

# *Sports Center Practices and Procedures*

## **SPORTS CENTER USE**

All physical education classes are for currently enrolled students and have priority use of the facility. Current faculty, staff members, alumni and guests are not allowed to participate in Physical Education classes. Faculty and staff members and registered family members are welcome to use the facility under the following guidelines.

- All patrons are expected to wear appropriate attire. In some cases, specific athletic shoes will be required.
- All students, staff, and faculty are to follow all policies and procedures and conduct themselves in a manner consistent with the college's honor principle. • Reed College has the right to refuse service and exclude individuals from campus spaces based on misconduct and/or failure to follow policies and procedures.

### **STUDENTS:**

- Students are welcome to use the facilities subject to class and event scheduling. Students may reserve use of the facilities (such as the courts for squash) subject to class and event scheduling during open hours of operation. Students may not reserve a space for a period longer than one week in a row. Week by week drop in access is allowed.
- A current Reed ID card is required to enter the facility and check out sports equipment from the cage.

Guests at this time are not allowed to use facilities. Rare exceptions are made during alumni reunions, parent family week etc.

### **FACULTY AND STAFF:**

- Reed Faculty and Staff are defined as benefited employees paid by Reed College.
- Contractors/Contracting companies working on Reed College are not allowed access to the Sports Center or AFOP programming unless granted access by AFOP directors
- Reed faculty and staff are welcome to use the facilities in the Sports Center (such as squash courts, pool) subject to scheduling availability.
- Reed faculty and staff are not eligible to audit or participate in PE classes.
- Sports equipment is available at the cage to staff and faculty possessing a current ID card.
- Immediate family members living with faculty or staff (spouse or partner and children) are allowed following the registration of family members with the Sports Center staff.

- During peak hours of usage 3pm-7pm Monday – Thursday if a space is too busy we encourage faculty and staff to minimize their impact on the student experience by moving to a different space or utilizing the space during less busy times.

#### **FAMILY MEMBERS OF FACULTY AND STAFF:**

Family members are allowed to use the facility after registering with the Sports Center staff via the [following link](#)

- Family members must be 16 years of age or older to use the facilities without their staff/faculty guardian present.
- Family members under the age of 16 must have their staff/faculty guardian present while using the facilities.
- Family Members are not allowed access during peak times 3pm-7pm Monday – Thursday.
- Family Members under the age of 16 years of age are not allowed to use the weight room.

#### **STUDENTS ON LEAVE:**

- Students on official college leave (other than medical) must obtain a Sports Center pass, valid for that year. Students on leave cannot register for or join any activity class, team sports, or club.
- Students on leave are not entitled to bring guests to the facility.
- Students on leave will not be issued lockers or baskets while on leave.

#### **ALUMNI:**

Alumni are currently not allowed in the Sports Center, the college is evaluating future access, ways to manage increased numbers and a myriad of other small details that make access complex. This takes time and your patience is appreciated. Rare exceptions are made during alumni reunions, parent family week etc.

#### **AUDITING PHYSICAL EDUCATION CLASSES:**

Students who have completed their academic requirements but have not completed their PE requirements may audit a Reed College physical education activity for credit. Auditing students must pay an audit fee at the registrar's office and check with the Sports Center director before taking a PE class. Academic course auditors do not have Sports Center privileges. This means they cannot take PE classes, play on teams, or use the Sports Center.

#### **SPORTS FIELD USE:**

Sports Field usage is reserved for Reed College Athletics, Fitness and Outdoor Programs. The Director/Assistant Director of Athletics, Fitness and Outdoor Programs must authorize all other use of these facilities. **We do not rent out our field to groups outside of the Reed Community.**

#### **POLICY FOR USE OF SPORTS CENTER SPACES:**

As a patron of the Sports Center, you are welcome and encouraged to use the various public spaces in the building provided that you abide by the following departmental policy: First, check the posted calendar for the specific space you wish to use to see if it is available. If there is an opening in the calendar, it means that the space is open to shared use by official members of the Reed community (students, faculty, staff, and

alumni during appropriate hours). No individual or group may control, dominate or otherwise exclude or infringe on others' use of the space during open/shared hours. If you have a need for exclusive use of a Sports Center space, you'll need prior written approval from the Director of Athletics, Fitness and Outdoor Programs, Michael Lombardo. Priority for use of Sports Center facilities and spaces will be given to registered PE classes and sanctioned programs and events. If a PE class or sanctioned program is currently using a space you wish to use, you may only do so at the discretion and with the express permission of the instructor currently using the space.

Anyone using the Sports Center facilities or spaces in violation of this policy will be asked to leave.

### **POOL:**

The pool hours are posted in the facility, the Athletics, Fitness and Outdoor Programs website, or individuals can call 503/777-7285 for information. The pool will be closed for recreational use during scheduled classes or other school related activities.

Although a certified lifeguard or pool monitor is always on duty during pool hours, in order to provide a safe and enjoyable experience, users are required to adhere to posted guidelines and rules, including:

1. Rinse off before entering the pool.
2. Wear appropriate swimwear.
3. No food or beverages in the pool area.

Pool usage is reserved for Reed College Athletics, Fitness and Outdoor Programs. The Director/Assistant Director of Athletics, Fitness and Outdoor Programs must authorize all other use of these facilities. **We do not rent out our pool to groups outside of the Reed Community.**

### **VALUABLES/LOST OR STOLEN ITEMS:**

The sports center is not responsible for lost or stolen items. In order to protect your personal belongings, it is recommended that valuables be stored in a secure locker or checked in at the front desk.

### **SPORT CENTER MOBILE DEVICE / CELL PHONE:**

Due to an increasing number of concerns and complaints from patrons who feel needlessly impacted by others' use of personal devices in the public space, we ask that our patrons observe the following policy with regard to cell phone use and the use of other personal devices in the Sports Center.

- Use of electronics of any kind: cell phones, cameras, video recorders or other devices that can be used to record or transfer images, are not allowed in the sports center restrooms, locker rooms, saunas, and the pool deck. If having a conversation on your phone,
- Please move to one of the designated spaces for cell phone use (i.e. lobbies, hallways and entrances).
- Please do not utilize the speaker phone during your call so as not to

inadvertently engage or expose others to your conversation who do not wish to hear it.

- Please keep the volume of your phone (whether it be alerts, ringers, music, or general volume) to a level low enough to alert or benefit you without disrupting those around you.
- If using headphones to take a call, we ask that you still move to one of the designated cell phone use spaces, and that you are aware of your own speaking volume while wearing the headphones.
- If using your device for music or other form of entertainment, please utilize headphones to limit the ambient sound impact to others nearby.