



## General Facility

- The main corridor is the only point of entry for patrons.
- Use of any other exterior door without permission is prohibited and will result in loss of privilege and/or fees.
- All exterior doors are linked to security alarms.
- A valid Rocket Card or UT Recreational Services membership key tag is needed to gain access in to all University of Toledo Recreational Services (UTREC) facilities: Student Recreation Center (SRC), Morse Fitness Center (Morse) or Health Education Center (HEC).
- Any individual attempting to gain entry into a UTREC facility with an ID or key tag that is not their own will have the ID or key tag confiscated and all parties involved will lose access to all UT Recreational Services facilities, programs and services until meeting with a UTREC professional and a \$25 violation fee is paid in order to have privileges re-instated.
- Current students and members are permitted access to UTREC facilities twice per semester using an alternative photo ID, if their Rocket Card or key tag is forgotten.
- Students, faculty and staff who have a Rocket Card that is unreadable, has an unclear photo or is lost must have the card replaced at The University of Toledo Rocket Card office.
- UT Recreational Services members who have lost their key tag or who have a key tag that is unreadable must have their key tag replaced at the UT Recreational Services main office at the Student Recreation Center or Morse Fitness Center for a \$5 replacement fee.
- UT Recreational Services staff reserves the right to ask for additional identification at any time and individuals unable to verify their identity to the satisfaction of UT Recreational Services staff will be denied entry.
- Minors under the age of 18 are permitted daily until 9:00 pm excluding minors accompanied by accompanied by an adult or guest pass holder or any currently enrolled University of Toledo students.



## **Guest Entry**

- All guests may purchase a 1-day pass for \$10
- Individuals 16 years of age or older must present a Driver's License or State ID and sign a waiver.
- Minors under the age of 18 must have a parent or legal guardian present to sign the waiver.
- All SRC guests can go to [www.guestparking.utoledo.edu](http://www.guestparking.utoledo.edu) to register for a guest parking pass.
- All SRC guests may park in the metered parking spaces on the east side of the building.
- UT Recreational Services is not responsible for any parking fines that may be incurred.

## **Spectators**

- Non-members entering the Student Recreation Center, Morse Fitness Center or Health Education Center with the sole purpose of spectating and not participating in any rental, reservation, or informal recreation, will be allowed to enter the facility without purchasing a guest pass with the prior approval of UTREC professional staff.
- All spectators must wear the provided purple wristband at all times.
- All spectators may not use facility equipment, track or any other areas.
- Individuals 16 years of age or older must present a valid Driver's License or State ID.
- Minor spectators under the age of 16 must be accompanied by an individual 18 years of age or older.
- Spectators must abide by all UT Recreational Services policies and procedures at all times or be subject to immediate removal from the facility.



## **Attire**

- Shoes must be worn in all areas of the facility except the locker rooms and pool deck, but any shoes that mark or damage floors are prohibited.
- Exercise attire must cover the lower back, front and sides of the torso to help prevent the spread of skin infections.
- Shorts must be long enough to cover the buttocks and groin area while exercising.
- Appropriate attire is required in all areas at all times.
- Any member or guest wearing attire deemed inappropriate by UT Recreational Services staff will be asked to change or leave the facility immediately.

## **Photo Pass Policy**

- Photography of any kind (including cell phone and video cameras) is strictly prohibited unless prior permission is granted.
- Members or guests who wish to take photos or video must check in at the main office to be informed of the photo privacy policies.
- In exchange for a photo ID, the guest or member will be issued a photo pass, which must be clearly displayed at all times during the visit.

## **Marketing**

- All fliers must be dropped off in the main office at the Student Recreation Center for Marketing to hang up.
- Any fliers hung up without submitting to Marketing will be removed  
Please only bring 1-2 copies of your flyer no more than 2 fliers will be posted per event / organization.
- Fliers are not to be and will not be posted inside the facility.
- Signs will only be posted in the main entrance area.



## **Student Recreation Parking**

- All community members utilizing the Student Recreation Center (SRC) may purchase an annual or semester parking pass for Lot 18 in main office of UT Recreational Services.
- Short term parking options are available for purchase with program registration or short term membership passes.
- All staff, faculty and student members must purchase a parking permit with The University of Toledo Parking Services Office in the Transportation Center.
- Handicapped parking spaces are located adjacent to the SRC on the east side, misuse of a handicapped parking placard may result in a fine.
- Motorcycles must be parked in a designated space, parking on sidewalks is prohibited.
- The metered parking spaces are for guests or individuals making a brief visit to the facility to conduct business.
- All parking spaces are ticketed 24/7, 365 days a year.
- Parking areas may be closed due to collegiate athletics events.

## **Facility Rentals and Reservations**

- UT Recreational Services encourages student organizations and departments, community organizations and individuals to consider reserving space or renting any of the premier UTREC facilities available at The University of Toledo (Student Recreation Center, Morse Fitness Center, Health Education Center, Carter outdoor fields).

## **Reasonable Accommodations**

- Any UT Recreational Services member or guest who needs special accommodations may check in at the main office or may call 419-530-3700 prior to their visit.



## Lockers

- UT Recreational Services, Division of Student Affairs and The University of Toledo are not responsible for lost, stolen or misplaced property.
- All areas of the SRC, Morse and HEC, including the locker rooms, are for use at the risk of the member or guest.
- Locks may be checked out with a photo ID, Rocket Card or key tag at the SRC and Morse Service desks. Locks are for sale in the main offices of the Student Recreation Center and Morse Fitness Center.
- All personal belongings and bags should be kept off the floors, chairs, benches and equipment. Items should be stored in lockers or cubbies.
- UT Recreational Services recommends that members and guests always use a lock to protect valuables.
- Coin locker (25 cent) are available in both men's and women's locker rooms.
- Wallet lockers (5 cent) are available in the SRC just outside the entry to the women's locker room, complimentary nickels are available at the Service desk.
- Lockers may not be used overnight, locks and contents not removed at the close of each day are confiscated.
- Items not claimed after 30 days will be discarded or donated to charity. All valuable items will be turned over to The University of Toledo police department within 7 days.
- A limited number of lockers are available for semester or annual rental.
- Co-ed use of locker room facilities is limited to parent/guardian supervised children who are 5 years old or younger.
- Children age 6 and over must use the locker room of their gender or use the private locker room located on the pool observation deck with a parent/guardian.
- All guests and members are permitted to use the private locker located on the pool observation deck as necessary.
- Photography of any form is not permitted in the locker rooms.



## **Equipment Check-Out**

- Members and guests may check out athletic equipment at the Service Center with their photo ID, Rocket Card or key tag.
- Members and guests assume full responsibility for the equipment until it is checked back in to the service desk.
- Members and guests who lose or damage equipment will be suspended from all UTREC facilities until the equipment is returned or a replacement fee is paid.

## **Personal Training**

- Only those employed and trained by The University of Toledo are permitted to personal train in any UT Recreational Services facilities.
- Any member or guest suspected to be personal training that is not employed by The University of Toledo will have their privileges suspended.
- Personal Training is defined as meeting any or all of the following criteria:
  - Providing direct instruction to an individual or small group
  - Frequent meetings
  - Payment of any form
- A legal liability arises for UT Recreational Services if we are aware of outside personal trainers working in our facilities, profiting from the use of State Property without consent is illegal and outside personal training is in direct competition with the personal training service of the Office of Recreational Services.



## Check Policy

- Checks will not be accepted from individuals who have ever had a returned check from any University of Toledo office.
- UT Recreational Services reserves the right to ask for additional photo ID when accepting a check.
- UT Recreational Services staff reserves the right to call the institution supporting a check to verify available funds before depositing.
- All checks should be made out to The University of Toledo.

## Refund Policy

- If a class or program is canceled or rescheduled by UT Recreational Services, registrants will receive a credit toward the same class or program held at a future date or a full refund.
- If a registrant drops a class or program at least five days before the class or program begins, she/he may receive a credit for another class.
- If a registrant drops a class or program with LESS than five-days' notice, no credit or refund or make-up sessions will be provided.
- Refunds will not be made for any memberships including annual, semester, 1, 7 or 30 day short-term passes.

## Code of Conduct

- Rules and policies are posted and published for distribution to our members and guests.
- The authority to enforce these policies is vested in the Office of Recreational Services staff.
- Violation of rules or posted policies, malicious use or defecation of UT property, solicitation, verbal/physical abuse of others, sexual harassment, discriminatory behavior or any violation of University policy will be investigated.
- Sanctions such as legal action, fines, restitution, temporary loss of privilege, revocation or restriction of membership, or referral of students to the University Student Conduct Office may be imposed.
- UT Recreational Services staff has the authority to prohibit access to any individual suspected (odor, behavior, appearance, etc.) to be under the influence of drugs or alcohol.
- All University of Toledo Student Code of Conduct policies and processes will be enforced.



## **Minor User Regulations**

- All minors under the age of 18 must have a parent/legal guardian with a valid State photo ID present to sign a waiver.
- The waiver must be renewed annually.
- Minors 16 years of age or older must present a State ID to purchase a membership or guest pass.
- Minors are required to observe the same clothing and usage policies as other users

### **Age 12 and under**

- An adult member or guest pass holder must always accompany the minor (guest or member) to the facility and supervise the minor for the duration of the visit.
- The adult member or guest pass must supervise the minor at all times and assumes all responsibility.
- Supervision is defined by actively engaged, easily accessible and within reach of the minor.
- Minors are prohibited access to and use of the exercise machines, free weight area, spa and sauna.
- Strollers or baby carriers are not permitted on the track level or in any other activity area with the exception of the basketball courts and pool deck.
- Parent/Legal guardian with a valid State photo ID must be present to sign a waiver which will be valid for one year.
- Guest pass fee is \$5 per day.

### **Age 13 - 17**

- Minors age 13 - 17 may use the exercise machines, free weight area, spa and sauna as well as all other areas of the facility.
- Parent/Legal guardian with a valid State photo ID must be present to sign a waiver which will be valid for one year.
- Minors age 16 - 17 must have a valid State photo ID in order to gain entry as a guest or key tag in order to gain entry as a member.
- Guest Pass fee is \$10 per day





## **Aquatics Center**

- The aquatics center may only be used when two lifeguards are on duty.
- It is highly recommended to shower before entering pools or spa.
- Lifeguards and UTREC staff have the authority to enforce all pool rules. Patrons who repeatedly violate the rules or reasonable requests of staff may be ejected from the facility.
- All groups must schedule their visits in advance. Organized groups must follow our group use policies, and must be directly supervised by chaperones. The aquatics center may not be used for private or commercial purposes without reservation.
- Patrons must walk on the deck; no running/skipping/power walking.
- Only sandals or bare feet are allowed on the pool deck. Food or gum is prohibited at all times on the pool deck.
- Drinks brought into the pool deck and patio area must be in a spill proof plastic container.
- Examples of prohibited activity include, but are not limited to: organized athletic team or individual practices, personal training, private instruction, sales, solicitation, etc.
- Patrons with open sores, skin irritation, rashes, or casts are asked to refrain from using the pools and spa.
- No underwater distance swimming or extended breath holding activities are permitted for longer than 15 seconds. Unless included in competitive swim under the direct supervision of coaching staff. One parent/sponsor can only be responsible for no more than 3 non-swimmers.
- Lifeguards have the authority to require a parent to be in the water with a child over 7 years of age whom they judge to be a weak swimmer.
- Horseplay or any behavior deemed unsafe will not be tolerated. Running, dunking, pushing, water fighting, chicken fight, splashing, spitting water etc. are prohibited.
- No diving (sitting, kneeling, or standing) from the sides in the Main or Leisure pools.
- Diving is permitted off the side of pools at 9 feet or more, unless main pool lanes 1-8 are being used during a competitive swim practice and under the supervision of a certified coach.
- The parent/guardian/chaperone must be within an arm's reach when in the water with a child 7 years of age and under or who is using a flotation device. Children 12 and younger are not permitted to use the high dive (3 meter board).



## **Aquatics Center - Attire**

- Only clean swim attire, designed for pool use may be worn in the pools and spa.
- A clean T-shirt may be worn over swim attire.
- Athletic shorts, spandex and undergarments are examples of inappropriate swim attire.
- All swim attire must have appropriate coverage.
- When using the pool, children in diapers must wear protective plastic pants with secure leg closure or swim diapers.

## **Aquatics Center - Equipment**

- Personal water toys, water wings, life jackets and rafts may NOT be brought into the pools.
- UT Recreational Services provides Coast Guard approved life jackets for member and guest use.
- Participants are welcome to bring in and use personal use items including goggles, mask and snorkel, swim caps and pull buoys.
- All toys and equipment must be used in their intended way (i.e. don't use the kick boards as surf boards or pull buoys as water wings).
- Use of the starting blocks is prohibited except for competitive swim practice or meets and age and ability specific Learn to Swim classes offered by The University of Toledo.



## Competition Pool

- Lap lanes can only be used by those 13 years old and over, or children who have passed a department required swimming test and is wearing a red wrist band.
- Lap lanes are reserved for individuals swimming laps, during busy times lap swimmers are required to share lanes (circle swim).
- The back three lanes may be used for lap swimming during scheduled times. Do not hang or pull on lane lines.

## Dive Well

- No back flips, back dives or backward jumps are permitted by recreational swimmers during open swim. When the diving boards are in use, diving off the side is prohibited.
- Diving well, 1 meter boards and platform can only be used by those age 13 and up and children who have passed the swimming test and are wearing a red wrist band.
- The 3 Meter (high dive) board can only be used for competitive dive practices and competitions under the supervision of a certified coach.
- The 3 meter board is not available for open swim, shared rentals or exclusive rentals.
- Only one person on the board and steps of the 1 meter boards at a time. When using the diving boards, exit from the ladder closest to the diving board.
- Users may only bounce/spring once per jump/dive. Running on the boards is prohibited.
- Wearing goggles is not permitted while using the diving boards.

## Leisure Pool

- Keep patrons away from the mouth of the slide while the slide is on and in use.
- No standing/walking/climbing on the retaining walls or island. Goggles and life jackets are not permitted on the slide.
- Jumping into bubble bench area or whirl pool area is prohibited. No diving or head first entries from the side.
- Water slide can only be used by those over 48" tall (4 feet).
- Lifeguards have the ability to prohibit weak swimmers from using the slide, no matter their height.
- Patrons must go feet first when doing down the slide, sitting in either an upright position or lying flat on their back (NO STOMACH DOWN).



## **Sauna**

- The recommended maximum total duration is 10 minutes as excessive exposure can be harmful.
- Pregnant women, elderly persons and/or persons with medical problems should not enter the sauna without prior medical consultation and permission from their doctor.
- Children under 13 years of age are prohibited from using the sauna.
- It is recommended that participants remove all jewelry before using the sauna.
- Under no circumstances should users wear excess clothing such as a sweat suit, long pants, long sleeve shirts, shoes or a rubberized suit while in the sauna.
- Users are required to bring and sit on a towel.
- Exercising in the sauna is prohibited.
- Tampering with the thermostat or heating mechanism is not permitted. Please inform a lifeguard if thermostat is not working properly.
- Sauna is dry sauna, pouring water or any other liquid over the heating element is strictly prohibited.
- Liquids, food, gum, essential oils and supplements are not permitted.

## **Spa**

- Pregnant women, elderly persons and/or persons with medical problems should not enter the spa without prior medical consultation and permission from their doctor.
- Avoid food or alcoholic beverages prior to using the spa.
- Children under 13 years of age are prohibited from using the spa or sitting on the spa steps.



## **Climb Cave Rules**

- UT Recreational Services climbing staff must be present in order for members to climb or be in the climbing area. All participants must read and understand the climbing rules.
- All participants are required to sign a policies and waiver form before being allowed to climb.
- All personal belongings and bags should be kept off the floors. Items can be stored in lockers or cubbies.
- A maximum of 6 people can be on the wall at a time.
- Members and guests cannot climb above yellow line unless they are wearing a harness and are properly tied in and belayed by either a UT Recreational Services Climb Wall Specialist or by a person who holds a current UT Recreational Services climb card.
- Climbing commands must always be used when top roping.

## **Bouldering**

- When bouldering at the UT Recreational Services the person's waist must stay below the yellow line.
- Bouldering can be done by anyone age 5 or over, and no climb card is required.

## **Top Roping**

- When top roping climbers must be belayed by either a UT Recreational Services Climb Wall Specialist or by a person who holds a current UT Recreational Services climb card.
- Quick descents or swinging from the rope will not be permitted.
- Proper belay techniques and commands must be used at all times.
- Climbers are required to use the UT Recreational Services equipment such as: Ropes, Carabineers, and Belay Devices.
- Only one climber per rope.
- Never use lead climbing anchor as hold.
- Tie belay ropes to looped anchor rope when not in use.
- Top roping ropes must be tied to the daisy chains when not in use



## **Climb Wall Attire**

- Climbers must wear clean athletic shoes, running shoes or climbing shoes.
- Boots, sandals, hard-soled shoes or bare feet are not permitted. No hats are permitted.
- All hand jewelry or long necklaces must be removed.
- Hair must be tied back when necessary.
- All pockets must be free of items (e.g., coins, keys, knives, cell phones, etc.).

## **Equipment**

- Climbers with climb cards who are attempting to top rope must use Rec Center carabineers and belay devices.
- Climber using their own chalk bags must also use their own chalk.
- UTREC Center provides harnesses for climbers wishing to top rope.
- Personal harnesses are permitted but must pass inspection from the climb wall supervisor on duty.
- Supervisors look for the following when inspecting personal harnesses:
  - Manufactured less than 10 years ago
  - Bend the belt in an inverted "U." Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage.
  - Check D-rings and D-ring metal wear pads for distortion, cracks, breaks, and rough or sharp edges.
  - The D-ring bar should be at a 90 degree angle with the long axis of the belt and should pivot freely

## **Minimum Climb/Belay Age**

- Climbers must be at least 5 years of age and able to fit into a child harness.
- Please note minors (climbers 17 years of age and younger) must have a parent's or legal guardian's signature on all forms.
- You must be at least thirteen years of age to participate in a climb clinic, to hold a climb card, and to use the belay devices.



## **Meeting Rooms**

- Five meeting rooms are available in the UT Recreational Services.
- The rooms suit a variety of group sizes and functions.
- Rooms may be reserved for exclusive use or as part of a shared rental.
- Food/drink is permitted in reserved meeting rooms and pool observation deck.
- DO NOT place tape on the floors or walls.

## **Gym Courts**

- All personal belongings and bags should be kept off the floors. Items can be stored in lockers or cubbies.
- Slapping the backboards and hanging on rims or nets are prohibited.
- The courts may be used for designated activities and use of projectiles such as footballs and baseballs are restricted to the auxiliary gym.
- Use of courts is limited to 45 minutes when others are waiting.
- Check out equipment on the lower level is available with a photo ID.
- Court 4 is dedicated to volleyball and half of court 5 is dedicated to badminton at all times unless otherwise scheduled by UT Recreational Services programs.
- Individuals using courts 4 or 5 for other activities will be required to move to another court or activity area if volleyball or badminton play begins.

## **Racquetball Courts**

- Safety goggles are highly recommended.
- Racquetball racquets are required to have bumper guards and wrist ropes/strap.
- Athletic shoes are required. Any athletic shoe that marks the floor is prohibited.
- Racquetballs may be purchased in the UT Recreational Services office.
- Racquets are available for check out at the Service Center with an ID.
- Children under 13 years of age are prohibited unless playing with their parent.



## **Patio and Sand Volleyball Courts**

- Entrance to the patio is through the pool area only unless entrance through the patio gate has been arranged for a special event.
- Members and guests must remove shoes before crossing the pool deck to and from the patio.
- Glass containers, use of tobacco, and alcohol beverages are strictly prohibited.
- The area is open April through the end of October, weather permitting.
- Scheduled Office of Recreational Services programs take priority.
- Patrons are required to remove sand and grass from their clothing and bodies before crossing the pool deck to return to the locker areas.
- Sand volleyballs must be checked out at the Service Center.
- Food is prohibited except during approved rental functions.

## **Table Tennis**

- A table tennis table can be set up by UT Recreational Services staff in a racquetball court for informal recreation.
- Additional tables may be available for special requests.

## **Auxiliary Gym**

- Scheduled Office of Recreational Services functions have priority use.
- If a group wants to use the auxiliary gym and another group is using it, they must inform the Building Supervisor that they want to use the space.
- Building Supervisor will allow the existing group another 45 minutes on the court, at which time the requesting group will be allowed to use the space.
- All gym court policies apply to this area.
- DO NOT place tape on the floors or walls.





## **Group Exercise Rooms**

- Scheduled UTREC programming has priority use for Fitness Studio, Cycling Room and Willow Room.
- These spaces are reserved for UTREC programming only and are available for rental by outside or student groups.
- Proper athletic footwear is required at all times while using these rooms.
- Any shoe that marks or mars the floor is prohibited.
- Bare feet will be allowed for martial arts and mind-body activities, but shoes must be worn to and from the group exercise rooms.
- Participants should clean exercise mats before and after use.
- Weapons are strictly prohibited (unless used as part of a scheduled UT Recreational Services program such as martial arts, fencing etc.).
- DO NOT place tape on the floors or walls.
- The Fitness Studio, Cycling Studio and Willow Room use is restricted to adults only, unless the program is design specifically for a younger age group.

## **Track**

- Shoes must be worn on the track, no spikes are allowed.
- Running direction is patterned to help reduce leg stress associated with running tight turns.
- Do not spit on the floors, walls, or in the water fountains.
- Bicycles, skates or any other form of transportation is not permitted.
- Children under 13 years of age are prohibited unless with their parents.
- DO NOT place tape on the floors or walls.
- Strollers or baby carriers are not permitted on the track level or in any other activity area with the exception of the basketball courts and pool deck.



## **Weight and Cardio Areas**

- Weight gloves only are permitted, no chalk.
- The machines and weights should be used with care. Dropping plates, dumbbells or weight stacks can cause injury and damage, and are not permitted.
- Users must adhere to posted user guides on machines and equipment.
- Patrons are responsible for wiping down the equipment before and after use.
- Patrons must return weight plates and other accessories to their proper location after use.
- Patrons must keep personal belongings in a locker in the locker room or in provided cubby spaces.
- UT Recreational Services is not responsible for lost or stolen items.
- All fans are to be operated by UT Recreational Services staff.
- Members and guests may request that fans be turned on or off or have direction changed, but should not do it themselves.
- Members and guests may only use personal listening devices such as headphones (speakers are prohibited) and the volume must be at a respectable volume.