ANDERSON AQUATIC CENTER FACILITY POLICY

Revised March 2026

asi CAL POLY

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General Facility Policy

The Anderson Aquatic Center is operated by Associated Students Inc. and is comprised of the Anderson pool, diving area, surrounding pool deck, and viewing area. The therapy pool and outdoor shower are not included in this policy. The policy-recommending body for the Anderson Aquatic Center shall be the University Union Advisory Board.

Recommendations to the ASI Executive Director (and university president or designee) for approval, amendment or repeal of any Anderson Aquatic 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 Anderson Aquatic Center.

The Anderson Aquatic 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 Anderson Aquatic Center Facility Policy and its adjoining grounds (CAP 142).

General facility policies are those policies which apply to all individuals, and/or groups who use the Anderson Aquatic Center.

All Campus Administrative Policies (CAP) apply to the Anderson Aquatic Center.

- Anderson Aquatic Center operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the UUAB.
- Use of Anderson Aquatic Center 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 100% philanthropic in nature or benefit a Cal Poly department or Recognized Student Organization (RSO).
- Exceptions to the Anderson Aquatic Center Facility Policy may be granted by the ASI Director of Facilities Management or designee in accordance with campus policy.
- A comprehensive policy review shall be conducted every three years to ensure accuracy and relevance.

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).
    - In accordance with CAP 172.5.2.5, religious rituals that involve the ceremonial use of alcohol may be exempt from this prohibition.
- Gambling will not be allowed in the Anderson Aquatic 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 353).
- 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 351.4).
- All use of electricity in the Anderson Aquatic Center must conform to an applicable edition of the National Electrical Code.
- Open flames, explosives and chemical combustions, including fireworks or rockets, are not allowed in the Anderson Aquatic Center.
- Mott Athletic Center locker rooms may only be used by Cal Poly Athletics. Public restrooms in Mott Athletic Center are available to Anderson Aquatic Center patrons. Restrooms and locker rooms in the Cal Poly Recreation Center are available to Recreation Center members. Individuals must be dry before entering any indoor facility.
- Individuals and groups are not permitted within the Anderson Aquatic Center without an approved reservation. Athletes using the locker rooms may not exit the facility via the pool deck. Athletes can at no time be on the pool deck without a reservation or lifeguard on duty. Unauthorized access may result in immediate removal from the facility and suspension of future pool use and reservation privileges.
- ASI shall be responsible for providing certified lifeguards for all scheduled reservations at the Anderson Aquatics Center.
- Lifeguards are responsible for overseeing security and safety during specified hours of supervision and will serve as the primary customer contact for facility concerns.
- Food and barbeques are not permitted at Anderson Aquatics Center.

Equipment and Furniture

- The ASI Director of Facilities Management or designee will determine property to be located and housed in the Anderson Aquatic 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 are not responsible for the set-up or removal of non-ASI equipment.
- Furniture or audio-visual equipment may not be removed from the Anderson Aquatic Center without prior approval from the ASI Director of Facilities Management or designee.
- Only authorized Cal Poly Facilities Operations staff or ASI staff may access the mechanical room.
- Individuals are prohibited from bringing small appliances including refrigerators, hot plates, microwaves, etc., into the Anderson Aquatic Center.
- Diving boards may only be used with prior approval.

Personal Items

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

Conduct and Responsibility

- All individuals must follow campus and Anderson Aquatic Center policies and procedures

pertaining to their activity or program.

- Groups reserving Anderson Aquatic Center are responsible for the conduct of their members and guests. Groups will be held financially liable for any damage caused to Anderson Aquatic Center facilities, property, grounds or equipment by their members or guests.
- All participants are responsible for leaving the Anderson Aquatic Center spaces in a clean and orderly condition.
- Any group or individual failing to comply with these policies may be denied further use of ASI - 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 of 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.
    - ASI may block access to Anderson Aquatic Center depending on the seriousness of the violation determined by 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 Anderson Aquatics 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[ii].

Groups and programs included in the Block Schedules:

- Associated Students, Inc.
- Cal Poly Club Sports
- Conference and Event Planning (CEP)
- Maintenance

Authorized Users

Authorized Users are defined as users that are permitted to reserve space:

- Associated Students, Inc.
    - All programs, including ASI Events, Student Government, Aquatics, and Intramural Sports.
- 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.

Reservation Policy

Reservable Spaces

(See Block Schedules[ii] for specific area schedules)

Reservable space at Anderson Aquatics 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.

Reservations and event details must be completed by the deadline dates below.

- Events that require staffing, set-up, 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).
  - Cancelation: 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. space 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).
- Cancelation: Seven (7) calendar days prior to the event date.

- All reservations are subject to cancellation if the details (set-up, takedown, and audio visual) are not submitted by the due date.
- 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[iii] fee schedule.
- Major cleaning and routine maintenance will take priority during breaks and holidays.
- 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 a reservation or modify the extent of services provided in the event of scheduling conflicts, construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.
- 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.

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.

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 Anderson Aquatic 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 space at Anderson Aquatic Center. 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.
2. ASI Events
   - Maximum of one (1) date per semester.

- Three (3) dates per semester may be held. Unused dates will be released six (6) weeks prior to the start of the semester.

May 1

Identified users (below) may request space at Anderson Aquatic Center within their designated blocks for the following academic year.

Reservations within each block are processed in the order received.

- ASI
- Conference and Event Planning (CEP)
- Recognized Student Organizations (Club Sports)

June 15

Identified users (below) may request space at Anderson Pool Aquatic Center within their designated blocks for the following academic year.

Reservations are processed in the order received.

- Cal Poly Departments and Programs

PRIOR TO START OF EACH SEMESTER: RELEASE OF SPACE

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

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

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

Unused ASI, Cal Poly Club Sport and Conference and Event Planning times within their designated blocks will be released for the following spaces:

- Anderson Pool

Unused block time will be processed six (6) weeks prior to the start of each semester 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 Clubs, Independent Student Organizations).
    - Processed in the order received.
    - No student organization may reserve more than twelve hours per week.
3. ASI Director of Facilities Management
4. Cal Poly Departments and Programs
    - Processed in the order received.
5. Conference and Event Planning (CEP)
    - Use during academic breaks is subject to approval by the ASI Director of Facilities Management.

Cancellation and No-Show Policy

- 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.
- 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 cancellation and incur a fee as outlined on the applicable rate sheet.
- 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.
- 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.
- 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 semester.

Supervision

ASI Supervision

- Facilities
    - ASI Lifeguards and ASI personnel shall be responsible for overseeing Anderson Aquatic Center including:
        - Lap pool
        - Diving area
        - Pool deck and viewing area
- Lifeguard Responsibilities
    - ASI shall be responsible for providing certified lifeguards for all reservations scheduled at the Anderson Aquatics Center.
    - ASI will staff Anderson Aquatic Center with certified staff to ensure safety and compliance with legal requirements. ASI shall establish best practices by utilizing recommendations from the Center for Disease Control, American Red Cross, and US Lifeguarding Practices. All practices shall be in compliance with federal, state, and local mandates. The staff member will be:
        - CPR, AED, First Aid, and lifeguard certified
        - Trained in blood borne pathogen response
        - The first responder in the case of an emergency
        - Responsible for ensuring safety and life in water
        - Responsible for enforcement of pool rules
        - The on-site individual with keys and facility knowledge
        - Responsible for nightly pool covering
- Facility/Event Supervisor Responsibilities

- ASI will staff Anderson Aquatic Center with a minimum of one supervisor during tournament, competition or special events. This staff member will be the on-site individual with keys and facility knowledge. Their responsibility will be to oversee the scheduled activities to ensure that policies are followed, and facilities are properly used.
- Additional event operations support may be requested at a cost to the sponsoring organization. The required number of Event Management staff will be determined by ASI to ensure safety and security. ASI Event Operations and/or ASI Facility Supervisors will supervise events at Anderson Aquatic Center held by the following groups:
    - ASI Intramurals
    - ASI Events
    - Recognized Student Organizations
    - Cal Poly Departments
    - Conference & Event Planning

- Costs
    - Please refer to the ASI Rate Sheet for costs associated with reservations and supervision.
- Oversight Requirements:

Organization	ASI Lifeguard	ASI Personnel
Camps	X	X
Academic Courses	X	
Department Events	X	X
Club Sports practices	X	
Club Sport meets and tournaments	X	X
Recognized Student Organization's events	X	X
Off-Campus Users	X	X
ASI Open Recreation (Open Swim)	X	
ASI Events	X	X

Pool Maintenance

Maintenance shall be managed by ASI. Responsibilities include:

- Commercial pool water chemistry upkeep
- Automatic vacuuming of Anderson Pool
- Upkeep and repair of fixtures and equipment
- Control of deck lighting
- Quality control tests
- Overall facility cleanliness including general deck maintenance and trash removal.

Maintenance Schedules

- Academic Year
    - A minimum of two (2) hours will be allocated daily for maintenance as designated on the Block Schedules.

Pool Closures

Maintenance Closures

- Major pool maintenance, renovations, and repairs will take priority during breaks, holidays, and summer.

Unanticipated Closures

- 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 weather, construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.

Equipment

General

- The ASI Director of Facilities Management or designee will determine property to be located and housed at the Anderson Aquatic Center.
- ASI equipment may not be removed from the Anderson Aquatic Center without prior written approval from the ASI Director of Facilities Management or designee.
- All equipment must be in proper working condition.
- Broken or damaged equipment must be properly disposed of by the responsible party. If an individual or group fails to remove the broken or damaged equipment within fourteen (14) days, ASI will remove and dispose of it at a cost to the responsible party.
- Lane lines may only be moved as authorized and supervised by ASI Lifeguards.

- Any change to lane lines must be approved by the Director of Facilities or designee; additional cost for set-up and take-down may apply.
- All equipment must be returned to its original location at the completion of scheduled activities.
- Groups are financially responsible for damage caused by improper use or movement of equipment.

Equipment Replacement

- Groups identified below are responsible for the upkeep, maintenance, and replacement of applicable equipment.

ASI	Club Sports
Pool Pump	Water Polo Goals
Lane Lines	Club Sports Equipment
Pool Covers	
Diving Boards	
Alarms	
Flags	
Safety/Lifeguard Supplies and Equipment (AED)	

Posting, Displays and Marketing (Non-Commercial)

For leafleting and distribution of non-commercial written and printed materials refer to CAP 145.

- Display Boards
    - Display boards are not allowed at Anderson Aquatics Center or on surrounding walkways, driveways, and loading docks.
- Sandwich Boards
    - ASI reserves the right to promote programs and events within Anderson Aquatics Center.
- Chalking (CAP 145.7)
    - Chalking is not permitted in any interior or external locations at the Anderson Aquatics Center.
    - Any use of chalk in any interior or external locations will be removed by ASI. Charges for cleaning will be applied to the party responsible.
- Reservation-Related Materials
    - Groups wishing to post materials relating to their reservation must seek approval from the ASI Director of Facilities or designee.
- Loss of Items
    - ASI is not responsible for damage to or loss of personal items.

Key Policy

- 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.
- Keys cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key

privileges.

- 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.

[i] Campus Administrative Policies - http://policy.calpoly.edu

[ii] Block Schedules - https://www.asi.calpoly.edu/facilities/facility-reservations/facility-block-schedules/

[1][iii] ASI Rate Sheet - https://www.asi.calpoly.edu/facilities/facility-reservations/

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