

SPRINGFIELD COLLEGE WELLNESS & RECREATION COMPLEX POLICIES

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POLICIES

Wellness & Recreation Complex

I. General Policies

1. A **valid** and **functioning** Springfield College ID is **required** to enter the facility. Individuals must be prepared to present their ID at any time while using the facility or fields.
2. Appropriate athletic attire is required at all times. Acceptable attire includes, but is not limited to, T-shirts, sports bras, shorts, leggings, and sweatpants. When team distinction is necessary during basketball activities, pinnies must be used. The use of a "Shirts vs. Skins" format is prohibited.
3. Closed-toed **athletic** shoes are **required at all times** in the fitness and gym areas. In multipurpose rooms, alternative footwear is permitted; however, weightlifting activities are **not allowed**. Users are responsible for properly disinfecting the area before leaving the space. Outdoor cleats are **not** permitted in the building. Indoor cleats may only be worn on the Field House Track.
4. No gum, food or drinks (other than water in a closed container) are allowed on the fitness floors or other activity spaces.
5. Talking on the phone, FaceTime, and other video or voice calls are **prohibited** in locker rooms, fitness areas, and multipurpose rooms. Phones may be used **only** for fitness-related purposes, including music, workout plans, and activity tracking. For all other phone use, individuals must move to a lobby or seating area and use headphones/earbuds.
6. Unauthorized photography and videotaping is prohibited. Authorization must be given by a Campus Recreation Professional Staff Member. Patrons may not be photographed or videoed without consent; please be aware of your surroundings. This includes taking photos or videos for personal social media.
7. There will be no posting or taping of any material on windows, doors, or walls in the facility. All postings must be approved and handled by a Campus Recreation staff member. Office of Student Engagement-approved postings must still obtain Campus Recreation approval before posting in the Wellness and Recreation Complex. Unauthorized postings will be removed.

8. The Springfield College Wellness and Recreation Complex facilities shall not be used for personal profit. This includes personal training services. Facility rental information is available upon request.
9. Springfield College is not responsible for lost, stolen, or damaged personal property. Lost and found items will be collected and stored at the Wellness Center Front Desk, where they may be claimed by their owners. Any unclaimed items will be donated or discarded after a reasonable amount of time.
10. Individuals may not use the facility while under the influence of alcohol or other drugs.
11. Use of bicycles, roller skates, rollerblades, and skateboards is prohibited inside the facility. Skateboards may be carried into the facility but not used.
12. Pets, including emotional support animals, are not permitted in the facility or on the fields. Service animals are allowed.

II. Eligibility

1. Eligible College Community
 - Full-time undergraduate and graduate students
 - Full, part-time, adjunct faculty and temporary staff
 - Harvest Table and Follett employees
 - Part-time students *requires payment of current year's recreation fee*
2. Other Patrons (Springfield College ID required)
 - Dependents (up to the age of 25) of full-time faculty and staff and full-time students
 - Spouses/Partners of full-time faculty, staff, and students.
 - Retired full-time faculty and staff.

*A Springfield College ID is **required** for entry and can be purchased for a one-time fee of \$10. Those classified as “other patrons” may not bring guests. Access includes: the fitness center, basketball courts, racquetball courts, climbing wall, pool, and day lockers. Intramurals, Club Sports, and Group Exercise Classes are not part of the membership. Membership registration can be completed with Campus Recreation Staff on weekdays between 7:00 am and 2:00 pm. The “Other Patron” agreement linked [here](#) can be completed prior to making your payment.*

*Individuals listed in category 2 must fill out a Patron Information form.

*Dependents (of faculty and staff) over the age of 18 are required to obtain a Springfield College ID card.

3. Springfield College Alumni

Alumni of Springfield College are eligible to purchase a membership:

- The cost of the membership is the same as the current year's student recreation fee
- Intramural Sports, Club Sports, and Group Exercise Classes are not part of the membership
- Non-member alumni may pay \$10 for a day pass, cash only. The Google Form linked [here](#) must be completed and shown to staff prior to making your payment.

III. Eligibility Policies

1. Family Policies:

- Spouses, partners, and dependents of full-time faculty, staff, and full-time students must complete a patron application. You may visit the Campus Recreation office Monday - Friday between the hours of 6:30 am - 1:30 pm to complete the form. Approval may be required before ID is issued.
- Dependents under the age of 18 must have a parent or guardian sign the patron application.
- Dependents 14-17 years of age are permitted in all the areas of the facilities but must be accompanied by their sponsor.
- Dependents 13 years of age or younger need to be with their sponsor at all times and are not permitted to use the fitness areas and climbing wall.
- Eligibility is automatically terminated if the primary Springfield College affiliate is no longer an employee of the College.
- Springfield College recognizes dependents as defined by the Commonwealth of Massachusetts.
- Campus Recreation reserves the right to require proof of dependency.
- Spouses/partners of faculty and staff will be required to show proof of cohabitation (i.e. driver's license or household bill with the same address as spouse/partner). Annual renewal is required.
- Dependents 18 years of age or older will have to purchase a Springfield College ID card for a fee of \$10.

2. Returning students policy:

- Returning students who are pre-registered for full-time credit hours for the fall semester will be granted access during summer sessions.

IV. Guest Policies

1. Full-time faculty, staff, students, and Alumni members will be limited to two guests per entry to the facilities. The guest fee per guest is \$10.00, cash only.

2. Guests under the age of 14 need to be with their sponsor at all times and are not permitted in the fitness areas or climbing wall.
3. Guests must present a photo ID at the welcome desk and complete a guest pass before entering the facility. The Guest Pass can be accessed [here](#) and must be shown to a staff member before payment.
4. Sponsor assumes full responsibility for all actions and behaviors of their guest, and should remain with them at all times.
5. Campus Recreation reserves the right to refuse admittance to any guest.
6. Guests are not permitted to participate in organized Campus Recreation programs including Group Exercise Classes, Intramurals, and Club Sports.
7. Full-time faculty, staff, students, and Alumni members are the only eligible participants who can sponsor a guest.

V. Locker Room Policies

1. No video calls, voice calls, or recordings permitted in locker rooms at any time.
2. Lockers are issued for faculty and staff (July - June) on a first-come, first-served basis at the Campus Recreation office. Graduate Assistants, Associates, and Fellows may request a locker and may be assigned one based on availability.
3. All faculty and staff who are issued lockers are responsible for keeping their locker clean.
4. Locker assignments shall be assessed annually (July - June), requiring confirmation by faculty and staff.

VI. Day Locker Policies

1. Campus Recreation is NOT responsible for items left in day lockers. Patrons may provide their own lock.
2. Personal locks may NOT be left on lockers overnight. All locks must be removed 10 minutes before facility closing.

3. If lockers are not cleared by closing time each day, Campus Recreation staff will cut the lock and remove all items in the lockers. All items will be kept in Lost and Found for a reasonable amount of time.

VII. Lost and Found

1. All Lost and Found items should be turned into the Wellness Center Welcome Desk
2. Lost and Found items will be stored at the Wellness Center Welcome Desk for a reasonable amount of time.
3. Valuable items, including SC ID cards and car keys, will be stored in a more secure location and will be turned over to Public Safety on a biweekly basis.
4. Items not claimed will be donated after a reasonable amount of time.
5. Only items that have been turned in will be documented; we cannot log items that have not been found in the facility.

VIII. Equipment Checkout Policies and Procedures

1. A Springfield College ID is required to check out equipment.
2. Recreation equipment checkout will be issued at both Welcome Desks. A Springfield College ID must be left at the desk and will be issued back once equipment is returned.
3. Equipment must be returned at least 15 minutes prior to closing time.
4. Individuals will be charged for damaged or lost equipment.
5. Sponsors may check out equipment for their guests, but assume full responsibility for equipment issued.
6. Campus Recreation has a limited supply of equipment. Direct any special equipment requests to Campus Recreation Professional Staff at least 72 hours in advance.
7. All patrons requesting equipment will be required to complete a rental agreement form.

IX. Fitness Area Policies

1. Books, bags, and other belongings must be placed in a locker or cubby.

2. Equipment should only be used for its intended purpose.
3. Report all injuries and any equipment concerns to a staff member.
4. Wipe off controls, seats, pads, and railings before and after using equipment.
5. If you are performing multiple sets on a piece of equipment, please allow others to work in with you.
6. The wellness service staff reserves the right to stop an exercise or activity they deem to be unsafe or inconsiderate.
7. The use of weight collars/bar clips for all barbell exercises is required.
8. The use of loose chalk is not permitted. Liquid chalk is available for members at the Wellness Center Welcome Desk.
9. Re-rack all weights in the designated spaces.
10. Do not drop weights on the floor. When performing deadlift exercises, dropping weights from above knee level is prohibited.
11. Exercises that cannot be performed in a safe manner or pose any risk to others are prohibited.
12. Removal of equipment from the fitness area is prohibited.
13. Appropriate athletic attire and closed-toe athletic shoes are required at all times.
14. Participants are encouraged to complete an equipment orientation. If you are not familiar with a piece of equipment, please ask one of the staff members for assistance.
15. It is recommended to use a spotter or ask a staff member for help with free weight exercises.

X. Multipurpose Rooms Policies

1. Room 214 is available for walk-in use; however, priority is given to those with reservations. Reservations must be made by contacting Campus Recreation.
2. Reservations are required and must be approved for access to Rooms 202, 206, & 210.
3. Only authorized personnel are allowed to use equipment in storage areas.

4. Proper athletic attire and protective footwear are required at all times. Campus Recreation will approve footwear for particular programs or classes.
5. Equipment in multipurpose rooms may not be removed/moved to other spaces.

XI. Facility Reservations and Rentals

1. Reservation requests must be submitted by groups at least 72 hours in advance through PrideNet under Campus Groups. Only established groups or clubs may reserve space. Any questions can be directed to Campus Recreation Professional Staff.
2. Requests DO NOT guarantee that a room or facility will be reserved until approved.
3. All standard policies and procedures apply to all groups.
4. All groups reserving the facility must be supervised by a designated Springfield College employee. Any unaffiliated group must be sponsored and supervised by CASE or presiding faculty.
5. Supervision ratios depend on the event and activity. \$15 per hour per staff member will be charged when staff is needed.
6. Groups will be charged for any damaged or lost equipment.

XII. Gymnasia Policies

1. Tape is discouraged on the Field House floor. Any tape that is used must be approved by Campus Recreation beforehand.
2. Tape on wood floors must be approved by Campus Recreation and/or Athletics. Approved tape should be replaced every two weeks.
3. Kickball is not allowed in any indoor facility.
4. Grabbing or hanging on the nets or rims is prohibited.

XIII. Open Recreation Policies

1. Basketball: If patrons are waiting to play, games should be played to 11 points, win by two. Winners stay, losers rotate off. Winning teams may stay on the court for no more than TWO consecutive games.
2. Appropriate athletic attire is required at all times. Acceptable attire includes, but is not limited to, T-shirts, sports bras, shorts, leggings, and sweatpants. When team distinction is necessary, pinnies must be used. The use of a "Shirts vs. Skins" format is prohibited.
3. During open recreation, Field House courts #3 and #4 may be used for sports other than basketball. Campus Recreation staff has the right to adjust open recreation activities. Activities requiring additional equipment and set up must be scheduled through Campus Groups.
4. The open recreation schedule will be determined based on institutional priorities. Campus Recreation staff will assist with the set-up and breakdown of open recreation equipment based on staff availability.

XIV. Field Policies and Supervision

1. Fields are for student, faculty, and staff use.
2. Students may use field space for open recreation and should be prepared to present an ID at any time.
3. Organized events by students can be scheduled by calling the Office of Campus Recreation at (413) 748-3445.
4. Off-campus groups or non-students may request to reserve field space by calling the Office of Conferences and Special Events at (413) 748-5287.
5. Campus Recreation staff has the ability to verify and remove individuals utilizing the space without reservation.
6. Staff is to call Public Safety if a non-student group is using the field that is not on the PrideNet Campus Groups schedule.
7. Pets, including Emotional Support Animals are prohibited. Service animals are welcome.
8. No cleats longer than ½" and No metal cleats (*Violations of this kind void the warranty*).
9. No food, including no gum, sunflower seeds, soda, energy drinks, and electrolyte drinks. Water is permitted.

10. No tobacco or nicotine products. Springfield College is a smoke- and tobacco-free campus. <https://springfield.edu/about/smoke-free-tobacco-free-campus>
11. No jumping the fence - use the gates.
12. No golf or golf carts on the playing surfaces.
13. Vehicles are not allowed to drive onto the asphalt at Stagg Field.
14. Appropriate Activities:
 - Soccer, Field Hockey, Lacrosse, Football, Softball, Frisbee, Baseball, or other approved Campus Recreation special programming.
 - Any other activity requires special approval from the Department of Campus Recreation.

XV. Indoor Track

1. Walkers are encouraged to use the outer three lanes.
2. Runners are encouraged to use the inner three lanes.
3. Faster runners have the right of way.
4. Stretching areas are located in various areas around the track walls.
5. The track is available unless exclusively scheduled for athletics, academic classes, or special events.
6. No track shoes allowed outside of the track area.
7. Only staff are permitted to access the storage garages along the perimeter of the track. The garage leading outside must remain closed.

XVI. Conduct

1. All other Springfield College policies apply at all times.
2. Students may be subject to further college disciplinary action as outlined in the Springfield College Student Handbook.
3. Sanctions will be levied as follows. More severe sanctions may be imposed at the discretion of the Campus Recreation department and/or the Office of Campus Life and Community Engagement.

- a. Patron uses an ID other than their own to enter the Wellness and Recreation Complex:
 - i. First infraction: one month suspension from use of the Wellness & Recreation Complex
 - ii. Second infraction: one semester suspension from use of the Wellness & Recreation Complex
 - iii. Third infraction: one year suspension from use of the Wellness & Recreation Complex
- b. Patron verbally abuses staff member:
 - i. First infraction: two-month suspension from use of the Wellness & Recreation Complex
 - ii. Second infraction: one semester suspension from use of the Wellness & Recreation Complex
 - iii. Third infraction: one year suspension from use of the Wellness & Recreation Complex
- c. Patron uses profane language and/or exhibits threatening behavior toward a staff member:
 - i. First infraction: minimum one semester suspension from use of the Wellness & Recreation Complex
 - ii. Second infraction: one year suspension from use of the Wellness & Recreation Complex
- d. Patron disregards directive from student staff upon entering the facility (e.g. jumps turnstile, slides past turnstile) or behaves disrespectfully towards that staff member:
 - i. First infraction: two-month suspension from use of the Wellness & Recreation Complex
 - ii. Second infraction: one semester suspension from use of the Wellness & Recreation Complex
 - iii. Third infraction: one-year suspension from use of the Wellness & Recreation Complex
- e. Harassment policy:

Anti-Discrimination and Harassment policy is part of the Code of Conduct in the Student Handbook and at:

<https://springfield.edu/sites/default/files/anti-discrimination-and-harassment-policy.pdf>