the request form does not guarantee use of the facilities.
 - b. The request form will be reviewed by Sports & Wellness staff and approved or denied based on availability of space requested and typical capacity of the facility requested.
 - c. Upon approval, the event organizer will work with Sports & Wellness staff to coordinate logistics such as facility access, requesting equipment, staffing, and set-up and teardown.
 - d. The event organizer will need to work with Campus Events if equipment such as tables, chairs, tents, or audio is needed.
 - e. During the event, the event organizer is responsible for all activities occurring in the reservation and must be in attendance at all times.
 - f. At the conclusion of the event, the equipment and facility should be cleaned and returned back to normal.
5. Pool reservations with attendees under the age of 18 will be required to have a certified lifeguard. Proof of certification must be turned in at least one week before the event.

Lost & Found Policy

1. Items left in the facility or in the day use lockers after close will be logged into a database and the item put in the lost and found bin.
2. If the owner of the item is identifiable, the owner will be contacted via phone or email to pick up the item. (ID cards, wallet, etc.)
3. Owners should come to the front desk to claim lost items and be able to provide identifying characteristics of the item.
4. Items will be kept for one semester. If the owner does not claim the item after one semester, the item will be thrown away, recycled, or donated to charity as appropriate for that item.

Equipment Checkout

1. Sport and fitness equipment is available to use on a daily basis.
2. Equipment must be returned to the front desk or cabinet after use.
3. Equipment can only be used within the Fitness Center. Individuals wanting to take equipment off-site must make arrangements beforehand with full-time staff.
4. Individuals who intentionally damage equipment or lose equipment are responsible for the replacement cost.