



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 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.