

Student Fitness Center (SFC) Policies and Procedures

The following policies apply to all areas of the SFC/VC and its satellite facilities unless otherwise stated.

Hours of Operation

The SFC may adjust its hours of operation and close, in whole or in part, for holidays, maintenance - both scheduled and unforeseen or for events which take precedence over recreational activities according to university schedules. Such closures are to be expected in the normal course of university business and as such, no fees, either in full or in part, will be refunded for such closures, nor should it be expected that members will be provided use of other facilities at such times.

Access to the Student Fitness Center

1. Access to the SFC is granted at the access control points by presenting a valid SIUE ID or SFC membership card.
2. Individuals who have special entry needs due to a physical disability may use the handicapped accessible entrances, or request assistance from the attendant stationed at the Reception Desk. Contact the Reception Desk to activate your card for.
3. Any ID of a suspicious nature, or not belonging to the bearer, will be confiscated immediately. The bearer and/or owner may face disciplinary action through the Office of the Vice Chancellor for Student Affairs and/or Campus Police.
4. Alumni and Family members who have lost their membership ID, may purchase a replacement card at the Reception Desk. Please report lost cards to SFC staff as soon as possible so that we may assist you in attempting to locate the card. Students, faculty, and staff must report lost cards to the ID Center, located in the Service Center in Rendleman Hall.
5. The SFC staff reserves the right to ask for additional identification at any time.
6. Guests are required to be accompanied by the sponsoring member and present a valid guest pass for entry.

Group/Special Event Access to the Student Fitness Center

1. SIUE Student Organization use is arranged through the Kimmel Leadership Center (some fees may apply).
2. SIUE Department use is arranged either by using the Virtual EMS reservation request system or by contacting the Campus Recreation reservation staff (some fees may apply).
3. Groups and/or organizations that are external to SIUE may reserve/request space by contacting the SIUE Conference and Institutes Office or by contacting the Campus Recreation reservation staff (fees apply).

Family Access Privileges

The following defines the SFC Free Family use privileges and the SFC interpretation of Family.

Every Friday night starting at 4:30 pm is “Family Night” in the SFC. Students, faculty, staff and Alumni with SFC memberships are permitted to bring their immediate family members into the SFC and use informal the recreation facilities at no charge. Immediate family/step family is defined as the spouse and the children of the approved facility user. On weekends and holidays, the immediate/step family of students are permitted to use the facility at no cost. The student family weekend/holiday program will end at 5:00 pm on the evening prior to classes resuming. The adult member must directly supervise all family members under age 16 and remain in the same activity area. All other facility use policies shall apply.

Membership

The following individuals are able to obtain a SFC membership (a membership fee may apply).

1. Enrolled SIUE students (with valid SIUE ID – no additional fees)
2. Non-enrolled students (during summer term only), must have been enrolled at SIUE during the previous spring semester
3. Faculty, Staff or SIUE Retiree
4. SIUE Alumni graduates
5. Immediate Family members of an individual who has a SFC membership by one of the above
 - a. Immediate Family shall be defined as a spouse/domestic partner and/or dependant children (up to age 26) of the approved facility user only.
 - b. Spouse members must provide proof of marriage (copy of a marriage license).
 - c. Domestic partners must complete an Affidavit of Domestic Partnership.
 - d. Civil Union partners must provide proof of a civil union (copy of civil union license).
 - e. Dependant Children must be principally dependent upon you for support (age 16 and above must show proof of age).
 - f. Dependants under the age of 16, for whom a membership is purchased, will not be issued an ID. A parent or adult sibling who is a member of the SFC must accompany the child, be actively engaged in the same activity, and in the same location as the underage child at all times during each visit. Please note that children under the age of 16 are not permitted in the cardiovascular and weight training areas. The Reception Desk Attendant will assist those under the age of 16 with access to the SFC as accompanied by a valid SFC member.
6. Your membership is non-transferable and nonrefundable.
7. Any Unauthorized ID's/ Passes will be confiscated and may result in loss of privileges.
8. Misuse of membership or facilities may result in the membership being revoked.
9. Facilities and services will be available on a regular basis, however they may be discontinued for a given period of time because of directives from the University, major maintenance projects, inclement weather or other unforeseen circumstances. Memberships are not pro-rated because of these events.

Fitness Orientations are Recommended for all New Members

It is recommended for New SFC members to attend a free Fitness Orientation within one week of their membership purchase.

1. Orientations will teach you the basics of each of our machines including cardio equipment.
2. Orientations are given by trained staff that specialize in providing safe operating instructions.
3. To sign up for your orientation, please stop by the Wellness Center or Reception Desk of the SFC and schedule a time to learn more about all that we can offer you.

Day Use Pass

The following individuals are permitted to purchase a Day Use Pass to the SFC, good for one calendar day.

1. SIUE Faculty, Staff, Alumni Retirees and Alumni Association members, with proper ID.
2. Non-enrolled students (during summer term only) who have been enrolled during the previous spring semester.
 - a. A user pass will be provided and must be carried on the person at all times.
 - b. The Day Use Pass is good for one calendar day only and must be returned to the SFC before close on the day the pass was obtained (late and lost card fees apply).

Guest Passes

1. Two guest passes are allowed per member per day.
 - a. Complete application at the Reception Desk and sign a waiver.
 - b. Present photo ID in exchange for guest pass, which is to be carried by the guest throughout their visit.
 - c. Guest must be sponsored and accompanied by a member at all times.
 - d. Guest Pass is good for one calendar day only and must be returned to the SFC before close on the day the pass was obtained (late and lost card fees apply).
 - e. Solicitation for guest pass sponsorship is not permitted.

SFC Use Policies

Emergency Procedures

1. In the event of a fire or other emergency, alarms will sound throughout the facility. Please exit the building using the nearest exit, except in the event of a tornado warning.
2. In the event of a tornado, emergency shelters are located in the hallways next to Equipment Issue. You will be directed by facility staff to the nearest shelter in the event of a tornado emergency.
3. In the event of a power outage, the use of all activity areas and equipment will not be allowed.
4. Do not attempt to use the elevators in an emergency situation.

Injuries

1. If an injury occurs, please contact a member of the Campus Recreation staff immediately.
2. If you are bleeding prior to, or begin to bleed during any activity, stop the bleeding and cover the afflicted area with a bandage prior to returning to the activity. First-aid kits are available at Equipment Issue, the Wellness Center, the Indoor Pool, and the Reception Desk. Please inform a staff member if blood is on equipment or other facility surfaces.

3. The university and its staff are not responsible for injuries. All participants are financially responsible for all expenses related to injuries and emergency care, including medical care, ambulance and other costs. Medical insurance is strongly recommended for all participants.

General Policies

1. Use of these facilities is considered a privilege. Individuals not complying with the established departmental policies and procedures may be asked to leave the facility and/or be subject to departmental and/or university disciplinary procedures.
2. All concerns and maintenance needs should be reported to SFC Staff or the SFC Reception Desk.
3. All clothing, bags, phones and other personal items are to be stored in the locker rooms, storage cubbies, or coin lockers; not left around the facility.
4. Furniture or equipment may not be moved without permission of SFC Professional Staff.
5. Rental items not properly returned by the end of the day will be assessed an unreturned item fee.
6. Rental items lost will be assessed a replacement fee based on the new purchase price for the item.
7. Selling products or services, soliciting for personal gain; or approaching guests for the purpose of obtaining signatures for petitions within the building is prohibited. This includes Personal Training, Coaching and other services not approved through the Campus Recreation Department.
8. Contact sparring may occur only on a scheduled and approved activity basis within appropriate guidelines and management.
9. The use of any type of camera which includes cell phone cameras, video recorders, digital or film cameras is strictly forbidden without permission of an Assistant Director or Director of Campus Recreation. This is a privacy issue and courtesy to our patrons. This applies to all Fitness areas, Locker Rooms, Aquatic locations and Activity spaces.
10. The use of cell phones in the fitness areas (track, fitness and weight rooms) is prohibited due to interference with heart rate monitors on the cardio machines and Cardio Theater sound system in addition to common courtesy.
11. Harassment of other SFC/VC Campus Recreation participants, guests or staff, either verbally or physically. This may include verbal abuse, use of profanity or other abusive language, intimidation, staring at or following another person within the facility, sexual harassment or harassment on the account of race, religion, ethnic background, gender or sexual orientation are prohibited.
12. Abandonment of individuals, both adults and/or children, who are unable to take care of themselves, is prohibited. A responsible person (16 or older) must attend to children under the age of 16. The responsible person must remain within the same activity area of their dependent at all times.

Attire and Footwear

In an effort to promote safety, reduce the spread of communicable diseases and prevent additional wear and tear on equipment and machines, all participants are asked to wear appropriate athletic clothing while working out or participating in activities. Participants not

wearing appropriate clothing or found to be offensive will be told to adjust as needed or asked to leave the facility.

1. Clothing that covers the chest and back areas must be worn in all fitness areas.
2. Shoes are required in all activity areas except for the indoor/outdoor pool.
3. Recommended attire includes: sweat suits or shorts, and non-mesh T-shirts or tops.
4. Jeans, jean-shorts, cargo pants, belts etc., will not be permitted.
5. Appropriate athletic shoes with non-marking soles are required.
6. Athletic shoes with non-marking outsoles are required, no open toed shoes, boots, and shoes with metal buckles are permitted.
7. Weight gloves are recommended when using free weights.
8. Please carry a towel and wipe off any used equipment seats and backs after each use, or use the disinfectant and towels supplied.
9. We recommend that you not wear expensive jewelry or jewelry which may cause injury or damage equipment. No jewelry is permitted for Intramural participation.

Food, Beverage and Tobacco Use

1. All types of tobacco use are prohibited. The SFC/VC is a smoke-free environment.
2. Possession and/or consumption of alcoholic beverages are prohibited in the SFC/VC except during designated functions in designated areas.
3. Food and drink may not be brought in activity areas, except during designated functions. Water in a water bottle is allowed if it is made of non-breakable material.
4. Please help keep the facility neat and appealing to all users by properly disposing of trash either in the proper recycling container or trash cans.
5. Use of the facility while under the influence of alcohol and/or drugs is prohibited.

Locker Usage

1. All users may request an assigned locker for the year through Equipment Issue at no cost. Contents may be left overnight. Locks are not provided, but are for sale or daily rental in our Equipment Issue Pro Shop.
2. SIUE is not responsible for lost or stolen articles. Do not bring valuables to the facility. Always use a lock, even when in the shower. Users who do not wish to use a locker room locker may use the free coin-return locker or other free lockers located within the Student Fitness Center to secure their belongings. The Campus Recreation staff is not allowed to hold any items or valuables for users. Clothing and bags are to be stored in the locker rooms, storage cubicles or lockers.
3. Full-length lockers are available for rent. Registration and rental is on an annual basis and can not be pro-rated.
4. Free and Daily Use lockers must be opened and cleared of all contents by the end of the spring semester in May. Lockers not emptied will be cleaned out by SFC staff. All items will be confiscated and stored in Equipment Issue for you to pick up. There will be a fee to recover confiscated items. Items will be kept for 30 days then donated to charity.
5. Items stored in a Daily Use Locker overnight will have locks cut off, items confiscated and a confiscation fee and a lost key fee will be assessed if applicable.

Lost and Found

1. Contact the staff at Equipment Issue to inquire about lost clothing and equipment.
2. Items not claimed within 30 days will be donated to charity.
3. SIUE ID cards not claimed within 48 hours are sent to the Service Center located on the first floor of Rendleman Hall.
4. Campus Recreation and SIUE are not responsible for lost or stolen items.

Fitness and Weight Room Policies

1. Due to the inherent risks involved in using Fitness Training Equipment, you must be 16 years of age for all Fitness training areas, this includes all weight training and cardiovascular equipment within these areas.
2. Users not familiar with the operation of the exercise machines should seek assistance from the Weight Room Attendant.
3. Open-toed shoes and chalk are strictly prohibited.
4. Weight gloves are recommended when using free weights.
5. The machines and weights should be used with care. Dropping plates, dumbbells, and weight stacks can cause injury, equipment damage and facility damage.
6. Users should be courteous to others by limiting the length of their workout at a single station and by observing posted time limits when others are waiting, see the Weight Room Attendant if you need assistance.
7. If weights, pulleys or other parts become jammed, users should not attempt to free them without staff assistance. Report the problem to the Weight Room Attendant or Reception Desk staff.
8. Users should always inspect equipment for loose, frayed or worn parts before using. If in doubt, do not use the equipment and report the problem to the Weight Room Attendant or Reception Desk staff member.
9. To reduce the chance of injury, users should keep head and limbs clear of weights and moving parts at all times.
10. All fitness and portable equipment is to be returned to appropriate storage locations after use (i.e. weights must be re-racked).
11. Weights are not to be propped against the walls, pillars, or mirrors due to the risk of damage or injury.
12. Spotters are highly recommended at all stations in the free weight areas. A Weight Room Attendant is usually available to offer assistance.
13. Utilization of collars when free weight lifting is recommended.
14. Hand weights with a protective coating, medicine balls and stability balls can be used on SFC court 4 only when other activities do not interfere. No equipment is permitted for use on the hardwood floors. All equipment must be returned to its proper locations.

SFC Televisions and Programming

Lounge TV

1. Special programming may be scheduled for the Lounge TV and may disrupt the regular programming schedule.
2. Sporting events, health, and wellness programs will have high priority.
3. Station selection will be based on a first come, first serve basis with majority rule. Only SFC Staff are permitted to operate the TV controls.

Cardio-Theater TV and Closed Caption TV (CCTV)

1. The TV's in the Fitness Areas can be listened to through a Cardio Theater system using your own FM receiver, tuned to the appropriate posted frequency for the channel you want.
2. You can also read the CCTV display at the bottom of the screen.
3. Changing the volume or channel on any TV's is prohibited as it disrupts the Cardio Theater transmitters.

Music Programming

1. Radio stations are set by staff only based on format type of the station and the social acceptability of the material. Programs with offensive language and political talk shows will not be played.
2. Personal music players w/ headsets are permitted.
3. Playing music in a way that others can hear is not permitted.

SFC Gym Courts 1-3 and Activity Center Basketball, Volleyball and Badminton

1. Dunking, slapping the backboards, and hanging on rims or nets is strictly prohibited due to the risk of injury and potential damage to the equipment. Violations of this policy will result in immediate ejection from the facility. Repeated violations may result in suspension from the facility.
3. The courts may be used for designated activities only as indicated by the formal recreation schedule. Expectoration (spitting) on floors, walls, or support beams, is not permitted. Cuspidors (for spitting) are located adjacent to water fountains in the gym for your convenience.
4. All open challenge play shall be handled in a manner fair to all wishing to participate. While others are waiting, the same two teams or groups may participate for a period of time not to exceed one hour.
5. Setting up and removal of equipment is handled solely by the SFC Facility Staff. Ask for assistance if the court equipment needs to be setup, removed or adjusted.
6. Court priority play follows the following plan when groups may be waiting for space:
 - Court 1 – Full Court Challenge Basketball
 - Court 2 – Volleyball
 - Court 3 – Half Court Challenge Basketball and/or Badminton
 - Activity Ctr. Courts A & B - Activities will vary based on demand & event programming

SFC Gym Court 4 (Multipurpose) Floor Hockey, Soccer, and Tennis Area

1. All rules from Courts 1-3 shall be applicable to this area as well.
2. SFC Gym Court 4 can be reserved through Equipment Issue (at select times/days) for one

hour per group/activity by calling or visiting the Equipment Issue office no more than 48 hours in advance (Phone Equipment Issue at 618-650-2370).

3. Reservations may only be made starting on the hour (i.e. 9:00am, 10:00am, 11:00am).
4. Student Organizations must reserve SFC Court 4 through the Kimmel Center or Club Sports office with more than a week of notice.
5. Your ID or membership number and phone number will be requested at the time of reservation to verify your membership and so we may contact you regarding any conflicts.
6. All court reservations not claimed within 10 minutes after the hour are forfeited and may be claimed by any eligible user for the remainder of the hour.
7. Any person reserving the court may do so for no more than one hour at a time.
8. For additional procedures contact Equipment Issue and/or refer to the Inline Skates and Hockey specific section.

Inline Skates and Hockey

1. Inline skates are restricted to use on multi-purpose court 4 only. Inline skates may not be worn at any other location within the facility at any time.
2. Only those times designated for hockey or open reservations can be used for inline skates.
3. Inline skates that fail to meet Campus Recreation Requirements are prohibited.
 - a. No heels/brakes are allowed.
 - b. Wheels must be clean and in good condition.
 - c. All wheel screws must be rounded
4. All players are required to wear a helmet with a full cage mask and/or mouth guard. Shin guards, elbow pads, wrist guards and protective gloves are strongly recommended.
5. All stick blades must be wrapped in white tape if tape is used. Only indoor, non-marking, pucks or balls may be used. All black pucks are prohibited. Using a non-approved puck may result in confiscation.
6. Campus Recreation suggests that roller hockey teams be limited to a maximum of three skaters and a goalie per side.

Group Fitness Rooms Procedures

1. Scheduled programming has priority usage of these areas.
2. These rooms can be available for individual workouts during free periods. Fitness videos can be checked out from Equipment Issue for use within the SFC only.
3. The room may be “drop in” utilized by a group for use for up to one hour at a time.
4. If no other group is waiting to use the room, the group may continue to use the room for another hour.
5. Class size may be limited due to equipment and/or space requirements.
6. Please be courteous to other members and arrive on time for classes and programs.
7. Campus Recreation reserves the right to cancel any class on the basis of low attendance, instructor absence, inclement weather, or other circumstances.

Racquetball and Wallyball Courts 1 - 4

1. Safety goggles are recommended.
2. Racquetball racquets that have bumper guards and wrist ropes/straps are recommended.
3. Court shoes are recommended. Any athletic shoes that mark the floor are prohibited.
4. Shirts must be worn at all times.
5. Courts may be reserved for a single hour, up to two days in advance starting on the hour at Equipment Issue or by calling 650-2370.
6. Players or groups, may have only one reservation per day.
7. Your student identification number or membership number and phone number will be requested at the time of reservation so we can verify your membership status and contact you for scheduling changes and conflicts.
8. All court reservations not claimed by 10 minutes after the hour are forfeited and may be claimed by any eligible user.
9. If you have reserved a court and someone else is using it and will not relinquish it to you, ask SFC Staff for assistance.

Rec Plex

While using this facility, please abide by the following rules at all times.

1. Pets are not allowed.
2. Hitting golf balls is not allowed.
3. Alcohol is strictly prohibited.
4. Do not park or drive on the grass.
5. Remove your trash from the facility.
6. No glass containers allowed.
7. No metal or ceramic cleats.
8. All tobacco is prohibited.
9. Do not climb fences.
10. All University parking policies apply.

Rec Plex Rentals

SIUE Departments, Student Organizations wanting to use these fields or the complex must receive permission from Campus Recreation. Scheduling for Student Organization is available through the Kimmel Leadership Center and is available through the EMS system for SIUE Departments. Other individuals/groups may contact the SIUE Conference and Institutes office or the Campus Recreation department.

1. All rentals include access to the restroom facilities.
2. All rental groups are required to remove any and all trash from the Rec Plex.
3. Groups are expected to follow all facility policies, guidelines, and procedures.
4. Any group found not complying with Rec Plex facility rules will be charged for all direct costs to remedy problems, and may not be allowed to rent the facility in the future.

SFC/VC Bulletin Boards

1. All bulletin boards within the SFC are monitored by the units and departments housed in the facility and most are reserved for departmental marketing and programming.

2. An open "University Community" bulletin board is available in the hallway east of Equipment Issue. Out-of-date and offensive material will be removed.
3. Posting of all notices and flyers must receive prior approval from the Kimmel Leadership Center.

Penalties for Abuse of Facilities or Failure to Abide by Policies and Procedures

1. Individuals who damage the facilities or equipment will be responsible for the repair or replacement cost.
2. Individuals who abuse or damage the facilities, or fail to follow established procedures, may forfeit their right to use the facility.
3. These policy and procedures are established with the safety and enjoyment of all participants in mind. Decisions rendered by the professional staff on any infraction may be appealed to the Campus Recreation Advisory Committee.

Telephones

1. Campus Recreation phones cannot be used for any incoming or outgoing patron phone calls.
2. On-campus phones are located at the west end of the VC lobby near Equipment Issue and on the second floor of the VC near the Sports Medicine office.
3. Please be courteous and limit calls to three minutes when using the on-campus phone when others are waiting or during emergency conditions.

Swimming Pool Regulations Outdoor and Indoor

1. Swim only when a lifeguard is on duty.
2. For safety reasons, please follow the lifeguards' instructions at all times.
3. No running is permitted on deck.
4. Diving is not permitted in the shallow end.
5. For health reasons, please do not use the pool if suffering from any skin or communicable diseases or open wounds.
6. Swim caps are recommended for all persons with shoulder length hair.
7. Gum is not allowed.
8. Parents must watch children at all times.
9. Food and drinks, other than water in a non-breakable container are not permitted unless it is approved for a special event and can only be in the spectator area.
10. An approved swimsuit is required. Denim jeans or cut-offs are not permitted. A t-shirt, preferably white, may be worn over a swimsuit.
11. No hazardous activity or inappropriate behavior is allowed.
12. Street shoes are not permitted on the pool deck.
13. Only one person is allowed on the diving board at a time.
14. All back dives are prohibited to ensure your safety.
15. Proper I.D. must be presented to the lifeguard before using the pool.
16. Use of scuba equipment is prohibited during lap and recreational swims.
17. Individuals who are unable to swim the width of the pool may not dive.

Family Swim Regulations

1. A parent or guardian must accompany children under the age of 16.
2. Children are allowed to use personal flotation devices, or arm rings, which are attached. In addition, the child must be directly supervised by a parent or guardian in the water while using these devices.
3. Members may bring only immediate family members into the indoor pool during family swim periods, unless a guest pass has been purchased. Family/Step is defined under the Family Access Privileges as spouse and children only.

Cougar Lake and Pavilion Policies

1. Open Boating is not permitted on Cougar Lake.
2. Only University-owned water craft are permitted on Cougar Lake during University-sponsored events or activities. Also, Cougar Lake water craft are not permitted to be used on any other body of water in order protect and preserve the Cougar Lake ecosystem.
4. Swimming or wading is not permitted in Cougar Lake Recreation Area.
5. Fishing is allowed in Cougar Lake. However, a valid Illinois fishing license is required.
6. No Alcoholic beverages are allowed at the Cougar Lake Recreation Area.
7. Pavilion rental does not provide the user with access to the Cougar Lake Pool or Marina.