

# 2023-2024

Policies & Procedures Manual

Recreation & Wellness  
ASHLAND UNIVERSITY | [RECWELL@ASHLAND.EDU](mailto:RECWELL@ASHLAND.EDU)

## ***Mission Statement***

The mission of the Department of Recreation and Wellness is to help individuals develop and maintain active, healthy and well-balanced lives that foster and sustain wellness of mind, body and spirit. We also seek to build community; to facilitate leadership and developmental opportunities; and to remain on the forefront of the campus recreation industry.

### ***Entry Level***

- Customer Service Desk
- Atrium
- Massage Chairs
- Wellness Break Area
- Tuffy's Smoothie Bar
- Recreation & Wellness Offices
- Faculty Offices
- Classrooms

### ***Lower Level***

- 1 Multipurpose Activity Court (MAC)
- 2 Basketball Courts
- 2 Racquetball Courts
- Aerobics Room
- Athletic Training Room
- Climbing & Bouldering Wall
- Equipment Check-Out
- Fitness Center
- Game Room
- Meditation & Relaxation Room
- Hot Tub
- Locker Rooms
- Messerly Natatorium: Pool & Diving Well
- Sauna
- Weight Room

### ***Upper Level***

- Three Lane Jogging Track
- Stretching area
- Cardio Equipment
- Free Weights

## ***Professional Staff***

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## ***Facilities***

Recreation & Wellness provides Ashland University students, faculty, staff, alumni, and community an opportunity to spend leisure time in physical activities that encourage a healthy lifestyle. Recreation & Wellness consists of organized intramural sports, sport clubs, group exercise programs, special events and wellness programming. The following facilities are offered through Recreation & Wellness at Ashland University:

- Recreation Center
- Brooks G. Hull Intramural Field
- Kilhefner Basketball Court
- Rec Center Sand Volleyball Courts
- Fraternity Circle Sand Volleyball Court
- Hammock Station

## ***Available Programs***

### ***Fitness***

- Approximately 10-15 Group Exercise classes per week

### ***Wellness***

- Year-round wellness programming and education for faculty, staff and students.

## **Rentals**

- Indoor Equipment
- Outdoor Equipment
- Facility Areas
- Lockers

## **Recreational Sports**

### **Intramurals**

- Spikeball, sand volleyball, flag football, cornhole, powderpuff flag football, battleship, basketball, floor hockey, indoor volleyball

### **Sport Clubs**

- Men's: Basketball, Soccer,
- Women's: Basketball, Soccer, Volleyball
- Co-ed: Climbing, Golf, Quidditch, Snow Sports, Swimming & Diving, Tennis, Running, Badminton, Jiu Jitsu

### **Special Events**

- Homecoming 5k Fun Run
- Rec Center Incentive Programs

### **American Red Cross Certifications**

- First Aid, CPR, & AED
- Lifeguard Certification /Recertification

### **Facilities and Amenities**

Participants need a valid Ashland University Eagle/membership card to gain access to the facilities, equipment, and available programs.

### **Game Room/Meditation & Relaxation Room - 2,600 sq. ft.**

#### **Game Room**

- 3 Pool tables
- 2 Table Tennis tables
- 2 Plasma TVs
- Wii
- VR Experience Area

#### **Meditation & Relaxation Room**

- Meditation Resources

- Comfortable Seating
- Massage Chair

### **Three-Lane Track - 1/9 mile**

- Pace clock
- Exercise mats
- Stretching bands
- Cardio equipment
- Stretching area
- Free weights

### **Fitness Center - 5,000 sq. ft.**

- 30 units of cardio equipment including treadmills, ellipticals, bicycles, stairmill, rowers, arc-trainers, and AMT machines
- 8 Televisions with Audio Fetch
- 16 selectorized weight training systems
- Combination of 11 free weight stations
- Total of 198 free weights (70 dumbbells, 100 Troy weights, 16 York weights, 12 dumbbells in stretching)

### **Gym Area - 21,350 sq. ft.**

- Two basketball courts for basketball and volleyball
- One multipurpose activity court for badminton, floor hockey, indoor soccer, tennis, volleyball and other events

### **Aerobics Room - 1,550 sq. ft.**

- Group Exercise instructional area
- Approximately 10-15 group exercise classes per week
- Equipment including: Computer, TV/DVD player, Barre, exercise mats, Swiss balls, free weights, steps, weighted bars, a chin up bar, kettle bells, a punching bag, battling ropes, and a pace clock

### **Climbing Wall - 24 ft. tall**

### **Bouldering Wall - 12 ft. tall**

- Climbing/bouldering routes

**Messerly Natatorium - 13,320 sq. ft.**

- 18 person hot tub
- 7 person sauna
- 8 lanes
- 25 yard pool
- 1m and 3m diving boards
- Intercollegiate men's & women's swimming and diving staff offices

**Racquetball Complex - 1,630 sq. ft.**

- 2 Racquetball Courts
- Walleyball
- Storage lockers

**Locker Rooms**

- Faculty/Staff Locker Rooms
- General Locker Rooms
- Visitor/Family Changing Locker Rooms

### ***Memberships***

<b>Type of Membership</b>	<b>Groups Eligible</b>	<b>Cost</b>
Gold Membership	Regular Part-Time & Full-Time Employees	\$94/Semester – Individual \$188/Semester – 2 Person Family \$240/Semester – Family
Purple Membership	Part-Time & Full-Time Students, Graduate Students, Seminary Students, Retired Faculty/Staff, Adjunct/Supplemental Employees, Casual Employees, Trustees, Spouses	\$94/Semester – Individual \$240/Semester – Family
Alumni Membership	Alumni and Spouse of Ashland University, Ashland Seminary and MedCentral College of Nursing	\$130/Semester – Individual \$682/Year – Alumni & Spouse \$326/Semester – Family \$852/Year – Family
Community Membership	Community Members	\$240/Semester – Individual* \$600/Semester – Family* <i>*initiation fee not included</i>
Purple 30 Visit Pass	Part-Time & Full-Time Students, Graduate Students, Seminary Students, Retired Faculty/Staff, Regular Part-Time & Full-Time Employees, Trustees, Spouses	\$73/30 Visits
Alumni 30 Visit Pass	Alumni and Spouse of Ashland University, Ashland Seminary and MedCentral College of Nursing	\$112/30 Visits
Eagle Pass	Students, Faculty/Staff, Alumni	\$5/Visit Pass No Guest Passes
Guest Pass Package	Current Members, 30 Visit Pass Holders	\$40/10 Guest Passes
College Pass	Full-Time or Part-Time Undergraduate Students from a different university	\$94/Semester *Available for Summer Semester only and paper proof of Fall classes must be submitted at purchase
College Credit Plus Membership	High school students taking courses at AU to earn high school and college credits at the same time.	Included in tuition

### ***Definitions of Groups Eligible***

- **Access students:** International students enrolled in the Access program at Ashland University
- **Adjunct/Supplemental:** A current adjunct faculty member at Ashland University and/or those that receive supplemental contracts
- **Alumni:** Graduates, and spouses, of Ashland University (undergraduate or graduate), Ashland Theological Seminary or MedCentral College of Nursing who have completed at least 32 credit hours (undergraduate) or 16 credit hours (masters/graduate)
- **Casual Employee:** A person who is regularly scheduled less than 20 hours per week for AU, not eligible for benefits
- **College Credit Plus Student (CCP):** High school student taking courses at AU to earn high school and college credits at the same time. Students must be registered for AU courses and have an Eagle ID
- **Community Member:** Individual who is not eligible for Purple and Gold Membership or Alumni Membership who is at least 18 years of age
- **2 Person Family:** Individual eligible for Gold Membership plus their spouse or child. See “Family” for additional policies
- **Family:** Spouse and all children who reside in the household. Children must be naturally or legally adopted, no older than 26 years of age and claimed as a dependent
- **Full-Time Undergraduate Student:** Undergraduate student enrolled at Ashland University with at least 12 credit hours. Students are eligible to purchase the semester before classes begin (dependent on payment of fees through the Business Office)
- **Graduate Student:** A student enrolled in graduate courses at Ashland University
- **Part-Time Undergraduate Student:** Undergraduate student enrolled at Ashland University with less than 12 credit hours. Students are eligible to purchase the semester before classes begin (dependent on payment of fees through the Business Office)
- **Regular Full-Time Employee:** A person who works a minimum average of 30 hours per week and at least 1,560 hours per year for AU and, therefore, is eligible for full employee benefits
- **Regular Part-Time Employee:** A person who works, on average, between 20 – 29 hours per week, not exceeding 1,559 hours annually, for AU and is eligible for vacation, holiday and sick time.
- **Retired Faculty/Staff:** A retired faculty or staff member who belongs to the Ashland University Heritage Club
- **Seminary Students:** A student enrolled in graduate courses at Ashland Seminary
- **Spouse:** A person who is legally married to an undergraduate student, part-time student, graduate student, seminary student, faculty, staff, trustee, or retired faculty/staff member
- **Trustee:** A member of the Ashland University Board of Trustees

**\*Note** – Eligibility of groups is defined through the following offices: Human Resources, Registrar, and Alumni

### ***Payment***

- Payment for membership can be made by cash, check (made out to Ashland University), credit card, department transfer, or payroll deduction
- Purple, Alumni, and Community Memberships may be purchased up to one year at a time
- Gold Membership can only be purchased for the upcoming semester
- Adjunct/Supplemental employees (and their spouses/family) may only purchase membership for the current semester

### ***Rec Center Usage: Full-Time Undergraduate Students***

- Membership is included in student fees for fall and spring semester
  - Note: Students taking 100% AU Online Courses are not billed the Campus Access Fee (which includes Rec Center membership). Those online students interested in Rec Center membership should purchase through the Recreation & Wellness office
- Students can opt to purchase a summer membership in the Recreation & Wellness office (summer membership is not included in student fees)

### ***All Members***

- The Department of Recreation & Wellness reserves the right to suspend or terminate eligibility of those individuals who demonstrate inappropriate behavior or conduct within the facilities or programs offered by Recreation & Wellness. These individuals include students (full-time, part-time, graduate, and seminary), faculty, staff, spouses, alumni, community members, and their guests. In addition to the Rec Center policies and procedures, student members of the Rec Center are to abide by policies outlined in the student handbook; and Ashland University employees are to follow policies outlined in the employee handbook

### ***Gold Membership***

- Gold Membership is a membership option open to all regular part-time and full-time employees. Individuals who use the Ashland Recreation Center regularly will be issued a reimbursement following the conclusion of the semester
- Spouses are not eligible for reimbursement unless they are an Ashland University regular part-time or full-time employee
- Individuals who purchase a family membership will receive a reimbursement toward their membership of \$94 if thirty (30) visits (\$47 and fifteen (15) visits for prorated membership) are tracked by the regular full-time employee
- Gold Memberships will be issued on a one (1) semester basis and individuals may purchase membership as far as one (1) month prior to the start of the semester membership term
- Individuals need to visit the Rec Center at least thirty (30) days per semester (fifteen (15) days for prorated membership) to get reimbursed
- Individuals are welcome to use the facility multiple times per day, but only one swipe per day will count toward your semester total of at least thirty (30) days (fifteen (15) days for prorated membership)

- No matter how payment is processed for the Gold Membership, all reimbursements will be processed through the employee's paycheck approximately one (1) month after the semester membership term has concluded
- The reimbursement is considered a taxable benefit. The membership reimbursement of \$94/semester (\$47 for prorated membership) provided by the university constitutes taxable income and will be subject to federal, state, local, and FICA taxes applicable in each employee's situation
- At the time of sign up, a Gold Membership Tracking Card will be issued upon request. The purpose of this card is to serve as a personal reference tool to track the number of visits one has had each semester. Contact [recwell@ashland.edu](mailto:recwell@ashland.edu) at any time if you'd like an updated visit count. E-mails will be sent out mid-semester as a reminder that the semester is half way over and that members may request a visit count at that time. At the conclusion of each semester, usage reports will be generated and an e-mail will be sent to those seeking reimbursement indicating if they have reached their minimum required visits.
- Ashland University does not reimburse Rec Center membership fees when members receive reimbursement from alternative resources, such as, but not limited to, a spouse's insurance company or employer

### ***Community Membership***

- Individuals 18 and older are able to purchase an individual membership
- Background checks are required prior to using the facility. Please allow 1-2 weeks for clearance for citizens of the United States and 2-4 weeks for clearance for non-United States citizens and non-permanent residents of the United States
- Community memberships will not be made active until a background check is cleared
- An e-mail will be sent to the prospective member once the background check is cleared
- Individuals who do not pass their background check will be reimbursed for all membership fees paid, except the initiation fee
- Background check clearance is determined through the Recreation & Wellness Office

### ***Family Membership***

- Children 15 and younger are restricted from using the weight room, fitness center, fitness equipment on the track, and sauna
- Children 4 and younger are not permitted to use the Climbing Wall (may still use bouldering wall)
- Children 3 and younger are permitted to use the Rec Center without a membership/guest pass
- Children 15 and younger must be accompanied by an adult of at least 18 years of age at all times. Accompanying your child is defined as being in the same activity area and in constant supervision



### ***Eagle Passes***

- Students, faculty/staff, and alumni, that are eligible members, are permitted to purchase a daily pass any time of the year without being sponsored by a current member of the facility
- Eagle Passes are \$5 and are valid for that day only, for that person only
- Re-entry for the day is possible by holding on to the pass given at purchase and showing identification
- Individuals purchasing an Eagle Pass are not permitted to purchase guest passes
- Individuals entering on this pass are permitted to check out equipment and participate in Group Exercise classes

### ***College Pass***

- Summer memberships are available to undergraduate students living within the Ashland area, who attend a different institution
- Individuals interested in signing up for this membership must stop by the Recreation & Wellness office or visit Customer Service for a membership application
- Students enrolled in a full-time or part-time undergraduate level for the upcoming fall semester are eligible to purchase summer membership at the student rate
- A paper proof of registration for upcoming fall classes must be submitted at time of purchase. If paper proof of registration is not available, exceptions can be made

### ***Guest Passes***

- Members, including 30 Visit Pass holders, are able to bring in up to 3 guests per visit
- Guest passes are \$5 each
- Members must stay in the building with guests at all times. Guests 15 and under must stay in the same location as the member, at all times
- Members must check out equipment needed for their guest(s)
- Full-time undergraduate students, with a Rec Center membership, are able to utilize 2 free guest passes each weekend day; beginning at 3pm Friday and ending on Sundays, valid only fall and spring semester. The free guest passes begin orientation weekend and end graduation weekend
- Guest passes cannot be transferred from sponsored member to member
- Guest pass is only valid while member named on pass is in the facility with guest

### ***Guest Pass Package***

- Can only be purchased/used by current members, including 30 Visit Pass holders
- Valid for 1 year from the date of purchase
- Guest Pass Package card cannot be replaced if lost or stolen
- Members, besides the individual who was issued the card, can utilize the card
- Guest Pass Packages are issued from the Recreation & Wellness Office, but can be purchased at any time
- See "Guest Passes" for additional policies
- Members are still limited to 3 guests per visit

### ***Temporary Membership Cards***

- Temporary Membership Cards are given to individuals who have forgotten their membership card as well as members who purchase their membership outside of professional staff office hours
- The Temporary Membership Card should only be used until membership is made active in the system and/or a membership card has been issued
- New community members will not be issued a Temporary Membership Card before background check clearance
- Re-entry for the day is possible by bringing back the Temporary Membership Card and picture identification
- Those holding a Temporary Membership Card are permitted to participate in the full benefits of membership
- At any time, members may be asked for identification by Rec Center employees. In this case, a Temporary Membership Card is a valid form of member identification

### ***30 Visit Passes***

- Gold, Purple, and Alumni members are eligible to purchase a 30 Visit Pass
- 30 Visit Pass expires one year from the date they are purchased
- Passes can only be used by the member who purchased the pass (passes cannot be shared)
- 30 Visit Pass cannot be paid through payroll deduction
- 30 Visit Pass visits are forfeited if unused by the expiration date. No discounts, refunds, or extensions will be given if semester memberships are purchased within the 30 Visit Pass time period
- Guest Passes can be purchased with 30 Visit Pass

### ***5 Free Visits Pass***

- Regular Part-Time and Full-Time Employees are eligible for 5 free visits to the Rec Center per semester
- 5 Free Rec Center Visits card can be obtained at the Rec Center Customer Service desk (present your Eagle ID to the staff)
- Bring your 5 Free Rec Center Visits card and Eagle ID each time you visit the Rec Center. Your card will be marked with the date by Rec staff and your Eagle ID will be swiped
- 5 free visits will count toward Gold Membership visit requirements when used within the dates of your purchased membership type (full or prorated). Visits used before the prorated membership begins will NOT count toward the visit requirements of a purchased prorated membership
- Guests may be brought in with this pass for \$5 per guest (3 guest maximum per visit)
- This pass may not be exchanged for any other service/pass
- The only person who may use the pass is the original recipient
- Unused visits cannot be rolled over to the following semester
- Employees must submit their 5 Free Rec Center Visits card with their membership application at the time of purchase. If purchasing online, please submit the card to the Recreation & Wellness office, to ensure all visits are accounted for

## ***Refunds***

- The Department of Recreation & Wellness does not offer refunds for memberships or passes. Exceptions may be made during national pandemics or extenuating circumstances as approved by the Director of Recreation & Wellness. The Rec Center does not give refunds for lost money in vending machines. A staff member should be notified of any vending machines not working properly. Patrons who lose money in machines should be directed to the Campus Store for a refund

## ***General Policies***

- An ID must be shown when gaining entrance to the facility. This includes, but is not limited to: membership, Eagle Pass, and Guest Pass
- If an individual uses a membership card which is not theirs, the card will be confiscated. The confiscated card may be claimed by the original owner. The owner of the card may not use the Rec Center or participate in programs until meeting with the Director of Recreation & Wellness
- The Academic Wing, Athletic Training Complex and Tuffy's Smoothie Bar do not require an Ashland University Eagle/membership card to access
- Inappropriate sexual behavior and/or sexual misconduct are prohibited
- Shirts, shorts/pants, and shoes are required within the Rec Center (except in pool and locker rooms)
- Sports bras only are not permitted
- Recreation & Wellness reserves the right to determine appropriate attire
- Cards, issued by Recreation & Wellness, can be replaced one time per semester at no charge. Cards needing to be replaced more than one time per semester may incur a replacement fee of \$5
- Ashland University is not responsible for lost or stolen items and all members are encouraged to lock up all personal items. Recreation & Wellness is not liable for any injuries
- Coats, street clothing, and backpacks/equipment bags should be placed in lockers or cubbies throughout the building
- Locks are available at the Equipment Check-Out desk
- Report facility/equipment irregularity to staff on duty
- Those suffering from heart disease, diabetes, or high or low blood pressure, or women who are pregnant should not begin an exercise program without proper physician consultation and permission
- Recreation & Wellness reserves the right to adjust schedules, program formats, and instructors when necessary. Please refer to the department website or dial 419.289.5440, for updated class and program schedules or cancellations
- The following are prohibited: alcoholic beverages, tobacco products, profanity, and vulgar language
- Recreation & Wellness reserves the right to not allow outside equipment (chains, kettle bells, bands, etc.) to be brought in the Rec Center
- The Rec Center is a latex free facility. Please do not bring items with latex into the building (i.e. balloons, stretching bands)
- Outside training is not permitted in the facility (compensated or not compensated). This includes, but is not limited to: personal training, swim lessons, coaching, or

other athletic training. Exceptions can be made as approved through the Recreation & Wellness office

- For nursing mothers, a private lactation space is available in the Student Center
- Individuals suspected of consuming alcohol, marijuana, or other controlled substances, will be asked to leave
- Razor scooters (or similar) cannot be used in the facility

### ***Concussions***

- If an individual sustains a suspected head injury while participating in an event during informal recreation at the Rec Center, and they refuse to be transported to the local hospital, we highly recommend that they do not return to any activity at the Rec Center for the remainder of the day

### ***Emergencies***

- Call 911 or alert a Rec Center staff member
- For minor injuries, contact Rec Center staff
- Do not use elevator in case of fire
- Department will be conducting mock emergencies with staff. If there is a mock emergency and a member approaches the “victim,” the “victim” will identify that it is not a true emergency

### ***Severe Weather Policy***

- Refer to University policy
- During tornado warnings, the Rec Center will close until the warning expires (front doors will remain unlocked for outsiders to seek shelter)
- Members can leave or seek shelter in Rec Center during tornado warnings
- Always follow the signage within the facility to locate all safety areas in the event of a tornado warning
- If lightning is spotted, all participants must discontinue play on the intramural field, sand volleyball courts, and the Kilhefner basketball court. Play may resume 30 minutes after the last lightning bolt is spotted/thunder heard
- Recreation & Wellness staff reserves the right to rule on unsafe playing conditions and inclement weather

### ***Lost and Found***

- Lost and found for the Rec Center is found at the Customer Service area
- Items are tagged and logged for at least 30 days. Items of value (wallets, phones, etc.) will be kept in the Recreation & Wellness office

### ***Tours***

- Recreation & Wellness staff will escort tours when available upon request or may be scheduled in advance
- Please contact Recreation & Wellness to schedule a tour for 5 or more people
- Tours will be allowed by members for the facility without an escort, but must present an Ashland University Eagle Card
- Tours can be led by staff within the Admissions Office

- Tours can be led by Recreation & Wellness staff to eligible members

### ***Food/Drink***

- Food and drink are allowed only within the observation deck and atrium
- Water can be taken anywhere in the building
- Chewing gum is not permitted

### ***Bulletin Boards/Solicitation***

- Soliciting is not permitted inside or outside of the Rec Center without prior approval
- Posters are not permitted on any railings in the Rec Center
- Signs can be hung on the bulletin board outside of the Recreation & Wellness office

### ***Camera/Video/Cell Phones***

- Camera phones or any device capable of taking pictures are not permitted to be used within the locker rooms
- Cell phone usage is not permitted in activity areas except in the case of an emergency
- Photographs and videos may be taken of informal recreation and programs by Recreation & Wellness, Ashland University Public Relations and Marketing. These photographs/videos are used for promotional purposes. Those preferring not to be photographed/filmed may notify the photographer
- Photographs or videos during scheduled events are permitted (i.e. swim meets, club events, etc.)
- No other photography or video is allowed without approval from full-time Recreation & Wellness staff. Request forms can be found in the Recreation & Wellness office

### ***Music***

- Patrons must use headphones when playing audio on a portable electronic device.
- Appropriate music levels will be monitored by Rec Center staff. Contact the Facility Manager if you need the music adjusted
- The radio station played within the Rec Center will change every week to maintain variety

### ***Massage Chairs***

- No eating or drinking while using the massage chairs.
- Massage chair should be cleaned after each use.
- If someone is waiting to use the massage chairs, please be courteous and only use the massage chair for up to 20 minutes.
- Keep Children clear of chair at all times. Unsupervised children or pets could result in serious injury or death

## ***Pool***

- One long whistle blast or three short whistle blasts may signal an emergency. Exit the pool immediately and look to the lifeguard for further instruction if either of these occur
- Proper swim attire is required. Swimming in underwear, gym shorts, compression shorts, spandex, sports bras, thongs, or see through suits is prohibited. T-shirts on top of bathing suits is not permitted
- Swim diapers designed specifically for use while swimming are required for children not toilet trained
- Running will not be permitted in the pool area
- Children 15 and under must be accompanied by an adult (18 years of age or older). Adults may bring children of any age to the pool
- Lifeguards have the discretionary authority to require an adult to be in the water within arm's reach of weak swimmers
- Head first entry is strictly prohibited in any area with a depth less than seven feet
- Several groups may be using the facility simultaneously. It is important to respect all participants and swim in designated areas
- Lap lanes are for continuous swimming. Please be considerate of others. Swimmers must circle swim when more than one individual is utilizing that lane
- Do not hang on lane lines
- Open recreation includes activities other than lap swimming
- The AU intercollegiate swimming and diving team and special events may change the pool schedule. For daily updates, call 419.289.5440 or refer to the schedule posted outside the pool door
- Individuals interested in coordinating swim lessons should contact the Recreation & Wellness office
- Swimming in the diving well is prohibited when the diving boards are in use
- Use of starting blocks is strictly prohibited
- Horseplay will not be tolerated within the facility
- Hypoxic training or breath holding is strictly prohibited

## ***Diving Board***

- Non-swimmers are not allowed to use diving boards
  - Definition of a non-swimmer: any individual who cannot swim an entire length of the pool without stopping or needing assistance
- The next diver cannot dive until the diver in the water is to the deck
- Flotation devices such as lifejackets, noodles or water wings may not be worn off the diving boards
- All jumps and dives must be in a forward direction from a standing position
- No back dives, handstands, cartwheels, or seat drops are permitted

- One person on the diving board at a time (this includes the ladder)
- One bounce on the board per dive
- Moving the fulcrum on the boards is strictly prohibited
- Diving or jumping deemed unsafe by the lifeguard staff on duty will be prohibited
- Parents may not catch their children off the diving boards
- Goggles may not be worn off the boards
- Horseplay will not be tolerated on the diving boards
- There is a zero-tolerance policy on the diving boards. If a member or their guest does not abide by these rules, they will not be able to use the diving boards any longer
- Front flips are permitted on the low dive only
- A member must be at least 42 inches tall to use the high dive
- Flips are not permitted on the high dive

### ***Hot Tub***

- Members 16 and older can use the hot tub; members younger than 16 must have parental approval
- Unsupervised use by children is prohibited
- Maintain reasonable time limits of 10 to 15 minutes per session. Long exposure may result in nausea, dizziness, or fainting
- Elderly persons, pregnant women, infants, and those with health conditions requiring medical care should consult a physician before entering the hot tub
- Hot tub must be closed if temperature is greater than 104 degrees
- The maximum occupancy in the hot tub is 18 people
- The hot tub may be closed one day each week for cleaning

### ***Sauna***

- Temperature: 160 - 200°F Humidity: 10 - 15% (dry heat) Maximum use per sitting: 15 minutes. Maximum use per day: 30 minutes
- Sauna light must be turned on during use
- Youth 15 and younger are prohibited from using the sauna
- The maximum occupancy in the sauna is 7 people
- Out of courtesy to others and for their own protection, users are required to wear appropriate swimsuits and/or clothing and sit on a towel
- The sauna is an electrical appliance; therefore, do not pour liquid on the rocks (except for water) or place newspapers, towels or any combustible material on the heater or guard surface
- Do not use oils, scented oils or aromatherapy in the sauna
- Personal items are encouraged to be locked up, rather than left in the pool hallway
- Shaving is prohibited while in the sauna
- Pregnant women should not enter the sauna without prior medical consultation

- Use of sauna is not recommended for persons with high blood pressure, cardiovascular disorders or pulmonary diseases
- Do not use the sauna while under the influence of any type of alcohol, drugs, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquilizers
- Users who feel faint or dizzy in the sauna should leave the sauna immediately
- All metal jewelry should be removed prior to entering the sauna

### ***Free Weight/Selectorized Area***

- Facility and equipment are on a first come, first served basis
- Members 16 and older are permitted access to the free weight and sectorized area
- Athletic attire is required. No walking boots. Jeans, jean shorts or any clothing with metal rivets or zippers are not permitted
- Participants are required to unload and re-rack weights after use
- Clips are required when using the free weight bars
- Slamming or dropping of free weights is not permitted
- Weights stored within the power rack area are the only weights that should be used within that space
- Improper use of equipment is prohibited. This includes, but is not limited to: standing on equipment, standing on weights, and stacking weights under equipment exceeding 4 inches
- Power lifts (clean, clean-jerks, snatch) are permitted within the power rack area
- The use of chalk/powder is prohibited
- Use of a spotter is recommended (Fitness Center Supervisors are available to spot)
- Equipment should remain in designated areas, be wiped down, and returned to proper location after use
- Machines should not be sprayed directly with cleaning solution; instead spray the rag and wipe
- Free weight logs are available near the drinking fountain

### ***Fitness Center***

- Fitness logs are available near the drinking fountain
- Facility and equipment are on a first come, first served basis
- Members 16 and older are permitted access to the fitness center area
- Time is limited to 30 minutes on all cardiovascular equipment when someone is waiting
- Stretching and floor exercises are limited to the stretching area
- The use of the emergency off clip is recommended when using treadmills
- Cell phone usage is prohibited on all equipment
- Televisions will be monitored by the Rec Center staff. Channels may be changed upon request
- When using the cardio equipment, appropriate athletic attire and footwear must be worn
- Equipment is for appropriate intended purposes only



- Jumping rope is not permitted within the Fitness Center, including the stretching area
- Contact a staff member if assistance is needed

### ***Aerobics Room***

- Maximum enrollment for a class is 30 participants. Cycling classes have a 15 participant maximum enrollment
- Participants must sign in prior to the beginning of each class on the computer in the Aerobics Room
- Entry is on a first come, first served basis. Participants may not save bikes or spots for others
- Participants should remain outside the room doors until everyone from the previous class has exited. A Group Exercise Instructor will instruct members to enter the Aerobics Room at the appropriate time. Please come early to reserve your spot
- Appropriate athletic shoes must be worn in the Aerobics Room (except Yoga or Pilates where socks may be worn)
- For cycling classes, baggy pants and long skirts are not permitted
- Participants are encouraged to bring a towel and water bottle to class
- New cycling participants are encouraged to arrive 10 minutes prior to class in order to learn proper bike set-up
- All personal items should be kept in the provided cubbies or locker rooms
- Equipment provided in the Aerobics Room must remain in the room
- Participants are asked to return all equipment to its proper location and clean it at the end of each class. Participants requiring additional assistance are encouraged to bring a buddy
- Rec Center staff will monitor the stereo and television in the Aerobics Room
- Injuries and facility or equipment irregularity should be reported to the Group Exercise Instructor
- Cell phone usage is not permitted during classes
- For safety reasons, leaving group exercise classes before the cool down is strongly discouraged
- Cycling bikes available, within the Aerobics Room, are permitted to be used at any time. Bikes kept within the store closet can only be used during a Group X class.
- The schedule, class formats, and instructors are subject to change
- Class cancellations will be posted at Customer Service and on the dry erase board near the Aerobics Room
- Participants must be at least 16 years old to participate in any class
- Informal use of the Aerobic Room is permitted when it is not in use (one blind must be opened and door unlocked)
- Tap dancing is not permitted

### ***Climbing Wall***

- Members 5 and older may use the Climbing Wall; there is no age requirement to use the Bouldering Wall
- Only 8 climbers/spectators are permitted in the climbing area at one time

- Climbing Wall staff are the only individuals designated to change/build routes on top-tope courses at any time. Designated weeks for members to set are the 1<sup>st</sup>, 6<sup>th</sup>, and 11<sup>th</sup> weeks of the semester
- Bouldering routes may be set by members during specified times only
- Climbers must be 16 or older to become certified to belay
- Personal climbing gear can be used, but must be approved by the Assistant Director of Facility Operations
- Athletic or climbing shoes are required; climbing shoes are available at the Climbing Wall
- Personal possessions, such as jewelry and watches, and excessive clothing should be removed when climbing or belaying and stored in a locker
- Powdered and liquid chalk are available to use
- There is a one climb limit per rope when the wall is at capacity
- Belaying without proper certification from Recreation & Wellness is not permitted
- Climbers and belayers are responsible for checking each other's safety systems prior to each climb
- Designated routes are available and marked by tape color
- Climbers must tie into their harness (no clipping in). Belayers must belay from their harness and not the floor anchors
- Correct communication commands are required by both the climber and belayer
- Spotters are highly recommended when bouldering
- The following will not be permitted for safety reasons: swinging across the wall, grabbing, pulling or stepping on quickdraws or bolt hangers, bouldering with hands above the bouldering area, bouldering above or below another climber or boulderer, and/or being on the top ledge of the Bouldering Wall
- No climber who is bleeding may continue to use the wall until universal precautions are implemented
- All accidents and equipment damage must be reported immediately to the staff on duty
- Participants found to be climbing or belaying in an unsafe manner will first be counseled about appropriate techniques or procedures. Staff is authorized to ask uncooperative or unsafe members to leave
- Bouldering is permitted on the climbing wall (to the height of the bouldering wall). Climbing above the bouldering wall requires use of a harness and belayer
- Participant's feet must always be below their head (no hanging upside down)

### ***Meditation & Relaxation Room***

- Groups may reserve this space for daily or weekly meditation by emailing [recwell@ashland.edu](mailto:recwell@ashland.edu)
- Please be quiet, kind and respectful of others when using this space
- All equipment/resources should stay within this space

### ***Racquetball Courts***

- Place personal items in the racquetball lockers or locker room
- Reservations can be made one day in advance for one hour and one name per hour

- Reservations for the Racquetball Courts may be made at the Customer Service desk or by calling 419.289.5440
- Use of protective eyewear is recommended
- All metal racquets must have protective guards or leather straps
- All participants must wear rubber soled tennis shoes. Street shoes are prohibited
- Racquets, racquetballs, and protective eyewear are available for check out at the Equipment Check-Out desk
- Street clothes are prohibited in the racquetball courts
- Hitting the walls, floor, or glass with the racquets is not permitted
- Use of the racquet wrist strap is recommended
- When playing racquetball, there is a 4-person maximum
- Wallyball can be played within the Racquetball Courts. Please contact Equipment Check-Out to arrange set-up
- When playing wallyball, there is an 8-person maximum
- Only racquetball, wallyball or individual workouts may take place within the courts. All other activities should take place on the gym/MAC courts

### ***Walking/Jogging Track***

- Participants are encouraged to wear athletic shoes while using the track
- The track is intended for recreational purposes only. Competitive training and sprinting are not permitted
- The walking/jogging direction on the track will change every day
- Walkers stay to the outside lane, joggers stay in the middle lane, and runners stay to the inside lane
- The track is 1/9 of a mile
- Always look both ways on the track before exiting the elevator
- Spitting is not permitted on the track
- Strollers are permitted on the track

### ***Gym/MAC Area***

- Athletic shoes are required when using the courts
- Shoes worn on the courts must be clean and dry
- If a team has used the court during informal recreation, while other members have been waiting for one hour, they must stop playing and allow new members the opportunity to play
- Coats, street clothing, or backpacks/equipment bags should be placed in lockers or cubbies around the building
- Hanging on rims or nets is prohibited
- Dunking is allowed
- Basketballs, volleyballs, soccer balls, footballs, tennis, and badminton equipment can be issued at the Equipment Check-Out desk
- Spitting is not permitted on the courts
- Basketballs are not to be thrown off of the observation deck, the track, or near Tuffy's
- Basketballs are not to be kicked or sat on

- Use of a rubber jump rope is permitted on the Gym and MAC Courts, a plastic jump rope is only permitted on the MAC Court
- Roller skates and rollerblades are allowed only on the MAC Court; they must be removed before exiting the MAC

### ***Equipment Check-Out Desk/Game Room***

- All students/members can borrow equipment to use at no charge with a valid Ashland University Eagle/ membership card
- All equipment must be kept inside the Rec Center (except outdoor recreation equipment and bikes) and returned by the end of the day unless otherwise arranged with a full-time staff member
- Participants will be charged a fee for damaged or missing equipment
- All equipment must be returned by the original user
- Additional equipment owned by the department may be reserved ahead of time by contacting the Assistant Director of Facility Operations
- One hour maximum playing time for billiards and table tennis when others are waiting

### ***Outdoor Equipment Rentals***

- If any equipment is returned late, the member will be charged a fine of \$5 for each day it is past due, up to the original cost of the equipment
- If any equipment is damaged during use, the member responsible will be charged for any repairs necessary
- If equipment is lost or broken beyond repair, the renter will pay to fully replace the equipment including any shipping cost that may be associated

### ***Bike Rentals***

- Bikes can only be rented on the current day from the Customer Service desk
- Bikes are available on a first come, first served basis
- Bikes can be picked up at the Rec Center for single day rentals only
- Members may rent only one bike at a time. There is no reserving a bike for another person who is not present
- A helmet must be taken for each bike rented
- Locks are available for rental
- Bikes are not able to be rented between November 1 and March 30
- In consideration for other renters, please return bikes in a timely manner so other renters can use the bikes
- Bikes can be checked out prior to 2 hours before closing. All bikes must be returned by 1 hour before closing.

### ***Non-Intercollegiate Locker Rooms***

- All participants may use lockers on a daily basis. Locks may be rented from the Equipment Check-Out desk free of charge
- Personal lockers are able to be rented to members for \$30/semester (\$15/prorated semester)

- It is highly recommended that participants use a lock when storing personal belongings
- Locks left on after rental period ends will be cut off
- Locks left on daily lockers will be removed nightly
- Devices with cameras are prohibited in the locker rooms
- Sandals are recommended to be worn within the locker rooms
- Glass containers are not permitted in the locker rooms
- Wet surfaces in the locker room may be slippery. Please watch your step
- Family locker rooms are provided for family use
- Children of an opposite gender needing assistance/supervision should utilize a family changing locker room
- Family locker rooms may be used for rentals or swim meets. Please consult the schedule outside of the family locker rooms to take belongings out before an event begins
- Swimsuit dryers are available in the general locker room

### ***Sand Volleyball***

- Sand Volleyball Courts are available for informal recreation
- No tobacco or alcoholic beverages are permitted at any time
- Reservations for the sand volleyball courts can be made at Customer Service or by calling 419.207.6173
- Reservations can be made one day in advance for one hour and one name per hour
- Individuals can contact the Customer Service desk to have the lights turned on. Lights will be turned off and volleyballs must be returned by closing time.
- Sand volleyballs can be checked out at the Equipment Check-Out desk by Rec Center members only
- Participants are responsible for any damages that occur
- Play at your own risk. Recreation & Wellness is not responsible for injuries during informal use of the courts
- Bikinis or speedos are not allowed
- Sand volleyball courts will be used for informal use and specific program scheduling. Ashland University students, faculty, and staff have first priority of the courts
- Please report any damages and/or injuries to the Customer Service desk or call 419.207.6173
- In case of emergency use the phone located near the sand volleyball court area
- Please notify Customer Service if a ball goes up on the roof

### ***The Brooks G. Hull Intramural Field***

- Intramural field is available for informal recreation unless inclement weather prohibits use
- No tobacco or alcoholic beverages are permitted at any time
- Metal cleats are not permitted
- No bicycles or motorized vehicles are allowed
- If damages occur to field, equipment, cars and/or property, contact Recreation & Wellness

- Play at your own risk. Recreation & Wellness is not responsible for injuries during informal use of the field
- Emergency phone is located near the sand volleyball courts
- Recreation & Wellness reserves the right to restrict usage of the field
- The user will be responsible for a replacement fee for any intentional damage to property on the Intramural field
- Intramural field closes at dusk
- Events sponsored by Recreation & Wellness have first priority, then sport clubs, then informal use. When the field is not scheduled, it is open to students, faculty, staff, and community members
- Pets are not permitted within the fenced-in area
- Golfing is not permitted
- Faculty, staff and students are all eligible to participate in intramural sports, regardless of membership status
- See individual sport rules and intramural participation guide for additional participation eligibility

### ***Hammock Station***

- Children using hammocks should be under adult supervision
- Do not use a hammock if you notice a tear, hole, fray or weakness
- Only one person in a hammock at a time
- Hammocks are intended for sitting and laying. Improper use will cause damage
- Please be respectful of others who may be waiting to use a hammock
- Report equipment damage to Recreation & Wellness: [recwell@ashland.edu](mailto:recwell@ashland.edu) / 419.289.5440

### ***Facility Rentals***

- The Rec Center is available for rental to campus groups during the school year and outside groups year round
- Individual areas may be rented during regularly scheduled operating hours at the Rec Center; however, the rental of the entire facility may only occur after normal operating hours

#### **Requirements During Operating Hours**

- Reservation requires a \$20 non-refundable deposit - per day of the rental

#### **Requirements During Non-Operating Hours**

- Individual activity areas are not offered for rent when the facility is closed, only the entire facility
- Reservation requires a \$200 non-refundable deposit

#### **For Every Rental**

- Reservation must be made 2 weeks in advance
- Each attendee (including chaperones) must fill out a liability waiver (parent/legal guardian signature required for anyone under 18)

- Waivers are due the day of the event
- Organization must provide proper supervision – 2 adults for every 20 children, plus an additional adult per 10 additional children
- An adult should never be alone with a minor
- Individual coordinating event must go thru minor policy training prior to the facility rental
- Final payment is due the day of the event

**Cost During Operating Hours**

Individual Areas:

*During the academic school year, reservations are free to campus groups with completed form and payment of staff fees as necessary. All rentals during operating hours are priced per hour.*

Aerobics Room	\$30	Multipurpose Activity Court (MAC)	\$50
Classroom	\$40	One Basketball Court	\$50
Climbing Wall	\$60	One Racquetball Court	\$30
Game Room	\$40	One Sand Volleyball Court	\$40
Intramural Field	\$40	Pool	\$110

**Cost During Non-Operating Hours for Rental of Entire Facility**

4 hours \$1,800

\*Additional hours are available at \$450 per hour.

## ***Emergency Information***

### **Emergency Notification System:**

Alerts are sent out during emergency situations, severe weather advisories, school closings, and major event cancellations. All members of the Ashland University and Rec Center community are encouraged to register for the emergency alert by downloading the CampusShield app through the app store or Google Play store and selecting notifications from Ashland University.

### **Fire**

Any fire in the building, small or large, is an emergency. Keep in mind a fire doubles in size very quickly and the safety of employees and patrons is the number one concern. In either case, immediately evacuate the building. The building cannot be reoccupied until approval from the Ashland City Fire Department. If you see a fire within the building, take the following actions:

1. Activate the nearest fire alarm
  - i. The fire alarm will alert Safety Services. They will come over and notify the fire department if needed
2. Evacuate the building
  - i. Primary Site: The Quad (weather permitting)
  - ii. Secondary Site: HCSC Auditorium
  - iii. Tertiary Site: Chapel

### **Power Outages**

In the event of a power outage certain decisions will be made based on the conditions of the power outage. The Facility Manager, in coordination with full-time staff, will make the decision on what areas may stay open and what must close due to lack of natural lighting. In all power-outage situations, the pool must close due to the lack of circulation and disinfection. In the event that the power outage affects the safety of members, the following steps will be taken:

1. Activity areas without natural lighting will be closed and patrons will be asked to move to the gym area or atrium, whichever area has the most light
2. If there is more lighting outside, everyone will exit through the front doors
3. Before being allowed back into all activity areas, power and lighting should be restored

Patrons may leave at any time. Staff with flashlights will assist in the collection of any belongings.

### **Natural Disasters/Flooding**

#### ***Tornados***

1. An announcement will be made over the PA system that there is a Tornado Warning. All members will be asked to move to the 6 locker rooms on the lower level. Members have the option to leave the Rec Center or stay. If



members choose to stay, they must follow protocol as communicated by the Facility Manager

2. The Facility Manager will post “Tornado Warning” signs on the front door and at Customer Service
3. Recreation & Wellness employees collect flashlights from their workstation to have with them while in the locker rooms
4. All Recreation & Wellness employees will assist in leading everyone to the locker rooms, spreading people evenly per locker room
5. An emergency alert will be sent to give the all-clear. The Facility Manager will relay this message to the members present in the building
6. If there is not time for all members to move to the locker rooms, they can find shelter in secondary locations: storage in the gym, storage below the lower-level stairs, laundry room, classrooms (excluding classroom 231) and the entry level restrooms
  - Places which are not safe to be: the Human Performance Laboratory, gym area, entry level lobby, aerobics room, racquetball courts, pool chemical room and the pool

\*The front doors will remain unlocked in case someone from the outside needs shelter.

### *Flooding/Water Leaks*

Please contact the manager on duty or other staff members.

### *Earthquakes*

1. Get everyone into doorways or under tables. Stay away from glass and heavy equipment
2. After the tremors stop, get everyone outside through any doors
3. Gather all members and employees by the Eagle in front of the Rec Center
4. Do not enter the building until the all clear from Safety Services/Fire Department

### **Missing Child**

In the case of a missing child, the Facility Manager will initiate a lock down and direct staff members in the protocol to locate a missing child in the building. In this situation, the goal is to locate the child and prevent the child from leaving the facility—voluntarily or against his or her will. All patrons will be asked to remain in the building until the situation is resolved.

### **Violence**

For any type of violence (fights, theft, damage, assaults, suspicious persons/activity), please notify a Rec Center employee. The Facility Manager or Full-Time Staff will contact Safety Services and the Ashland Police, if necessary. We encourage all users of the facility to lock up belongings in lockers (locks available at Equipment Check-Out), but in the case of theft, we will document the incident and report to Safety Services. Members, patrons, and guests are responsible for their actions and may be asked to leave, have membership revoked, or will be referred to the Ashland Police due to violent/criminal activities.

## **Armed Intruder**

In the case of an armed intruder, the biggest priority is to exit the building away from the intruder. If exiting the building and running away is not an option, hiding is the next best thing. If you are unable to run or hide, take any steps to protect yourself and attack the intruder if you are approached.

### **A. Out of sight of the intruder**

1. If communication is available contact 911 and obey all commands. Muffle your voice so you do not alert the intruder
2. As quickly and quietly as possible get out of the building and take as many people as you can with you
3. If you are unable to leave the building due to the intruder coming into close proximity to you, lock and barricade yourself in (and the intruder out of) the room you are in at the time of the threatening activity and silence your cell phones. Gather available equipment to defend yourself if the intruder enters your space, use whatever means necessary to defend yourself (break glass to escape, throw objects [tables, chairs, computers, basketballs, shoes], etc.)
4. Do not sound the fire alarm at any time while the intruder is in the building
5. If the intruder can see inside your windows, stay away from them
6. Try to stay calm and be as quiet as possible
7. When the intruder has left the building, contact the police if you have not done so already

### **B. In sight of the intruder**

1. If you can run to safety, do not run in a straight line. Keep any objects between you and the intruder. If undetected by the intruder, evacuate as quietly as possible so not to alert the intruder
2. If the intruder is causing serious injury or death to others, the FBI recommends: run, hide, fight; in that order. Use whatever means necessary to defend yourself if you cannot run or hide any longer (break glass to escape, throw objects [tables, chairs, computers, basketballs, shoes], etc.)
3. If caught by the intruder and unable to fight back, follow his/her directions and do not look the intruder in the eyes
4. When evacuating the building, or area, keep your hands up to signal that you are unarmed. In these situations, law enforcement is initially unsure who are victims and who are the intruder(s)

## **Bomb Threat**

1. If you receive a threat by phone ask the caller:
  - i. Exact location of the bomb
  - ii. The time the bomb will go off
  - iii. What does it look like?
  - iv. Who placed the device?
  - v. Caller's name and address
    - a. Try to keep them on the phone as long as possible and note the following:

- i. Date and time
  - ii. Origin of call (on campus, cell, off campus – get phone number)
  - iii. Background noises
  - iv. Caller’s voice
  - v. Does the caller sound familiar?
2. Once the call or message has been received, find any staff member, Facility Manager and/or Full-Time Staff member on duty immediately and let them know of the threat
3. Evacuate through the main doors or any emergency doors. If weather permits, the outdoor meeting location is the Quad. The indoor meeting location is the HCSC Auditorium

### **General Injuries or Illness**

For any injuries or illnesses, please notify a staff member. Care can be provided by any staff member, as all employees are trained in First Aid. In some situations, the care required may exceed the training and materials available by our department. In these situations, EMS may be called to provide care or transport the injured person to the hospital.

### **Medical Emergency**

In the case of an emergency, please notify a staff member in person or via phones located throughout the facility of the incident. All Recreation & Wellness employees are trained in our Emergency Action Plan and will respond. As much information as possible should be provided to our staff to relay to EMS, including the information below:

- i. How many persons injured, general age of injured person(s), gender, and other descriptors
- ii. The nature of the emergency (ie: patron experiencing chest pain)
- iii. The location within the facility that the incident has occurred (ie: MAC Court)
- iv. Action being taken by anyone prior to staff arriving. (ie: resuscitation with CPR/AED/O2)

### **Emergency Rescue Equipment**

The following is a list of all the emergency response equipment available for use by employees in the event that an emergency occurs. This equipment is located poolside or in the lifeguard office as well as other areas in the rec:

- Automated External Defibrillator (AED)
- Oxygen: contains breathing devices & oxygen tank, located in the lifeguard office
- First Aid Kit: includes various bandaging, splinting, and other first aid materials
- Backboard

### **AED Locations**

- Across from the Recreation & Wellness Office Suite
- Track (right side of elevator)
- Stretching Area

- Lifeguard Office
- Portable (IM/Sport Club use – located in office 217, in the Recreation & Wellness Office Suite)

### **First Aid Locations**

- Racquetball Courts
- Meditation & Relaxation Room
- Fitness Center
- Customer Service
- Climbing Wall

### ***Concussions***

There is a potential for individuals to sustain a concussion while participating in an activity at the Rec Center. If an individual sustains a head injury and he or she is showing obvious signs of a concussion, department policy is to summon EMS personnel.

If an individual sustains a suspected head injury while participating in an event during informal recreation at the Rec Center, and they refuse to be transported to the local hospital, we will recommend that they do not return to any activity at the Rec Center for the remainder of the day.

### ***Refusal of Care***

Occasionally, a situation may arise where the patron disagrees on whether EMS should be called. Circumstances such as head injury, diabetic reactions, seizures, or being under the influence of alcohol or drugs may affect a patron's judgment. In all such cases, EMS will still be called. A patron cannot refuse EMS to be called; he/she can only refuse treatment. Keep in mind it does not cost the individual any money to call EMS.

### ***Participants Who Have Consumed Alcohol/Drugs***

If there is a participant in the Rec Center, or at any Recreation & Wellness events, who has (or is) consumed(ing) alcohol/drugs, the incident will be documented, substances will be confiscated, and the person(s) will be asked to leave/escorted out of the facility/removed by Safety Services or Ashland Police.

The Director of Recreation & Wellness and/or Assistant Director will schedule a meeting with the accused individual(s) to talk about the situation as well as future facility/event restrictions.

### ***Elevator Emergency***

1. Do not use elevators during any natural disasters or fires
2. Elevators are equipped with call buttons that have a direct line to Safety Services. Safety Services will contact the elevator vendor
3. If the elevator is occupied, immediately notify the Recreation & Wellness staff and then Safety Services

4. Do not attempt to rescue persons from an elevator that is stuck or has become inoperable. The power must be shut off to the elevator before safely rescuing occupants
5. After notifying Recreation & Wellness staff and Safety Services, reassure the occupants you have called for assistance and they will arrive shortly. Never leave them alone until help arrives
6. Reassure the occupants that the elevator will not drop and there is plenty of ventilation to the shaft. Stay in contact with the occupants until help arrives
7. If the elevator is unoccupied, please notify Rec Center employees

### ***Mock Emergency Drills***

Recreation & Wellness staff will practice emergency response for all areas of the facility. All Recreation & Wellness employees will be a part of these drills. The more proficient the staff is at rescue and safety practices, the more likely the staff is to appropriately handle a true emergency situation. If at any time during a mock emergency a patron or non-employee approaches the mock victim, the mock victim will inform the patron or non-employee that this is a mock emergency for staff training.