



VCU

**Virginia Commonwealth University
Department of Recreational Sports
Guidelines & Procedures Manual**

Section I - Mission Statement, Vision, and Values	2
Section II - Facilities	3
Cary Street Gym	3
MCV Campus Recreation & Aquatic Center	4
Cary Street Field	5
Outing Rental Center	5
Thalhimer Tennis Center	6
Mary & Frances Youth Center	6
Basketball Development Center - Marshall Street Studio	6
Section III - Facility Usage Guidelines	6
Program Area Scheduling	6
Group Monopolization Policy	6
Space Guidelines	7
Section IV - Facility Services	19
Checkout Equipment	19
Rental Equipment	19
Day Use Lockers	20
Rental Lockers	20
Shower Towels	21
Racquet Sports Reservations	21
Group Exercise Registration	21
Outdoor Adventure Program Trips and Clinics	22
Bike Shop	22
Outing Rental Center Equipment Rentals	22
Lost and Found	23
Section V - Facility Access	23
Member identification	23
Guests	24
Access for Special User Groups	25

Accessibility and Special Accommodations	26
Section VI - Hours of Operation	26
Youth Hours	26
Facility and Space Closures	27
Section VII - Patron Responsibility	27
General Guidelines Governing All Recreational Sports Facilities	27
Conduct	28
Dress Code	30
Medical Clearance	30
Posting Materials & Digital Displays	31
Photography, Videography, and Media Requests	31
Reporting Issues	32
Section VIII - Facility Scheduling	33
Priority Scheduling	33
Reservation and Rental Procedures	34
Facility Rental Rates and Fees	36
Payment	38
Reservation and Rental Terms and Conditions	38
Section IX - Memberships and Program Registration	41
Member Benefits	41
Membership Eligibility	41
Payment Options	43
Billing Conditions	43
Member Portal	44
Program Registration	45

Section I - Mission Statement, Vision, and Values

Mission

Through sport, fitness, outdoor adventure, experiential leadership development, and instructional programs, Recreational Sports inspires and empowers the VCU community to commit to a lifetime of wellness.

Vision

Inspiring and empowering a lifetime of wellness.

Values

Inclusion - Our programs and facilities are places where individual and cultural identities are valued and supported.

Balance - We recognize the importance of balance in all aspects of life and provide the tools to maintain a healthy lifestyle.

Service - With a mindset of continual improvement, we strive for excellence in the quality of our facilities, programs, and delivery of services.

Learning - We promote lifelong learning and personal development through opportunities that build a strong body and mind.

Sustainability - We are committed to reducing the environmental impact of our practices and best utilizing our resources to help us grow towards a more sustainable future.

Community - As an integral part of the greater university community, we foster collaborative efforts to achieve a shared common vision where ideas and relationships can grow.

Fun - We provide experiences that support and enrich lives through play.

Section II - Facilities

Cary Street Gym

The Cary Street Gym is a 130,000 square foot indoor recreation facility that features the following spaces -

- Fitness Center, featuring:
 - Variety of selectorized and free weight equipment
 - 10 racks with 5 platforms, and two deadlift platforms
 - Multi-jungle functional training system
 - Stretching and core area
- Fitness Mezzanine, featuring:
 - A variety of cardio equipment
 - Functional training equipment
 - Limited selectorized and free weight equipment
- Four Court, Multi-Purpose Gymnasium, which typically facilitates the following:

- Basketball
- Volleyball
- Badminton
- Table Tennis
- Pickleball
- Group Exercise Room, which features:
 - Divider with ability to separate the room into two spaces
 - Mirrors for instruction
 - Wood floors
 - Sound system
- Mind/Body Room, which features:
 - Dimmable lights
 - Ballet bars
 - Mirrors for instruction
 - Bamboo floors
 - Sound system
- Multi-Activity Center (MAC), which features:
 - Artificial turf
 - Team benches
 - Penalty box
 - Scoreboard
 - Sound system
- Climbing Wall & Boulder, which features:
 - Six 38ft top ropes
 - 16ft free standing boulder
 - Climbing training area
 - One lead climbing section
 - Rappel Station
- 3-lane Indoor Track
- Two Racquetball Courts
- Cycling Studio
- Massage Studio
- Aquatic Center, which features:
 - Activity Pool
 - 25 yard pool
 - Five lap lanes, with three starting blocks
 - Maximum depth of 12 feet
 - Drop slide
 - Aquatic climbing wall
 - Basketball
 - Can be set up for innertube waterpolo
 - Leisure Pool
 - Zero depth entry
 - Vortex
 - Two lap lanes
 - Basketball
 - Can be set up for Volleyball
 - Spa

- Wet Classroom
 - Audio/Visual equipment, including computer, DVD player, sounds system, and overhead projector
 - White board
 - Access to the Aquatic Center
 - Sink
 - Tables and chairs to accommodate 36 people classroom style
- Day Use and Rental Locker Rooms
- Men's, Women's, and Universal Bathrooms

MCV Campus Recreation & Aquatic Center

The MCV Campus Recreation & Aquatic Center is a 46,000 square foot indoor recreation facility that features -

- Fitness Center, featuring:
 - Variety of cardio equipment
 - Variety of selectorized and free weight equipment
 - Multi-jungle functional training system
 - Three racks with platforms
- Two court, Multi-Purpose Gymnasium, which typically facilitates the following:
 - Basketball
 - Volleyball
 - Badminton
 - Table Tennis
 - Pickleball
- Aquatic Center, including:
 - Six lane, 25 meter pool with a maximum depth of five feet
 - Basketball
 - Can be set up for innertube waterpolo
 - Spa
- Group Exercise Room, which features:
 - Mirrors for instruction
 - Wood floors
 - Stereo system
- Cycling Studio
- Two Racquetball Courts
- Two Squash Courts
- Matted Instructional Space
- Power Training Room, featuring 3 racks
- Massage Studio
- Locker rooms
- Men's, Women's and Universal Bathrooms

Cary Street Field

The Cary Street Field is an outdoor field which is primarily used for intramural and sport club programs. It is also home to the Varsity Women's Field Hockey and Varsity Women's Lacrosse teams. When not being utilized for scheduled activities, it is available for open and informal recreational use. The facility features:

- Artificial turf with lights
- Lines for:
 - NCAA regulation field hockey
 - NCAA regulation women's lacrosse
 - Men's lacrosse
 - Soccer
 - Football
 - Two Intramural fields
- Outdoor Basketball Court
- Restroom facilities

Outing Rental Center

The Outing Rental Center is home to the Recreational Sports Outdoor Adventure Program (OAP) and features -

- Bike rental and repair shop
- Equipment rental
- Outdoor Adventure Program information and program registration

Thalhimer Tennis Center

The Thalhimer Tennis Center is owned and operated by the Department of Intercollegiate Athletics. Recreational Sports members have access to the tennis courts during specified times, which are used for sport clubs, instructions programs, and informal recreation. The courts feature -

- Six hard courts
- Bubble coverage during the winter months
- Lights

Mary & Frances Youth Center

The Mary & Frances Youth Center is owned and operated by the Division of Community Engagement. Recreational Sports members have access to the tennis courts during specified times for informal recreation. The courts feature:

- Two hard courts, with lines for adult and youth tennis
- Lights
- Backboard

Basketball Development Center - Marshall Street Studio

The Marshall Street Studio in the Basketball Development Center is owned and operated by the Department of Intercollegiate Athletics. Recreational Sports has access to schedule group exercise classes, sport club practices, and other programs. The space features:

- Mirrors for instruction
- Wood floors
- Stereo system

Section III - Facility Usage Guidelines

Program Area Scheduling

Every activity area is scheduled for specific informal recreational activities throughout the day. Some areas, such as the fitness centers, will be continuously available for their designated activity. Multipurpose areas (such as gymnasiums, the multi-activity center (MAC), aquatic centers, etc.) will be designated for certain sports and activities during scheduled times, which will determine activities for this area. These schedules will be posted outside each activity area and on the Recreational Sports website. Recreational Sports Staff reserves the right to change programmed activities and to determine appropriateness of equipment and activities for each space.

Group Monopolization Policy

In order to ensure maximum access for all VCU students and Recreational Sports members, Recreational Sports reserves the right to prevent any group from monopolizing any facility, program, or equipment. A monopolizing group shall be defined as two or more patrons whose actions intimidate or prevent other patrons from using any facility, program, or equipment. Groups shall not monopolize any particular area or equipment, limiting access to its use by other patrons, or intimidating other patrons from using facilities, programs, or equipment. Violation of this policy is grounds for immediate dismissal from the facility and possible suspension of Recreational Sports facility access.

The following organized activities subject to this policy include (but are not limited to): unscheduled Varsity Athletics or sport club captain's practices, coach's clinics or practices, team lifts, group practices, training drills, and one-on-one instruction by non Recreational Sports staff.

Space Guidelines

The following guidelines have been established for specific spaces in Recreational Sports facilities:

Fitness Center Rules

1. Equipment should not be removed from the Fitness Center.
2. Return equipment to its proper location when you are done using it.
 - a. Re-rack free weight equipment after use.
 - b. Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.
 - c. Resting weights or equipment on upholstered pads is prohibited.
3. The dropping or smashing of dumbbells, weights, or other equipment is prohibited.
4. Use of spotters and collars is recommended. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.
5. Only Recreational Sports Personal Trainers are allowed to train patrons in facilities.

6. Only liquid chalk may be used in the Fitness Center.
7. Participants are asked to wipe equipment clean after each use.
8. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
9. Participants must comply with the Recreational Sports dress code.
 - a. Closed toed shoes must be worn at all times.
10. Minors must be 16 years or older with adult supervision to use the Fitness Center.

Cary Street Gym - Olympic Weightlifting Rules

Olympic weightlifting is a high-risk sport. It is highly recommended all users gain instruction on technique prior to attempting any lift.

1. Only bumper plates may be used on the wood platforms. Protect and preserve the equipment by using the proper items for your activity. Iron plates will damage the platform if they are dropped repeatedly.
2. Iron plates must be accompanied by bumper plates if they're being used for Olympic weightlifting on the wood platforms to protect them from damage. No 45lb iron plates may be used on the wood platforms at any time.
3. Priority use for the deadlift platforms is for patrons wishing to deadlift with iron plates.
4. Clips/collars must be utilized for all overhead lifts. This is a confined space and flying weights may injure your neighbors.
5. Hands must guide weight back to the floor. Do not drop or throw weight from overhead, as this may cause damage or injury.
6. Watch the bounce. Lighter bumper plates will bounce sideways. Ensure you are keeping your weights on the platform to avoid injuring yourself or others.
7. Do not spot olympic lifts. Only one person on the platform while lifting; patrons may still use squat rack while platform is being used.
8. Only Recreational Sports Personal Trainers are allowed to train patrons in facilities.
9. Only liquid chalk may be used. Please wipe down excess chalk residue from bars, plates, platforms, and flooring.
10. Re-rack free weight equipment when done using.
11. Participants must comply with the Recreational Sports dress code; closed-toe shoes must be worn at all times.
12. Minors must be 16 years or older with adult supervision to use the fitness center.

MCV Campus Power Training Room Rules

Olympic weightlifting is a high-risk sport. It is highly recommended all users gain instruction on technique prior to attempting any lift.

1. No equipment may be removed from the Power Training Room.
2. Return equipment to its proper location when you are done using it.
 - a. Re-rack free weight equipment after use.

- b. Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.
 - c. Resting weights or equipment on upholstered pads is prohibited.
- 3. Clips/collars must be utilized for all overhead lifts. This is a confined space and flying weights may injure your neighbors.
- 4. Hands must guide weight back to the floor. Do not drop or throw weight from overhead, as this may cause damage or injury.
- 5. Watch the bounce. Lighter bumper plates will bounce sideways. Ensure you are keeping your eights on the platform to avoid injuring yourself or others.
- 6. Do not spot olympic lifts. Only one person on the platform while lifting; patrons may still use squat rack while platform is being used.
- 7. Only Recreational Sports Personal Trainers are allowed to train patrons in facilities.
- 8. Liquid and powder chalk may be used. Participants are asked to wipe equipment clean after each use.
- 9. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
- 10. Only water is allowed; all other food and drink are not permitted in this area.
- 11. Participants must comply with the Recreational Sports dress code.
 - a. Closed-toe shoes must be worn at all times.
- 12. Minors must be 16 years or older with adult supervision to use the Power Training Room.

Group Exercise Studio Rules

- 1. The primary use of this space is for VCU Recreational Sports Group Exercise Programs.
- 2. This space is open for appropriate activities (conditioning, stretching, etc.) when classes are not in session. This space will be closed up to 30 minutes before and after our classes.
- 3. Equipment must remain in the Group Exercise Studio.
- 4. Return equipment to its proper location when you are done with it.
 - a. Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.
 - b. Do not drop dumbbells, weights, or other equipment.
- 5. Cell phone use prohibited during class. Please turn your cell phone to silent or off during your class.
- 6. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
- 7. Participants must comply with the Recreational Sports dress code.
 - a. Closed toed shoes must be worn at all times, excluding the following: mind-body (Pilates, Yoga) and dance (Ballet, Jazz, Modern Styles only). Shoes that may damage the wood floors are prohibited.

8. Only water is allowed; all other food and drink are not permitted in this area.
9. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

Mind & Body Studio Rules

1. The primary use of this space is for VCU Recreational Sports Group Exercise Programs.
2. This space is considered a space for reflection, self-study, and focus; maintaining a quiet atmosphere (if not an altogether silent one) supports this frame of mind.
3. This space is open for appropriate activities (meditation, yoga, etc.) when classes are not in session. This space will be closed up to 30 minutes before and after our classes.
4. Equipment must remain in the Mind & Body Studio.
5. Return equipment to its proper location when you are done with it.
6. Cell phone use prohibited during class. Please turn your cell phone to silent or off during your class.
7. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
8. Participants must comply with the Recreational Sports dress code.
 - a. We encourage you to remove your shoes while in the Mind & Body Studio. Shoes that may damage the wood floors are prohibited.
9. Only water is allowed; all other food and drink are not permitted in this area.
10. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

Cycling Studio Rules

1. The primary use of this space is for VCU Recreational Sports Group Exercise Programs.
2. Equipment must remain in the Cycle Studio.
3. Cell phone use is prohibited during class. Please turn your cell phone to silent or off during your class.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
5. Participants must comply with the Recreational Sports dress code.
 - a. For cycling class, no loose or baggy pants are to be worn, as they are considered a safety issue for participants.
6. Only water is allowed; all other food and drink are not permitted in this area.
7. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

Matted Instructional Space Rules

1. The primary use of this space is for activities that require padded space for the safety of participants. High risk activities are not permitted without supervision by

- Recreational Sports staff, including, but not limited to, use of weapons, hand to hand combat or striking, or mixed martial arts.
2. This space is available for informal recreation except when the space is reserved for Recreational Sports programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the Recreational Sports website.
 3. Equipment which may damage Recreational Sports facilities or harm patrons is prohibited.
 - a. Boxing gloves are available for checkout at the service desk.
 4. Participants are asked to limit walking on the floor mats with shoes on.
 5. Participants are encouraged to wipe off floor mats after use.
 6. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
 7. Participants must comply with the Recreational Sports dress code.
 - a. Participants are encouraged to remove shoes when using the room, unless the activity requires appropriate footwear.
 - b. Clothing must be free of buttons, snaps, zippers, or any other items that may damage the mats. Shoes that may damage the wood floors are prohibited.
 8. Only water is allowed; all other food and drink are not permitted in this area.
 - a. Gum is prohibited in this space.
 9. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

Gymnasium Rules

1. Gymnasiums are available for informal recreation except when the space is reserved for Recreational Sports programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the Recreational Sports website.
2. Participants must comply with the Recreational Sports dress code.
 - a. Closed toed shoes are required; shoes that may damage the wood floors are prohibited.
3. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
4. Only Recreational Sports staff may set up and/or adjust recreation equipment, including volleyball nets, badminton nets, or table tennis tables.
5. Only water is allowed; all other food and drink are not permitted in this area.
6. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.
 - a. Due to danger to other patrons and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, soccer, baseball, roller hockey, lacrosse, rugby, and football.
7. Losing teams must vacate the court for the next team to play.

Informal Basketball Rules

1. All games will be played first to 11 points wins or time limits may be used when deemed necessary by Recreational Sports staff
2. The losing team must vacate the court for the next team to play
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the 10 people playing the game may be on the court during the game.

Informal Volleyball Rules

1. All games will be played first to 21 points wins or time limits may be used when deemed necessary by Recreational Sports Staff.
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the 12 people playing the game may be on the court during the game.

Informal Badminton Rules

1. All games will be played first to 15 points wins or Time limits may be used when deemed necessary by Recreational Sports Staff.
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the people playing the game may be on the court during the game.

Informal Table Tennis Rules

1. All games will be played first to 15 points wins or Time limits may be used when deemed necessary by Recreational Sports Staff
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the people playing the game may be on the court during the game.

Pickleball

1. All games will be played to 11 points, win by 2. Time limits may be used when deemed necessary by Recreational Sports Staff.
2. Following the serve, each side must make at least one ground-stroke, prior to volleying the ball.
3. Only people engaged in play may be on the court during the game.

Multi-Activity Center Rules

1. The Multi-Activity Center (MAC) is available for informal recreation at all times except when the space is reserved for Recreational Sports programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the Recreational Sports website.
2. Participants must comply with the Recreational Sports dress code.
 - a. Closed toed shoes are required and rubber cleats are permitted in the space. Metal cleats, high heels, and other shoes that may damage the turf are prohibited.
3. The MAC doors should remain closed when activity is progress.

4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
5. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.
 - a. Due to danger to other patrons and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, baseball and roller hockey.
6. Only water is allowed; all other food and drink are not permitted in this area.
7. Losing teams must vacate the court for the next team to play.

Racquetball and Squash Court Rules

1. Racquetball and Squash courts are primarily for the purpose of supporting those activities. Courts are available for informal recreation and other non-racquet sport activities on a first-come, first-serve basis unless they have been previously reserved by a patron for racquetball/squash as outlined in Section III. Martial arts involving person to person contact, fitness equipment and other activities that may damage the space are prohibited.
2. Participants must comply with the Recreational Sports dress code.
 - a. Closed toed shoes are required; shoes that may damage the wood floors are prohibited.
3. Goggles are recommended, but are not required to be worn by patrons while utilizing the racquetball and/or squash courts.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
5. Recreational Sports staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.
 - a. Due to danger to other patrons and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, baseball and roller hockey.
6. Only water is allowed; all other food and drink are not permitted in this area.

Aquatic Center Rules

1. Showers are required of all patrons prior to using the pool or spa.
2. All patrons with open sores, infectious or contagious diseases are prohibited from using the pool or spa.
3. The use of the Aquatic Center and it's features are prohibited when under the influence of drugs or alcohol.
4. All patrons must wear proper attire, as outlined in the Recreational Sports Dress Code.
5. Running, pushing, horseplay, or other high risk behavior is prohibited in the Aquatic Center.
6. Breath holding, underwater swimming, and/or hyperventilation is not permitted.

7. Anyone under the age of 18, or requested by VCU Recreational Sports staff, must pass a swim test in order to go in the deep end, swim without a parent/guardian in the water, or use the slide and/or climbing wall.
8. All flotation devices must be labeled "USCG" or United States Coast Guard Approved, in order to be used in the Aquatic Center.
9. No food or glass containers are permitted on the pool deck. Water and sports beverages are allowed.
10. Only VCU Recreational staff are allowed to teach swim lessons, water fitness, or aquatic programs.
11. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items. Walkways must remain clear.
12. Recreational Sports staff reserves the right to close areas of the Aquatic Center for programs, staff training, or for safety purposes.

Water Slide Rules

1. All riders must be at least 48" tall and must be over the age of 18 or able to pass the swim test in order to use the slide.
2. Riders must be in good health.
 - a. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy or persons using prescription medication should consult their physician before using this slide.
 - b. Individuals with medical conditions including, but not limited to, pregnancy, heart or back problems should not use the slide.
 - c. Maximum rider weight is 300lbs.
3. Riders are expected to follow the following conditions:
 - a. Riders must enter the slide in a sitting position and wait for instructions from the Recreational Sports Lifeguard stationed at the slide starter tub.
 - b. The line should form on the deck with one rider in the starter tub. Wait until landing area is clear before entering.
 - c. Leave the plunge pool promptly after entering.
4. Proper body position is required while on the slide:
 - a. Riders must lie on their backs with arms crossed across their chest at all times.
 - i. No sitting or standing up while riding the slide is permitted.
 - ii. Riding head first, or on one's stomach is not permitted.
 - b. Do not propel yourself into the ride. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
 - c. No running, standing, kneeling, rotating, tumbling or stopping in the flume.
5. No tubes, mats or life jackets are permitted on the water slide.
6. Rider assumes all risk of injury due to misuse of this slide or failure to follow these rules.

Aquatic Climbing Wall Rules

1. Only one climber on the wall at a time.

2. The drop zone must be clear while someone is climbing the wall.
3. No lifejackets or goggles are permitted on the climbing wall.
4. No diving from the wall. Feet first entries only.

Spa

1. Appropriate swim attire is required to enter the spa.
2. No one under the age of 18 is permitted to use the spa, due to the risk becoming overheated.
3. Limit use of the spa to 15 minutes at any one session. Long exposure may result in nausea, dizziness, fainting or heat related illness.
4. Pregnant women, patrons with health conditions or taking prescription drugs that cause drowsiness should not use the spa without first consulting a doctor. It is recommended that all patrons consult a physician prior to using the spa.

Family Swim Rules

1. Anyone under the age of 18 must pass the swim test in order to go in the deep end; swim outside arm's reach of a parent/guardian; or use the slide/climbing wall.
2. Parents/Guardians must actively supervise their children (children under the age 18) while in the aquatic facility.
 - a. If a child is able to pass the swim test, the child may swim unaccompanied in the pool, but a parent/guardian must be on the pool deck actively supervising.
 - b. Non-swimmers must remain in shallow water (no deeper than shoulder depth).
 - c. Swimmers unable to stand comfortably in shallow water without their heads completely out of the water must wear a USCG-approved lifejacket, and a parent/guardian must be within an arm's reach in the water.
3. Children that are not toilet trained must wear swim diapers.

Swim Test

The purpose of the swim test is to assess an individual's overall comfort level in the water and swimming proficiency. Anyone under the age of 18, or requested by Recreational Sports staff, must pass the following swim test in order to go in the deep end, swim without a parent/guardian in the water, or use the slide/climbing wall. The swim test includes:

1. Jump into the deep water, surface unassisted, tread water (in a vertical position with mouth above the water) or back float for 30 seconds.
2. From a float or tread position, immediately swim 25 yards using freestyle or breaststroke.
 - a. Body position must be horizontal.
 - b. Flutter kick (straight legs, no bent knees or "bicycling" kick for freestyle) or breaststroke kick is required (bent knees, whip kick).
 - c. Entire face must go in the water while swimming at least once.
 - d. Over water arm recovery.

- e. Entire swim portion must be completed without touching lane lines, walls, or pool bottom.
3. Exit from the pool unassisted.

Swimmers may only participate in one swim test per day, on their own request. A lifeguard can request a patron to repeat a swim test, or ask swimmers to stay in the shallow end, or take a break if they see a swimmer struggling after passing the test.

Climbing Wall and Boulder Rules

1. The climbing wall and bouldering wall may only be used during posted hours.
2. Personal equipment, including harnesses and belay devices, may be used. However, Recreational Sports staff reserve the right to prohibit the use of personal equipment if the staff determine it to be damaged, outdated, or the participant does not demonstrate proper usage.
3. During operational hours, all participants must check in at the climbing wall desk prior to climbing.
4. Only liquid chalk may be used. NO DRY/POWDERED/SOLID CHALK OF ANY KIND, may be used while climbing or bouldering.
5. All roped climbers will be tied into their harness with a figure eight follow through. In staff approved special circumstances, two locking carabineers can be used for attaching the rope to the climber's harness.
6. All climbers must pass the Outdoor Adventure Program belay test before belaying any climbers.
7. All lead climbers must pass the Outdoor Adventure Program lead climbing and lead belay test before lead climbing or lead belaying.
8. Boulders yield the right of way to roped climbers. Top rope climbers yield the right of way to lead climbers.
9. All patrons must wear proper attire, as outlined in the Recreational Sports Dress Code.
 - a. Climbing shoes or closed toed athletic footwear are required when climbing. All climbers must wear footwear while on the padded surface of the climbing area, bare feet are prohibited.
10. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
11. Only water is allowed; all other food and drink are not permitted in this area.
12. Use equipment in an appropriate manner, and return equipment to its proper location when you are done with it.

Indoor Track Rules

1. Only walking, jogging, and running are permitted on the track. Forward progress must be maintained at all times.
 - a. Racing is prohibited.
2. Participants must comply with the Recreational Sports dress code.

- a. Closed toed shoes are required; shoes that may damage the track surface are prohibited.
3. Patrons must follow the established direction, which alternates daily.
4. Spectating of activities in the gymnasium is prohibited.

Cary Street Field Rules

1. The following items are not permitted on the field:
 - a. Food and drink, except on the pavement and grass. Glass bottles are prohibited.
 - b. Animals, with the exception of service animals
 - c. Bikes, skateboards, etc.
 - d. Metal cleats
2. Closed toed shoes must be worn at all times. Heels and metal cleats are prohibited.
3. Portable goals must be returned to their designated location after each use.
4. When using the Mary & Frances Youth Center tennis courts, participants must follow their posted rules.
5. Climbing any perimeter fence constitutes breaking and entering and the VCU Police will be called.
6. Do not throw, hit, or kick balls against fences.
7. Recreational Sports staff has the right to cancel any activities at any time due to weather conditions or playability of the field.
8. Due to danger to other patrons and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, golf, skiing, javelin, and discus.
9. Groups pre-approved to use a PA system must be in compliance with the amplified sound policy.

Amplified Sound Policy

As an urban educational institution, Virginia Commonwealth University (“VCU” or “university”) strives to be a responsible community partner and to maintain the necessary environment required for the academic and extracurricular pursuits of such an institution.

In pursuit of this goal, VCU Recreational Sports allows VCU athletics teams, student organizations at VCU, and organizations contracting with a VCU sponsor to use amplified sound (with VCU or other sound equipment) on the Cary Street Field only in accordance with the following procedures:

- Amplified sound is generally restricted to the hours of 10:00am to 9:00pm Monday through Saturday and 12:00pm to 9:00pm on Sunday. Periodically events may require amplified sound outside of the hours set forth in these procedures. For such events, Recreational Sports will notify the Division of Community Engagement (DCE) at least one month in advance of the planned activity so that the DCE can notify the neighborhood associations at least three weeks in advance of the scheduled activity. These events will adhere to all other provisions set forth in these guidelines.

- Amplified sound shall be kept at a reasonable level not to exceed 75 decibels at a distance of a one-block radius around the field. A one block radius around the field reaches to South Cherry Street to the East, West Main Street to the North, Highway 195/Downtown Expressway to the South, and South Brunswick Street to the West.
- All speakers shall be positioned to face Cary Street.
- Amplified sound shall comply with all applicable University policies, including the Student Code of Conduct and the Outgoing Sponsorships, Advertising and Endorsement policy. Users are encouraged to consider the general public in the vicinity of the Cary Street Field, including children.
- Performances of commercial radio stations may not be amplified. However, amplification of a VCU-operated radio station is permitted.
- Amplified sound shall not contain obscenity, defamation, fighting words, true threats, unlawful harassment, or speech inciting imminent lawless action.

Outing Rental Center Rules

1. The outdoor rental center may only be used during posted hours.
2. All patrons must wear proper footwear and attire, as outlined in the Recreational Sports Dress Code. Shoes, open or closed toe, are required at all times.
3. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended will be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
4. While in the Outdoor Rental Center stored or shelved equipment should only be accessed and handled by staff or under the supervision of staff. Patrons will not access or handle stored or shelved a equipment without prior consent from staff.
5. As an extension of the Outdoor Rental Center the bike shop and equipment in the bike shop will only be used by patrons after obtaining staff consent.
6. It is the responsibility of the patron to appropriately and safely use rental equipment. Upon return, all rental items will be evaluated and checked in by a staff member.

Tennis Center Rules

The Thalhimer Tennis Center is managed by the Department of Intercollegiate Athletics and the Mary & Frances Youth Center managed by the Division of Community Engagement. Recreational Sports members have been given access to use of the courts at these facilities during designated times. All Recreational Sports members must comply with established guidelines when using these spaces, and follow all requests made by the Department of Intercollegiate Athletics and the Mary & Frances Youth Center staff.

Thalhimer Tennis Center Rules

1. Tennis courts are available for informal recreation at all times except when the space is reserved for Varsity Athletics or Recreational Sports programming, special events, facility reservations/rentals, or maintenance. All courts are available on a first-come, first-serve basis

unless they have been previously reserved by a patron as outlined in Section III.

2. Due to danger to other patrons and potential damage to the facility, only tennis and other activities programmed by Recreational Sports are permitted on the courts.
3. Closed toed, non-marking shoes are required; shoes that may damage the courts are prohibited.
4. Trash must be placed in waste bins or removed from the courts.

Mary & Frances Youth Center Rules

1. Tennis courts are available for informal recreation at all times except when the space is reserved for Mary & Frances Youth Center or Recreational Sports programming, special events, facility reservations/rentals, or maintenance. All courts are available on a first-come, first-serve basis unless they have been previously reserved by a patron as outlined in Section III.
2. Due to danger to other patrons and potential damage to the facility, only tennis and other activities programmed by the Mary & Frances Youth Center and Recreational Sports are permitted on the courts.
3. All patrons must wear proper attire, as outlined in the Recreational Sports Dress Code.
 - a. Closed toed shoes and shirts are required.
4. Trash must be placed in waste bins or removed from the courts.
5. Use of Mary & Frances Youth Center equipment is prohibited. Tennis equipment can be checked out at the Cary Street Field check-in building.
6. Bathrooms and water fountains in the Mary & Frances Youth Center are not available for Recreational Sports members.

Section IV - Facility Services

Checkout Equipment

Informal recreation equipment is available at no charge for members at the Cary Street Gym, MCV Campus Recreation & Aquatic Center, and the Cary Street Field. To check out equipment, members should present their VCU ID at the equipment desk. Equipment must be returned the same day in which it is checked out, and it cannot be reserved in advance. Failure to return equipment will result in suspension from Recreational Sports facilities until the equipment is returned and/or the replacement fee is paid. Students may also be referred to Student Conduct & Academic Integrity depending upon the prevalence and/or quantity of unreturned equipment. Members may be charged a damage/replacement fee for equipment that is returned broken.

Rental Equipment

Recreational Sports members and campus departments may rent recreation equipment to be used outside of our facilities. To reserve equipment, renters must complete the Special Event Request Form at least 10 days prior to the date of use. Renters must complete and sign the Rental Agreement Form and pay the entire rental fee prior to

equipment pickup. All equipment will be picked up, and returned, to the equipment window at the Cary Street Gym. Available information recreation equipment includes:

Due Dates and Late Fees

All equipment is due on the date specified on the Rental Agreement Form, and must be returned to the service desk by the agreed upon due date. An immediate fee of \$20 will be charged upon late return of any equipment. For each additional day the equipment is returned late, a \$1 per day, per item fee will accrue. (i.e. an item was due Monday but was returned Wednesday, the fee would be \$22.00).

Damage and Replacement Fees

Equipment is in good, working condition when issued and is to be returned in the same condition. If equipment is returned damaged or broken, a replacement fee will be assessed.

If any part of Recreational Sports equipment is damaged, lost, and/or rendered permanently unusable, the charge is equivalent to the replacement value of the entire item (see rental prices for replacement costs). If a part is broken or lost and can be replaced, the cost of the part will be assigned as a damage fee. Renters will be contacted within a week with the total fee amount.

Fees must be paid within five (5) business days or a hold will be placed on the member's account preventing him/her from utilizing Recreational Sports facilities or services until the fee is paid. The member will not receive any discount or extension of his/her membership based upon this suspension. These holds and/or restrictions will not be lifted until all fees are paid in full. Fees should be paid at the service desk.

Day Use Lockers

Day use lockers are available throughout the Cary Street Gym and the MCV Campus Recreation Center and can be used free of charge. Lockers designated as "Day Use" are for one-day use only, and all items must be removed prior to the facility closing for the evening. Items left in day use lockers will be removed at the end of the day and treated as Lost and Found and dealt with accordingly.

Electronic locks can be found on all day use lockers. Once items are placed in the locker, push the handle down firmly. To use the lock, press "start", enter a 4-digit code of your choosing, and press the lock symbol. A flashing red light indicates the lock is engaged; members are encouraged to double check the locker to ensure it's locked.

Rental Lockers

Recreational Sports members may rent a locker on a semester or annual basis. One-third and one-sixth (at the MCV Campus Aquatic Locker Room only) lockers are available for rent. Locker fees are prorated, and are non-refundable and non-transferable.

Locker rental periods are as follows:

Fall Semester: September 1 - January 15

Spring Semester: January 16 - May 15
Summer Semester: May 16 - August 31

Members may renew locker rentals during the last 30 days of the rental period to maintain possession of a locker for the subsequent rental period. Renewals may be completed in person during designated office hours.

- Recreational Sports may provide notification for upcoming locker renewals; however, it is the responsibility of the individual to make renewal arrangements as needed.
- Failure to renew the locker rental within the renewal period will result in the loss of locker space.
- Items left in un-renewed lockers will be removed 5 business days after expiration of the rental period. Removed items will be kept for one month. Unclaimed items may be donated to charity and/or disposed of after 30 days. Claims must be made in person to the service desk with valid ID.

General Rental Locker Policies

- Recreational Sports is not responsible for items lost or stolen in the rental locker.
- Only Recreational Sports members are eligible to rent a locker in the facility.
- Recreational Sports officials reserve the right to inspect any locker at any time.
- Locker occupants are responsible for notifying Recreational Sports of any changes to the individual's contact information.
- At the end of a non-renewed locker rental period or at any time a patron leaves the University, a patron must relinquish his/her locker and inform Recreational Sports. If the individual vacates the locker and/or no longer wants it, he/she is obligated to notify Recreational Sports.
- Advertising, sub-leasing, and/or transferring of lockers is prohibited.
- Failure to keep a rental locker clean and odor free may result in the loss of the locker.

Shower Towels

Shower towels are available at the service desk at the Cary Street Gym and the MCV Campus Recreation & Aquatic Center. Towel service can be purchased in person on an annual or semester basis and entitles Recreational Sports members to one towel per visit. Towels can be returned to any laundry baskets throughout the facility.

Racquet Sports Reservations

The following spaces are available for informal use by Recreational Sports members at no cost:

- Racquetball Courts
- Squash Courts
- Tennis Courts

Reservations can be made through the online member portal, or by contacting the service desk in person or by phone.

- Reservations cannot be made for longer than a one hour period per person.
- Reservations are made on a first come, first serve basis.

- Reservations are not accepted more than 48 hours in advance, but no later than 2 hours prior to the requested time.
- Groups wishing to reserve space for an activity other than racquetball, squash or tennis may submit a facility reservation request using the Request for Space form found on the Recreational Sports website. Acceptance of the request will be based on availability, impact on informal recreation, and type of activity requested.

Group Exercise Registration

Group Exercise classes are free for Recreational Sports members and sponsored guests.

Registration Process

1. Reserve a space online to guarantee a spot in class. Registration can be completed by logging into the member portal and selecting the desired group exercise class.
 - a. Registered participants who are not present 5 minutes prior to class forfeit their registration and may join the class by drop in.
 - i. Three (3) “no-shows” may deactivate a participant's ability to register online for the semester.
2. If space is available, participants may drop into any class.
 - a. Once all registered participants are admitted to the class, drop in participants will be admitted based on remaining spots available for class.
3. Entry after the start of class is prohibited. For your safety and to ensure a pleasant experience, no one will be allowed in the class after the class begins.

Outdoor Adventure Program Trips and Clinics

- All registered VCU students and community members are eligible to participate in OAP trips. Faculty, staff, and friends of VCU students can also participate at an additional cost.
- All trip participants must sign a liability waiver prior to the departure of a trip.
- All trips can be signed up for in ORC. Trip signups begin each semester the day classes (unless otherwise indicated by the OAP professional staff). All trips are available on a first come first served basis. Full payment is due at registration time (exceptions may be granted by the professional staff).

Bike Shop

The Bike Shop at the Outing Rental center offers bike repair services, as well as free use of shop tools, stands, and equipment. Recreational Sports members may also rent mountain bikes, road bikes, and bike helmets at the Outing Rental Center.

Outing Rental Center Equipment Rentals

- To rent OAP equipment the participant must be present and be able to present a valid VCU ID. Equipment must be checked out and returned during normal office hours (M-F 11am-6pm). The *Acknowledgement of Rental Responsibilities Form*, signed at the time of rental, outlines user responsibilities for equipment use and

measures to be taken if equipment is lost, damaged, or stolen. Reservations can only be made in-person at the ORC, not online or over the phone.

- Members returning equipment later than due date listed on their contract will be fined in accordance with the contract. All membership accounts with outstanding fines owed move to inactive status. These accounts will not be activated again until the fines are paid. Equipment is not to be issued out to those members during this time. All OAP benefits are also suspended at this time.
- It is expected that equipment will be returned to the OAP in the same condition that it was received in (minus normal wear and tear). The participant will be charged for damaged and lost equipment as determined by the staff at the ORC.
- All equipment should be returned cleaned. If the equipment needs to be cleaned the participant may use OAP facilities to clean the equipment or pay for OAP to clean the equipment.

Lost and Found

Items left unattended or found in day use lockers at the end of each night will be treated as lost and found. Items are logged and stored at the facility for 7 days. Items not claimed after 7 days are donated.

Valuables (state issued ID's, credit cards, jewelry, electronics, wallets/purses, etc.) are turned in to VCUPD one day after found. VCUPD places the items on their [website](#) for collection. VCUPD will contact the owners if known.

In general, items of a personal nature (undergarments and toiletries such as lotion, shampoo, makeup, etc.), torn clothing or unsanitary items will be discarded immediately.

- Items collected at the Cary Street Gym, Cary Street Field or Thalheimer Tennis Center will be turned in the Cary Street Gym front desk.
- Items collected at the Larrick Student Center or MCV Campus Recreation Center will be turned into the MCV Campus Recreation Center front desk.
- Items collected at the VCU Recreational Sports Outing Rental Center will be held at that facility for 30 days.
- University issued ID's are collected and returned to the VCU Card Office on a weekly basis. Please check with VCU Rec Sports and the VCU Card Office prior to purchasing a new ID. (<https://vcucard.vcu.edu/contact>)

While the Recreational Sports does not assume liability or responsibility for items turned into lost and found, we will make every reasonable effort to ensure the items are returned to their rightful owners. Recreational Sports is not responsible for the condition of lost, stolen, damaged or unattended personal belongings.

Section V - Facility Access

These policies have been created as guidelines for the daily operation of all Recreational Sports facilities to provide a safe and welcoming recreational environment for the Virginia Commonwealth University community.

Recreational Sports reserves the right to deny admittance to any user of a facility based on conduct or non-adherence to rules, procedures, regulations, and responsibilities. The following are procedures outlining admission through Recreational Sports service desks. No other access point should be used unless pre-approved by Recreational Sports Facility Manager or full time staff.

Member identification

The appropriate identification is needed to be admitted into a Recreational Sports facility depends upon the designation of the patron. Members who have their hand registered to access the facility using the HandKeyII at the turnstile are not required to carry ID.

Faculty, Staff, Students, Honored Retirees, & Emeriti Faculty

- Valid VCU ID, or any photo ID

All other members who are 18 years of age or older

- Key fob issued by Recreational Sports or any photo ID

Dependent(s) under the age of 18

- Must be accompanied and supervised by adult member at all times.

Forgot ID

If a member forgets his/her ID to access the facility, he/she may still utilize the facility. Recreational Sports staff at the service desk will verify the individual has a current and valid membership to the facility through the membership software system. If the individual's account does not have a photo available, they will need to be able to provide a photo ID.

Biometric Entry System

The Cary Street Gym and the MCV Campus Recreation & Aquatic Center use a biometric entry system that members may use to expedite entry. This system uses a HandKeyII, which utilizes hand geometry to verify identity of the user. Prior to using biometric entry system, members must register their hand at the service desk. Once complete, members may enter the facility by entering the proxy number on the back of their VCU ID and verifying their hand on the HandKeyII.

Member are not required to use the biometric entry system.

Guests

Recreational Sports members may sponsor one guest over the age of 18 per visit. The following guidelines and procedures apply:

- For one (1) guest pass the fee is for \$10 per day. VCU Faculty and Staff may self sponsor for \$10 per day.
 - Guests 18 years of age and older must have valid picture identification.
 - Requests for exceptions to guest guidelines must be made at least two business days in advance to the Business Operations Coordinator or designee for approval.

- Guests 17 years of age or younger can only purchase guest passes during designated youth hours. Guests that are minors must be accompanied by an adult at all times. Members can purchase guest passes for more than 1 minor at a time.
- Guests must register at the service desk to gain access to the facility. The appropriate guest fee must be paid prior to entrance.
- Each guest must sign a Recreational Sports Informed Consent Form.
- Guest passes are valid at all Recreational Sports facilities for the entire date of purchase. Guests must bring their receipt if they visit another facility than the one at which they purchased the guest pass.
- Unacceptable behavior may result in immediate revocation of the guest's pass and revocation of guest privileges. Students may also be reported to Student Conduct & Academic Integrity.
- Recreational Sports reserves the right to refuse to admit a guest.
- The guest pass must be used the same day it is purchased.

Access for Special User Groups

Special Event User Groups & Non-Member Participants

Non University groups/individuals who are participating in a facility reservation or non-members registered for Recreational Sports programs and/or events must check in at the service desk. These individuals are only permitted to enter the facility during their group's designated usage time and may only use the approved spaces. Moreover, these individuals may not check out any equipment. Failure to adhere to these policies or any Recreational Sports policies and procedures may result in loss of privileges and/or access to the Recreational Sports facilities, or the sponsor groups ability to reserve space in the future.

Spectators Pass

Spectators are only permitted for youth programming, intramural sports, and sport club matches and games. Spectators do not incur a guest fee and are not permitted to participate in activities or programs, and must register upon entry to Recreational Sports facilities. Failure to follow policies, guidelines, and staff instruction or engage in activities or programs while in the facility as a spectator will result in a loss of privileges and/or a charge being assessed to the sponsor's and/or spectator's account.

Designated University Officials

Some individuals will be granted access to Recreational Sports facilities without the appropriate identification, including:

- Facilities Management staff accessing the facility in uniform to perform maintenance work.
- Public safety and Virginia Commonwealth University Police accessing the facility in uniform while on duty.

Contractors

Contractors who do not have access to Recreational Sports facilities with a VCU ID must sign in at the service desk prior to entering the facility and present identification.

Visitors for Meetings

Visitors wishing to see a Recreational Sports staff member must check in at the service desk. No one is admitted without approval of the staff member. A visitor may be granted access to enter the facility through one of the following ways:

- Facility host escorts individual/group into the building.
- Service desk staff calls facility host to notify them of a guest or visitor, and facility host grants permission to allow them access to enter.
- Facility host notifies service desk staff in advance of the individual coming for the meeting and grants them access to the facility upon arrival.

Tours

Tours of Recreational Sports facilities are available upon request. Recreational Sports staff must accompany tours at all times. Exceptions may be granted for VCU Athletics staff and official campus tour groups.

Accessibility and Special Accommodations

Recreational Sports offers accessible equipment at both the Cary St. Gym and the MCV Campus Recreation Center. If you need assistance with, or instruction on, equipment, please ask a Recreational Sports staff member. The Aquatic Centers at the the Cary Street Gym and the MCV Campus Recreation Center are equipped with pool lifts. To discuss modification or accommodations for Recreational Sports programs, please contact the program supervisor.

Service Animals

Service animals may accompany patrons in all Recreational Sports facilities. In the Aquatic Center, service animals are allowed on the pool deck, but are prohibited from entering the pool for sanitation purposes. Emotional support, therapy, comfort, or companion animals are not considered service animals and are not allowed in Recreational Sports facilities. For questions and service animal requirements please contact VCU Disability Support Services.

Section VI - Hours of Operation

Recreational Sports facilities are open for members during established hours, as listed our on website. However, due to the scheduling needs of Recreational Sports and other University programs, some spaces may not be available for public usage because of previously scheduled activities. Please review the posted schedules next to each room, as well as the Recreational Sports website. Recreational Sports reserves the right to alter the facility hours for operational and/or safety purposes.

Youth Hours

Youth under the age of 18 are only allowed in Recreational Sports facilities during designated youth hours and when attending scheduled, formal youth programming. Designated youth hours are as follows:

- Fall & Spring Semesters
 - Monday-Friday from 5-7:30pm (CSG Aquatic Center only)
 - Saturdays & Sundays Hours
- Winter Break Hours
- Summer Break Hours

Sponsors must purchase a Minor Dependant Membership or a daily guest pass for access. Parents/guardians are responsible for the supervision and actions of their children at all times. An adult over the age of 18 must be present in the activity area in which the child is located. Parents are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.

Facility and Space Closures

At times, Recreational Sports facilities may need to close for routine, planned, or unexpected maintenance, or other circumstances that impact the operation of Recreational Sports facilities. Attempts are made to provide members advance notice of closures when possible, but know advanced communication may not always be possible and is not guaranteed.

Inclement Weather

In the case of inclement weather, Recreational Sports may alter the hours of operation for the safety of members and staff. Generally, we follow the plan outlines below:

- If the University closes early, we will close 1 hour after the University closes.
- If the University is on a delayed opening, we will open at that time.
- If the University is closed for the day, we will be closed.
 - If the University is closed for more than one consecutive day, Recreational Sports will make every attempt to open for reduced hours, based on the conditions.

Notification Methods

Any time a Recreational Sports facility or space within one of the facilities has a planned closure, we will make every effort to communicate the closure with our members seven days prior to the closure, using the following methods:

- Alerts section on the homepage of the Recreational Sports [website](#)
- Social media outlets (Facebook, Twitter, Instagram, YouTube, Flickr, Pinterest and Snapchat)
- Postings at the service desk and outside of the affected space
- Member newsletter
- Service desk voicemail (for facility closures only)

Section VII - Patron Responsibility

General Guidelines Governing All Recreational Sports Facilities

1. No activity area will be opened unless a qualified supervisor is on duty and swimming pools will be closed unless a qualified Recreational Sports lifeguard(s) is on duty.
2. Users will be required to present proper ID upon request.

3. VCU encourages gym patrons to exhibit positive conduct and consider other patrons' use and enjoyment of the facilities. The following conduct is prohibited: harassment, hazing, spitting, physical violence, obscene conducts, and use of music devices without headphones outside of reserved spaces.
4. Participants must comply with the Recreational Sports dress code.
5. Organized activities that are conducted during informal recreation hours, which are not sponsored by Recreational Sports, will not be permitted in any of the facilities without special permission.
 - a. Only Recreational Sports Personal Fitness Trainers are allowed to train patrons in facilities.
 - b. Only Recreational Sports Fitness Instructors or persons authorized by Recreational Sports professional staff may lead activities or teach classes.
 - c. Only Recreational Sports Water Safety Instructors are allowed to teach swim lessons in facilities.
6. Recreational Sports reserves the right to prohibit the use of equipment which may damage the facility or be deemed unsafe to members.
7. An adult over the age of 18 must be present in the activity area in which the child is located. Parents are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.
8. Facility systems and equipment (i.e. sound systems, lights, computers, phones, heating/air conditioning, pool controls, etc.) may only be used and/or adjusted by Recreational Sports staff. Patrons should request assistance from staff who will determine what accommodations can be made.
9. Food and drink are permitted in designated areas only, which are generally non-activity areas. Glass bottles are prohibited.
10. The following will not be permitted in the facilities:
 - a. Animals, with the exception of service animals.
 - b. Bicycles, skateboards, roller blades and roller skates, or other items which can damage the facilities. Bikes should be parked in bike racks provided outside all Recreational Sports facilities.
 - c. Any behaviors that may damage the facilities (i.e. chewing gum, tobacco, spitting).
 - d. Radios, stereos or other personal listening devices without headphones, unless approved by the staff for use in specific areas.
11. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other patrons use of the facility. Items left unattended may be placed in lost and found. Recreational Sports is not responsible for lost or stolen items.
12. All activities must cease at the posted closing time and participants wishing to shower and/or change clothes must exit the facilities within fifteen (15) minutes after the posted closing time.

Recreational Sports reserves the right to make decisions on any interpretations pertaining to all guidelines and procedures. It also reserves the right to cancel programs and/or change facility hours of operation due to inadequate participation or availability of instructors/staff.

Conduct

Code of Conduct

Recreational Sports members and guests assume the obligation to conduct themselves in a manner compatible with VCU's Code of Ethics. Participants are expected to be courteous to other facility users and employees and to follow the rules, guidelines, procedures, and safety instructions outlined by Recreational Sports. All users are expected to adhere to guidelines and procedures approved for Recreational Sports. Facility users who engage in behaviors or actions that might damage equipment or facilities or pose a threat to the safety and well-being of themselves or others may lose their Recreational Sports privileges. The staff and participants of Recreational Sports appreciate your cooperation in making our facilities a friendly and positive environment for recreational and social opportunities.

Virginia Commonwealth University Student Conduct of Conduct, city codes, statutes of the Commonwealth of Virginia and Federal laws apply in the facilities.

Conduct

VCU encourages gym patrons to exhibit positive conduct and consider other patrons' use and enjoyment of the facilities. The following conduct is prohibited: harassment, hazing, spitting, physical violence, obscene conducts, and use of music devices without headphones outside of reserved spaces. Patrons abusing this policy are subject to suspension from the facilities.

Alcohol and Drugs

Recreational Sports facilities are alcohol and drug free. Members or guests suspected of being under the influence of alcohol or drugs shall be asked to exit. Smoking is prohibited within 25 feet of all facilities. Use of e-cigarettes and smokeless tobacco is prohibited in all Recreational Sports facilities.

Fighting

Any Recreational Sports member or guest who engages in a fight or attempts to fight shall be immediately ejected from the facility and is prohibited from using any Recreational Sports facility until they meet with the appropriate Recreational Sports staff.

Illegal Entry and Trespassing

Entering the facility without adhering to the policies set forth in Section V constitutes illegal entry into Recreational Sports facilities. An illegal entry is defined as using someone else's VCU ID, sneaking through the turnstile or entering through the exit gate, entering through an emergency exit, or any method not recognized as proper entry.

Solicitation

It is the policy of Recreational Sports that no loitering or unauthorized solicitation will occur on the grounds. Should this occur, VCU Police will be contacted.

Disciplinary Action

Any violation of Recreational Sports guidelines or VCU Rules and Procedures may result in disciplinary action, including but not limited to suspension from Recreational Sports facilities, permanent loss of Recreational Sports membership privileges, University sanctions, or criminal charges.

Appeal Process

Members have the right to dispute discipline taken by the Recreational Sports staff. A written appeal of a decision must be submitted within one week (7 days) of notification of disciplinary action. Appeal letters should be sent to the appropriate person as identified in the initial conduct meeting, who shall evaluate the appeal. If an appeal is determined to be valid, an appeal hearing will be scheduled. A valid dispute must show either a misapplication or a misinterpretation of the guidelines, rules, or policy. All Recreational Sports members and guests are expected to read, know, understand and abide by Recreational Sports guidelines.

Dress Code

To help safeguard the safety and well-being of patrons and equipment, patrons must observe the following rules at all times in Recreational Sports facilities:

1. Wear clothing that provides sufficient coverage to avoid direct skin contact with mats, benches, and other equipment to minimize the risk of contamination of infection. Such clothing includes:
 - a. Shirts covering the entirety of the midsection around the body from the area directly below the pectoral muscles to the waistline. Working out shirtless or in partial tops, which do not provide the specified coverage, such as cut off muscle tees or sports bras (solely), is not permitted.
 - b. Shorts covering the entire buttocks.
2. Clothing with exposed rivets, buttons, zippers, metal parts, or features likely to damage equipment is not permitted.
3. Appropriate athletic footwear is required in all activity areas. For example, shoes that leave marks on wood floors, boots, sandals, open heeled, and open toed shoes are prohibited in all fitness center areas, gymnasium spaces, and court spaces.

Aquatic Center

While in the Aquatic Center Pools or Spa, patrons must dress as follows:

1. Wear clean swim attire that is specifically designed for swimming.
2. Wearing any non-swim attire such as bras, underwear/boxers, socks, cotton items, or jeans are prohibited in these areas.
3. Swim attire must not be transparent.
4. No shoes other than water shoes or water socks are permitted in the pools or spa.

Gym staff will address potential violations of these rules with facility users. Concerns about the rule or its enforcement may be addressed to recsports@vcu.edu.

Medical Clearance

VCU Recreational Sports reserves the right to require that a student or other users of Recreational Sports facilities or services provide written documentation of a physician's approval/release to exercise or otherwise participate in Recreational Sports' activities in the following situations:

1. Certain programs may require additional health screening, and;
2. When a single incident of a serious health problem, issue of concern or repeated incidences of lesser problems or concern requires emergency medical response by the staff.

Any medical information will be kept confidential and access to the information will be limited to the appropriate staff who have a legitimate need to know.

Staff also reserve the right to prohibit return to activity if a member is visibly injured and poses a threat to themselves or others.

Posting Materials & Digital Displays

All promotional materials not associated with Recreational Sports are restricted to posting on the University-wide AXIS TV digital signage system. All digital display postings are at the discretion of Recreational Sports, based on available space. Our goal is to provide information that is timely and relevant to our members and the VCU community.

We post information related to:

- Recreational Sports and partnering organizations
- Announcements and events sponsored by Division of Student Affairs, VCU and VCUHS academic and administrative units, VCUHS research studies
- VCU sponsored student organizations and events
- University level content, which has been scheduled through the AXIS system to be played system-wide
- VCU co-sponsored community events (eg Monument Avenue 10K)

If your event or announcement falls within these categories, you may request display time on Recreational Sports' displays at Cary Street Gym and/or Larrick Student Center

Rec Sports will NOT accept:

- Commercial advertising
- Announcements from non-VCU related organizations

Signage specifications:

- Any request for posting must be submitted to the Assistant Director for Marketing at least one week before desired posting date. Email crkottman@vcu.edu with the following information:
 - Requested run-time beginning and end dates.
 - File format: .jpg file format, "camera ready"

- Size/Aspect ratio: 1920 pixels wide by 1080 pixels high; horizontally formatted signage. (16:9/widescreen format)
- Content must be easily readable on ONE slide. If you have several paragraphs of information to convey, please edit your content down to one or two main statements and direct viewers to an online resource or phone number where viewers may find full information.
- Approved VCU and departmental branding must be included.
- Contact information (either website, phone number or email) must be included.

Photography, Videography, and Media Requests

Every semester, we receive requests by students and others to use our facilities as settings for photo or video shoots.

- Any use of Recreational Sports facilities for the filming and photography of educational, commercial, or proprietary purposes must be approved in advance by the Assistant Director for Marketing or a designee.
 - At least one week's notice is required.
 - Pictures cannot be used for commercial purposes.
 - If the photography and/or videotaping requires a space to be closed, the group will be required to pay a rental fee.
- Requests are to be made by using our Photo/Video/Film Request Google Form
- All approved individuals must check in at the service desk and present the approval email. Approved individuals will be issued a lanyard identifying them as having permission to photograph or video record in the facility.
- Upon completion, the lanyards must be returned to the service desk.

Program Participants' Photography

Individual VCU students, Recreational Sports members, and reservation groups are permitted to take pictures/video of their own participation in Recreational Sports activities for private use, as long as their actions are not disruptive in any manner to Recreational Sports normal operations, as determined by our staff.

Media Requests for Access to Recreational Sports Facilities

ALL external (non-VCU) media are required to connect with, and obtain permission from, University Public Affairs before gaining access to our facilities. Once the appropriate contact has been made and approved by University Public Affairs, their staff will connect with Recreational Sports administrative staff to arrange for the media visit.

Members of the media may contact:

Michael R. Porter, APR
 Associate Vice President for Public Affairs
 Phone: (804) 828-7037
 Email: mrporter@vcu.edu

Information Tables

Registered student organizations, VCU departments, and other groups affiliated with VCU may reserve space for an information table in the lobby or atrium area.

Non-University affiliated users must be sponsored either by a registered student organization or University department. A representative from the sponsoring organization or department must be present at the table. Information may not be distributed away from the reserved table space. Sales and solicitation are not permitted at information tables.

To request space for tabling, use this form:

<https://docs.google.com/forms/d/e/1FAIpQLSdv94kgaVSKnmrnnoyg2fkRPvucX8ZuNKpjvxlacp7pyF0GjA/viewform>

Reporting Issues

Recreational Sports members and guests are encouraged to report maintenance and housekeeping concerns to the appropriate staff and/or the service desk. Patrons may also email recsports@vcu.edu to report questions or concerns.

Section VIII - Facility Scheduling

Priority Scheduling

In order to meet the varied educational and recreational needs of the University community, a priority scheduling system has been established for all Recreational Sports spaces and facilities. In general, reservation and rental requests will only be accepted from registered student organizations, university departments, and, on a limited basis, non-university organizations. Requests will be determined by the following priorities:

Priority (1): Recreational Sports Programs

1. Formal and informal programming sponsored by Recreational Sports, including aquatics, fitness, wellness, outdoor adventure, intramural sports, and sport clubs.
2. A Memorandum of Understanding is in place to govern the priority scheduling of the Thalhimer Tennis Center, Cary Street Field, BDC Studio, and the Mary & France Youth Center.
 - a. The Cary Street Field is owned and operated by Recreational Sports, but also serves as the home field for Varsity Field Hockey and Women's Varsity Lacrosse.
 - b. The Thalhimer Tennis Center is owned and operated by the Department of Intercollegiate Athletics and is home to the Men's and Women's Varsity Tennis teams.
 - c. The Basketball Development Center Studio is owned and operated by the Department of Intercollegiate Athletics, and is available for Recreational Sports activities at designated times.
 - d. The Mary & Frances Youth Center is owned and operated by the Division of Community Engagement, and is available for Recreational Sports members at designated times.

Priority (2): Registered Student Organizations & Division of Student Affairs' Departments

1. Events sponsored by the Division of Student Affairs, or departments within the Division of Student Affairs.
2. Student organizations recognized by the Student Leadership and Involvement Center with the University Student Commons & Activities; student organizations that are not registered are categorized as a Priority (3) group.
 - a. During the Fall and Spring semesters, registered student organizations are limited to two reservations per month for a maximum of six hours, to ensure the equitable access of facilities to the entire campus community.
3. Requests will be accepted online starting on the following dates for each semester:
 - a. Fall Semester - July 15, or the next business day
 - b. Spring Semester - October 15, or the next business day
 - c. Summer Semester - February 15, or the next business day

Priority (3): University Departments

1. Including, but not limited to, official VCU departments and offices, academic programs/classes, and other programs affiliated with the university.
2. Requests for University departments will be accepted via a Virtual EMS request starting on the following dates for each semester:
 - a. Fall Semester - July 15, or the next business day
 - b. Spring Semester - October 15, or the next business day
 - c. Summer Semester - February 15, or the next business day

Priority (4): Non-University Organizations

1. All other groups that are not classified in one of the aforementioned categories.
2. Requests for Non-University Organizations will be accepted via an online request, which can be found on the Recreational Sports webpage, or by phone.
 - a. Fall Semester - First day of classes
 - b. Spring Semester - First day of classes
 - c. Summer Semester - March 1, or the next business day

Events sponsored by University departments that are designated primarily for the co-curricular benefit of the entire student body may be accepted one year in advance. Request for exceptions must be made in writing to the Associate Director for Facility Operations.

Reservation and Rental Procedures

Reservations are made at the discretion of Recreational Sports staff and are based on:

1. The impact to informal recreation and existing programs
2. Compatibility of the event and the facility in which it will be held
3. Scope, nature, and appropriateness of event
4. Availability of required personnel

Processing Requests

- Groups wishing to reserve or rent space must submit a Reservation & Rental Request two weeks (14 days) prior to the event date to be considered.
 - For events involving minors, requests must be made a minimum of 45 days in advance in order to comply with the VCU Safety & Protection of Minors Policy.
- Recreational Sports will review requests within three business days. Depending on the nature of the request, a meeting may be required to review the request prior to approval.
- Confirmation/rejection of a request will be made as time permits, generally no more than five business days after the request is received. However, confirmation of each request is dependent upon the finalization of schedules within all higher priority levels.
- Please note that submission of a request does not guarantee confirmation. A Facility Use Agreement will be sent via email to the contact listed on the reservation request. The agreement will include event details, terms and conditions of use, and an estimate of fees. Reservation requests and rentals are not confirmed until the Facility Use Agreement is signed, and payment and a certification of insurance is received (if required).

Complex Events

An event will be defined as “complex” at the discretion of Recreational Sports staff and/or when the event includes two or more of the following criteria:

- Fundraiser
- Tournament
- Contracted services
- Attendance of more than 50 participants
- Participation by non Recreational Sports members
- Request is for multiple spaces
- Multiple organizations are involved with the event

If an event is determined to be a complex event, a pre-approval meeting will be required to ensure the needs of the organization can be met and to review Recreational Sports expectations.

Complex events require an Event Manager to be assigned for the duration of the event, and the sponsoring organization will be charged a staffing fee.

Setup and Breakdown

Groups must include setup and breakdown time in the space request. Groups will not have access to a space until their reservation begins. Groups who exceed their established reservation time will be charged 1.5 times the hourly rental rate.

Limitations & Parameters

In general:

- At least one basketball court will remain available for open recreation, at each facility, at all times.
- The cardio and strength areas will not be scheduled and/or reserved for specific user groups outside of Recreational Sports activities.
- Requests for programs (i.e. wellness seminar) and/or staff (i.e. group exercise instructors) may also be submitted and will be coordinated with the appropriate Recreational Sports staff.
 - Certain programs will require the use of Recreational Sports staff to conduct, typically when the staff facilitating the program require a certification.
 - If Recreational Sports doesn't have a qualified individual on staff, exceptions may be made on case by case basis and must be approved by the Associate Director for Programs or designee.

Facility Rental Rates and Fees

Registered student organizations, VCU departments and, on a limited basis, non-university groups may reserve space and are charged accordingly. Registered student organizations and university departments are charged a reduced rate unless (1) the organization is charging an admission fee, (2) vendors are charged to participate in the event, or (3) all attendees are not VCU students, faculty or staff. Recreational Sports is a closed access facility so if any of those conditions are met, the organization may rent the facility space at the Non-University rate.

A registered student organization that holds a revenue-producing event and donates all proceeds to a non-profit, 501(c) (3) organization will not be charged a facility rental fee. To have the fee waiver, the sponsor must: (1) inform Recreational Sports at the time of the request for space that the event is for a non-profit benefit and (2) show proof of the donation within 30 days of the event. If the event is deemed a complex event, staffing fees may apply.

Additional Fees

Groups may incur additional charges for the following services:

1. Staffing
 - a. Recreational Sports may require additional staffing depending on the number of participants, the complexity of the event, and/or the nature of the event. Groups will be notified in advance if additional staff are required.
 - b. Group may request specialized staff, such as officials or group exercise instructors, for a fee.
 - c. Any exchange of money at a Recreational Sports facility requires the presence of VCU Police; Recreational Sports will arrange for the appropriate staff and the sponsoring organization will be charged for the associated charges.
2. Equipment

- a. Informal recreation equipment is available upon request. A list of available equipment, including rental and replacement costs, can be found in Section IV. Request must be made in advance.
 - b. Groups wishing to access the group exercise room stereo system or electronic scoreboards will be charged an hourly staffing fee.
3. Cleaning or Damage
- a. Groups are expected to return Recreational Sports facilities to their original condition after an event. Excessive damage to the facility or equipment, or additional clean-up may be charged to the group.
 - b. Complex events may require additional housekeeping staff
4. After-hours Events
- a. Groups will be charged a rate 1.5 times the normal rate when an event is scheduled outside of Recreational Sports designated hours of operation.

Rental Fee Discounts & Waivers

Discounted Rental Fee

Some organizations may qualify for a discounted rental fee. Generally, to qualify, the event must be sponsored by a Virginia Commonwealth University department or organization and meet the following conditions:

1. The event is sponsored by a Virginia Commonwealth University department or organization.
2. The event does not require exclusive use of the space requested.
3. The event does not significantly impact the informal recreational opportunities for Recreational Sports members.
4. There is no charge for participation in the event, unless it is a philanthropic event.
5. The event clearly supports the mission of Recreational Sports.
6. Recreational Sports must be listed and/or identified as a sponsor on all promotional material. If there's a sponsorship tier package, Recreational Sports will receive the appropriate sponsorship tier based on the total fee waiver provided for all facilities and/or services rendered.

Requests must be submitted in writing to the Associate Director for Facility Operations, explaining why the fee should be discounted. Request will be handled on a case by case basis. All decisions are final. In consideration of any discounted fees, Recreational Sports must be listed and/or identified as a sponsor on all promotional material.

Aquatic Center - Non Exclusive Use

Due to the nature of the Cary Street Gym Aquatic Center, exclusive use of the space is rarely permissible. As a result, groups may qualify for a discounted rate for events that do not require exclusive use of the space and meet the following conditions:

- The event is sponsored by a Virginia Commonwealth University department or organization
- There are 20 or fewer participants

- The event takes place before 4pm on weekdays

Qualifying groups will have access to the entire Aquatic Center and must follow all Aquatic Center rules. In general, groups with participants that include minors (under the age of 18) will be required to pay for extra lifeguard staffing. Groups must submit a facility use request following the procedures outlined in Section II: Reservation & Rental Procedures.

Fee Waiver

To request a fee waiver, the organization must have a Virginia Commonwealth University department or organization as a sponsor and/or host of the event.

Requests must be submitted in writing to the Associate Director for Facility Operations, explaining why the fee waiver should be applied to this event.

Generally, for a fee to be waived, the event must meet the following conditions:

- The event is sponsored by a Virginia Commonwealth University department or organization.
- Virginia Commonwealth University must receive a demonstrated, tangible benefit by hosting and/or sponsoring the event.
- The event serves a broad population on campus.
- The event clearly supports the mission of Recreational Sports.
- There is no charge for participation in the event, unless it is a philanthropic event.
- Recreational Sports must be listed and/or identified as a sponsor on all promotional material. If there's a sponsorship tier package, Recreational Sports will receive the appropriate sponsorship tier based on the total fee waiver provided for all facilities and/or services rendered.

Payment

All fees associated with a reservation must be paid in full ten business days prior to the scheduled event. Any additional cost/charges incurred or credits due as a result of the event will be due to Recreational Sports no later than 30 days following the date of event. These charges will be invoiced within seven business days following the event.

For all groups, cancellations made 10 business days in advance will not be charged. Cancellations made more than 24 hours, but less than 10 business days in advance will be charged 50% of the rental fee. Events cancelled less than 24 hours in advance will be charged the full rental and services fee. Student organizations may lose reservation privileges for a minimum of one semester if the group fails to utilize scheduled reservation times.

Reservation and Rental Terms and Conditions

The following terms and conditions are enforced for all reservations and rentals:

1. VCU Recreational Sports reserves the right to terminate an agreement or alter these terms and conditions for any reason.

2. The Host Organization understands and acknowledges that athletic and recreational activities may pose risks to health and safety; that proper safety precautions are necessary; and that all participation in a proposed event is at the risk of the individual participants. VCU Recreational Sports is not responsible for any injury to persons due to participation in the event and/or damage to equipment brought on site by students or a third-party vendor.
3. VCU Recreational Sports retains control over its facilities and reserves the right to cancel a scheduled event due to inclement weather, unsafe conditions, or any other circumstances which may impact scheduled events. Outdoor events cancelled due to weather will not have access to indoor facilities unless those facilities have also been reserved. Events may be rescheduled based on facility availability or a full refund will be issued.
4. Conduct and policies:
 - a. The Host Organization understands and acknowledges that all event participants are subject to applicable VCU and VCU Recreational Sports rules and regulations and must comply with instructions and orders given by VCU Recreational Sports staff.
 - b. Conduct of VCU students is governed by the Student Code of Conduct.
 - c. Host Organizations are responsible for the conduct of all event participants and guests.
 - d. Any misconduct may result in disciplinary action, including cancellation of the event, loss of reservation privileges, and/or referral to the Office of Student Conduct and Academic Integrity or local law enforcement, as appropriate.
5. The Host Organization may use the space designated above only for the proposed event as approved by VCU Recreational Sports. Any deviation from approved use of space may result in cancellation of the event and/or loss of reservation privileges.
6. All events must be organized, planned, promoted and executed by the Host Organization. A Host Organization may not allow access to another group without the approval of VCU Recreational Sports.
7. All food, drink, decorations, and signage must be approved by VCU Recreational Sports prior to the event.
8. Outdoor events must comply with the Cary Street Field Amplified Sound Policy. Music may only be played between the hours of 10am and 9pm Monday through Saturday and between the hours of 12pm and 9pm on Sundays and may not exceed 75 decibels at a distance of a one-block radius around the field.
9. Rental Fees and Special Rates:
 - a. All fees associated with a reservation must be paid in full ten business days prior to the scheduled event. Any additional cost/charges incurred or credits due as a result of the event will be due to Recreational Sports no

later than 30 days following the date of event. These charges will be invoiced within seven business days following the event.

- b. A registered student organization or university department may be eligible for a reduced rental rate if (1) no admission fee is charged for the event, (2) no vendors are charged to participate in the event, and (3) all of attendees are VCU students, faculty or staff.
 - c. A registered student organization that holds a revenue-producing event and donates all proceeds to a non-profit, 501(c) (3) organization will not be charged a facility rental fee. To have the fee waiver, the Host Organization must: (1) inform VCU Recreational Sports at the time of the request for space that the event is for non-profit benefit and (2) show proof of the donation within 30 days of the event.
10. The Host Organization agrees to withhold all publicity until a contract is fully executed. Recreational Sports reserves the right to review and approve all advertising and announcements that relate to the use of Recreational Sports facilities.
11. The Host Organization must return facilities to their original condition after an event. Any damage to the facility or equipment, or additional clean-up may be charged to the Host Organization. If damage to any facilities displaces VCU Recreational Sports programs, organizations are responsible for any costs associated with renting space to hold those programs.
12. For all groups, cancellations made at least 10 business days in advance will not be charged. Cancellations made more than 24 hours, but less than 10 business days in advance will be charged 50% of the rental fee. Events cancelled less than 24 hours in advance will be charged the full rental and services fee. Groups who exceed their established reservation time will be charged 1.5 times the hourly rate. A Host Organization may lose reservation privileges for one semester or longer if it violates the reservation policy.
13. The Host Organization is responsible for strict compliance with [VCU's Safety and Protection of Minors Policy](#).
14. Third-Party Organization: If a Host Organization engages a third-party organization for the proposed event, the Host Organization is responsible for the conduct of individuals associated with the third-party organization. In addition, the Host Organization is responsible for informing the third-party organization of all applicable VCU Recreational Sports policies the requirements of this Agreement, including the following:
- a. All third-party organizations must have a one million dollar liability insurance policy.
 - b. The Host Organization is responsible for paying all costs and fees charged by any third-party organization.
 - c. All third-party organization staff and participants are subject to all applicable VCU Recreational Sports rules and regulations and must

comply with instructions and orders given by VCU Recreational Sports staff.

- d. The third-party organization is responsible for the safety of all equipment it provides and must ensure all appropriate cleaning of such equipment, for example sanitizing wipes for soccer bubbles between games.
- e. The third-party organization will instruct the participants on how to use the equipment and how to play safely, including, for example, helping to organize and referee games.
- f. A third-party organization will supervise participants as appropriate during events, ensuring participants use the equipment in a safe and appropriate manner.

15. Liability:

- a. The Host Organization understands and acknowledges that participants in its events do so at their own risk and that the University's self-insurance will not provide insurance coverage or legal defense should claims arise in connection to activities and events under this Agreement.
- b. To the extent permitted by the Virginia Tort Claims Act, Section 8.01-195.1 et seq. of the Code of Virginia (1950), as amended, the University shall be responsible for the negligent acts or omissions of its officers, employees, or agents. Nothing contained herein shall constitute a waiver of the sovereign immunity of the University or the Commonwealth of Virginia.
- c. Any third-party organization shall defend, indemnify, and hold VCU harmless from and against all claims, demands, liabilities, damages, and expenses (including attorney fees) for injuries to persons or property caused or asserted to have been caused by the acts or omissions of the third-party vendor or its employees or agents.
- d. The Host Organization shall be responsible for obtaining liability insurance coverage in amounts acceptable to VCU. The insurance policy must list Virginia Commonwealth University as additional insured. A certification of insurance must be on file with Recreational Sports at least 10 days prior to the commencement of the event. The minimum amount will be \$1 million per person per incident.

Section IX - Memberships and Program Registration

Member Benefits

Members receive access to all Recreation Sports facilities, including the Cary Street Gym, MCV Campus Recreation Center, Cary Street Field, and Outing Rental Center. Members also have access to the Thalhimer Tennis Center and Mary & Frances Youth Center during designated hours. Members receive the following benefits:

- Free day use lockers and ability to rent lockers on a semester or yearly basis
- Free Group Exercise Classes
- Reduced program registration fees
- Ability to sponsor one guest per visit
- Ability to purchase Additional Adult and Dependent Child memberships
- Access to rent outdoor adventure and informal recreation equipment

Membership Eligibility

Students

Currently enrolled, fee-paying students at Virginia Commonwealth University are Recreational Sport members. This includes students from both the MCV Campus and Monroe Park Campus, full-time, part-time, graduate, and undergraduate students. Currently enrolled non-fee paying students may join for an additional fee on a semester by semester basis.

Fee-paying students will maintain their membership through the break period following the semester in which they graduate, with the membership ending on the first day of the following semester.

Students are eligible to purchase an Additional Adult Membership or Minor Dependant Memberships on a semester basis. Please refer to the Additional Adult and Minor Dependant sections below for membership details and requirements.

Faculty/Staff

Currently employed faculty and staff of Virginia Commonwealth University are eligible to purchase a Recreational Sports membership for access to facilities and programs. This includes full-time, part-time, house staff, adjunct, emeritus, visiting and retired faculty, classified and hourly staff, employees of VCU Health System, and Virginia Biotechnology Research Park employees. Selected full-time and part-time contract employees with a VCU ID are eligible to purchase a membership.

All faculty/staff who have not previously been Recreational Sports members are eligible for a 30 day trial membership. Newly retired faculty and staff are eligible for one month free trial memberships within the first six months of retirement.

Faculty/Staff, MCV Physician Staff, Retiree, Emeritus and Adjunct Faculty are eligible to purchase an Additional Adult Membership or Minor Dependant Memberships on a semester basis. Please refer to the Additional Adult and Minor Dependant sections below for membership details and requirements.

VCU Faculty and Staff who are not Recreational Sports members are eligible to purchase a daily guest pass for access to facilities upon presenting a valid VCU ID card and paying a daily guest fee of \$5.

Alumni

Graduates of Virginia Commonwealth University are eligible to purchase a of Recreational Sports Alumni Memberships. To qualify for the Alumni rate, a person must be a VCU Alumni member and present proof of membership at the time of purchase, including VCU Alumni Card, email, or letter confirming they are a VCU Alumni Member.

Alumni Members will receive a key fob after purchase of membership, which will allow access into Recreational Sports facilities. Additionally, a membership picture will be taken and members will be given the opportunity to register their hand for turnstile entry.

Alumni are eligible to purchase an Additional Adult Membership or Minor Dependant Memberships. Please refer to the Additional Adult and Minor Dependant sections below for membership details and requirements.

Additional Adult

Recreational Sports members can purchase an Additional Adult Membership for one other individual of their choice over the age of 18. Members may also sponsor unlimited dependent adults between the age of 18 and 26 in addition to their one Additional Adult Member.

Sponsors will be required to show either:

- Proof of residency (including, but not limited to, utility bills, credit card statements, checking account statements, or checks), or
- Proof of dependency
 - Acceptable documentation includes, but is not limited to, birth certificates, adoption certificates, health care insurance information, or tax returns.

Additional Adults will receive a key fob after purchase of membership, which will allow access into Recreational Sports facilities. Additionally, a membership picture will be taken and members will be given the opportunity to register their hand for turnstile entry.

Minor Dependant

Recreational Sports members may purchase a Minor Dependent Membership for each child under the age of 18 with proof of residence. For dependents 17 years of age and younger, no documentation is required. The Minor Dependant Membership will give access to Recreational Sports facilities during established youth hours and when attending scheduled, formal youth programming.

Parents/guardians may also purchase a daily guest pass for children on weekends. Requests to purchase more than four children's guest passes must be made in advance by contacting the Business Operations Coordinator.

Parents/guardians are responsible for the supervision and actions of their children at all times. An adult over the age of 18 must be present in the activity area in which the child is located. Parents are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.

Community

Community members are defined as anyone who does not fall under any of the aforementioned categories. These individuals are eligible to purchase a Recreational Sports Community Memberships.

Community Members will receive a key fob after purchase of membership, which will allow access into Recreational Sports facilities. Additionally, a membership picture will

be taken and members will be given the opportunity to register their hand for turnstile entry.

Ram Express

All Recreational Sports members, excluding fee-paying students, are eligible for a 30% discount on their membership by selecting the Ram Express option. This option will allow members access to all Recreational Sports facilities Monday through Friday from 6am-1pm and all hours on Saturday and Sunday. Additional Adults and/or Minor Dependents on the sponsoring member's account must also purchase the Ram Express membership. Ram Express members are not eligible to register and/or attend programs outside of the established Ram Express Membership hours.

Payment Options

Recreational Sports members have several options when paying for their membership:

- Annual upfront payment
- Quarterly upfront payment
- Recurring credit card payments

Billing Conditions

Electronic Monthly Payment

The Department of Recreational Sports will debit the credit /debit card scanned at the time of purchase. This payment is for gym membership. Your authorization will remain in effect until it is cancelled in writing. The monthly payment will be charged on the first of each month. If the payment date falls on a weekend or holiday, the payment may be executed on the next business day.

Cancellations & Reactivation

Virginia Commonwealth University's Department of Recreational Sports does not charge members who utilize our monthly automatic credit card billing system a cancellation fee. Should these members decide to cancel their membership in the middle of the month, the membership will end on the last day of the month. We will not reimburse for services if cancellation occurs mid-month. Should a member want to re-activate their account Virginia Commonwealth University's Department of Recreational Sports reserves the right to charge a one-time administration fee of \$15 for each re-activation. Members who opt to purchase a tiered discount package (three-month, six-month, twelve-month) are not eligible for any type of membership cancellation reimbursement.

Declined Cards

Virginia Commonwealth University's Department of Recreational Sports reserves the right to immediately suspend a member's access to all facilities should their monthly payment get declined. Access will be re-granted when a valid payment has been updated to their account and the outstanding dues have been paid. After a card has been declined for a second billing cycle Virginia Commonwealth University's Department of Recreational Sports reserves the right to charge a \$15 administration fee to re-activate the account. In addition to this fee, the member will lose the convenience of

monthly billing and will be required to purchase their membership in three, six or twelve month increments.

Member Portal

Recreational Sports members have access to a membership portal account, which provides access to account information, membership and/or locker rental expirations, ability to renew memberships and/or lockers, and ability to sign up for programs. To log in, follow the steps below:

1. select the "[My Rec Sports](#)" link in the upper right hand side of the Recreational Sports website.
2. Select "Sign In" in the upper right hand side of the webpage.
 - a. For those with an eID, including students, faculty, and staff, select "myVCU".
 - i. Log in using your eID username and password.
 - ii. If you don't know your username and password, find it [here](#).
 - b. For all other members, select "Use my Local Account".
 - i. Log in using the username and password provided when you registered for your membership.

Program Registration

Recreational Sports members and, on a limited basis, non-members, may register for Recreational Sports programs online by using the member portal. A link to the member portal can be found on the Recreational Sports website. Program registration is also available in person by visiting the Cary Street Gym or the MCV Campus Recreation Center during designated sales hours.

For online registration issues, contact the Business Operations Coordinator.

When registering for programs, certain programs may have different fees based on membership status. In order for a minor to be eligible for the student rate, or member rate, they must have a current youth membership.

- For a minor to be enrolled in an age-restricted program, such as youth swim lessons, they need to be linked to an adult's account. To add a child dependent:
 - Log into the member portal.
 - Click username in upper right hand corner.
 - Click "profile".
 - Scroll down and click "add dependent".

Refunds

To request a refund for a program, members must contact the program supervisor to complete refund request paperwork. Refund guidelines and deadlines to request a refund differ by program, please contact the program supervisor for details.

Refund requests for all other services (locker rental, towel service, etc.) may be requested up to 30 days after initial purchase.

Exceptions to these guidelines and requests for refunds will be considered on a case by case basis.