

## REILY CENTER POLICIES AND PROCEDURES

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### University-Wide Smoking Policy

Except in designated smoking-permitted areas, smoking is prohibited in all Tulane University buildings and within 30 feet of any building. Smoking is prohibited in all areas of the Reily Center, including the social pool deck and sun deck.

### Forgotten and Lost ID's

- Patrons who forget their Tulane ID or Key Tag are allowed to enter the Reily Center once per semester
- Patrons must provide another form of photo identification to verify membership and/or active status
- Subsequent forgotten ID will require purchase of a daily pass with membership verification
- A patron who has lost an ID may use their one time access to the Reily Center. They will not be granted access if they have already used their one-time access previously in the semester
  - Lost Tulane IDs must be replaced through the Tulane Card Service Office, located in Bruff Commons
  - Lost Reily key tags must be replaced through the Reily Member Services Office

### Lost and Found

- Valuable items found in the facility (electronics, jewelry, keys, wallets, purses), if returned to the Front Desk, are kept for three months in a locked drop safe. Patrons must retrieve these items during business hours by contacting the Assistant Director for Student Development
- Items with an approximate \$20 value or less will be discarded after three weeks
- Lost items must be reported to the Front Desk
- Lost items must be retrieved in person at the Front Desk. Inquiries regarding lost items may not be done over the phone
- The Department of Campus Recreation is not responsible for lost or stolen items. The Reily Center encourages members to leave their valuables at the home and lock personal items in a locker during workouts
- Reily Center staff members may not give out information regarding lost items over the phone.
- Patrons must identify and claim items in person.

### General Policies

- Participation is at your own risk
- All members are required to present a valid Tulane ID or Reily Membership Keytag upon entering the building
- All guests are required to present a valid photo ID (See Guest Policies)
- Reily Center users are expected to respect the Reily Center and the rights of other individuals. Any user who engages in disorderly conduct, including verbal or physical abuse of an employee or other user is subject to immediate removal from the Reily Center and possible loss of membership privileges
- Smoking and alcoholic beverages are not permitted in the Reily Center including the social pool deck. Food and beverages are restricted to designated non-activity areas
- There are specific policies which apply to children (See Children Policies)
- Dunking or hanging on basketball nets or rims is not permitted
- Proper athletic shoes are required. Only non-marking shoes are permitted on playing surfaces. Only closed-toe athletic shoes are allowed in weight room
- Photographs without the individual's permission are prohibited. This includes usage of all technology with built-in camera devices, i.e., cell phones, PDAs, cameras, etc

## **Weight Room and Cardio Area Policies**

- Patrons should use extreme caution in weight lifting to avoid potential injury to themselves and others
- Cardiovascular equipment is limited to 30 minutes per machine per patron
- To avoid congestion and waiting lines, we request that patrons limit their time to 15 minute intervals per each circuit or individual piece of equipment
- Equipment must be wiped down after use
- All equipment should be used only in the manner for which it was designed
- Closed-toe athletic shoes are required. No sandals, flip-flops, Five-Finger shoes, or aqua socks are not permitted
- Shirts must be worn in the weight room at all times
- No beverages are allowed in the free weight area
- All equipment must be returned to its proper location after use
- Weights must be re-racked
- Collars must be used with all bars in the free weight lifting area
- Only Reily employed Personal Trainers are permitted to train in the facility
- Profanity, excessively loud or suggestive language will NOT be tolerated
- Patrons must comply with all instructions given to them by weight room supervisors. Failure to comply with instructions or with other policies may result in suspension of weight room privileges
- Children under 16 are NOT ALLOWED in the weight room or cardio areas
- Do not slam or intentionally drop weights to the floor
- Bags, keys, ID, and other loose items are prohibited in the weight room
- No unattended items in the weight room

## **Gymnasium Policies**

- No food or drink in gymnasium
- Personal belongings; gym bags, backpacks, etc., are not permitted in hallways, lobbies, or gymnasium.
- Utilize lockers on the main level to store all items
- Non-marking athletic shoes required
- No dunking or hanging on rims
- Gum is prohibited. Dispose of gum in waste baskets
- No shooting on baskets used during full court games
- Playing or shooting basketball is not allowed when any part of the volleyball or badminton systems are set up
- The volleyball and badminton systems must be set-up or taken down by Reily Center staff only
- No one is allowed to strike the protective mats on the wall for any reason
- Fighting, abusive language, or disorderly conduct will not be tolerated
- Violation of Reily Center rules, policies, or the Tulane University Code of Student Conduct may lead to removal from the facility, loss or suspension of Reily Center privileges, and/or other appropriate behavior

## **Free Play Basketball Policies**

- All games end at 15 points
- One basket equals one point, winning is by one point
- Spectators are not permitted to interfere in the game in progress
- The next game is determined by calling "winners" or "next." The person calling "winners" or "next" must remain at the court and cannot shoot or play at another basket
- Players on the losing team may not play in the following game if people are waiting

- Inappropriate behavior or abusive language may result in ejection
- Winning team must relinquish court after 3 consecutive wins
- Players call their own fouls. No free throws, rather possession at the top of the key
- Winning team must relinquish court after 3 consecutive wins
- The above rules are suggested guidelines. However these rules will be enforced upon request. If you need assistance please contact a building manager.

### **Athletic Court Usage Policies**

- Reily Center Staff must be present to use courts. Times subject to change, contact Reily Center for details
- All users must be Reily Center Members and must show proof of membership (Tulane ID or Reily Key Tag) and sign in at check-in table
- Only non-marking, athletic shoes allowed on the Goldring Tennis Complex
- No metal cleats allowed on artificial turf fields
- Use of obscene language, aggressive behavior and destruction of property is grounds for removal from the premise and a forfeit of future use
- No food or pets
- No chewing gum, sunflower seeds or tobacco allowed
- No smoking allowed anywhere inside the complex
- Pick up all trash and leave the athletic complex as you found it
- Reily Center Supervisor has the right to remove any individual who is not cooperating with the above listed rules
- All Tulane Athletics events take priority over other reserved uses

### **Guests and Children**

- Children ages 9-15 must have an adult member within the Reily Center at all times
- Children 9 and under must be accompanied by an adult at all times inside the facility
- Children ages 16 and under are not allowed in the weight room or on any exercise equipment
- Members may bring in children of other members, in addition to their own, with verification of family's membership
- Children over the age of four are not permitted in the locker room of the opposite sex. An opposite gender assisted changing room is available adjacent to the Atrium
- Children under 16 may not make court reservations
- Children without proof of family membership will be charged a child guest fee

### **Cardio Equipment Policies**

- A 30-minute time limit is effective for all treadmills, ellipticals, and bikes at all times.
- Patrons will be asked to forfeit time if:
  - Misuse of machinery is evident
  - 30 minute time limit has been reached

### **Natatorium and Social Pool Policies**

- Patrons must shower before entering pool
- Swimsuits are required; no shoes, t-shirts, or cut-offs
- No food, smoking, glass, and alcoholic beverages in pool area
- Children age 9 and under must be accompanied by an adult at all times
- Children wearing flotation devices must be accompanied by an adult in the water at all times

- Children not toilet trained must wear water diapers
- Swimming is allowed in the diving area only at the discretion of the lifeguard
- No swimming allowed under the bulk-head
- Running and rough play is prohibited
- No diving in shallow water (6 ft. or less)
- Masks, fins, and snorkels may be used in the lap pool area only. No scuba equipment is allowed unless it is used for a supervised Reily course. Masks must have shatterproof tempered glass face plates
- Lifeguard authority is not limited to the above rules and may need to enforce other rules not listed, as necessary

### **Racquetball, Squash, and Tennis Court Reservation Policies**

- Reservations are for one-hour periods beginning on the hour
- Reservations can be made for the same day or the following day at the Front Desk or by calling 865-5242
- Courts may not be reserved for back-to-back hours by playing partners
- Patrons may only reserve one court per day
- Patrons must provide a name and contact phone number
- Court reservations are held for ten minutes past reservation time. Reservations are forfeited at that time
- Children under 16 years and younger may not make court reservations or use the courts without adult supervision
- A dust mop is available upon request behind the front desk for patrons wishing to sweep their courts prior to play

### **Spinning Reservation Policies**

- Only current Spinning pass holders are eligible to participate; passes are available in Member Services
- All spinning bikes must be reserved online
- Members may only participate in one spinning class per day
- Participants must be present five minutes prior to class start or bike will be forfeited
- No admission to spinning class after the designated start time
- ONLY the following items are allowed into the spinning studio:
  - Drink in a spill-proof container, towel, Heart Rate monitor, and spinning cleats
- Spinning bikes are for sole use of spinning class activities
- Participants must clean bike after each use and return handlebars and seat post to highest position
- Remove all trash and clean up around your bike
- Report any maintenance issues to the class instructor
- Spinning Instructor reserves the right to enforce any Reily Center policy at any time
- Non-compliance with the above Spinning policies will result in dismissal from the Spinning class

### **Daily Locker or Towel Service Policies**

- Towels are available for daily use rental at the Front Desk for \$1.00 per towel
- Locker keys are available with the appropriate photo identification or key chains at no charge
- The lockers must be cleared by the end of the day. Members who do not empty their lockers are subject to having their belongings removed as early as the next day. Any retrieved belongings will be placed in lost and found

**Long Term Locker and Towel Service Policies**

- Combination lockers with towel service are available through the Member Services Office. All items will be removed from lockers upon expiration. These items will be discarded three months after expiration date
- Towel service may be purchased separately by the semester or year through the Membership Office
- Towel service includes one towel per patron. Patrons may purchase another daily towel for a fee

**Equipment Rental Policies**

- A photo ID or keys are required for equipment rental
- There will be a fee for damaged or unreturned equipment

**Refunds**

- Refunds will not be issued for any assessed fees
- Refunds will not be issued for a single semester or four-month membership, except for those requested before the end of the day of purchase
- No refunds are given for Daily Sponsored Passes
- Refunds may be issued for lost locker key payment upon receipt of locker key

**Credit**

- A renewing member may receive up to \$20.00 credited towards the purchase of a full Reily membership with the proof of a Daily Sponsored Pass purchase
- The Daily Sponsored Passes must be brought to the Member Services Office within two weeks of purchase

## **FACILITY RENTAL POLICIES AND PROCEDURES**

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### **Reily Facility Rental**

Requests must be made using the Facility Request Form (available online). The form must be faxed to 504-862-8764 or delivered to the attention of the Assistant Director for Facility Operations. Questions regarding cost and availability of space should be directed to the Assistant Director for Facility Operations. Only approved and scheduled events or reservations may take place in the Reily Center.

### **Quad/Field Reservations**

Quad Reservation Forms are available in the Reily Center Programs Office. Completed forms must be submitted to the Reily Programs Office at least two weeks prior to the event. Events are not confirmed until you get a signed copy of the reservation form. The signed form can be faxed, mailed, or you can pick it up in the Reily Programs Office.

## REILY CENTER MEMBERSHIP AND ELIGIBILITY

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### Student Memberships

#### ***Assessed***

- A graduate or undergraduate student who was assessed the recreation fee as part of their tuition bill upon enrolling for the current semester
- Full time undergraduate students taking less than 12 hours (includes Med students who are assessed year-round including the summer)
- These students have access to the Reily Center during the semester for which they were assessed only

#### ***Non-Assessed***

- A graduate or undergraduate student who was not assessed the recreation fee
- NOT full time undergrad students ie: not taking 12 hours and include Continuing Study Students, Public Health graduate students, and Dillard-Loyola-Xavier students purchasing memberships
- Out-of-town college students with current out-of-town college ID may purchase a summer membership
- Weekly guest passes may be purchased during official Tulane academic holidays at a reduced student rate

### Tulane Employee Memberships

#### ***Faculty/Staff***

- A Tulane employee with verifying identification

#### ***Medical Disability***

- A Tulane employee who receives medical disability benefits from the University, with verifying identification

#### ***Emeriti/Retiree***

- A former Tulane employee with emeritus status or official designation as a retired employee, with verifying identification

#### ***Tulane Medical Center***

- Receive Tulane Faculty Staff rate
- Applications are emailed directly to Assistant Director for Membership
- Payroll deductions are done through their Human Resources office

### Tulane Graduates

- Individuals registered with Alumni Affairs as having received a degree or two-year certificate from Tulane
- Graduates must present an official Alumni Card that includes verification of graduation date (or current photo ID). Alumni ID cards are available through the Alumni Affairs Office, located at 6319 Willow Street. Phone 504-865-5901

#### ***Recent Alumni***

- Individuals who received a degree or certificate from Tulane within the last three years

#### ***Emeritus Alumni***

- Individuals who received a degree or certificate 50 or more years ago from Tulane

### Community Members

- Anyone who does not have affiliation with the university through other categories

#### ***Family Members***

- Individuals who meet two of the following criteria: (NOTE - criteria must be proven each time a member renews)

- Same last name
- Same Address (proof through checking, utility bill, or state ID)
- Financial co-dependency (joint checking or savings, shared lease, or mortgage)
- One card is used with a family membership. One family membership is issued with each primary membership. Prerequisite for purchase of a family membership is a primary individual membership. Purchase of a family membership permits one adult and all accompanying children 15 years and younger to use the facility

### ***Dependent Members***

- One card is issued to individuals 16 - 22 years only *after* primary *and* family memberships have been established
- A state ID or school records are required as proof of shared residence
- Dependent members are allowed to enter the facility without a primary or family member and may accompany children listed under the membership
- Up to dependents are permitted under a family membership

### ***Children as Members***

- Children must comply with all Reily Center policies, as well as meet the following criteria:
  - Children between the ages of 3-15 will be assessed a \$5 guest fee
  - Children under the age of 9 years must be accompanied by an adult *at all times*
  - Children without proof of family membership will be charged a child guest fee

## **Guest Passes and Special Memberships**

### ***Early Bird, Night Owl, and Weekend Passes***

- This is a limited-entry pass that must be purchased in the Member Service Office
- The Early Bird pass holder may enter the Reily Center prior to 1pm on weekdays and anytime on weekends
- The Night Owl pass holder may enter the Reily Center after 8pm on weekdays and anytime on weekends.
- These pass holders may not sponsor guests
- These pass holders are not entitled to Membership reduced rates for programs, classes or camp
- These passes are non-refundable and non-transferable
- Daily locker privileges are included with these passes

## **Parents**

- Parents of Tulane Students may join as part of their child's student status. They do this in one of two ways:
  - An assessed student, 22 years old or younger, may purchase a Family Membership and Dependent Membership for each parent, in that order. If the student is not assessed, the student must purchase a Primary, then Family Membership
  - If the Tulane student is over 22 years and a member, parent(s) must show proof of residency with that student, at which point each parent may purchase a Family Membership

## **Babysitter Passes**

- Available Daily at the front desk for \$3.00/hr
- 10 visit passes for \$20 are available in the Member Services Office

## **Babysitter Membership Pass**

- Members must have both a primary and a family membership
- Passes are \$30 and are effective for 4 months

- This pass is limited to entrance, only when in possession of all three of the following:
  - The dated pass stating, "Babysitter"
  - The required picture ID
  - The name of each child listed on the pass

## **Guest Access**

### ***General Qualifications***

- Tulane faculty, staff, and current students, with verifying ID, may self-sponsor for a \$10 fee
- Graduates of Tulane University may self-sponsor for a fee, with proof of degree or two-year certificate from Tulane. Graduates must present an official Alumni ID card that includes verification of graduation date
  - Alumni I.D. cards are available through the Alumni Affairs Office, located at 6319 Willow Street, Phone 504-865-5901
- Daily guests may not sponsor guests
- Reily Members with appropriate ID may sponsor up to two guests per day, including children
- All sponsored guests must have a picture ID or be with guardian if under 16
- Reily Members must enter with their guests and remain within the Reily Center at all times
- Daily passes for each guest include a towel and locker. Passes for children under 16 do not include use of a towel or locker
- Reily Members are responsible for the conduct of their guests, and the replacement of damaged, lost, or stolen equipment used by the guest
- Individuals may not solicit members either inside or outside the Center to obtain a sponsorship
- 1 day adult pass \$10 (F/S/S may sponsor up to 2 guests with this pass)
- 1 day child \$5 (16 years and under)
- The Reily Center reserves the right to refuse admittance to any guest

### ***Member Services Staff Responsibilities***

- Guest Passes may only be purchased in Member Services during Member Services hours of operation
- Before granting guest privileges to a current Member, read any CSI messages for their account
- Guest(s) must sign a Waiver Form before entry
- The guest must enter with the sponsor

### ***Front Desk Staff Responsibilities***

- When a guest is sponsored by a member, they will receive a receipt from Member Services for their transaction
- The guest must produce the receipt and photo ID in order to access the Reily Center
- Place the receipt in the cash register

## **Evergreen Members**

- Individuals or family/dependent members who have monthly deductions taken out of checking/credit card or paycheck
- Deductions are taken until the person comes in to fill out a stop deduction request form
- Must fill out an ATF form
- Deductions pay for previous month, so even after they cancel membership one final deduction is taken out

## **Silver Sneakers**

- Participants must enroll in the Member Services Office
- Memberships are free to those with the Humana Health Insurance plan or Secure Horizons and must present their insurance card during registration

- Silver Sneakers classes are open to all Reily members

**Cardiac Rehab**

- Cardiac Rehab members have limited entry to the facility
- They must obtain a key tag in the Member Services office for entry
- The Cardiac Rehab member must bring in a note from Brett Barry
- There is no expiration date