



CAL POLY RECREATION CENTER FACILITY POLICY

May 30, 2014

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The Cal Poly Recreation Center is operated by Associated Students, Inc. The policy-recommending body for the Cal Poly Recreation Center shall be the University Union Advisory Board (UUAB).

Recommendations to the ASI Executive Director (and University President or designee) for approval, amendment or repeal of any Cal Poly Recreation Center Facility Policy requires a 2/3 vote of the membership of the UUAB. Such an approved facility policy shall become the official policy of the Cal Poly Recreation Center.

The Cal Poly Recreation Center Facility Policy shall be in compliance with Federal and State law, as well as University and CSU Board of Trustee's Policies. The ASI Executive Director designates the ASI Director of Programs, or designee, to make decisions as noted in this policy. The University President's directive regarding use of University buildings and grounds is applicable to the Cal Poly Recreation Center and its adjoining grounds (CAP 144).

General Facility Policy

General facility policies are those policies which apply to all individuals and/or groups who use the Cal Poly Recreation Center.

- All [Campus Administrative policies](#)ⁱ apply to the Cal Poly Recreation Center.
- Cal Poly Recreation Center operating hours will be determined by the ASI Executive Director or designee, in consultation with UUAB.
- Use of Cal Poly Recreation Center space for commercial activity (e.g., recruitment or solicitation) unrelated to the ASI mission is prohibited unless the ASI Executive Director or designee grants prior written approval. Advertisement, marketing, flyers and handouts are prohibited without prior written approval from the Director of ASI Facilities. All club fundraising activities must be 100% philanthropic in nature rather than commercial.

Health and safety

- The Facility Supervisor is responsible for overseeing building security and safety and will serve as the primary customer contact for facility concerns.
- Alcoholic beverages (unless approved by the Office of the University President) and gambling will not be allowed in the Cal Poly Recreation Center in accordance with State and University Policy (CAM 270.1/CAM 270.2).
- Use of tobacco and E-cigarettes is prohibited within all interior areas of the Cal Poly Recreation Center (CAP 171), within the Cal Poly Recreation Center plaza and in the outdoor recreation areas of the recreation center (e.g., pool areas, volleyball area and barbeque area). Smoking is permitted in designated areas only; refer to [AFD maps and plans](#)ⁱⁱ for locations.
- Room occupancy levels are set in accordance with State fire regulations and will be enforced by ASI staff.
- Animals are not permitted in any campus building except for service dogs or animals involved in authorized research or instructional programs. Dogs must have a valid license which also serves as evidence of a current rabies vaccination (CAP 357). In accordance with campus policy, pets may not be tethered on campus, (CAP 357.1.)
- No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee (CAP 354.4).
- All use of electricity in the Cal Poly Recreation Center must conform to an applicable edition of the National Electrical Code.
- No open flames are allowed in the Cal Poly Recreation Center (with the exception of heat sources used by caterers for food safety) without prior written approval from the ASI Director of Facility Management or designee.

Equipment and Furniture

- The ASI Director of Facility Management or designee will determine property to be located and housed in the Cal Poly Recreation Center.
- Setup and removal of furniture and ASI equipment must be done by ASI staff or official volunteers covered by ASI/UU insurance.
- Furniture or AV equipment may not be removed from the Cal Poly Recreation Center without prior written approval from the ASI Director of Facility Management or designee.
- An item that may potentially condensate or leak must be placed on a table with a liquid guard to prevent damage to floor surfaces.
- The ASI Director of Facility Management or designee has the right to adjust facility and equipment fees in individual situations, as necessary, in order to address improving customer service.
- Exceptions to the Cal Poly Recreation Center Facility Policy may be granted by the ASI Director of Facility Management or designee in accordance with campus policy.

Conduct and Responsibility

All individuals are required to follow campus and Cal Poly Recreation Center policies and procedures pertaining to their activity or program.

Groups reserving Cal Poly Recreation Center facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damages caused to the Cal Poly Recreation Center facilities, property, grounds or equipment by their members or guests.

All participants are responsible for leaving all Cal Poly Recreation Center spaces in a reasonably clean and orderly condition. A damage/security deposit of \$1,000 may be required from groups, based on historical experience and the nature of the event.

Any group or individual failing to comply with these policies may be denied further use of campus facilities and will be subject to disciplinary action through the Dean of Students Office and/or campus police.

ASI reserves the right to assess a 7 day period of blocked access to any student who has exhibited behavior that violates facility policy, or abuses staff.

The University may block access to the Recreation Center depending on the seriousness of the violation determined by the Dean of Students Office

Definitions of Terms

BLOCK SCHEDULE

A Block Schedule is defined as a unit or units of time set aside for specific groups to use designated space within the Recreation Center. ASI developed Block Schedules to ensure that our campus partners have approved access to the facility on a regular basis. Block schedules also ensure that areas will be available for informal recreational purposes. Groups and programs included in the Block Schedules:

- ASI
- Cal Poly Athletics
- Cal Poly Kinesiology
- Cal Poly Sport Clubs
- Cal Poly Clubs and Independent Student Organizations
- Informal Recreation

PRIORITY USERS

Priority Users are defined as groups that are given preference ahead of all other potential users when reserving space within the Cal Poly Recreation Center. Priority users are listed below in order of priority:

- University events sponsored by the University President
- Commencement ceremonies
- ASI Contractual Agreements
- ASI Events
- Open House
- Orientation Programs (WOW & SOAR)
- Conference and Event Planning (CEP)

AUTHORIZED USERS

Authorized Users are defined as users that are permitted to reserve space within the Cal Poly Recreation Center:

- Associated Students, Inc.
 - All programs, including student government.
- Cal Poly Clubs
 - Student clubs that have been officially recognized and chartered by the University.
- Independent Student Organizations (ISO's)
 - Independent student organizations that have been officially recognized and rostered by the University.
- CPSU Departments, Administrative Units and Support Groups

The following groups are included in this category:

- Cal Poly offices and administrative units
- Cal Poly departments
- Cal Poly colleges
- Recognized faculty and staff committees and boards
- CSU Chancellor and trustees
- Alumni groups

- Private use by Cal Poly students and faculty/staff
 - Students and faculty/staff scheduling facilities for private, non-professional, non-campus programs and activities.
- Off campus organizations and individuals
 - Community organizations and individuals not associated with campus.

Reservation Policy

Reservable Spaces (See [Block Schedules](#)ⁱⁱⁱ for specific area schedules)

Space Number	Space Name	Maximum Reservations	Square Footage
043-100	Gym- Main*	A maximum of 3 days per quarter may be reserved for events by each group	6592 sq ft
043-101	Main Lobby*		2416 sq ft
043-109	Training Room	No information	474 sq ft
043-157 - 61	Racquetball Courts (1-5)	A maximum of 3 courts may be reserved by Sport Clubs	400 sq ft ea
043-170	MAC*	Clubs and Departments share blocks A maximum of 3 days per quarter may be reserved for events by each group	8308 sq ft
043-170D	MAC Lobby*		1514 sq ft
043-195	Pool - Recreation (Shallow, Deep)	A maximum of 2 hours may be reserved on Saturdays and Sundays	No data
043-196	Pool - Leisure (Lanes, Recreation)		
043-197A, B	Sand Volleyball Courts (1-2)		
043-198	BBQ Area	A maximum of 1 event (lasting no more than 4 hours) may be scheduled per day.	No data
043-200B	Gym - North	No information	3193 sq ft
043-200A	Gym - South	No information	3202 sq ft
043-202	Exercise Area - Near Track	No information	2648 sq ft
043-213	Studio 2	No information	982 sq ft
043-215	Studio 3	No information	1537 sq ft

*Event venues:

In order to guarantee compatibility with the ADA required assisted listening system, all external sound systems must be pre-approved for use.

The event venues are available in several standard set-ups. Please reference the ASI rate sheet [fee schedule](#)^{iv} for applicable costs.

Non-Reservable Spaces

Space Number	Space Name	Square Footage
043-111	TV Lounge	3026 sq ft
043-121	Gym- 2 court	13472 sq ft
043-156	Exercise Area- Lower	4709 sq ft
043-162	Racquetball/Squash Court 6	419 sq ft
043-189F	Conference Room	280 sq ft
043-194	Plaza	No data
043-197C	Sand Volleyball Court 3	No data
043-221	Exercise Area- Upper	5406 sq ft
043-223	Indoor Track	4614 sq ft
043-211	Studio 1	845 sq ft

1. Reservable space at the Cal Poly Recreation Center must be reserved through the appropriate scheduling entity.
 - ASI program staff to submit requests through the ASI Facility Scheduling.
 - Cal Poly Clubs and Independent Student Organizations to submit requests through the ASI E-Plan process.
 - Campus Departments to submit requests through University Scheduling.
 - Academic Courses submit requests through Class Scheduling.
 - Private use by Cal Poly students and faculty/staff and off-campus organizations to submit requests to Conference and Event Planning (CEP).
2. No organization may reserve space on behalf of another organization. A sponsoring organization may schedule an event that incorporates multiple participating entities within one reservation. Organizations may not sell or transfer reservations to another individual or organization.
3. All details associated with Recreation Center reservations must be completed by the deadline date. The deadline date will be determined as follows:
 - Reservations which require no staffing, set-up, or audiovisual
 - Three (3) business days prior to the event date
 - Reservations that require staffing, set-up, audiovisual or approval from the Director of Facility Management.
 - Fourteen (14) calendar days prior to the event date
 - Reservations that require a special permit (e.g., campus building permit for electrical use, temporary structures, etc.)
 - Twenty-one (21) calendar days prior to the event date

4. All reservations are subject to cancellation if the details (set-up, take-down, and audio visual) are not submitted by the due date.
5. ASI Event Management and the appropriate scheduling entity must be informed in advance of any change regarding an event. Changes made after the due dates referenced above will incur a fee as outlined on the ASI Rate Sheet [fee schedule](#)^{IV}.
6. Major cleaning and routine maintenance will take priority during quarter breaks and holidays.
7. Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facility Management or designee. Whenever possible, ASI will notify groups of any reservation change in advance. ASI reserves the right to cancel an event or modify the extent of services provided in the event of scheduling conflicts, construction, utility interruptions, campus emergencies, natural disasters or catastrophic events.
8. Failure to comply with policy may result in the immediate loss of all scheduling privileges at the discretion of the ASI Director of Facility Management or designee.
9. Non-Conforming Requests
 - Emergency usage due to weather or special circumstances outside of standard use guidelines.
 - Requests must be in writing.
 - Requests will be reviewed by the ASI Director of Facility Management.
 - Requestors will be notified of approval or denial within a reasonable time period to provide appropriate lead times.
10. ASI, at its discretion, may utilize Informal Recreation blocks as it deems fit.
11. A damage/security deposit of up to \$1,000 may be required from groups, based on historical experience and the nature of the event.

Reservation Priority

ASI reserves the right to give preference to University events sponsored or endorsed by the University President. Additionally, events of global importance on campus will be given top priority.

All requests must be submitted to the appropriate scheduling entity.

The following schedule identifies the first date that groups may request reservations in the Cal Poly Recreation Center for the following academic year:

PRIOR TO START OF NEXT ACADEMIC YEAR SCHEDULING OF SPACE

April 10 – Priority Users

Priority Users may request Cal Poly Recreation Center space. Priority users are NOT included in the block schedule. Block schedules will be filled after priority users have made their reservations.

The following are the Priority Users, in order of priority:

1. University Events sponsored by the University President
 - MAC, Main Gym, North Gym and South Gym only
2. Commencement
 - MAC, Main Gym, North Gym and South Gym only
 - December Commencement: 5 day maximum reservation
 - June Commencement: 5 day maximum reservation
3. ASI Contractual Agreements
 - All Recreation Center spaces
 - Days limited to terms of contract
4. ASI Events
 - Concert Venue (Main, North and South Gyms) and Event Lobby
 - Maximum of one concert per month and one additional event per quarter at ASI's discretion, (total maximum of four requests per quarter)
 - In addition, 40 dates per quarter may be held until contracts are finalized. Unused dates will be released 6 weeks prior to the scheduled activity
 - MAC
 - Maximum of twelve (12) events per quarter

- In addition, 25 dates per quarter may be held until contracts are finalized. Unused dates will be released 6 weeks prior to the scheduled activity
 - Studio 2
 - Maximum of six (6) events per quarter
 - Studio 3
 - Maximum of six (6) events per quarter
 - Leisure Pool /BBQ/ (2) Volleyball Courts
 - Maximum of six (6) events per quarter
 - In addition, 15 dates per quarter may be held. Unused dates will be released 6 weeks prior to the scheduled activity
5. Open House
- MAC, Main Gym, North Gym and South Gym only
 - Spring Open House: Four (4) day maximum reservation
6. New Student Programs (WOW & SOAR)
- MAC
 - WOW (September) Seven (7) day maximum
 - SOAR (July/August) Thirty (30) day maximum reservation
 - Gyms, (Main, North, and Southonly)
 - WOW (September) Seven (7) day maximum reservation
 - SOAR (July/August) Twelve (12) day maximum reservation
 - Conference and Event Planning (CEP)
 - MAC
 - Maximum of one (1) event per academic quarter (Fall, Winter, Spring)
 - 2 day maximum per event

May 1 – Block Schedule Entities

Identified users (below) may request Cal Poly Recreation Center space within their designated blocks for the following academic year.

Reservations within each block are processed in the order received.

- ASI Intramurals
- ASI Fitness
- ASI Aquatics
- Athletics
- Kinesiology
- Conference and Event Planning
- Each Cal Poly Sport Club, Cal Poly Club and Independent Student Organization is limited to six (6) hours per week of Recreation Center space during the May 1 scheduling process.

May 15 – Second Round Reservations

Cal Poly Sport Clubs, Cal Poly Clubs and Independent Student Organizations may request additional Recreation Center space within their designated blocks for the following academic year. Student organizations are limited to an additional six (6) hours per week of Recreation Center space during the May 15 scheduling process, for a total maximum of twelve (12) hours per week. Requests will be processed in the order received.

PRIOR TO START OF EACH QUARTER RELEASE OF SPACE

Seven (7) weeks prior to the start of each quarter

All requests within designated blocks are due. Unused blocks may be made available to other eligible users in accordance with Recreation Center Facility Policy.

Six (6) weeks prior to the start of each quarter

Unused Intramural, Fitness, Cal Poly Sport Club, Cal Poly Club and Independent Student Organization and Conference and Event Planning times within designated blocks will be released for the following spaces:

- Main Gym and Main Gym Lobby, North Gym
- South Gym
- MAC and MAC Lobby
- Studio 2
- Studio 3
- Leisure Pool
- Sand Volleyball Courts 1 and 2
- BBQ

Unused block time will be processed six (6) weeks prior to the start of each quarter in the following priority order for the above-listed spaces:

1. ASI Programs
 - All activities, programs, informal recreation and maintenance.
2. Cal Poly Sport Clubs, Cal Poly Clubs and Independent Student Organizations
 - Requests are processed in the order received.
 - No student organization may reserve more than a total of twelve (12) hours per week in the Cal Poly Recreation Center (grand total of all reservation dates).
3. Conference and Event Planning (CEP)
 - Winter break, spring break, subject to approval by the ASI Director of Facility Management
 - Summer Quarter
4. All other University departments and programs
 - Processed within space guidelines in the order received.

WITHIN EACH QUARTER

No reservations will be processed during the first two (2) weeks of each quarter.

Two (2) weeks after the start of each quarter

Unused Athletic and Kinesiology times within designated blocks will be released to other users for the following spaces:

- Main Gym
- North Gym
- MAC
- Studio 2
- Studio 3

Unused time blocks will be processed two weeks after the start of each quarter in the following order:

1. ASI Programs
 - Includes all activities, programs, informal recreation and maintenance.
2. Chartered and officially recognized Cal Poly student organizations (processed in the order received).
3. Conference and Event Planning
 - Winter break, spring break, subject to approval by the ASI Director of Facility Management
 - Summer Quarter
4. All other University departments and programs, processed in the order received.

Cancellation and No-Show Policy

1. Cancellation of reservations must be made by the requestor or other authorized individuals two (2) business days prior to the scheduled event by contacting their appropriate scheduling entity in writing.
2. If a group fails to notify their scheduling entity of a cancellation two (2) business days in advance, the group will be considered a “no show.”
3. “No shows” will be issued a written warning and incur a fee as outlined on the applicable ASI rate sheet [fee schedule](#)^{iv}.
4. Additionally, charges for staff time will be billed for all cancelled or “no-show” events when staff support is required and was identified in the reservation confirmation or when actual costs have been incurred by ASI.
5. If a group has delinquent fees, they will not be allowed to book further reservations, nor will their current reservations be honored, until all “no-show” fees are paid.
6. Failure of a group to cancel an event three (3) times in a quarter will result in the cancellation of all remaining reservations for the quarter.

Posting, Displays and Marketing (Non-Commercial)

1. Leafleting and distribution of non-commercial written and printed materials, refer to CAP 144.5.
2. Display Boards
 - Display boards are not allowed in the Cal Poly Recreation Center plaza or on surrounding walkways, driveways and loading docks.
3. Sandwich Boards
 - ASI reserves the right to promote programs and events within the Recreation Center Plaza. Non-ASI boards are not permitted
4. Chalking (CAP 144.6)
 - Cal Poly and ASI do not encourage chalking as a method of communication due to the negative environmental and resource impacts.
 - Request to chalk must be submitted to the appropriate scheduling entity. Message content will not be considered in requests to chalk.
 - Chalking must identify the responsible organization(s), group(s) or individual(s).
 - Only water-soluble chalk may be used.
 - Chalking is permitted only on flat, horizontal exterior surfaces, not on any building surface or its walls, planters or stairs, etc.
 - Chalking and subsequent removal will be performed by Cal Poly Recreation Center staff and must be scheduled by ASI Facility Reservations to avoid disruption of Cal Poly Recreation Center activities.

- Chalking is allowed for a maximum number of five (5) consecutive days. Cleanup will be performed only by the Cal Poly Recreation Center staff and charged to the sponsoring organization.

5. Reservation-Related Materials

- Groups wishing to post materials relating to their reservation must seek approval from the Facility Supervisor for acceptable locations.

6. Windows

- There shall be no posting on any exterior Cal Poly Recreation Center windows unless approved in writing by the ASI Director of Facilities or designee.

7. Newspapers

- Distribution of free campus newspapers is allowed in the Cal Poly Recreation Center in spaces approved by the ASI Director of Facility Management.

8. Loss of Items

- ASI is not responsible for damage to or loss of personal items.

Dance Policy

1. All individuals working, attending or providing entertainment for a dance must have a valid Cal Poly Identification card or be 18 years or older.
2. Attendance at dances in the MAC may not exceed 500.
3. Additional ASI Supervisor(s) must be present for all dances with greater than 50 in attendance for the entire event, from beginning of set-up to end of take-down; the group will be charged accordingly.
4. Please refer to additional [dance event guidelines](#)^v under ASI Facility Reservations.

Key Policy

1. All keys are issued by the ASI Director of Facility Management or designee. A key authorization card must be completed and signed by the ASI Director of Facility Management or designee.
2. Keys cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.
3. All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facility Management or designee. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee will have a hold placed on their academic record. If a master key or exterior door key is lost, the signatory may be held liable for the cost of re-pinning all areas accessible by the lost key.

ⁱ Campus Administrative policies - <http://policy.calpoly.edu>

ⁱⁱ AFD maps and plans - <http://afd.calpoly.edu/facilities/maps.asp>

ⁱⁱⁱ Block Schedules - http://www.asi.calpoly.edu/block_schedules

^{iv} Fee Schedule - http://www.asi.calpoly.edu/form_policies/show/473

^v Dance Event Guidelines - http://www.asi.calpoly.edu/form_policies/show/592