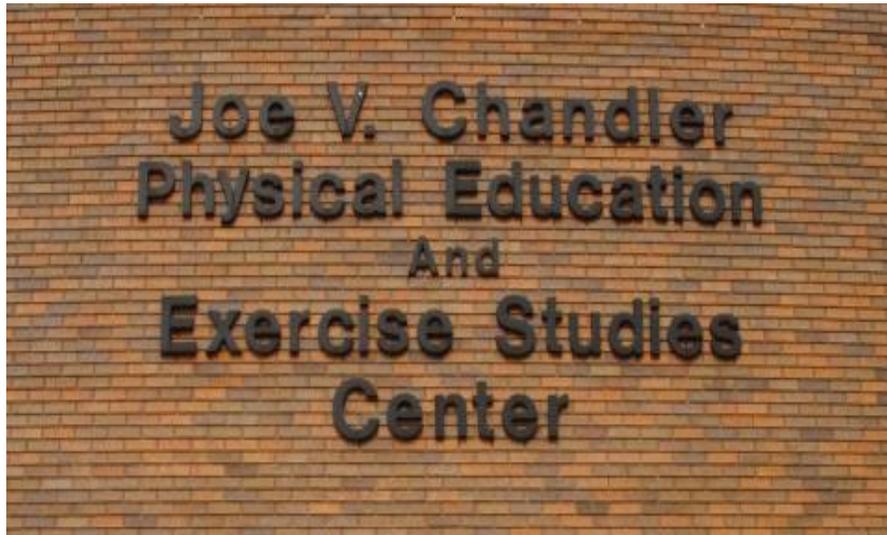


# **Chandler Center Policies and Procedures Manual**



## Table of Contents

<u>Section</u>		<u>Page</u>
I.	General Philosophy.....	3
II.	Priority Use.....	3
III.	Eligible Users.....	4
IV.	Hours of Operation.....	5
V.	Scheduling/Reservations.....	5
VI.	General Policies.....	5
VII.	Other Considerations.....	8
VIII.	Emergency/Safety.....	8
IX.	Dress Code for Chandler Center Student Workers.....	10
	Appendix.....	10
	Guidelines for Use of Specific Areas	
	Running Track	Teaching Lab (Redderson Room-Room 221)
	Locker Rooms	Racquetball Courts
	Human Performance Laboratory	
	Fitness Center (260)	Classrooms- 220, 223, 224, 225, 226, 260A
	Aerobics Studio (222)	Offices/Administrative Suite
	Dance Studio (272)	Equipment Rooms and Storage Areas
	Pool Patio	
	Gymnasium (250 - A, B, C)	

## **Policies and Procedures Manual**

### **I. General Philosophy**

The Chandler Physical Education and Exercise Studies Center at Lander University exists for the benefit of the entire University community. The most important goal is to make maximum use of the Center and provide opportunities which will render such use enjoyable and rewarding. Everyone using the Center should do so with great pride, and that pride should be reflected in the way each individual assists in the care and maintenance of the Center and all its contents. With diligent care, the Center will enjoy a like-new appearance for many years.

To ensure that the Center maintains its pleasing aesthetic appearance and that all areas and all Equipment, in the Center, remain functional, everyone must cooperate in its care and management. Certainly, everyone understands that the Center cannot be everything to everybody, at all times. Therefore, it is imperative that a reasonable consistent management/operation plan be followed. While adherence to the policies may be somewhat inconvenient for specific persons or groups there should be no exceptions made in following the policies. The policies listed herein (Section VI) will govern the use of the Chandler Center. These have been established for the following reasons:

- A. To maximize care and maintenance of the Chandler Center.
- B. To eliminate or, at least minimize, the disruption of scheduled priority activities.
- C. To minimize other problems related to the Chandler Center's use and at the same time maximize its use.
- D. To maximize safety for all users of the Chandler Center

The University community listed in order of priority includes the following:

- 1. Students
- 2. Faculty/Staff/Administration/Board of Trustees and immediate families.

Demands for use of the Chandler Center will be the greatest during the academic year (August -May). As stated earlier, during the academic year every attempt will be made to schedule the Center maximally within the context of the stated guidelines. During the summer months (May -August), the demands may be less than during the academic year. Hence, special summer programs will be an integral part of the summer schedule.

### **II. Priority Use**

Priorities for use of the Chandler Center will reflect the goals and objectives that were established during the initial planning for the building and which plans guided the construction thereof.

1. Academics
  - a. Physical education and exercise studies classes
  - b. Regular classroom activities for other disciplines as time permits (excluding practicum classrooms – 221 and 236).
  - c. Fitness Center (generally 8:00 AM – 11:30 A.M.; 1:00 PM – 2:30 PM)
2. Campus Recreation
  - Fitness Center (generally)  
6:00 – 8:00 a.m.; 11:30 a.m. – 1:00 p.m.; 2:30 – 10 p.m. (Monday - Thursday)  
6:00 – 8:00 a.m.; 11:30 a.m. – 1:00 p.m.; 2:30 – 8:00 p.m. (Friday)  
12:00 p.m. – 6:00 p.m. (Saturday)  
2:00 – 10:00 p.m. (Sunday)
  - Gymnasium (generally)  
6:00 PM – 10:00 PM weekdays  
Saturday, 12:00 PM – 6:00 PM  
Sunday 5:00 PM – 10:00 PM
3. Athletics (use by the Athletic Department as assigned)
  - Gymnasium 3:00-6:00 PM weekdays
4. Recreational Use (unscheduled open activity)
5. Other University activities that meet specific facility guidelines including special Summer programs and events.
6. Off campus use by special groups when reserved (i.e., YMCA, Kiwanis, Rotary Club, etc.)

### **III. Eligible Users (validated ID will be required)**

1. Current Students (Spouses and dependents with valid Facilities IDs)
2. Current Faculty/Staff (Spouses and dependents with valid Facilities IDs)
3. Alumni with valid Facilities IDs
4. Participants in special summer programs
5. Donors/Lander Docents/Emeritus faculty

**Users younger than 16 must be supervised by an adult ID holder who is in the same area. All users must have validated ID.**

#### IV. Hours of Operation

**Fall/Spring:** Scheduling of the Chandler Center will be planned each semester based on academic and campus recreation needs (e.g., group exercise classes, intramural sports, academic testing). The hours of operation will be printed and posted at the beginning of **each** semester in the building and on the web-site. Any change of the general hours of operation will be posted throughout the building.

**Summer:** Monday through Thursday from 10:00 AM - 7:00 PM; closed on Fridays, Saturdays and Sundays.

#### V. Scheduling/Reservations of Facilities

The established schedule of activities will be strictly adhered to except for unusual situations. Any request for scheduling special events must be confirmed and will be submitted (on the appropriate reservation form at least **two (2) weeks** prior to the event) to the Chandler Center Building Coordinator (Matthew Gilstrap, PEES 242, x8313).

#### VI. General Policies

- a. It is the responsibility of the University community, faculty administrators, athletics, and especially the PEES faculty, Campus Recreation staff, and Chandler Center building staff, to enforce all rules, regulations, policies and procedures pertaining to the use of the Chandler Center.
- b. **Valid ID Policy and Use of the Facilities** - Only students, faculty and staff with a **valid** Lander University ID will be admitted to the facilities. All IDs will be scanned when participants enter the building during campus recreation time and also scanned again when entering the fitness center. After 5:00 PM everyone must enter and exit the building at the gymnasium entrance.
- c. Appropriate attire is required for participating in physical activities. Users must wear appropriate exercise clothing and footwear to participate in activities in the following areas: Aerobics studio, dance studio, fitness center, gymnasium, running track, racquetball courts, and the teaching lab. **Shirts must be worn at all times. The clothing worn must be non-offensive (no underwear should be visible at anytime). Jeans and street clothes are not allowed if participating in activity. Footwear should be appropriate for physical activity and not mark the hardwood floors.**

**Appropriate exercise clothing and footwear are as follows:**

**Aerobics Studio &  
Dance Studio**

**Rubber-soled shoes only**

**Gym/Racquetball Courts-**

**Indoor court shoes only (No open toed shoes, boots, street shoes, or any shoes that mark the floor. No bare feet allowed.)**

**Fitness Center**

**Exercise clothes only (see Appendix - Fitness Center policies for specific attire)**

**\*ALL PERSONAL CLOTHING/SHOES ARE SUBJECT TO CHANDLER CENTER PERSONNEL APPROVAL**

- d. Males must use the men's locker room and females must use the women's locker room, regardless of age.
- e. Anyone deliberately damaging property, equipment, or furnishings of the Chandler Center will be held financially liable for the cost of replacement or repairs by placing a hold on their financial account. Building use privileges may be revoked.
- f. Lander University or any of its employees will not be responsible for any loss of or damage to equipment or property belonging to an individual or organization.
- g. **NO** skate boards, roller skates, roller blades, heellies, bicycles, or motorized vehicles are permitted in the building or other similarly wheeled apparatus will be allowed in the building (except as required for maintenance or by persons with a handicap/s).
- h. **NO** alcoholic beverages will be brought into or consumed on the premises.
- i. South Carolina laws and Lander University policies regarding illegal substances will be vigorously enforced.
- j. Lander University's Smoke Free Campus policy (no tobacco use of ANY type) will be adhered to while in the building.
- k. Explosive materials, firearms, or weapons of any type are prohibited on the premises. This policy does not apply to law enforcement or Public Safety officers.
- l. Fire extinguishers in the Chandler Center will not be removed except for use for their intended purpose.

- m. Pets or animals (other than seeing-eye dogs) are prohibited in the building at any time.
- n. Furnishings will not be removed from the building. Lounge chairs, sofas, and tables will not be moved from their usual locations. If athletics use chairs and/or tables during practice they should be returned to their original location after use. No feet or shoes are allowed on the furnishings.
- o. **NO** food or drink (including water bottles) will be allowed or consumed **in any classroom** in the building at any time. Clear, re-sealable water bottles containing water only are allowed in the fitness center and gym.
- p. **NO** activities or materials such as hammers, nails, paint, tape, staple guns, burning candles and covering of glass indoors which pose a significant chance of causing damage to the facility will be allowed. (This does not include maintenance work by appropriate personnel.)
- q. Excessive noise or disorderly conduct will not be permitted.
- r. Profanity, racial slurs, and sexual innuendos will not be allowed.
- s. **THE RUNNING TRACK WILL NOT BE USED AS A SPECTATOR AREA UNDER ANY CONDITIONS.** Users are expected to abide by direction specified for the day.
- t. **NO practice of any outdoor sports (intercollegiate or otherwise) will be allowed in the Chandler Center.** This includes the sports of softball, baseball, soccer, football, and tennis. No personal use is permitted after hours. Team use must be requested through the building coordinator. Conditioning programs for athletic teams are permissible if they do not disrupt scheduled activities. Conditioning programs are defined as follows: basic running and calisthenics for individual conditioning; rubber surfaced balls may be utilized for agility purposes but should be rolled only- **NO THROWING** or **STRIKING** of balls will be permitted.
- u. **NO** inappropriate or dangerous behavior will be allowed.
- v. Any unauthorized opening and/or propping of locked doors (especially after regular hours) will be considered a serious violation and handled by University Police. Violators will lose building use privileges.
- w. All materials to be posted must be approved by the Chandler Center Building Coordinator and displayed only on authorized bulletin boards.

- x. Interfering with a student worker, harassing a student worker, or disregarding instructions of a student worker relative to building use and policies will not be tolerated. The offending party will be asked to leave the premises and appropriate follow-up action will be taken.
- y. The building temperature will be controlled automatically according to Lander University guidelines and no attempt should be made to adjust the thermostats (except by authorized personnel).
- z. All rooms must be left as they were found. This includes boards cleaned, tables/chairs/desks returned to their original location, and any equipment returned to the exact spot from whence it was derived.
- aa. The University faculty and staff have the authority and responsibility to evict any person or group violating the rules of the facility.

## **VII. Other Considerations**

1. When any person or group requests use of the facility (or any part thereof) under the category "Other University Activities that meet Facility Guidelines", the request will be evaluated according to the following criteria:
  - a. Is the requesting party an eligible user?
  - b. Is it a university event or university-sponsored event?
  - c. Will the requesting party and the involved participants strictly follow the policies for building use and provide security measures to assure adherence?
  - d. Will the requesting party accept total responsibility for the actions and behavior of the participants and agree to reimburse Lander University for any damage to the building or equipment caused by the participants?
2. Student or student-sponsored activities that involve the consumption of alcoholic beverages will not be allowed in or on the premises of the Chandler Center.

## **VIII. Emergency / Safety**

1. AED
  - a. All campus recreation and intramural department employees will be CPR/AED certified annually. All PEES faculty and adjunct faculty involved with teaching

physical activity classes will also be trained. Proof of certification will be given to the appropriate supervisor.

- b. An AED is wall-mounted on the east hallway of the Chandler Center, just outside rooms 223 and 220 and another is in equipment issue.
- c. Access to the AED is openly available. Upon opening the cabinet, an alarm will sound. Only AED certified individuals should access the AED.
- d. In case of emergency, call the University police at either x8222 or x8911.

## **IX. Dress Code for Chandler Center Student Workers**

### 1. Intramurals/Recreation/Assistant Building Coordinators

The dress code for all student workers in the Chandler Center includes wearing their Chandler Center staff shirt (pressed), tucking their shirts in, and wearing reasonable length athletic shorts/pants or dress style shorts/pants. Hats are not allowed inside. Shoes must be closed toed and those that do not scuff up the gym, dance studio or racquetball floors.

## APPENDIX

(Scheduled events and activities have priority of usage over individual recreational time.)

### **Gymnasium**

- a. Anyone entering the auxiliary gymnasium must have appropriate footwear and footwear must be cleaned thoroughly immediately prior to entering the gymnasium.
- b. Only authorized personnel will be allowed to set up and take down equipment, i.e. volleyball/badminton standards, control panel for clock, drop curtain.

**During unscheduled recreational use, the playing courts in the gym will be used according to the following priority guidelines:**

- c. Half-court basketball games will be given priority over full court games.
- d. At least six persons must request and be ready to play before the volleyball equipment will be set up for use.
- e. One badminton court will be set up for play if two people (four people if doubles are to be played) make a request. Six people must request to play badminton before a full basketball court will be dedicated to badminton (three badminton courts).
- f. If the appropriate number of persons (see above) request to play badminton and all basketball courts are in use, they will be required to wait no longer than one hour before a court (or courts) will be set up for badminton play. If a basketball court is available (not in use), the badminton courts will be set up, upon request, regardless of the number of people requesting.
- g. In general, use of courts will be based on a first-come, first-served basis (guidelines stated above).
- h. The campus recreation staff supervising the building will be in control of use of courts. They will be responsible for enforcing all rules and policies and making common-sense decisions relative to priority of court use.

### **Running Track**

- a. Individuals may use the running track for exercise walking or running while dressed in appropriate footwear and regular street clothes.
- b. Footwear must be cleaned thoroughly immediately prior to entering the running track.

- c. Walkers/runners must follow posted directions signs.
- d. Walkers should yield the inside lane to runners at all times.
- e. Wheeled apparatuses of any type will not be allowed (except for maintenance).
- f. The track is not to be used as a spectator area for observation of activities occurring on the gym floor.

### **Locker Rooms**

- a. Wet or soiled materials will not be left in lockers.
- b. Inappropriate or sexually explicit materials will not be visible in or on lockers.
- c. Each area of the locker room will be used for the purpose it was intended.
- d. Anyone using the locker room will adhere to all rules of safety and sanitation.
- e. Running, wrestling, or any type of inappropriate or dangerous behavior will not be allowed.

### **Fitness Center:**

#### *General Use:*

- a. Patrons (**current faculty, staff, and students only**) must present a valid Lander University ID upon entrance into the Fitness Center. (Exception: use of group exercise classes in Fitness Center area is allowed with spouse/dependent ID.)
- b. All personal belongings such as backpacks, wallets, etc. may be placed in day-use lockers in locker rooms (See Campus Recreation Director). Fitness Center staff is not responsible for lost or stolen items.
- c. Food, drinks (except for clear, resealable water bottles containing water only) and gum are not allowed in the facility. This includes any ergogenic aids such as protein powders, shakes, supplements, etc. Water fountains are available for proper hydration.
- d. Inappropriate behavior, noncompliance of policies, and or misuse of equipment are prohibited and subject to disciplinary actions. Patrons violating any policy will be required to leave the facility immediately and/or be subject to having their membership and/or use privileges suspended for a particular length of time.
- e. Appropriate attire is required at all times. Full-backed unaltered t-shirts, shorts, warm-up suits and closed toe athletic footwear are acceptable work-out attire. Sandals, open-toed shoes, hard soled shoes, string tank tops, cut-off tank tops, mesh tank tops, jeans, jean shorts, street clothing, pants with visible zippers, damaging buttons, or any other clothing which compromises the safety of patrons or damages equipment is prohibited. Appropriateness is left to the discretion of the Fitness Center staff.
- f. Any personal music device is not allowed without the use of headphones. For safety reasons, the use of a personal music device is strongly discouraged in the free weight areas.
- g. Personal training of individuals or groups is not permitted unless through Campus Recreation Certified Personal Trainers or through the Department of Physical Education and Exercise Science (i.e., PEES faculty, LanderFIT program) (Please contact Campus Recreation or the PEES Department for complete information regarding these programs)

- h. Report all equipment problems to the fitness center staff including: jammed, frayed, loose or worn parts. Do not use any equipment if you are in doubt of your safety.
- i. Academic use of the Fitness Center by the Department of Physical Education and Exercise Studies events scheduled through the building coordinator take precedence over other uses of the facility.

*Resistance Training and Cardio Areas:*

- j. Weight gloves and wrist straps are allowed. The use of chalk is prohibited.
- k. Use of weight belts shall be limited to the squat rack and power lifting platform areas. Weight belts may damage equipment. Please remove or cover appropriately during use on padded equipment.
- l. All equipment must be used in the manner for which it is designed.
- m. All weight training should be performed in a controlled and safe manner. Spotters are strongly recommended in free weight area. Slamming, dropping, or bouncing weights (machines or free weights) is prohibited with the exception of the power-lifting area or with bumper plates. This should be kept to a minimum.
- n. Patrons must not move equipment unless approved by Campus Rec staff.
- o. Patrons should wipe down equipment after use with the white towels provided. No personal towels are allowed. Pink face/body towels will be available for use at front desk.
- p. All weight plates must be secured on bars by a collar.
- q. Dumbbell use is limited to one set of dumbbells at any one time.
- r. All free weights and dumbbells must be replaced to appropriate racks when finished.
- s. Olympic-sized bars may only be used at the corresponding bench or power rack.
- t. Do not lean weights or bars of any kind against the walls, pillars, or equipment.
- u. Standing on benches or equipment frames is not permitted.
- v. Loitering will not be permitted on the equipment while resting so that others may also use the equipment. Please be courteous to others by limiting the length of stay at a single station to acceptable limits.
- w. In the cardio area, individuals are limited to 30 minutes per machine when other patrons are waiting.

**Aerobics Studio**

- a. All inquiries regarding the use of the aerobics studio will be directed to the Building Coordinator.
- b. Priority use of the aerobics studio will be given to academics through 4:00 PM and campus recreation after 4:00 PM.
- c. Only authorized persons will be allowed to use the sound system. See the Chandler Center Building Coordinator if access is needed.
- d. Appropriate footwear must be worn. Appropriate footwear is defined on page 5 of this manual.
- e. Footwear must be cleaned thoroughly immediately prior to entering the aerobics studio.

## **Dance Studio**

- a. All inquiries regarding the use of the dance studio will be directed to the Building Coordinator.
- b. Priority use of the dance studio will be given to academics. Other dance groups should schedule use through the building coordinator after 4:00 PM.
- c. Only authorized persons will be allowed to use the sound system. See the Chandler Center Building Coordinator if access is needed.
- d. Appropriate footwear must be worn. Appropriate footwear is defined on page 6 of this manual.
- e. Footwear must be cleaned thoroughly immediately prior to entering the dance studio.

## **Redderson Room (Teaching Laboratory 221)**

- a. All inquiries regarding the use of the Redderson Room will be directed to the Administrative Assistant or Building Coordinator
- b. Only authorized persons will be allowed to use specialized equipment. See the Chandler Center Building Coordinator if access is needed (i.e., gymnastics equipment).
- c. Balls may be bounced off the cement block wall only.

## **Racquetball Courts**

- a. Eye protection recommended to be worn during play.
- b. Footwear must be cleaned thoroughly immediately prior to entering the courts.
- c. Scheduling of racquetball courts:
  1. Reservation can be made by phone (x8313) or personal visit to Equipment Issue.
  2. Reservations may be made up to one day in advance.
  3. Courts will be reserved for one hour (each use).

## **Human Performance Lab**

- a. All inquiries related to the use of the Human Performance Lab will be directed to the Chandler Center Building Coordinator (Matthew Gilstrap, x8313) and/or the Chair of the Physical Education and Exercise Studies Department (Dr. Gina Barton, x8023).

## **Classrooms/Offices/Administrative Suite**

- a. All general policies apply. All inquiries related to the use of classrooms, offices or the administrative suite will be directed to the Chandler Center Building Coordinator (Matthew Gilstrap, x8313) and/or the Chair of the Physical Education and Exercise Studies Department (Dr. Gina Barton, x8023).
- b. The appropriate forms are to be submitted to the Building Coordinator at least five (5) days prior to the date of use.

## **Equipment Check-out Room and Storage Areas**

- a. Any equipment issue for recreational use will be transacted at the Campus Recreation Equipment Check-out Room.
- b. Locks for rented lockers will be transacted through the Director of Campus Recreation.
- c. In order to check out equipment, uniforms, etc., a validated ID card must be presented. The ID cards will be held by the campus recreation worker until equipment is returned.
- d. Equipment will be inspected for damages or loss upon return. Fees for damage or loss will be assessed, if appropriate.
- e. Each storage room will have a specific purpose. Materials to be stored in each storage area will be defined and clearly assigned. Storage of special equipment not generally associated with the building's use will not be stored without permission of the building coordinator.
- f. The two storage areas adjacent to the auxiliary gym will be used as follows: storage area (room 251) will house materials and equipment that will be used in the gym. Storage area (room 248) will be used to store teaching equipment that will be used in the gym and /or transported to the outside.
- g. The storage area on the running track will be used for storage of equipment associated with the track use, especially the wellness program.
- h. All other storage areas are for the exclusive use of the PEES Department or custodians.
- i. Equipment and supplies to be housed in the Equipment Issue will be clearly defined and under the direction of the building coordinator and campus recreation director.