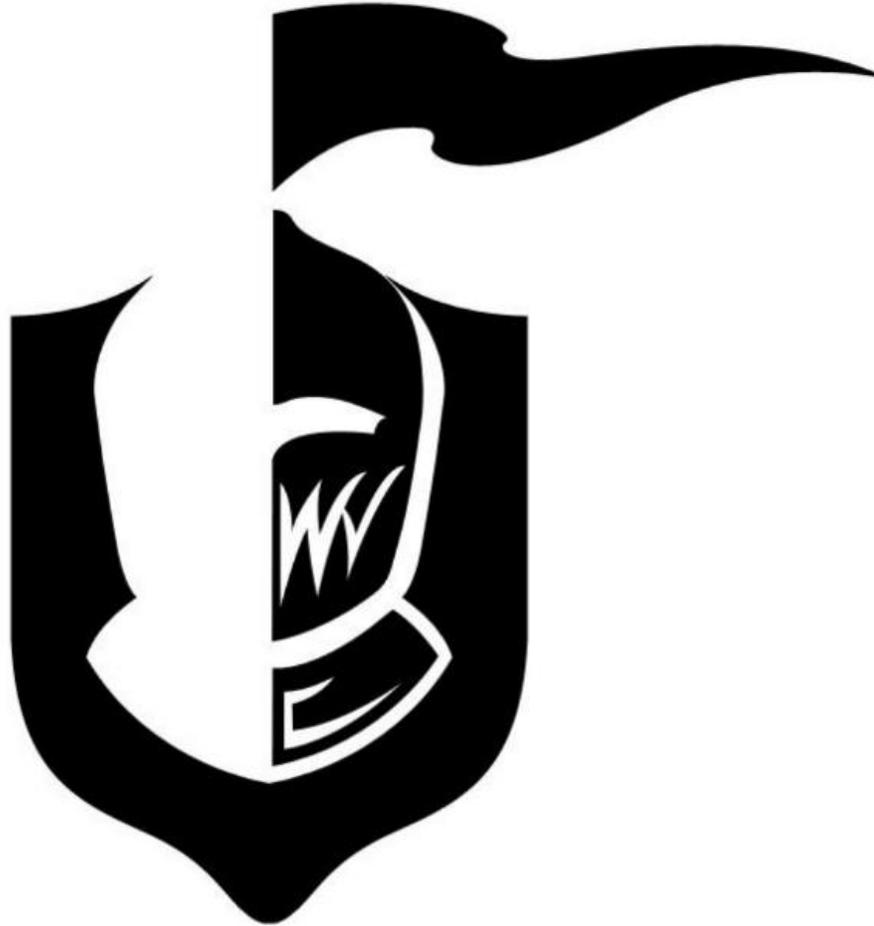


**ASSOCIATED STUDENTS OF
WENATCHEE VALLEY COLLEGE**



**Student Recreation Center
Standard Operating Procedures**

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WVC STUDENT REC CENTER
STANDARD OPERATING PROCEDURES
(SOP)

Section 1 - Introduction

A. Welcome

Welcome to the Wenatchee Valley College (WVC) Student Rec Center (SRC). This building was made possible by the Associated Students of Wenatchee Valley College (ASWVC) to provide a greater variety of recreational activities for the students of WVC. We hope that all members take full advantage of all the fitness and recreational opportunities provided throughout the SRC. As facility users, it is your responsibility to read, understand and abide by the policies and procedures herein the Standard Operating Procedures (SOP) in order to maintain a safe and healthy environment. Failure to adhere to the SOP may result in immediate removal from the SRC and possible revocation of membership.

B. Mission / Vision Statement

a) Vision

The SRC strives to provide access to students in pursuit of a healthy lifestyle that incorporates sports, fitness and leisure activities. We also hope to cultivate a deeper sense of inclusion and WVC pride through recreational activities.

b) Mission

The SRC is committed to providing the campus community with a safe, welcoming, and healthy environment to participate in quality recreational programs and to promote a healthy lifestyle for the campus community.

C. WVC Anti-Discrimination Policy

Wenatchee Valley College is committed to the policy that all persons shall have equal access to college programs, facilities, admission and employment. Furthermore, it is the policy of Wenatchee Valley College to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service



animal by a person with a disability, or any other prohibited basis per [RCW 49.60.030](#), [040](#) and other federal and laws and regulations, or participation in the complaint process.

All college faculty, staff and students must comply with this policy and are also expected to take appropriate measures to prevent discrimination or harassment. Faculty, staff or students who believe they are being discriminated against or harassed for one of the reasons listed above or who witness potential discrimination or harassment are encouraged to report the offending conduct. Prompt corrective measures will be taken to stop discrimination or harassment whenever and wherever it occurs.

D. Assumption of Risk

All members are responsible to determine whether they have the proper fitness level to participate. If necessary, each member should consult with their health care provider(s) before starting an exercise program.

Participation in activity at the SRC is voluntary. By voluntarily using the facility or participating in programs, members assume all risk for any harm or injury sustained. Facility users should consider the consequences of their actions and avoid engaging in behavior that may injure themselves, harm other facility users, or damage equipment. WVC is not responsible for injuries or costs related to health or physical services resulting from illness or injury sustained during the use of the SRC.

E. Surveillance

Activity areas, entries/exits and the main lobby are subject to 24-hour surveillance.

F. Directory

For any questions or concerns regarding the SRC, please contact the Assistant Director of Student Programs and Recreation:

Hillary Conner
(509) 682-6943
hconner@wvc.edu

Section 2 - Policies and Procedures

A. Membership

a) Eligibility

Only WVC students, faculty, staff and “2 Year Promise” alumni have access to the SRC.



b) Types of Memberships & Fees

i) Student Membership

To gain access as a student, you must be currently enrolled as a credit-earning student at WVC. WVC students* pay \$5 per credit up to a maximum of \$75 per academic quarter for SRC access. All WVC Wenatchee students taking credit earning classes will pay the fee. Omak students and students with the senior waiver must pay the SRC access fee prior to entry.

**Transitional studies students may choose to pay a \$5 service fee for REC center access. Students in non-credit classes (continuing education) are not eligible.*

ii) Staff / Faculty / Official WVC Volunteer

To gain access as a Staff / Faculty, you must be a current employee of WVC. Faculty and staff may use the REC center for \$75 per quarter.

iii) Temporary “2 Year Promise”

- To have access to the SRC via the “2 Year Promise” you must have been a WVC student who was enrolled and paying the SRC fee from the academic school years of 2015-2016 and 2016-2017.
- The “2 Year Promise” is only temporary and will only allot SRC access to students for up to two years. The “2 Year Promise” begins on September 25, 2017 and will extend up to two years, ending no later than September 25, 2019. After the 2 years has passed, access will be terminated.

B. Facility Access

a) General

The SRC is a controlled-access facility and is intended for use and enjoyment of current WVC students and other authorized members of the WVC community. Only members are permitted entry.

NO WVC ID CARD = NO ENTRY

- All facility users must have current, valid WVC identification. WVC ID cards are scanned at the front desk (ID Check) location before entrance to the facility is allowed.
- Failure to present identification upon request may result in removal from the facility. Identification may be checked at any time by SRC staff.



- Sharing identification cards for access into the building is considered forgery; doing so may result in loss of membership, confiscation of identification cards, or further disciplinary action.

b) Guest Policy

SRC Members may bring up to two guests per day*. Guests must be at least 13** years of age to purchase a guest pass. Non-students may come as a guest of a WVC student for \$5 per day. Non-WVC students may come as a guest of a WVC student for \$3 with a valid student ID card.

**Based on facility availability*

***For guests under 18 years of age, a signed liability waiver by parent or legal guardian is required prior to admittance.*

i) Guest Admittance

- Government-issued picture ID (with name and date of birth) of the guest is required at the time of guest pass purchase.
- The sponsor's membership must be validated prior to purchasing a guest pass.
- A guest pass is valid only for the date of issue, as shown on the receipt.
- The sponsoring member must accompany the guest while using the SRC and is responsible for the conduct and actions of the guest.

ii) Guest Restrictions

- A guest cannot host another guest.
- Guests are not permitted to use the SRC if the sponsoring member is not present.
- SRC staff on the clock are not permitted to sponsor a guest.
- A guest cannot check out equipment. The host member may check out equipment for their guest, but the host is still liable for the rental equipment. SRC staff reserve the right to deny access to any guest(s).

C. Member Conduct

a) General Expectations

- Members are responsible for reading, understanding, and abiding by all rules and regulations of the SRC.
- Not all rules are posted in immediate areas. If a SRC staff member requests your cooperation, facility users are required to cooperate. If you have questions about a specific policy, please see SRC staff.
- Failure to comply with SRC staff instructions and proper facility use may result in loss of facility and/or membership privileges.



- SRC Staff reserves the right to render judgment and decisions on policies not specifically covered.
- Members are expected to treat the facility and the equipment with respect.
- Members who engage in unacceptable, disruptive, or invasive behavior may have their access to the facility revoked, modified, and/or be subject to further WVC disciplinary action.
- Spitting, leaning or throwing objects from the balcony is strictly prohibited.
- Spitting on the floor or in the drinking fountains is prohibited.
- Members must notify SRC staff should an accident, injury or related incident occur. In addition, SRC staff must immediately report any injuries or equipment malfunction for prompt evaluation.

b) Attire

Appropriate attire is required while using the facility.

i) Clothing

- Upper body private areas must be covered and non-visible at all times.
- Lower body private areas must be covered and non-visible at all times.
- Jeans, khakis and pants, with buttons, metal zippers, metal rivets, belts and belt loops, are not permitted while using upholstered exercise equipment.

ii) Footwear

- Non-marking, rubber-soled, athletic-type/sport shoes are required. Footwear must completely cover the foot including instep, toes, arch, and heel.
- Footwear not permitted includes, but is not limited to, high-heeled shoes, spikes, open-toed shoes, turf shoes, cleats, boots, flip-flops, sandals and footwear that are muddy or dirty unless otherwise approved.
- Bare feet and/or stockings are acceptable for some group fitness classes and/or group reservations in the Multi-Purpose room.

“The 2-Shoes” Recommendation: Participants are strongly encouraged to bring a second pair of clean footwear that is free of pebbles, road salt, gum, sand, etc. to use during their workouts. This helps protect the equipment and flooring.

iii) Jewelry

SRC Staff strongly recommends that no jewelry be worn during exercise. This includes, but is not limited to, necklaces, rings, bracelets, wristbands, watches, earrings/studs, piercings, etc. If the SRC staff believes that worn jewelry is a danger or a hazard to you, other members, or to the facility/equipment, they will ask you to remove it.



c) Food/ Beverage

- Food is allowed only in the main lobby of the SRC.
- Food is not allowed in any activity area unless approved for a special function.
- Non-spill, non-breakable water or sports bottles are permitted in workout areas; no glass bottles are allowed in the fitness areas of the facility.
- Containers are subject to substance check at any time by SRC staff.

d) Alcohol/ Drugs/ Smoking/ Vaping/ Tobacco

- Alcoholic beverages/controlled substances are not allowed on the premises.
- Consumption of alcohol, intoxication, or the appearance/smell of intoxication from alcohol or illegal substance will result in immediate removal from the SRC and subject to further disciplinary action.
- WVC CAMPUS IS A TOBACCO-FREE FACILITY. Smoking or tobacco use in any form is prohibited. This includes Electronic Cigarettes and Vape Machines.

e) Bicycles/ Skateboards/ Inline Skates

- Bicycles, skateboards and inline skates are not permitted for use in the facility.
- In-line skates and skateboards can be stored in day-use lockers provided they fit in these storage units.
- Bicycles should be secured to outdoor bike racks.
- Bicycles found locked in inappropriate areas will have the locks cut and will be moved to a bicycle rack with no lock.
- Skateboarding, inline skating, riding bicycles or other activities that may cause damage to the landscape/exterior of the SRC is not permitted.
- Participants assume responsibility for damages to the landscaping/exterior of the SRC.

f) Loitering

Activity areas are meant to be used for recreational purposes. If members start to crowd an activity area without using the area for its intent and/or for social purposes, they may be asked to move to the lobby so that other members may continue to use the area for recreational purposes.

g) Personal Belongings

- The SRC is not responsible for lost or stolen items.
- Members are recommended to store all personal belongings securely in lockers provided in the SRC.
- SRC Staff are not permitted to hold equipment, valuables, or bags for facility users.
- Found items should be turned in to the SRC front desk. Unrecovered items will be sent to the Student Programs lost and found at the end of the day.



h) Music / Cell Phones / Speakers

- Mobile devices must be used with caution for safety reasons.
- Personal music devices are allowed with headphones. No boom boxes or portable speakers are permitted.
- Photographing and/or videotaping of other individuals in the facility is not permitted.

i) Fireworks / Explosives / Firearms

All explosives and firearms are prohibited in or on the premises.

j) Theft / Loss of Equipment

- Theft must be reported immediately to the SRC staff who will file an incident report.
- Facility users are responsible for any SRC equipment they may have checked out from the front desk.
- In the event of theft or loss of rental equipment, SRC staff must retain the information of the responsible party for further action.
- Theft or loss of rental equipment will be dealt with on a case-by-case basis.
- Facility users may be held responsible for replacing equipment.

k) Indecent Behavior

Indecent behavior includes, but is not limited to:

- Verbal abuse
 - Physical abuse
 - Harassment
 - Discrimination
 - Obscene gestures or actions
 - Abuse of staff in any form
 - Failure to follow an established policy
-
- The SRC has zero tolerance for violence or intimidation of any sort. Any physical abuse of any person or conduct which threatens or endangers the health and safety of any member of the College will result in immediate removal and disciplinary action.
 - Abusive language, and/or inappropriate behavior will not be tolerated. Persistent use of such behavior may result in forfeiture of utilization privileges.
 - Vandalism, graffiti, assault, theft, and possession of firearms or weapons are considered criminal activities and may result in immediate police action.



D. Equipment/General Use

- Use of the SRC is for recreational purposes only and cannot be used for coaching/instructional purposes or private gain, unless authorization has been granted by the Assistant Director of Student Programs and Recreation.
- Organized activities other than those approved by the Assistant Director of Student Programs and Recreation or sponsored by the Student Programs office are prohibited.
- Members using the SRC and equipment assume the liability of and agree to compensate the SRC for any damages other than normal wear and tear.
- Failure to comply with SRC policies and procedures may result in removal from the facilities and cancellation of SRC access.

a) **Equipment Use**

- Participants exercise at their own risk, and are responsible for their own health and safety.
- All equipment must be used in a safe, appropriate manner. Members who abuse the equipment, use equipment inappropriately, or do not follow safe practices may be asked to leave the facility.
- If unfamiliar with proper equipment use, please ask SRC staff for assistance.
- Orientation sessions are recommended for those unfamiliar with the fitness areas and/or fitness equipment.
- Keep hands and feet clear of moving parts while machines are in use. Place hands and feet only on the handgrips and foot pads provided.
- To protect the equipment and improve sanitation, **all users are required to clean equipment after each use**. Disinfectant wipes are provided throughout the facility.
- There is a 30-minute time limit on all cardiovascular equipment during peak usage times or while others are waiting.
- Members must not rest on machines or on the TRX between sets in order to allow other participants to use equipment between sets.
- When members leave their station, they must take their personal belongings with them. They cannot hold their spot with personal belongings.
- Hanging personal items on cardiovascular is prohibited, as the items can fall and become lodged in moving equipment, such as treadmills.
- Do not operate equipment with loose or damaged parts. If a machine fails to operate correctly, do not attempt to repair it. Notify the SRC staff of the problem immediately.
- Signage for damaged or out-of-order equipment must not be removed. Use of any equipment that is labeled "Out of Order" is strictly prohibited.
- Hand weights and dumbbells are not permitted on cardiovascular equipment.



- Members should use extreme caution when lifting weights or using TRX equipment to avoid potential injury to themselves or others.
- Weight plates, dumbbells, barbells, and all other items must be stored in their appropriate storage areas immediately after use. Failure to do so may result in revocation of SRC access.
- Dumbbells and free weight equipment should not be slammed together or dropped on the floor.
- Weights and bars are not to be left on the floor or leaned against walls, mirrors, or equipment.
- To prevent tearing, do not place feet, rest bars or weights on benches.
- Standing on benches or equipment frames is not permitted.
- Weight collars must be used for barbells at all times.
- All free weight users must have at least one spotter.

b) Mezzanine

When on the Mezzanine it is prohibited to:

- Spit off the balcony
- Hold anything over the ledge
- Lean over the guardrail
- Throw anything over the ledge

c) Lockers

- Lockers are available for drop-in/day use only.
- A limited number of lockers are available for use and are assigned on a first-come, first-served basis for a deposit of 25 cents.
- Facility users must return the key to the lock and take all belongings before leaving the facility each day.
- Personal belongings not removed by the end of the day will be submitted to lost and found.
- WVC is not responsible for any damaged or lost personal items in the SRC.
- Members will be charged for any damages to a locker or loss of key.
- Personal items and belongings should not be left unattended at any time in the SRC.

d) Equipment Check-Out

Please see SRC staff for equipment available for check-out.

- A valid WVC ID is required to check out equipment.
- Guests of members cannot check out equipment.
- Equipment may be checked out at the front desk. All items must be returned when finished to avoid replacement fees.
- Equipment is designated for use in the SRC only.



- The member checking out the equipment is responsible for that equipment.
- All equipment must be returned to the SRC front desk when the member leaves the facility.
- Authorized personnel ONLY are permitted in the equipment storage area.

e) Gymnasium

- When using the gym, it is prohibited to throw or kick anything at the mezzanine.
- The gymnasium courts are primarily intended for basketball, volleyball, and badminton. Other activities are encouraged and subject to approval by SRC staff.
- Participants MUST seek assistance from SRC staff for adjustments and setup/takedown of the volleyball & badminton nets, or other equipment.
- Disassembling and/or moving equipment that has been set up is not permitted.
- Hanging on the rims or nets is strictly prohibited.
- Shooting at baskets, while a game is in progress, is not permitted.

f) Court Guidelines

- Members who wish to use the court next must verbally notify the current players. No one playing in a game may call the court next.
- Only one player needs to be present to request the court.
- Members can use the court for up to 20 minutes at a time.
- Time limit can be extended if no one is waiting.
- Kicking or throwing of a basketball and/or other equipment toward the ceiling or mezzanine is prohibited. Violators will be asked to leave the facility immediately and may be billed for the damages.
- No reservations will be taken for recreational play. However, reservations can be made for special activities/events.
- If there are less than ten players, they must use half court and allow the other half court to be open for another activity, when there are others wanting to use the court.
- Use of open gym hours are on a first come, first serve basis.
- Facilities and equipment should be used for their designed purpose.
- All belongings are to be secured at all times. Keys, backpacks, and personal belongings are not permitted on the gym floor.

g) Multi-Purpose Room

- The Multi-Purpose Room is intended for group fitness classes, recreational use, and other special events.
- Group fitness class schedules are posted at the entrance to activity rooms.
- Fitness equipment should be used only for its intended purpose.
- Do not remove equipment from activity rooms.
- Use caution near mirrors.



- Personal hand weights are not permitted. Facility hand weights are provided for appropriate classes, and may only be used at the direction of the instructor.
- Clean equipment with disinfectant wipes before leaving classes.
- Using a towel during mat-based exercise is recommended.
- Audio visual equipment is available with SRC staff approval. Otherwise, groups or individuals are responsible for providing their own music.
- Personal/instructional training other than those scheduled through the SRC is prohibited.
- Multiple failures to adhere to instructor cues may result in class suspension.
- Return all equipment to its proper location after use.
- No dangerous physical activities that are deemed unsafe by any SRC staff will be allowed.

h) Lounge Space / Main Lobby

- Members are not allowed to rearrange the furniture.
- Food and drinks are allowed in these areas. Please discard of all trash.
- Furniture should only be used for its designed purpose.

E. Area Rental / Reservations

a) SRC Member Area Reservation

- Facility users can reserve areas for special activities. Submission of a reservation form is required to reserve a designated area. The form must then be approved by the Assistant Director of Student Programs and Recreation.
- The SRC is not allowed to reserve facility areas:
 - For longer than 2 hours*
 - During peak hours*
 - For recreational purposes, the request must be for an organized activity.
 - If damages occur to SRC equipment or facilities, beyond normal wear and tear, the reserving party will be held responsible for the cost of the repair.

**With prior approval, considerations may be made for special circumstances or events*

b) Community Member (CO) Area Rental

- The SRC Facilities may be rented to Community Organizations (CO) with the authorization of the Assistant Director of Student Programs and Recreation.
- The SRC facilities should not be rented out during normal hours of operation.



- For a CO to rent the SRC, they must fill out a rental request and submit it 30 days in advance (exemptions can be made). The CO request must be approved by the Assistant Director of Student Programs and Recreation, and comply with current WVC facility rental policies and procedures.
- Please see Assistant Director of Student Programs and Recreation for rental details.
- If damages occur to SRC equipment or facilities, beyond normal wear and tear, the CO will be held responsible for the cost of the repair.

F. Finances

Any and all money donated, made from or by using the SRC's Facilities, and/or equipment, will be used to repay the SRC COP and/or to fund special projects as directed by the Assistant Director of Student Programs and Recreation.

Section 3 - Building Operations

A. Parking

All WVC campus parking rules, standards and enforcement apply to the SRC parking areas.

B. Promotional Areas

- All posters, flyers, signs etc., must be approved by Student Programs before being posted in the SRC.
- Displays may only be posted on approved bulletin boards.
- Posters may not be attached to the building walls (interior and exterior), doors, windows, rails or any other painted surface.
- The SRC retains the right to limit the number, location, and duration of posting.
- Use of tape, or other marking materials on walls or flooring is prohibited.
- Please consult with SRC staff for posting procedures.

C. Americans with Disabilities Act (ADA) Compliance

- The SRC is diligent in its efforts to make every part of a facility accessible for all. If additional accommodations need to be made, please contact SRC staff.
- At least one of each type of equipment will be available to people with limited mobility. There must be a space of 30 inches by 48 inches to allow transfer to and from equipment.
- Please remember that the SRC Staff are here to assist members. Please ask staff for assistance.

D. Animals

- Pets are prohibited from entering the SRC.



- Service animals are permitted in the SRC. Service animals are defined as animals that are trained to do work or perform tasks for a person with a disability in accordance with The Americans with Disabilities Act. See established WVC policies and procedures for more information at: <https://www.wvc.edu/students/support/disability-services/service-animals.html>.

E. Closing Procedures

- Members and guests must vacate the building by closing time.
- Announcements are made as the closing time nears.
- Participants are expected to finish their activity (5 minutes prior to closing), re-rack all weight equipment, return any checked-out equipment, and exit the facility prior to closing.
- SRC Staff must do a final walk-through to ensure that weights are re-racked, all areas are vacant, clean, and machines are wiped down.

a) Emergency

In the event of an emergency, please dial 911 from a campus phone or 911 from a cell phone, alert SRC staff and refer to established campus emergency procedures.

b) Scheduled Closures

Areas of the SRC or the entire facility may be closed and/or restricted due to a special event, scheduled cleaning, maintenance, holiday or unforeseen circumstances. Scheduled closures will be sent out via email in advance and posted at the SRC.

Section 4 - Standard Operation Procedure Amendments

A. Approval Guidelines

- The SRC in conjunction with Student Programs and the ASWVC Student Senate strives to provide a safe and enjoyable atmosphere for all participants and reserves the right to implement or amend any policies and/or procedures to protect our patrons or comply with state and/or federal law.
- Any recommended amendments that include finances, member access, rental / reservation, or building use must be approved through the ASWVC Student Senate with a $\frac{3}{4}$ ASWVC majority vote in an official meeting.
- Any recommended amendments that require ASWVC Student Senate Approval must be given to the ASWVC Student Senate for review. After 2 weeks of review and discussion the ASWVC Student Senate may vote on the recommendations.



- Any other amendments, regarding daily operations, may be approved by Student Programs.
- If Student Programs may recommend amendings procedures to the SRC SOP and must present recommendations to the ASWVC Student Senate. Wherein the ASWVC Student Senate has the authority to accept/reject recommendations with a $\frac{3}{4}$ ASWVC Student Senate vote in an official meeting after a 2 week review / discussion period.

