

RECREATION CENTER

GENERAL POLICIES

The NAU Recreation Center would like to welcome you as a new member of this facility. Our mission is to provide a modern and progressive facility for recreational, fitness, and self-enhancement activities. We offer state-of-the-art equipment, as well as, special programs to benefit the health and/or personal development of NAU students, employees, alumni, and university affiliates.

The Recreation Center is a multipurpose facility. Facility hours and availability are subject to change. Membership does not ensure exclusive use or guarantee that all facilities will be available at all hours. Users are encouraged to check the Campus Recreation Services web site regularly for current building hours and to be aware of signs and schedules posted throughout the facility announcing upcoming events and schedule changes. Management will make every effort to post these schedules in advance.

The policies established for the Campus Recreation Center are to insure that all members are provided with a quality experience while utilizing this facility's programs and services. Safety concerns will be addressed with a priority management approach. As a member, you can assist us in our efforts by reading and adhering to the policies that are set forth in this handbook and posted throughout the facility. We welcome the opportunity to discuss our policies with you whenever you have questions.

We look forward to serving you with a quality experience. Thank you for your cooperation, support, and patronage.



TABLE OF CONTENTS

GENERAL POLICIES	2
FEE SCHEDULE	3
ENTRANCE POLICIES	4
RECREATION CENTER CLASSES	5
PERSONAL TRAINING	6
THERAPEUTIC MASSAGE	6
LOCKER RENTAL	7
COURT RESERVATIONS	8
CLIMBING WALL	9
GOLF SIMULATOR	9
EQUIPMENT CHECK-OUT	10
LOST AND FOUND	10
FACILITY RENTAL	10
EMERGENCY PROCEDURES	11
SNOW DAYS	11

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GENERAL POLICIES

1. All individuals wishing to use the Recreation Center must either be a member or guest of a member. **This facility is not open for use by the general public.**
2. All members must have a valid ID to gain admittance to the Rec Center. One free ID appeal m a y b e completed every month, thereafter a charge of \$1.00/visit is assessed.
3. Memberships are not transferable. If an individual presents someone else's ID for admission, the ID will be confiscated at the front desk and a fine of \$25 will be assessed against the member.
4. All individuals utilizing the facility must be at least 18 years of age, a high school student member, or enrolled in a CRS Youth Program.
5. Student family members are required to purchase a membership.
6. NAU employees, alumni and their family members are required to purchase a membership.
7. Membership fees do not include locker rental. This is a separate service and fee.
8. A guest may use the Rec Center only when accompanied by a member of the facility. The guest fee is valid for one day. All guests must sign the G u e s t Record Book and provide picture ID.
9. All refunds are subject to written approval and are



FEE SCHEDULE

STUDENTS:

With current valid NAU ID -----No fee

*Family Membership (with current NAU ID)
Semester -----\$75
Annual ----- \$150

FACULTY/STAFF: (with current NAU ID)

Semester Membership -----\$75
Annual Membership -----\$150
(single payment made at time of enrollment)
Payroll Deduction ----- \$150
(one year minimum contract – must be benefit eligible)

*Family Membership (with current NAU ID)
(faculty/staff sponsor must have membership first)
(memberships expires same date)
Semester -----\$75
Annual ----- \$150

ALUMNI: (with current NAU Alumni ID)

Semester Membership -----\$125
Annual Membership -----\$250
(single payment made at time of enrollment)

*Family Membership (with current NAU ID)
(alumni sponsor must have membership first)
(memberships expires same date)
Semester -----\$125
Annual ----- \$250

***All family members must be 18 years or older.**

**All paid memberships include choice of Group Exercise Pass
or M/W/F 5:30-6:30 pm Fitness & Conditioning class.**

HIGH SCHOOL STUDENTS: (5:00 PM Friday-close Sunday)

Semester, Weekend-----\$25
Summer Unlimited Use-----\$75

GUEST PASS: (sponsored by current Rec Center member)

One time visit -----\$5
5 visit pass -----\$20
10 visit pass -----\$40



ENTRANCE POLICIES

1. Everyone who enters must present their NAU ID card to the front desk clerk. The clerk will swipe the members card to verify membership status.
2. All guests must be accompanied by a current member of the NAU Recreation Center. There is a limit of one guest per member. Guests must sign the Guest Log Book and present a picture ID.

UNDER NO CIRCUMSTANCES WILL INDIVIDUALS BE ADMITTED TO THE FACILITY WITHOUT PROPER ID. MEMBERSHIPS ARE NOT TRANSFERABLE AND NO ONE MAY BE ADMITTED USING ANOTHER'S ID.

3. It is possible to gain admittance once per month if your ID is forgotten:

STUDENTS:

- a. Fill out an ID Appeal supplied by the front desk clerk. Clerk verifies enrollment status. Once enrollment status is verified, the clerk will allow admittance into the facility for that visit only.
- b. Each student is allowed one free Id Appeal each month, admittance is \$1.00 thereafter.
- c. Students enrolled in HPEN (PES 100) courses are subject to the same policy. Enrollment in HPEN courses does not entitle you to entry without your ID.

PAID REC CENTER MEMBERSHIPS:

- a. Members will be asked to provide picture ID. Membership status will be checked in the membership file. All fees must be current.
4. For all other membership options, see the front desk for details.



RECREATION CENTER CLASS OPTIONS

Two types of classes are held at the Recreation Center:

PES Department Classes:

1. Include the PES 100 Aerobics and Fitness & Conditioning courses.
2. Courses are for 1 credit, register through the Health Professions Office.

Recreation Center Classes:

1. Includes Group Exercise and non-credit Fitness & Conditioning class (5:30-6:30 PM), sign-up available at the front desk.
2. Students can attend all non-credit Group Exercise classes for free with payment of their NAU Activity Fee.
3. For all paid memberships, either the Group Exercise Pass or non-credit Fitness & Conditioning class are included with membership.
4. For Guest Pass holders, Group Exercise classes

GROUP EXERCISE SPECIALTY CLASSES

Specialty Group Exercise classes are offered monthly. Please see front desk for class offerings, times and additional costs.

FITNESS & CONDITIONING CLASS (non-credit)

Class is held Monday, Wednesday, Friday 5:30-6:30 PM. Class size is limited to 60 people.

Semester Class – \$25.00

* All paid Rec Center Memberships include either the Group Exercise Pass or non-credit Fitness & Conditioning class. If you wish to participate in both, you must purchase the other.



PERSONAL TRAINING

1. Personal Training is available to members for an additional fee.
2. You are required to complete a personal health history and training questionnaire at the front desk. Package must be paid for when you turn in your questionnaire.
3. A personal trainer will contact you within three business days to make your first appointment.

	Student/Rec Member
Orientation (1 session)	\$15.00
Package I (3 sessions)	\$60.00
Partner Package (3 sessions)	\$90.00
Package II (6 sessions)	\$114.00
Package III (12 sessions)	\$216.00

* **Non-Rec Center Members** must purchase a guest pass in conjunction with their PT package. Please see front desk for details.

THERAPEUTIC MASSAGE

Therapeutic massage and Hot Stone massage are available to students, paid members and guests for an additional cost. Inquire at the front desk for more information.

	30 <u>minute</u>	60 <u>minute</u>	75 <u>minute</u>
Student/Rec Member	\$25.00	\$35.00	\$45.00
Non-Member	\$35.00	\$45.00	\$55.00

1. To make an appointment, call 523-1REC or stop by the front desk. Appointments are booked based on therapist's availability, they are not on-site all day.
2. If you need to cancel an appointment we ask that you do so at least 24 hours prior. Failure to do so will result in a \$10 cancellation fee.
3. Please arrive 10 minutes before your massage to complete a health history form.



LOCKER RENTAL

1. Locker options available at the Recreation Center:
 - a. Coin Operated Lockers (\$.25): are located outside of the weight room. They are not to be used for storage of items for longer than the daily visit of a member.
 - b. Semester/Annual Lockers: are assigned by the front desk. They are designed for “long term” storage.

Semester Rental – \$25.00

Annual Rental – \$60.00

2. Members are solely responsible for the contents of their locker. The facility is not responsible for lost or stolen property. Members are advised not to bring valuables into the facility.
3. The Recreation Center provides a combination lock with each locker. Do not remove the issued locks from the facility.
4. Members are responsible for locks or coin-op keys which are assigned to them. If the locks or keys are lost or stolen, a \$5.00 replacement fee will be charged.
5. Semester lockers expire on the last day of the semester (finals week). Notices are posted in the facility as a reminder. Lockers not cleaned out will be emptied by staff, bagged and retained for 30 days. After 30 days unclaimed bags are donated to charity. To retrieve articles prior to 30 days a \$5.00 charge is assessed.
6. In the weight room, letter box keyed lockers are free for patron use, they can hold keys, cell phones, wallets and the like. Photo ID is needed to check out key.



RACQUETBALL/SQUASH COURT RESERVATIONS

1. All courts are limited to one hour of play time, starting on the hour.
2. Court reservations can be made up to two days in advance. To reserve a court, call 523-1REC or stop by the Rec Center front desk. Only one reservation can be made at a time. If you need to cancel, please call the Rec Center as soon as possible. Excessive cancellations without notification will result in loss of reservation privileges.
3. TO CLAIM A COURT:
 - a. check in at the front desk. court assignments will be made at that time.
 - b. both individuals must provide their NAU ID card to the front desk clerk.
 - c. failure to check in will result in forfeiture of court reservation.
 - d. courts not claimed 10 minutes after the reserved hour will be forfeited and will be available on a first-come first-served basis.
 - e. any discrepancies will be settled by the official clock and reservation chart located at the front desk.
 - f. to claim an unreserved court, please check in with the front desk clerk.
4. Court 1 is designated challenge court, Monday-Friday, 4:00-10:00 PM. The game winner stays on the court at the end of each game (one game to 21 points). The next person signed-up on the challenge board plays the winner. There is a maximum of three games in succession.
5. Court 6 is designated for wallyball and squash reservations. Please specify which activity you wish to play at time of reservation.



CLIMBING WALL

The Climbing Wall at the Recreation Center was constructed in December of 2002. Our wall features a challenging crack and a number of top-rope routes and boulder problems, that vary in difficulty.

PASS FEES:

Students

Semester & Day Pass: **Free!** with paid NAU Activity Fee.

Paid Rec Members & Guests

Annual Pass: \$40.00

Semester Pass: \$20.00

Day Pass: \$5.00

Summer Pass: \$20.00

per session: \$15.00

Equipment Rental: (per day)

Shoes or Harness - \$3.00

Shoe & Harness Package - \$5.00

Semester Rental (shoes, harness, chalk bag) - \$25.00

For open climb times and information on climbing technique workshops, please call 928-523-3229.

DISC GOLF COURSE

The NAU Disc Golf Course is temporarily closed due to South Field Complex construction. Course expected to reopen Summer 2009.

Thorpe Park & McPherson Park both have disc golf courses. Please see Flagstaff Parks & Recreation department for more information. <http://flagstaff.az.gov>



EQUIPMENT CHECK-OUT AND FEES

Equipment for some activities may be checked out during normal hours of operation. An NAU ID card or other form of photo ID is needed for equipment check-out and/or rental. The ID is returned once equipment is returned to the front desk attendant. Equipment may not leave the facility. If equipment is damaged or not returned, member may be assessed a replacement fee.

EQUIPMENT & FEES:

Basketball rental	no charge + ID
Volleyball rental	no charge + ID
Racquetball Racquet	\$1.00 + ID
Squash Racquet	\$1.00 + ID
Racquetball (1)	\$2.00 (includes tax)
Racquetballs (3)	\$4.56 (includes tax)
Squash balls (purchase)	\$4.86 (includes tax)
Goggle rental	no charge + ID

LOST AND FOUND

All items found in the facility: clothes, keys, ID's wallets, jewelry, etc., are to be turned into the front desk. Lost items are cataloged and stored for 30 days, unclaimed articles are donated to charity.

FACILITY RENTAL

The NAU Recreation Center facilities are available in part or whole for rental. Rates and availability are based on University affiliation and group size. Please inquire at front desk for amenities and reservation procedures.



EMERGENCY PROCEDURES

If an emergency occurs within the facility, you may be asked to evacuate the premises. Please cooperate fully with the instructions of the staff – their efforts are for your safety.

If you discover a problem which may be considered an emergency, please report it immediately to any staff member.

EVACUATION PROCEDURES

Evacuation should be prompt and orderly with no delay to gather personal effects. Please remain calm. Proceed immediately to the nearest exit. All members must evacuate. Failure to do so will be reported to the NAU Police Department. You will only be permitted to reenter the facility when NAUPD instructs our staff to do so.

FIRE & FIRE ALARMS

If a smoke or fire is discovered, report it immediately to the nearest staff member. The staff member will activate the closest fire alarm. If you hear a fire alarm immediately proceed to the nearest exit. Always assume there is a fire.

POWER FAILURE

Evacuate all activity areas and proceed to the public assembly areas within the facility. You will be notified by the staff when you are able to reenter the activity area and/or locker room. If the power failure is not resolved in a short period of time, you may be asked to leave the facility.

EARTHQUAKE

In the event of an earthquake, take cover immediately. Remain where you are protected until instructed by a staff member to move. Once the quake has stopped, a staff member will immediately clear the area. You may be asked to leave the facility.

BOMB THREATS

The validity of the threat will be determined by the proper authority and the decision will be made whether or not to evacuate. NAUPD will be contacted and assist the building manager in determining the validity of the threat. If you locate a suspicious looking item – **DO NOT TOUCH IT** – report it immediately to the nearest staff member. They will take appropriate action.

SNOW DAYS

The university may be closed due to inclement weather as instructed by the President's office. The Recreation Center staff will make every effort to ensure that the Center remains open as an essential campus service. Hours may be shortened relative to the severity of the storm in the interest of safe travel conditions.

