



Operations Manual

2025 - 2026



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Business Operations Plan

Hours of Operation

Normal Hours of Operation	
Recreation Center	
Monday - Thursday	6a-11p
Friday	6a-10p
Saturday	9a-7p
Sunday	11a-9p
Natatorium	
Monday - Thursday	6-10a, 12-2p & 4-9p
Friday	6-10a, 12-2p & 4-8p
Saturday	9-5p
Sunday	12-7p
Outdoor Pursuits	
Monday - Thursday	3-9p
Friday	3-7p
Saturday	Closed
Sunday	2-6p

* Break hours apply only to Thanksgiving, Winter, Spring, and Summer Breaks. Fall Break and February Break follow normal operating hours.

Break Hours of Operation	
Recreation Center	
Monday - Thursday	6a-8p
Friday	6a-8p
Saturday	9a-7p
Sunday	11-7p
Natatorium	
Monday - Thursday	6-10a, 12-2p & 4-7p
Friday	6-10a, 12-2p & 4-7p
Saturday	9-6p
Sunday	12-6p
Outdoor Pursuits	
Monday - Friday	4-7p
Saturday & Sunday	Closed

Facility Information

Facts & Figures

- Construction Cost: \$30,762,000
- Grand Opening: February 2009
- Square Footage: 123,000sf

Amenities & Spaces

Entry Level

- | | |
|--|---|
| <ul style="list-style-type: none">❖ Welcome Desk/Pro Shop:<ul style="list-style-type: none">✓ Member Check-In✓ Equipment Issue✓ Lost & Found❖ Four Court Gymnasium<ul style="list-style-type: none">✓ Four High School Regulation Courts✓ Four Wall-Mounted Score Boards✓ Three Divider Curtains✓ Rolling Bleacher Seating✓ Lined for:<ul style="list-style-type: none">▪ Basketball▪ Volleyball▪ Badminton▪ Pickleball❖ Locker Room Facilities<ul style="list-style-type: none">✓ Day Use Lockers✓ Showers✓ Suitmate Spinner❖ Climbing Wall & Rec Room<ul style="list-style-type: none">✓ Adventure Equipment Rental✓ Staff Office✓ Climbing and Bouldering Wall✓ Rec Room Lounge❖ Wellness Suite<ul style="list-style-type: none">✓ Hot Yoga Studio✓ Fascia Stretch | <ul style="list-style-type: none">❖ Administrative Office Suite:<ul style="list-style-type: none">✓ Employee Space✓ Conference Room✓ Professional & Graduate Offices❖ Natatorium<ul style="list-style-type: none">✓ 103,000 Gallon Pool<ul style="list-style-type: none">▪ Max Depth of 3.5'▪ Three Lap Lanes▪ Vortex▪ Water Basketball✓ 3,000 Gallon Spa✓ Aqua Fitness Classes✓ ADA Chair Lift✓ Outdoor Patio❖ Family Locker Rooms<ul style="list-style-type: none">✓ Showers✓ Day Use Lockers✓ Changing Table✓ Suitmate Spinner❖ Racquetball Courts<ul style="list-style-type: none">✓ Three Courts✓ Glass Back Walls✓ Two Wallyball Equipped Courts |
|--|---|

Second Level

- ❖ Fitness Area:
 - ✓ Cardio
 - ✓ Free Weight
 - ✓ Plate Loaded Equipment
 - ✓ Selectorized Equipment
 - ✓ Area 304
 - ✓ Core and Functional Training Equipment

Fitness Studios:
A – For programmed use only
B – For programmed use only
C – Available for drop-in use when programming is not scheduled
Thunderzone – For programmed use only

Third Level

- ❖ Track:
 - ✓ 1/7 Mile
 - ✓ Three Lanes

- ❖ Fitness Area:
 - ✓ Cardio
 - ✓ Free Weight
 - ✓ Plate Loaded Equipment
 - ✓ Selectorized Equipment
 - ✓ Stretching Mats

Facility Rentals & Reservations

Campus Recreation spaces are scheduled internally and have the following priority of usage:

- Campus Recreation Programs (Competitive Sports, Outdoor Pursuits, Aquatics, Fitness, etc.)
- Student Organizations (Groups must be registered with Student Life)
- University Departments/Groups
- Non-University Groups

Reservations for the Marshall Recreation Center require the submission of a Facility Reservation Request form no less than two weeks in advance.

** Denotes non-exclusive rental space. Space may be shared.*

Marshall Recreation Center Facility Rental Rates (hourly)	MU Student Groups/Departments	Rec Center Members	Non-Members
Basketball Court (per court)	\$25.00	\$30.00	\$60.00
Racquetball Court (per court)	\$15.00	\$20.00	\$40.00
Climbing Wall*	\$65.00	\$70.00	\$140.00
Outdoor Pool Patio*	\$20.00	\$25.00	\$50.00
Lap Lanes (per lane)	\$20.00	\$25.00	\$50.00
Non-Exclusive Pool Rental	\$35.00	\$40.00	\$80.00
Exclusive Pool Rental	\$75.00	\$80.00	\$160.00
Fitness Studios (per studio)	\$25.00	\$30.00	\$60.00
Meeting Room/ Wellness Classroom	\$20.00	\$25.00	\$50.00
Front Entrance Lobby*	\$20.00	\$25.00	\$50.00
Turf Field	\$75.00	\$80.00	\$160.00
Birthday Party (see below)	\$175.00	\$175.00	\$245.00

Reservation Policies

- Set-up charges, non-operational hours, additional staffing, or special equipment may apply in addition to the above list.
- Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons. Exclusive use is granted when patrons are not using the space and come at a higher premium.
- The non-member rate would apply to those individuals, groups, or organizations that are not members of the Marshall Recreation Center.
- A member cannot make a reservation using the member rate for a group of non-members.
- Campus Recreation reserves the right to decline facility usage for any person/organization submitting a facility rental request.

- Rental fees can be paid with cash, check, Apple Pay, Visa, or Master Card at the Pro Shop or Welcome Desk.
- All facility rentals may be subject to a deposit or paid in full if it is deemed necessary by the facility reservationist. The deposit fee will be applied to the total cost of the facility rental.
- The facility reservationist will determine if extra staffing will be required. If it is determined that extra staffing will be needed, the person/organization responsible for this fee will be notified in writing with email confirmation of the event.
- All facility rentals requesting space for a fitness/wellness activity must use the Marshall Recreation Center staff.
- All rentals of the facility agree to comply with MU's Smoke Free Environment policy, which prohibits smoking on campus.
- Groups renting the Marshall Recreation Center are not permitted to sell or contract outside vendors to sell products during the rental, unless otherwise permitted.
- Members of the Recreation Center may reserve personal space at the member's indicated rate. Personal space would include birthday parties, baby showers, graduation parties, etc. Members of the Recreation Center may reserve space for their organization/charity events at the non-member indicated rate. These events would include after-proms, employment events, charity events, etc.
- A non-member cannot make a reservation under a member's name. The member rate is reserved only for dues-paying members.

Exclusive Use Rentals

Exclusive use rentals come at a higher premium and are only available when the space is not being used for open recreation. A large rental group may be required to reserve space under the exclusive use category if participant numbers are seen to hinder open recreation.

This type of rental must include staffing of areas where supervision/service is necessary.

Equipment such as tables, chairs, scoreboards, projectors, or audio equipment is not included in the hourly rental rate.

- Access for all spectators and participants is included in the price of this type of rental.
- Staffing is provided based on the total number of participants and spectators occupying the area. Staffing costs are \$16/hour/employee for all exclusive use staffing.
- A Marshall Police University Officer must be present at any event at which alcohol is served.
- Personal or group instruction of services currently offered by Campus Recreation is not permitted. Any personal instruction that takes place inside the facility must have prior approval from a Professional Staff member and be accompanied by a general liability policy.

- General Liability, including Commercial General Liability for each occurrence with Centers LLC, Provident Resource Group-Marshall Properties LLC, and Marshall University listed as additional insured and with the following levels of coverage:
 - \$1,000,000.00 for personal and adv. Injury
 - \$1,000,000.00 for each occurrence
 - \$1,000,000.00 for fire damage (any one fire)
 - \$1,000,000.00 for general aggregate
 - \$1,000,000.00 for property damage
 - \$5,000.00 for medical expenses (any one person)
- Area Specific Guidelines for Exclusive Use:
 - Climbing Wall
 - Must include staff
 - 3 staff minimum
 - Natatorium
 - 3 staff minimum. Additional staff may be required depending on the size of the group.
 - A maximum of 100 participants are allowed in the pool at any given time.
 - Gym Courts
 - May require staff, depending on the size and time of the event
 - No food, drinks, or non-athletic shoes are allowed unless the floor has been covered.
 - A maximum of three gym courts may be rented during facility operating hours, unless otherwise approved.
 - Fitness Studios
 - Outside personal training or instruction is not permitted.
 - Any approved instruction must be accompanied by a general liability policy.
 - The sound system is not available to rental groups.
 - Use of personal audio equipment may be used during rental times.

Non-Exclusive Use Rentals

Non-exclusive Use Rentals (Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons.)

- The group rate option is available for groups that need access to the entire facility for open recreation purposes. These guests can enter the facility by purchasing group guest passes at the price of \$8 per adult or \$6 per child.
- This option cannot be used for groups wishing to have more than 40 participants in the pool at any given time and is only available during non-program hours.
- The lobby or other meeting space is not included in this type of access.
- Group rate open recreation may be combined with exclusive-use reservations (exclusive-use regulations will apply).
- Groups of 20 or more wanting to climb must have an exclusive rental.

Birthday Parties

General Guidelines

- Birthday parties can only be booked or canceled with the facility reservationist.
- Parties that take place in the Natatorium or at the Climbing Wall must use the activity area during the first 2 hours of the event, with use of the party room taking place at the end of the allotted time.
- Parties may arrive 15 minutes early to set up and must vacate the area no more than 15 minutes after the party ends.
- Activity time is for a single area only (pool, court, wall, turf). Use of additional areas is not permitted by party guests.
- Additional activity space can be booked in combination with exclusive use pricing (see chart above).

Pool, Court, and Turf Field parties are block-scheduled during the following time slots:

Saturday	11:30 am - 2 pm	3:00 pm - 5:30 pm
Sunday	12:30 pm - 3 pm	4:00 pm - 6:30 pm

Climbing Wall parties are block-scheduled during the following time slot:

Saturday	11:30 am - 2:00 pm
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Pool or Court Party

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, the party host will be responsible for an additional \$3 per person, payable at the time of the event.
- Includes 2 hours in the activity space and 2 ½ hours of access to the party room.
- Includes tables and chairs for all guests.

Outdoor Turf Party

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, the party host will be responsible for an additional \$3 per person, payable at the time of the event.
- Includes 2 ½ hours of access to the turf and to the lobby.
- Includes tables and chairs for all guests placed in the lobby.

Climbing Wall Party

- 20 guests (total of spectators and participants combined). No more than 20 guests will be able to participate in the event.

- Includes 2 hours access to the wall and 2 ½ hours to the party room.
- Includes tables and chairs for all guests.

Payment

The birthday party fee is due before the event and must be paid in full before or on the event date. The payment for additional guests can be paid upon arrival. Payment cannot be made over the phone.

Membership Information

The Marshall Recreation Center offers a variety of membership options for members of the Marshall Community.

Membership Type Fees

MEMBERSHIP TYPE	1 MONTH	MONTHLY	ANNUAL (20% DISCOUNT)	SINGLE/GUEST
Alumni	\$60	\$51	\$489.60	\$10
Friends & Affiliates	\$60	\$58	\$556.80	\$10
Marshall Associate	\$60	\$44	\$422.40	\$10
Marshall Health Fitness	–	\$25	–	\$10
Marshall Employee	\$60	\$44	\$422.40	\$10
PEIA Weight Management	–	\$30	–	\$10
Recent Alumni	\$60	\$46	\$441.60	\$10
MEMBERSHIP ADD-ONS				
Child of Non-Student (Ages 6-15)	\$18	\$15	\$144	\$6
Child of Student (Ages 6-15)	\$18	\$12	\$115.20	\$6
Child 5 and under	\$0	\$0	\$0	\$0
*Family +4	\$55	\$51	\$489.60	\$10 per guest
Household Members (16+)	\$35	\$31	\$297.60	\$10

Membership Types Defined

Marshall Employee: Marshall paid faculty or staff who work directly for a university department.

Associates: Marshall affiliated staff member who works for one of our predetermined colleagues: Mountwest Community College, Marshall University Foundation, Inc., Big Green Foundation, Inc., Marshall Health, Marshall University Research Corporation, Follette, Sodexo, and all other approved contracted or outsourced employees working on behalf of Marshall University

Alumni: Alumni are defined as individuals who have attended Marshall University or are members of the Alumni Association. Proof of graduation or Alumni Association Membership is required.

Recent Alumni: Recent Alumni are defined as individuals who have attended Marshall University within the past 12 months. Recent graduates will receive a one-time discount for the first year if they join within 12 months of their graduation date.

Friends & Affiliates: These members include Members of the Big Green Scholarship Foundation, Marshall University Foundation, employees of Cabell Huntington Hospital, St. Mary's Medical Center, HIMG, King's Daughters Medical Center, or the VA Medical Center. Verifying identification is required, such as your employee ID. Other prospective Friends and Affiliates members should contact the President's office for approval; written verification is required for membership registration.

Household: This membership type can only be purchased in conjunction with an active member. Two of the following criteria must be met:

- Proof of joint financial responsibility
- Same last name
- Marriage license
- Same residence, along with verifying identification

Marshall Health Fitness: Marshall Health and Marshall Campus Recreation have teamed up to create Marshall Fitness, a new employee wellness program for PEIA subscribers who have chosen Marshall Health as their medical home.

Family Membership: Families with one main member, one household member, and more than one child can take advantage of this unique offer! Once the main member joins, make it a family affair for only \$45 more, regardless of family size. Proof of common address required.

Child of a Student: Children of students over the age of 6 may join the MRC. Our monthly Kids' Night Out is free, and they may take advantage of discounts for camp, swim lessons, and other services.

Child of a Member: Children of non-students over the age of 6 may join the MRC. Our monthly Kids' Night Out is free, and they may take advantage of discounts for camp, swim lessons, and other services.

Marshall Health: Marshall Health and Campus Rec have teamed up to create a membership type for anyone who works for Marshall Health and would like to implement payroll deduction. Marshall Health employees work at both St. Mary's Medical Center and Cabell Huntington Hospital.

Membership Payments

Full Payment: One-time payment of fees, by cash, check, credit/debit card. Membership is not prorated and will expire at the end of the last month of membership. A 20% discount will be applied for paid-in-full memberships.

Payroll Deduction: The first month's fees are paid at the time of joining, by cash, check, credit/debit card. Membership fees are not prorated. Fees will be deducted starting in the second month for the third month's membership fee (pays for the month ahead) and will recur until ended by the member submitting a cancellation form to Member Services. If past the 15th of the month, the member will pay the prorated amount, and the next month in membership and payroll deductions will start on the third month.

Credit/Debit Card Drafting: First month's fee is paid at the time of joining, by cash, check, credit/debit card. The membership fee is only prorated for the first month a member joins if completed after that month's billing. All other months are not prorated. Fees will be automatically drafted between the 2nd and the 5th month from the member's VISA or MC, starting with the second month's membership fee (which pays for the month). This draft will recur until ended by the member submitting a cancellation form to Member Services.

Canceling a Membership

Marshall Recreation Center Memberships are non-refundable/non-transferable. All membership types are available on a month-to-month basis. Memberships that have been paid in full and desire a refund will be evaluated on a case-by-case basis, but must meet one of the following requirements:

Canceled or suspended memberships can be granted for the following requests:

- Member(s) become physically disabled, and are unable to physically continue exercise for an extended period or permanently (i.e., severe accident, extended hospital stay, death, etc.)
- Member(s) is transferred by an Armed Forces military branch (i.e., National Guard, Reserves, Active-Duty assignment, etc.)
- Member(s) move from the Tri-State area or leave MU (i.e., reaches non-employment status, retires, is terminated, resigns, medical disability, etc.)

Membership Freeze

Members may freeze their membership twice per year, each for up to 3 months (non-consecutive). A 30-day notice is required, and the member will NOT be allowed into the facility while the account is frozen.

Membership Suspension

Campus Recreation Staff reserve the right to suspend the use of the facility or involvement in programs of participants who refuse to follow policy, pose a threat to themselves or others, or treat staff in a disrespectful manner. Penalty severity and length of suspension will be determined on a case-by-case basis.

Campus Recreation Staff also reserve the right to refuse entry or discontinue use of the facility or involvement in programs if the member has become unruly or refuses to follow policy.

Students who have been suspended but are currently enrolled in a PEL class may access the facility only during their scheduled class time and must leave immediately at the conclusion of the class.

If a minor receives a permanent suspension, their status may be re-evaluated upon turning 18 to determine whether future access will be permitted. Reinstatement is not guaranteed.

Member Rights & Responsibilities

The management of the Marshall Recreation Center strives to deliver an excellent experience to all who use the facility. We will provide the following:

- Clean and safe facilities with a wide array of offerings for all users.
- Programs that are diverse, innovative, and relevant, ensuring all participants have an outlet for their recreational interests and needs.
- Service of the highest quality. From customer service to wellness services, our members will have the opportunity to have a pleasant and healthy experience.
- Safe, operational, and up-to-date equipment.

Members, guests, and participants have the following responsibilities:

- To follow the guidelines set forth by Campus Recreation Staff in this manual, on posted signage, or verbally.
- Respect fellow members, guests, and participants in all programs or informal recreation.
- Take responsibility for personal security by locking belongings while participating.

Membership Amenities

Locker Service

Daily use lockers are offered on a first-come, first-served basis at no charge. Members are encouraged to take advantage of this complimentary service while utilizing the facility. Belongings may be stored in the daily use lockers during operating hours of the Recreation Center. At closing, all daily use lockers will be emptied, and contents will be stored in the lost and found until they are either claimed or donated.

Locker Prices

Service	Annual:	Semester	Monthly
Locker	\$120	\$50	\$10

- Long-term Lockers may be rented on a semester or annual basis from the Pro Shop.
- Rented lockers must be emptied during the annual maintenance shutdown
- Campus Recreation is not responsible for any lost or stolen items.

Parking

All members who are eligible for a Marshall University parking pass MUST purchase their pass through the University parking office. Members (alumni, affiliates, etc.) who cannot purchase a university permit may purchase a Rec Center pass. Passes must be displayed and gain parking permission for the stadium lot (except on home football game days).

Towels

Towels are provided for all paid members of the recreation center. They are available at the Welcome Desk at check-in. Bins for used towels are available in each locker room and at the Welcome Desk.

Program and Service Cancellations & Refunds

Fitness Services, Premium Classes, and Private Swim Lessons are considered services.

- Program and service fees are non-refundable and non-transferable from member to member.
 - Some exclusions may apply. See area-specific policies.
- All services purchased may be used at any time within 12 months. Any sessions that were not used during the 12 months will be rendered, and the members must purchase a new training package if they wish to continue training.
- There are no refunds for those members who become injured, ill, or unable to use the remainder of their purchased sessions. All sessions must be used and redeemed within 12 months of purchase
- Cancellation of a service must be done 24 hours in advance of the scheduled appointment to be eligible for a rescheduled appointment. Otherwise, services will be considered rendered, and the patron will be charged.
- If a patron arrives late for an appointment, the service will not be rescheduled or extended.
- Campus Recreation reserves the right to cancel, postpone, or change instructors to provide optimum service for our patrons. In the event Campus Recreation cancels any program, a full refund will be issued.
 - If Campus Recreation cancels or interrupts an appointment, the patron may reschedule for another time within one calendar year.

Facility Policies and Procedures

Facility Access

Members must present a current Marshall ID Card, a Marshall Recreation-issued key tag, or appropriate mobile app. Lost key tags will be reissued for a fee of \$5. Members will be required to have a photo and liability waiver on file before gaining access to the facility.

Members who have forgotten their ID may gain access up to three times without proper identification. A new card will need to be purchased following the third strike.

It is against the policy of both the University and Campus Recreation for an individual to utilize a card that is not their own. Participants found attempting to utilize another person's card will have the ID confiscated, and all parties will be suspended until they have met with the Assistant Director of Fitness and Safety and the Coordinator of Member and Guest Services.

Guests Passes

All guests must present a valid state-issued ID if 18 or older. Guest passes are non-refundable, non-transferable, and do not grant membership privileges or access to member rates. Guests may re-enter on the same day with proof of receipt and a valid ID. MU Faculty/Staff, Associates, Alumni, and former students may self-sponsor but may not sponsor additional guests. A waiver, photo, and guest information verification are required at the time of purchase. Guest pass availability is subject to staff discretion. Guests are responsible for any damage or misconduct and may lose access privileges as a result. Youth 13 and under must be accompanied by an adult; children ages 6–13 may use fitness equipment only within arm's reach of a parent or guardian.

5 Punch Pass

Guests can purchase a 5 Punch Pass for \$40 to receive five separate entries into the Rec Center. Passes are only valid for the individual purchasing the pass, and the 5 entries are automatically loaded onto your account. Guest eligibility requirements must be met.

Assumption of Risk

The undersigned voluntarily assumes all risks described in the facility waiver that may arise out of or result from the use of the equipment or facility, and/or the services of the Marshall Recreation Center. Exceptions being any injuries caused by the gross negligence or willful or wanton misconduct of any officials, officers, employees, agents, or volunteers of Marshall University, Provident Resource Group - Marshall Properties, LLC, and CENTERS, LLC.

Professional Photography & Video Recording

Participants in Campus Recreation's informal and programmed recreation have the right to privacy and comfort. Photography and video recording are prohibited without approval from the Coordinator of Marketing and Outreach and member permission. Campus Recreation reserves the right to photograph participants for marketing materials.

Personal Electronic Devices

Personal cell phones, tablets, and other devices may be used throughout the facility; however, photography of any type is prohibited in the locker rooms.

All electronic devices are required to be put on silent during programmed activities.

Solicitation

Solicitation is prohibited both inside the Marshall Recreation Center as well as directly outside of the Marshall Recreation Center. Groups/Individuals wishing to fundraise, table, or

communicate with members must make proper arrangements and complete a Facility Reservation Request Form before doing so.

Area Age Restrictions

- <1 – 5 years of age: Membership required. Must always be accompanied by a parent/guardian. Not permitted in any fitness area or spa at any time.
- 6 – 8 years of age: Membership required. Permitted into most areas of the Marshall Recreation Center with direct parent/guardian supervision. Not permitted in any fitness area at any time, except the indoor track (3rd floor).
- 9 –13 years of age: Membership required. Permitted into most areas, including all fitness areas, of the Marshall Recreation Center with direct parent/guardian supervision. Must complete the Youth Fitness Orientation to utilize fitness equipment.
- 14 years of age and older: Membership or guest pass required. Permitted into all areas of the Marshall Recreation Center without direct parent/guardian supervision. 14-17 years of age must complete the Youth Fitness Orientation to utilize fitness equipment.
- Direct Supervision will be defined as in the immediate area and within arm's reach of the child.
- An adult is defined as someone who is 18 or older.

Marshall Recreation Center Policies

General Policies

- Responsibility for the general supervision of the Marshall Recreation Center rests with the Campus Recreation Staff. Harassment or disregard of requests by the Campus Recreation Staff may result in immediate ejection from the facility and may result in additional disciplinary action.
- All youth, 13 and under, must be accompanied by an adult to enter the facility.
- No animals are permitted in the facility except for service animals. Service animals must be properly identified as a service animal, such as an identifiable service animal harness.
- Fighting, harassment, and/or use of profanity are prohibited.
- Firearms are prohibited.
- The Marshall Recreation Center is a substance-free facility. Tobacco, alcohol, electronic cigarettes, and illegal drugs are not permitted in or on the grounds of the Marshall Recreation Center.
- Athletic-type tops and bottoms are required in activity areas. Jeans, khakis, or shorts with embellishments are prohibited on fitness equipment. Shirts must be worn in all non-aquatic areas of the facility. Clothing that sends profane, inflammatory, or bigoted messages is also prohibited. All items must meet the West Virginia public decency standards per WV Revised Code 61-8-9.
- Closed-toe, full-back, athletic shoes with non-marking soles are required in all fitness spaces during active participation. Participants are strongly encouraged to bring a second pair of clean footwear for their workouts. Dirty, muddy footwear is not permitted.

- Personal belongings, gym bags, backpacks, etc., are not permitted in hallways, lobbies, or activity areas. Lockers and cubbies are available for the storage of all items. Campus Recreation is not responsible for lost, stolen, or damaged items.
- Non-Campus Recreation announcements, flyers, posters, etc., must be approved through Campus Recreation Marketing. Flyers posted in or on the Marshall Recreation Center without approval will be removed.
- Cell phones, tablets, and other devices may be used throughout the facility; however, photography of any type is prohibited in the locker rooms.
- Video recording, including the use of tripods or filming equipment, is prohibited to protect the privacy of members and guests.
- Headphones must be worn to listen to music. Personal music being played through a speaker, phone, etc., is prohibited unless authorized by Campus Recreation staff.
- Spitting in the drinking fountains, common areas, or activity areas such as the track, courts, etc., is prohibited.
- All food items must be consumed on the lobby side of the Welcome Desk. Only drinks in a spill-proof, unbreakable container are permitted in activity areas unless approved by Campus Recreation Staff.
- Lost and found items are recorded in the lost and found database at the welcome desk. Items not claimed within 30 days will be either discarded or donated to charity.
- All injuries should be reported immediately to a Campus Recreation Staff member. If a blood-related injury occurs, the injured person must stop activity immediately and notify Campus Recreation Staff.
- Sports equipment is available for daily check-out at the Welcome Desk and must be returned no later than 10 minutes before closing. Any equipment not returned by closing will be deemed late, and a hold will be placed on the member's account. If the equipment is damaged or lost, patrons are responsible for paying the assessed value of the equipment. Patrons will not be granted facility access until the fee is paid.
- Campus Recreation Staff have the right to prohibit any outside fitness or recreational equipment.
- Loitering is not permitted anywhere within the facility or around the entrance/exit doors.
- All tours must be accompanied by a tour guide. A tour guide could be someone from the University giving a campus tour to an individual or a group. Anyone not guided by a university tour guide must be accompanied by a guide from the Rec Center.
- Third-party training or instruction is prohibited unless approved by Campus Rec Center staff. This includes activities such as personal training, coaching, fitness classes, swim lessons, and similar services.

Area Specific Policies

All general policies are in effect in all areas of the facility. Additional area-specific policies are to be followed.

Lap & Leisure Pool Policies

- Do not enter the pool without a certified lifeguard on duty.
- Participants are required to shower with soap and water before entering the pool.
- Appropriate swim attire is required. Please ask lifeguards for clarification
- Participants with open wounds and or infectious diseases are prohibited from using the pool.
- Do not use aquatic amenities if you are ill with diarrhea or have had diarrhea within the past two weeks.
- Diaper changing on the deck is prohibited.
- Gum, food, and glass containers are prohibited in or around the pool.
- Spitting, spouting water, and blowing the nose in the water are prohibited.
- Participants are prohibited from hanging on the lane lines.
- Intentional hyperventilation or extended breath-holding activities are dangerous and prohibited.
- No animals are allowed in the aquatic venue or on deck except identified service animals. Animals are not allowed in the pool, including service animals.
- Conducting group or private swim lessons without the consent of Campus Recreation is prohibited.
- Participants 13 and under must be directly supervised by a guardian on deck or in the water.
- Children using flotation devices, other than Coast Guard approved PFDs, must stay within arm's reach of an adult who is in the water.
- Group and private swim lessons may only be conducted by authorized Campus Recreation personnel.
- Water exercise equipment is available for exercise use only.
- When requested, lap swimmers will share lanes or circle swim in a counterclockwise direction.
- Diving, running on the decks, and horseplay in or around the pool are prohibited.
- Lifeguards have the responsibility and authority to remove anyone for unsafe or inappropriate behavior.
- Children under the age of 5 are prohibited from using the spa. (per Model Aquatic Health Code; Code 281) See the lifeguard for clarification.

Spa Policies

- Do not enter the spa without a certified lifeguard on duty.
- Participants are required to shower with soap and water before entering the spa.
- Appropriate swim attire is required. Please ask lifeguards for clarification.

- Children under the age of 5 are prohibited from using the spa. (per Model Aquatic Health Code; Code 281) See the lifeguard for clarification.
- Participants with open wounds and or infectious diseases are prohibited from using the spa.
- Do not use aquatic amenities if you are ill with diarrhea or have had diarrhea within the past two weeks.
- Gum, food, and glass containers are prohibited in or around the spa.
- Submersion of the face/mouth is not recommended for health and safety purposes.
- Pregnant women and individuals with heart disease, high blood pressure, or other health problems should not use a spa without consultation with a healthcare provider.
- Participants 13 and under using the spa must be directly supervised by a guardian in the immediate vicinity of the spa.
- For your safety, limit use of the spa to 15 minutes at a time.
- Toys and flotation devices are prohibited in the spa.

Patio

- Entrance and exit to the patio are through the facility, not the outside gates.
- Doors to the Natatorium must remain closed unless patrons are entering or exiting the patio.
- Members must shower after using the patio before returning to the pool or spa.
- Headphones must be worn to listen to music.
- Climbing the patio fence is strictly prohibited.
- Patio may be used during times when the Natatorium is closed via the access door through the lobby.

Gymnasium Courts

- Courts are prioritized for informal recreation on a first-come, first-served basis.
- Clean, non-marking athletic shoes are required. Any shoe that marks the court surface is prohibited. Shoes are always required.
- The use of tape or other marking materials on floors or walls is prohibited unless authorized.
- Hanging on rims or nets is prohibited.
- Adjustable Backboards may only be adjusted by Campus Rec staff. Dunking is strictly prohibited.
- Soccer balls, softballs, baseballs, etc., are prohibited unless part of an approved event.
- Any objects or activities that could damage the courts or endanger others are prohibited (e.g., jump ropes, roller skates, bikes).

Rec Room

- The Rec Room is open during normal business hours and monitored by Campus Recreation Staff.

Climbing Wall

- Climbers MUST pass the appropriate belay clinic and test before they can belay. Successful completion will be noted in RecAuto. Belayers must actively participate at least once a semester to retain the right to belay unassisted. All non-rope climbers (bouldering) may climb up to, but not past, the 12-foot line. No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
- All non-rope climbers (bouldering) may climb up to, but not past, the 12-foot line. No climbing or bouldering above or below another person. A climber is considered above the 12-foot line when the crown of their head passes the line.
- Belaying may only be performed using a climbing harness and a belaying device. Barefoot belaying is prohibited.
- Campus Recreation's climbing ropes, carabiners, harnesses, belay devices, and other climbing equipment are recommended for use on the climbing wall. Campus Recreation reserves the right to reject outside equipment deemed unsafe (items not under the direct care of Campus Recreation). Only Campus Recreation's ropes are allowed to be used in the facility.
- Climbers must tie in using the figure eight follow-through knot.
- Avoid climbing routes that interfere with others already on the climbing wall. The right-of-way is given to the climber on the wall (if someone is bouldering, they have the right-of-way in front of someone trying to top rope/lead climb above them).
- Down-climbing bouldering problems is strongly encouraged. Climbing over the wall structure (this means above the top anchors) is prohibited.
- The use of chalk is limited to chalk balls. Loose chalk is not permitted as primary chalk.
- Tie hair back when necessary. All rings and jewelry should be removed before climbing. Campus Recreation is not responsible for any damage to jewelry or injury to the climber for failing to remove jewelry or secure loose hair/clothing.
- No one under the age of 18 may participate without a waiver signed by their parent/guardian. All climbers must read and sign the assumption of risk for the climbing wall before climbing.

Fitness Floor Policies

- Youth 14+ may use the fitness area independently. Youth ages 9–13 may participate with completion of Youth Fitness Orientation and must stay within arm's reach of a parent or guardian. Youth under 9 are prohibited from all fitness areas, excluding use of the track within arm's reach of a parent or guardian.
- Please follow all safety instructions posted on the equipment.
- Equipment must remain in its designated area.
- Patrons may not work out in hallways or undesignated areas.
- Participants must wipe down equipment after use.
- Cardiovascular equipment use is limited to 30 minutes if others are waiting.
- Re-rack weights and return all equipment after use.
- Collars are required on all barbell lifts.
- Slamming or dropping weights is prohibited.
- Improper use of equipment is prohibited (e.g., standing on weights, modifying machines).
- Weights must not be leaned against walls, mirrors, or other equipment.
- Participants who are unfamiliar with fitness equipment should ask staff for assistance.
- Immediately report any fitness-related injury or malfunction to staff.
- Strollers are only permitted in cardio areas and on the track.

Area 304

- Available for informal use outside posted class times.
- Dropping weights is prohibited.
- Powdered chalk is prohibited.
- Equipment must remain in Area 304.
- Hanging from or utilizing the railing is prohibited.

Fitness Studios

Studios A, B, C & Yoga Studio

- Equipment in storage closets is for scheduled classes or programs only.
- Participants must disinfect and return equipment after use.
- Jump ropes are not permitted on wooden floors.
- Marking or taping floors or walls is not allowed.
- Sound system use is restricted to trained group fitness instructors.
- Activities that may damage floors or endanger others are prohibited.
- Clean, non-marking shoes are encouraged.
- Cycling shoes are permitted only in the cycling studio.

- Studio C is available for informal use. Studios A, B, and Yoga are reserved for program use only.

Thunderzone Studio

- Use is restricted to scheduled Thunderzone classes.
- Equipment may not be removed from the activity space.
- Participants must return and disinfect all equipment after class.
- Gum is prohibited.
- Proper attire and closed-toe, non-marking footwear are required.
- Only water is permitted, and it must be in a closed, unbreakable container.

Locker Rooms

- The bathing suit dryer is for swimsuits only.
- Daily lockers are free but may not be used overnight. Items left overnight will be moved to the lost and found.
- Rental lockers are available and include towel service.
- Shower towels must be returned to a towel bin after use.
- Photography is prohibited.
- Children over age 5 may not enter the locker room of the opposite gender. Family Changing Rooms are available.

Racquetball Courts

- Clean, non-marking athletic shoes are required.
- Tape or marking materials are not permitted on walls or floors.
- Racquets must have protective guards.
- Reservations may be made up to 24 hours in advance. Courts are held 10 minutes past the reserved time.
- Only one court may be reserved per person per day.
- Wally ball setup must be done by staff.
- Sports like soccer, baseball, and football are prohibited in these courts.
- Eye protection and wrist straps are highly encouraged.
- Max 4 participants for racquetball/squash/handball; 8 for wallyball.
- Objects/activities that could cause damage or injury (e.g., jump ropes, skates, twirling) are not permitted.

Track

- The track is 1/7 of a mile.
- Directional arrows change daily and must be followed.
- Lanes are designated: inside = walkers, middle = joggers, outside = runners.
- Allow others to pass; do not block lanes.
- Stretching is allowed in designated areas only. Do not stretch on the track or use walls, railings, or door handles as stretching aids.
- Use of fitness equipment is limited to stretching areas; none on the track lanes.

- Do not spectate over the railing or obstruct walkways.

Multipurpose Field

- A Marshall ID may be required for access.
- Only turf shoes, tennis shoes, or molded cleats are allowed. No metal/removable cleats.
- Use the field at your own risk. Call 911 or alert Campus Rec staff in emergencies.
- To reserve, contact Campus Recreation. Check the website for availability.
- Share space safely during open play.
- When the gates are locked, the field is closed. Using it during closed hours is prohibited.
- Prohibited items: food, gum, beverages (except water), tobacco, flames, animals, tailgating, and unsafe activities.
- Please use trash receptacles.
- No vehicles except emergencies or maintenance.

South Meeting Room

- Campus Recreation programs and rentals have priority.
- During informal use, only water is permitted.
- Do not remove any items from the room.
- Campus Recreation staff have final authority on all policies and procedures.

Wellness Suite

- Food and drink are prohibited, except for water, unless permission is given by Campus Recreation.
- Unauthorized use of Campus Recreation equipment is prohibited