

# CAL POLY RECREATION CENTER FACILITY POLICY

Revised May 2024



# TABLE OF CONTENTS

GENERAL FACILITY POLICY .....	3
HEALTH AND SAFETY.....	3
CONDUCT AND RESPONSIBILITY .....	4
DEFINITION OF TERMS .....	5
RESERVATION POLICY.....	7
RESERVATION PRIORITY .....	11
CANCELLATION AND NO-SHOW POLICY .....	14
POSTING, DISPLAYS AND MARKETING (NON-COMMERCIAL) .....	14
DANCE POLICY.....	15
KEY POLICY .....	15

## General Facility Policy

The Cal Poly Recreation Center is operated by Associated Students, Inc. (ASI). 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 two-thirds (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 CSU Board of Trustee's Policies and Campus Administrative Policy. The ASI Executive Director designates the ASI Director of Facilities Management, 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 142).

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 \(CAP\)](#) apply to the Cal Poly Recreation Center.

- Cal Poly Recreation Center operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the 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 Director of ASI Facilities or designee grants prior written approval. Advertisement, marketing, flyers, and handouts are prohibited without prior written approval from the Director of ASI Facilities or designee. All fundraising activities must be one hundred percent (100%) philanthropic in nature or benefit a Cal Poly department or Recognized Student Organization (RSO).
- Exceptions to the Cal Poly Recreation Center Facility Policy may be granted by the ASI Director of Facilities Management or designee in accordance with campus policy.

## Health and Safety

The ASI Facility Supervisor is responsible for overseeing building security and safety and will serve as the primary customer contact for facility concerns.

### Use of Alcohol (CAP 172)

- The university president or a designee (per CAP 172.3) is authorized to approve additional organizations to hold temporary or permanent ABC licenses for locations on campus to produce, serve and/or sell alcoholic beverages and products.
- Students' events are not allowed to serve or sell alcohol on campus; thus, university events, meetings and activities that are student club and/or student managed are not considered university events under this definition, unless they are under the direction and control of a university host and have an approved permit (CAP 172.5.2).
- Gambling will not be allowed in the Cal Poly Recreation Center.
- In accordance with Campus Administrative Policy (CAP 171), all California State University campuses shall be 100% smoke free and tobacco free. Smoking, vaping and the use or sale of tobacco products are prohibited on the Cal Poly campus.
- 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. Service animals must have a valid license. Pets may not be left unattended on campus (CAP 357).

- 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 authorized food vendors for food safety), without prior written approval from the ASI Director of Facilities Management or designee.

### **Equipment and Furniture**

- The ASI Director of Facilities Management or designee will determine property to be located and housed in the Cal Poly Recreation Center.
- Setup and removal of ASI furniture and equipment must be done by ASI staff or official volunteers covered by ASI/UU insurance. ASI staff is not responsible for the set-up or removal of non-ASI equipment.
- Furniture or audio visual equipment may not be removed from the Cal Poly Recreation Center without prior approval from the ASI Director of Facilities 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 surfaces.
- Individuals are prohibited from bringing small appliances including refrigerators, hot plates, microwaves, etc., into the Recreation Center.

### **Personal Items**

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

## **Conduct and Responsibility**

- All individuals must 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 damage 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 clean and orderly condition.
- Any group or individual failing to comply with these policies may be denied further use of campus facilities, loss of scheduling privileges, and will be subject to disciplinary action through the Office of Students Rights and Responsibilities and/or campus police. If a reservation is approved, a damage/security deposit of one thousand dollars (\$1,000) may be required from groups.
  - ASI reserves the right to assess up to a fourteen (14) day period of blocked access to any student who has exhibited behavior that violates facility policy, posted rules, or abuses staff. A written appeal of the decision to block access may be submitted for review to the Director of ASI Facilities or the Director of Recreational Sports.
  - The university may block access to the Cal Poly Recreation Center depending on the seriousness of the violation determined by the Office of the Dean of Students.

## Definition 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. Please refer to [Block Schedules](#)<sup>ii</sup>.

Groups and programs included in the Block Schedules:

- Associated Students, Inc. (ASI)
- Cal Poly Athletics
- Cal Poly Kinesiology
- Cal Poly Club Sports
- Cal Poly Recognized Student Organizations (RSO)
- Cal Poly Departments
- Conference and Event Planning (CEP)
- 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
- Cal Poly Commencement ceremonies
- ASI contractual agreements
- ASI Events
- Cal Poly New Student and Transition Programs (WOW, SLO Days, Open House)
- Cal Poly 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 Recognized Student Organizations (RSO)
  - Student clubs and Club Sports that have been officially recognized and chartered by the university
  - Independent Student Organizations that have been officially recognized and rostered by the university.
- Cal Poly 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 Academic Colleges

- Recognized faculty and staff committees and boards
- CSU Chancellor and Trustees
- Alumni groups
- Cal Poly Conference and Event Planning
  - 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.

### **Membership Eligibility**

Use of the Cal Poly Recreation Center is available to eligible members of the Cal Poly community. All members or guests are required to present photo ID when registering or purchasing passes at the Membership Services front desk. Exceptions to membership eligibility require approval from the Director of ASI Facilities or Director of Recreational Sports.

- Students
  - Currently enrolled Cal Poly students pay the University Union fee, which covers their membership costs. Students not enrolled in classes are eligible to purchase memberships or self-sponsor their own guest access.
- Faculty & Staff
  - Eligible to purchase memberships or self-sponsor guest access at the Cal Poly employee rate.
- Alumni
  - Eligible to purchase memberships or self-sponsor guest access at the Cal Poly nonemployee rate.
  - Requires Alumni Association ID Card.
- Emeritus
  - Eligible to purchase memberships or self-sponsor guest access at the Cal Poly nonemployee rate.
- Household
  - Those with membership eligibility may sponsor multiple household members at the Cal Poly nonemployee rate, per individual. Those with membership eligibility may sponsor a spouse, partner, or dependent. Household members must be at least eighteen (18) years old during fall, winter, and spring academic terms and at least sixteen (16) years old during summer.
  - Sponsor member must be present during enrollment with proof of household relationship.
- Affiliate
  - A university sponsored guest who may use the facility per the terms of affiliation with the university.
  - Approval by sponsoring department required.

## Reservation Policy

### Reservable Spaces

(See [Block Schedules](#)<sup>ii</sup> for specific area schedules)

Space Number	Space Name	Maximum Reservations
043-100	Gym- Main*	A maximum of five (5) events may be scheduled per academic term (excluding athletic games/tournaments). Each event may not exceed three (3) days.  Each weekday may be reserved for events no more than three (3) times per academic term.
043-101	Main Lobby*	
043-109	Training Room	Block users only.
043-157 – 61	Racquetball Courts (1-5)	A maximum of three (3) courts may be reserved by Club Sports.
043-170	MAC*	A maximum of two (2) events per week may be reserved for events. Five (5) days of the week must be available for recreational purposes.
043-170D	MAC Lobby*	
043-0192	Mat Room	Block users only

043-195	Pool - Recreation (shallow, deep)	May only be reserved for events during summer term. Only one (1) section of the pool (195A deep, or 195C shallow) may be reserved at a time.
043-197A, B, C	Sand Volleyball Courts (1-3)	Only two (2) courts may be reserved simultaneously during the academic year.
043-198	BBQ Area	A maximum of one (1) event (lasting no more than five (5) hours) may be scheduled per day. A maximum of three (3) events may be scheduled per week.
043-200B	Gym - North	Not applicable
043-200A	Gym - South	Not applicable
043-202	Track Exercise Room	Not applicable
043-213	Studio 2	Block users only
043-215	Studio 3	Not applicable

\*Event venues

- All external sound and lighting systems must be pre-approved for use. Amplified sound base decibel rates of one hundred and one (101) and spikes of one hundred and eight (108) are permitted. All amplified sound is subject to Campus Administrative Policy.
- Reservations that are in direct competition with ASI Recreational Sports programming are not permitted.
- The event venues are available in several standard audio visual and set-up options. Please reference the [ASI Rate Sheet<sup>iii</sup>](#) for applicable costs.

Non-Reservable Spaces

Space Number	Space Name
043-111	TV Lounge



043-121	Gym- 2 court
043-156	Lower Exercise Room
043-162	Racquetball/Squash Court 6
043-189F	Conference Room
043-194	Plaza
043-196	Leisure Pool
043-211	Studio 1
043-221	Upper Exercise Room
043-223	Indoor Track

Reservable space at the Cal Poly Recreation Center must be reserved through the appropriate scheduling entity.

Requestor	Scheduling Entity
ASI programs	ASI Facility Scheduling
Recognized Student Organizations (Clubs, Club Sports, ISOs)	RSO Reservation Process
Campus Departments	University Scheduling
Academic Courses	University Scheduling
Private use by Cal Poly students and faculty/staff	Conference and Event Planning (CEP)
Off-campus organizations	Conference and Event Planning (CEP)

No organization may reserve space on behalf of another organization. A sponsoring organization may schedule an event that incorporates multiple participating entities within one (1) reservation. Organizations may not sell or transfer reservations to another individual or organization.

1. Recreation Center reservations and event details must be completed by the deadline dates below.
  - Events which require no staffing, set-up, or audio visual.
    - Reservation: Three (3) business days prior to the event date.
    - Cancellation: Two (2) calendar days prior to the event date.
  - Events that require staffing, set-up, audio visual or approval from the Director of Facilities Management.
    - Reservation: Twenty-one (21) calendar days prior to the event date.
    - Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary).
    - Revisions: Seven (7) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs, itinerary).

- Cancellation: Seven (7) calendar days prior to the event date.
  - Events that require a special permit (e.g., campus building permit for electrical use, temporary structures, etc.).
    - Reservation: Thirty (30) calendar days prior to the event date.
    - Fire Marshal Approval: Thirty (30) calendar days prior to the event date.
    - Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary).
    - Revisions: Seven (7) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs, itinerary).
    - Cancellation: Seven (7) calendar days prior to the event date.
2. All reservations are subject to cancellation if the details (set-up, takedown, and audio visual) are not submitted by the due date.
  3. 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<sup>iii</sup>](#) fee schedule.
  4. Major cleaning and routine maintenance will take priority during breaks and holidays.
  5. RSOs and Club Sport meetings and practices may be displaced due to event needs in the MAC and gyms at the discretion of the Director of Facilities Management.
  6. Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities 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.
  7. Failure to comply with policy may result in the immediate loss of all scheduling privileges at the discretion of the ASI Director of Facilities Management or designee.
  8. 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 Facilities Management.
      - Requestors will be notified of approval or denial within a reasonable time period to provide appropriate lead times.
  9. Open Recreation
    - ASI, at its discretion, may reserve Open Recreation blocks as it deems fit.

## Reservation Priority

ASI reserves the right to give preference to university events sponsored or endorsed by the university president.

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 THE 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, South Gym, and Training Room only
2. Commencement
  - MAC, Main Gym, North Gym and South Gym, Training Room, and Conference Room only
  - June Commencement: five (5) day maximum reservation
3. ASI Contractual Agreements
  - All Recreation Center spaces
  - Days limited to terms of contract
4. Career Fairs hosted by Cal Poly Career Services
  - Reservations must be in accordance with current Memorandum of Understanding (MOU).
5. ASI Events
  - Concert Venue (Main, North and South Gyms) and Event Lobby
    - Maximum of one (1) concert per month and one (1) additional event per academic term at ASI's discretion, (total maximum of four requests per academic term).
      - In addition, five (5) dates per academic term may be held until contracts are finalized. Unused dates will be released six (6) weeks prior to the start of the academic term.
  - MAC
    - Maximum of five (5) dates per academic term
      - In addition, ten (10) dates per academic term may be held until contracts are finalized. Unused dates will be released six (6) weeks prior to the start of the academic term.
  - Studio 2
    - Maximum of three (3) events per academic term
  - Studio 3

- Maximum of three (3) events per academic term
  - Leisure Pool /BBQ/two (2) Volleyball Courts
    - Maximum of three (3) events per academic term
      - In addition, six (6) dates per academic term may be held. Unused dates will be released six (6) weeks prior to the start of the academic term.
6. New Student Transition Programs (Open House, WOW & SLO Days)
- MAC
    - Open House (spring) four (4) day maximum
    - WOW (September) seven (7) day maximum reservation
    - SLO Days (July/August) thirty (30) day maximum reservation
  - Gyms (Main, North and South only)
    - Open House (spring) four (4) day maximum
    - WOW (September) seven (7) day maximum
    - SLO Days (July/August) twelve (12) day maximum reservation
7. Conference and Event Planning (CEP)
- MAC
    - Maximum of one (1) event per academic term (fall, winter, spring). Two (2) day maximum per event.

**May 1**

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
- Cal Poly Athletics
- Kinesiology Department
- Conference and Event Planning (CEP)
- Recognized Student Organizations (Clubs, Club Sports, ISOs)
- Each Cal Poly Club Sport, Club and Independent Student Organization is limited to twelve (12) hours per week of Recreation Center space.

**June 15 – 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.

- Cal Poly Departments
- Cal Poly Programs
- Conference and Event Planning

#### **PRIOR TO START OF EACH ACADEMIC TERM: RELEASE OF SPACE**

##### ***Seven (7) weeks prior to the start of each academic term***

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

##### ***Six (6) weeks prior to the start of each academic term***

Unused Intramural, Fitness, Cal Poly Club Sport, 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 3
- Sand Volleyball Courts 1 and 2
- BBQ

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

1. ASI Programs
  - All activities, programs, informal recreation and maintenance.
2. Recognized Student Organizations (Cal Poly Club Sports, Cal Poly Clubs and Independent Student Organizations).
  - 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. ASI Director of Facilities Management all other university departments and programs.
  - Processed in the order received.
4. Conference and Event Planning (CEP)
  - Winter break, spring break, subject to approval by the ASI Director of Facilities Management.
  - Summer

## **Cancellation and No-Show Policy**

1. Cancellation of reservations must be made by the requestor or other authorized individuals seven (7) 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 seven (7) days in advance, the group will be considered a last-minute cancelation and incur a fee as outlined on the applicable rate sheet.
3. 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.
4. 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.
5. Failure of a group to cancel an event more than three (3) times in an academic year will result in the cancellation of all remaining reservations for the academic term.

## **Posting, Displays and Marketing (Non-Commercial)**

1. Leafleting and distribution of non-commercial written and printed materials refer to CAP 145.
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 145)
  - Chalking is not permitted in any interior or external locations at the Cal Poly Recreation Center (Rec Center Plaza, MAC, Patio, stairs, walkways etc.).
  - Any use of chalk in any interior or external locations at the Cal Poly Recreation Center (Rec Center Plaza, MAC, Patio, stairs, walkways, etc.) will be removed by ASI.
5. Reservation-Related Materials
  - Groups wishing to post materials relating to their reservation must seek approval from the ASI Director of Facilities or designee.
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 Facilities 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 ID card or be eighteen (18) years or older.
2. Attendance at dances in the MAC may not exceed ~~five hundred~~ (500).
3. Additional ASI Supervisor(s) must be present for all dances with greater than fifty (50) in attendance for the entire reservation (from beginning of set-up to end of takedown). The group will be charged accordingly.
4. Please refer to additional [dance event guidelines](#)<sup>iv</sup> under ASI Facility Reservations.

## Key Policy

1. All keys are issued by the ASI Director of Facilities Management or designee. A key authorization card must be completed and signed by the ASI Director of Facilities 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 Facilities 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.

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

<sup>ii</sup> Block Schedules - <https://www.asi.calpoly.edu/facilities/facility-reservations/facility-block-schedules/>

<sup>iii</sup> ASI Rate Sheet - <https://www.asi.calpoly.edu/facilities/facility-reservations/>

<sup>iv</sup> Dance Event Guidelines - [http://www.asi.calpoly.edu/form\\_policies/show/592](http://www.asi.calpoly.edu/form_policies/show/592)