KEENE STATE COLLEGE
RECREATIONAL SPORTS
2021-2022
(Temporary Changes)

FACILITY MEMBERSHIP HANDBOOK
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(REV. 8/20/2021)
Membership Type:

I. **RECREATION CENTER** – Unrestricted - full access to all recreation facilities

   *Full-Time & Part-Time Matriculated Students* (Acad. Year) Student fees
   Continuing Education Students (Semester) $247.50
   #KSC Employees (Semester) $200
   #KSC Employees (incl. retired & Emeriti faculty) (Annual-Jan.-Dec.) $500
   #Spouse of KSC Employees (not available at start of fall semester)
   KSC Alumni/Spouse (not available at start of fall semester)
   Spouse of KSC Matric. or CE Student (not available at start of fall semester)

*(Decisions about summer memberships will be made in April)*

   Summer Memberships – KSC Students/new grads. (May-Aug.) $60
   Summer Memberships – KSC Employee & Spouse (May-Aug.) $100
   Summer Memberships – KSC Alumnus & Spouse (May-Aug.) $120

#(Benefited faculty/staff or their spouse are eligible to use the USNH Fitness Reimbursement benefit if they are participants in the USNH medical plan administered by Cigna, see page 4 for details).

(Emerti faculty) are eligible to join the Recreation Center even though they are no longer teaching at the College. The College offers many benefits to retirees and joining our facility is one of them. Those who participate the USNH medical plan administered by Cigna can be reimbursed for their membership payment. See page 4 for more details. If they don’t, then they must purchase or select one of our membership options as is, there will be no reduced price. Their spouse would also be eligible to join according to our spouse/partner policy. The emerti faculty can sign up for any membership option.)

Membership Type – Restricted to specific facilities

II. **Pool Membership** (pool & RB court only) Annual No charge
III. **Walking Track/Group Fitness membership** Semester $125

Due to Covid-19, there will be no Guest passes available for 2021-22. Only KSC employees or CE students are eligible to purchase memberships and employees can sign up for a $5 day pass to use the facility.

*KSC students consist of full-time and part-time matriculated (undergraduate and graduate) students as determined by the Registrar’s Office. KSC Owl Cards are required every visit. CE students should secure a KSC Owl Card before purchasing a membership and must remain registered in classes throughout the period of their membership to use the facilities.*
**Unrestricted Memberships** – members have full use of all recreation facilities/programs (includes fitness center, recreation gym, walking/jogging track, pool, racquetball court, and group fitness classes). Identified as Recreation Center members throughout handbook. Members must bring their KSC Owl Card or membership card every visit to be swiped or checked for membership verification.

**Restricted Memberships** – members have use of specific facilities only (e.g., walking track or pool/racquetball court); identified as Pool or Track/Group Fitness members throughout the membership handbook. Owl Card holders will receive a pool pass to take to the lifeguards so they can secure their card in their locker.

**KSC Alumni Facility Membership policy** - Due to renewed precautions needed for Covid-19 and the College’s current operational status, only KSC employees or CE students are eligible to purchase memberships to use the facility at the start of the 2021-22 academic year. Memberships for alumni will not be available at the start of the fall semester.

**Process to follow for signing up for a parking permit when alumni are able to purchase a Recreation Center membership.**

**Parking Permit**: a KSC alumna/us can apply for a visitor pass for the year after purchasing a Recreation Center or Pool membership. Members’ names will be sent to the Parking Office to verify their membership status thus allowing their access to a parking permit. Alumni will need to go to the following web site to sign up for a parking permit: [https://keene.thepermitstore.com/](https://keene.thepermitstore.com/). The permit type to apply for is “Visitor”.

There is no charge for this pass and it permits parking in the following locations: Spaulding Gym, Elliot, Arts Center, Madison Street, Madison-Holloway, Redfern Arts Center, Owl Athletic Complex, Student Center – commuter lot & faculty/staff and Visitor lots

Please note: parking is not guaranteed and it might be difficult to find at certain times of the day; early mornings and later afternoon/evenings are more flexible. If you have any questions, please contact the Parking Office at 603-358-2228 or parkingservices@keene.edu.
USNH Fitness Reimbursement administered by Cigna insurance:

- The fitness reimbursement benefit is for up to $300 per calendar year for KSC employees and their dependents. This allows more flexibility in utilizing the benefit, which could be used by the employee and their spouse at the same facility or two different facilities.

- The Fitness Facility is not responsible for submitting documentation for reimbursement and no longer will be receiving direct payments for their members under the USNH Fitness Reimbursement Program.

- **KSC employees can purchase the full Recreation Center membership of $500 as of January 1, 2022 – membership year goes until December 31, 2022.**

- Several options are available however:
  - Purchase the semester membership of $200.
  - **Purchase full year $500 membership in January 2022 for the 2022 calendar year reimbursement cycle that ends December 31, 2022**
    - Employees can utilize payroll deduction - $20.83 per pay period ($41.66/month) – full year Recreation Center membership only
    - Payment options – cash, check, payroll deduction, online payment via the online membership application
    - One-time reimbursement submission regardless of the method of payment
    - A USNH fitness reimbursement program form will be required as well as a KSC payroll deduction form if that method of payment is utilized by the employee.
  - The membership rate will be prorated if individuals choose to join at a later time.
  - Individuals interested in purchasing the Recreation Center membership online, can go to the Recreational Sports Membership web page: https://www.keene.edu/life/recsports/memberships/

- Individuals will then have to submit their payment receipt to Cigna and will be reimbursed through payroll (the fitness reimbursement is considered a taxable benefit per IRS regulations).

- If the employee’s spouse uses the benefit, the reimbursement will still come via the employee’s paycheck once the reimbursement form and payment receipt has been submitted to Cigna.

- **KSC employees will be able to utilize the fitness reimbursement for the Walking Track/Group Fitness membership as well – for example, the employee can pay $125 in the spring and $125 in the fall and then submit the reimbursement form and payment receipt at that time. The one-time reimbursement submission still applies and the reimbursement would come through the employee’s payroll.**
### Recreational Sports/Recreation Center Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center Front Desk</td>
<td>(603) 358-2826</td>
</tr>
<tr>
<td>BodyWorks Fitness Center</td>
<td>(603) 358-2800</td>
</tr>
<tr>
<td>Facility Scheduling/Reservations</td>
<td>(603) 358-2789</td>
</tr>
<tr>
<td>BodyWorks Fitness Center Inquiries - Email</td>
<td><a href="mailto:Charity.Sweeney@keene.edu">Charity.Sweeney@keene.edu</a></td>
</tr>
<tr>
<td>Recreation Center Inquiries - Email</td>
<td><a href="mailto:landrews@keene.edu">landrews@keene.edu</a></td>
</tr>
</tbody>
</table>

### RECREATION CENTER HOURS OF OPERATION

During the following recreational hours, students (full-time and part-time matriculated) and facility members (faculty, staff, and Continuing Education students) may gain access to the Recreation Center by presenting a KSC Owl Card or membership card.

<table>
<thead>
<tr>
<th>Period</th>
<th>Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Areas Except Pool</strong></td>
<td><strong>subject to change</strong></td>
</tr>
<tr>
<td><strong>Academic Year - August–May</strong></td>
<td>6 a.m.–10 p.m.</td>
</tr>
<tr>
<td>Monday–Thursday</td>
<td>6 a.m.–8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m.–8 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m.–10 p.m.</td>
</tr>
<tr>
<td><strong>Winter Intercession &amp; Spring Break</strong></td>
<td>6 a.m.–6 p.m. (subject to change)</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>Will be posted</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Summer – May-August</strong></td>
<td>All Areas Except Pool - (subject to change)</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>6 a.m.–6 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

### POOL HOURS

<table>
<thead>
<tr>
<th>Period</th>
<th>Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year - August–May</strong></td>
<td><strong>subject to change</strong></td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>noon-1 p.m.</td>
</tr>
<tr>
<td>Monday–Wednesday</td>
<td>7:30 p.m.–9 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday (On hold this year)</td>
<td>(Weeknight and weekend swim time may be preempted by home varsity swim meets.)</td>
</tr>
<tr>
<td><strong>Winter Intercession &amp; Spring Break</strong></td>
<td>Will be posted if offered</td>
</tr>
<tr>
<td><strong>Summer – May-August</strong></td>
<td>Noon-1 p.m.</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>Lap Swimming</td>
</tr>
</tbody>
</table>

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In order to protect the health and well-being of the KSC community, please be aware of the following steps Recreational Sports has implemented and the steps that all users of the facility for workout purposes must follow. Facility access and program availability may change at any time due to changes in the College’s Covid-19 risk operational status.

- Recreation Center will open 6 a.m. on weekdays and 8 a.m. on weekends (when applicable).
- KSC Owl card (students or employee members) or valid membership card is required.
- Face coverings (masks with ear loops) are required at all times while in the facility even when actively exercising.
- If you are sick or have any COVID-19 symptoms, stay home. If anyone in your household is sick, stay home as well.
- Maintain 10 feet distancing during all physical activity (6 feet all other times).
- Room capacity limits established to ensure 6 feet physical distancing.
- Limited equipment available may be available.
- Limit your workout time; avoid lingering or excessive socializing. **One-hour time limit in the Bodyworks fitness areas during peak hours of 4-8pm, Monday-Friday.**
- Wipe down facility equipment before and after use.
- Limited check out equipment will be available.
- Practice appropriate and frequent hand washing before, during and after workouts.
- Cover nose and mouth with a tissue when need to sneeze or cough; wash face/hands before touching any equipment or returning to activity.
- Store belongings in cubby locker or leave at home.
- Please bring your own reusable water bottle.
- “No Guest” policy in place this year.
- T-shirts with sleeves, pants/shorts and athletic shoes are required. Sports bras only are not permitted.
- Keep in mind that Recreational Sports has the right to refuse service to anyone that has COVID-19 symptoms or fails to follow facility guidelines.
Check-in: For security reasons, everyone must check in at the front desk upon entering the Recreation Center. In order to use any recreational activity space in either the Recreation Center or Spaulding Gymnasium, individuals must be a full-time or part-time matriculated student or KSC employee (including on-campus contracted vendors) or a Continuing Education student, who have purchased one of the available memberships. **Students must present their KSC Owl Card and employees must present their KSC Owl Card or membership card to the student staff at the front desk and in some individual facilities (e.g., pool) every time they use it.**


Guest Policy: Not available during 2021-22 due to continued Covid-19 precautions.

**Attire & Footwear:** A t-shirt with sleeves, shorts/pants and athletic shoes are required for working out in the Recreation Center. **Sport bras only are not permitted. A proper, separate pair of clean athletic shoes is required.** Only non-marking soles are permitted on playing surfaces. Bare feet, socks, hard-soled shoes and open toed shoes are not permitted. Street shoes should be changed prior to participating in an activity. Participants are encouraged to wear appropriate attire while participating in all activities and are required to wear athletic attire in the fitness center. Jewelry, baseball hats, and street clothing can be dangerous and confining while exercising.

**Personal Conduct:** Abusive behavior, inappropriate conduct (i.e., spitting, vandalism, etc.) and use of profane language is unacceptable during all recreation activities. The staff reserves the right to request that individuals leave the facility for such behavior. Participants will be billed for any damage caused to the facility and equipment through misuse. Individuals may also have their Recreation Center privileges suspended and their behavior reported to the Student Conduct Office. Please be considerate of other members and follow the posted rules. Skateboards, inline hockey skates roller blades, bikes or pets are not permitted anywhere in the Recreation Center and Spaulding Gymnasium.

**Locker Use:** Participants may register for a full locker in the men and women’s locker rooms at the front desk and must supply their own lock. **Maintain 6 feet physical distancing at all times.** Only KSC students, facility members and employees may sign out a locker. Locks found on non-registered lockers may be removed at the owner’s expense by the Recreational Sports staff. Individuals may not sign out a pool locker for permanent use, except for KSC varsity swimmers or swimmers with disabilities that require them to enter the pool at the 2nd floor level. **Full-size lockers are not guaranteed to be available for facility members; locker sign-ups are on a first come, first served basis.** Other regulations are listed on the locker registration form. Cubby-style storage lockers are available for daily use by swiping your Owl Card or turning over your membership card for a key at the front desk.

**Personal Items:** Individuals are responsible for their own personal belongings. Recreational Sports and Keene State College are not responsible for lost or stolen possessions. Items turned in to “lost and found” will be held at the first floor front desk. Please report any lost or stolen items to the facility supervisor at the front desk or contact Campus Safety, 8-2228.

**Food & Beverages:** Food & beverages other than water/sports drinks are prohibited from all activity areas. Water/beverage bottles with closed tops are permitted in the fitness center & group fitness center only. Chewing gum and all tobacco products are not permitted in any recreation activity area.

**BodyWorks Fitness Center:** It is recommended that participants consult with the fitness center staff before starting a training program, use all the equipment properly and follow posted instructions. Personal training and fitness testing services are available at minimal cost to all Recreation Center members; please inquire with a staff member about these and other services. Please report any equipment malfunctions or medical emergencies to the staff. Persons, age 17 & under other than enrolled KSC students, are not permitted to use either area of the fitness center.
BodyWorks Policies: Yellow status - 6-foot distancing with 67% room capacity limits: weight room-19; cardio room-26; Orange status - 10-foot distancing with 38% Covid-19 room capacity limits:

Weight room– 11; Cardio room–15

- No personal music speakers or radios in the weight room; earbuds must be worn.
- Wear appropriate gym clothing. Shirts with sleeves, pants/shorts and athletic shoes are required. Jeans and work boots are not acceptable. Sandals or other open-toe shoes are not safe to wear in a weight room or on cardiovascular machines.
- Clean shoes must be worn in the fitness center to prevent undue “wear and tear” on the floors and equipment.
- Clean workout clothes and good hygiene including deodorant are essential. Remove any cologne or perfume that may affect asthmatics or allergy sufferers.
- Spotters are recommended when doing the bench press and also strongly suggested for any overhead moves or challenging exercises. Your safety is our primary concern.
- Recommend a 30-minute limit on all cardiovascular equipment during busy times.
- **Wipe down equipment/benches/mats when you are finished at that station.**
- Remove weight plates from machines and bars when you are done. Return all dumbbells and barbells to their place.
- Avoid banging dumbbells together or dropping them on the floor.
- Be flexible. Let others work in with you if you have more than one set to complete per machine.
- Ask us for help. The BodyWorks staff is available to answer your health and fitness questions.

Recreation Gym: Covid-19 – room capacity limits – 6 per basket/15 per court w/ 10 feet distancing

- Full court basketball games will be permitted under “green” status; 3-on-3 half-court play under “yellow” and “orange” risk status.
- Maintain 10 feet distancing during all physical activity (6 feet all other times).
- Limited check out equipment will be available. Individuals should provide own basketballs, etc.
- Practice appropriate and frequent hand washing before, during and after workouts.
- Cover nose and mouth with a tissue when need to sneeze or cough; wash face/hands before touching any equipment or returning to activity.
- Store belongings in cubby locker or leave at home.
- Please bring your own reusable water bottle.
- Preferably no more than 3 individuals shooting together at one basket.
- Please do not spit on the floors or walls in the recreation gym. Dispose of chewing gum and other trash in garbage cans; do not leave on floor.
- Water bottles/sports drinks with closed tops are permitted in the recreation gymnasium; food, all tobacco products and chewing gum are not.
- Clean athletic shoes, changed prior to entering the courts must be worn while participating in any activity in the recreation courts.

Jogging Track: Yellow status - 6-foot distancing, 67% capacity-7; Orange status - 10-foot distancing, 38% Covid-19 capacity–6

- Approximately 11 laps = one mile. The jogging track is for runners and walkers.
- All walkers should position themselves to the inside of the track; joggers in the middle lane; and runners in the outside lane.
- Signs indicate the daily directional flow of traffic. Please do not spit on the track, walls, windows or in the water fountains.
- Children, age 17 & under, are not permitted on the jogging/walking track at any time.
- **Activities other than running or walking are not permitted on the track.**
Pool Use Guidelines: Yellow & Orange status – sign up for lanes, 6 people max (one per lane)

- Face covering (mask) required at all times while in the facility except when actually swimming or doing other activity in the pool.
- Maintain 6 feet distance while in the pool and on the deck.
- Bring and use own equipment including but not limited to: towels, swim caps, goggles, nose plugs, and ear plugs.
- Do not share personal equipment with others.
- Please bring your own reusable water bottle.
- Equipment bags or backpacks should be placed more than 6 feet apart on the deck.
- Practice appropriate and frequent hand washing.
- Cover your nose and mouth with a tissue when need to sneeze or cough; dispose of the tissue; wash your face/hands before returning to your activity.
- There is no food allowed on the pool deck.

Special Equipment Pool Users: A pool lift is available for swimmers with disabilities who require assistance to enter the pool. Swimmers must provide any type of flotation device needed to swim in the pool. Lifeguards are not trained nor permitted to provide swimming instructions but will assist swimmers with disabilities into and out of the pool lift as needed. It is recommended that individuals coming to the noontime swim contact the Recreational Sports office in advance so that the lifeguards will have ample time to install and prepare the pool lift.

Property/Equipment Damage: Participants are responsible for any damage they cause to the facility or equipment. Damages should be reported immediately to the front desk supervisor.

Personal Phone Calls: On-campus or local calls may be made at the front desk, but calls must be brief. On-campus phone calls can also be made by using one of the desk phones in the weight room and cardio room or on the courtesy phone located on the jogging track.

AED Units: The Recreation Center/Spaulding Gymnasium have three AED (automatic defibrillation devices available – one in the first floor lobby, one on the 2nd floor across from the main gym entrance and one on the 3rd floor next to the aerobics studio.

Emergency Telephones: There are several “blue light” emergency phones located in the facility. In the event of an emergency, please contact the front desk staff first. Use the “blue light” phone, which connects directly to Campus Safety, for medical & other emergencies only.

Clean Shoe Policy: It is required that all participants in physical activities bring a second pair of clean athletic shoes in order to protect the wood floor surfaces and equipment in the Recreation Center. Black-soled and street shoes may leave black marks or scuffs on the wood floor surfaces and should not be worn while participating in activities in the recreation gymnasium, aerobics studios, racquetball court or multipurpose rooms. Please help us maintain the quality of the wood floors and cleanliness of the entire Recreation Center by adhering to the Clean Shoe policy.
**Group Fitness Program**

For specific information on the class schedule, stop by or contact the front desk at 358-2826. The Group Fitness class schedule is listed on the Group Fitness web page each semester, [www.keene.edu/life/recsports/group-fitness-classes](http://www.keene.edu/life/recsports/group-fitness-classes). Sign-ups for classes will be enforced when the College’s is under the orange operational status.

The Group Fitness Program (including hydorobics) is open to KSC full-time and part-time matriculated students, Recreation Center members, and Walking Track/Group Fitness members.

Clean shoes, not worn outside, are required while participating in the group fitness classes. Please help us maintain a clean facility and the wood floor, by securing personal belongings in a cubby storage locker opposite the front desk or in a regular locker in the locker rooms. **Water or other beverage bottles and all personal items must remain outside of the aerobics studio.**

Only activities conducive to the aerobics studio environment will be permitted. All activities must be approved by Recreational Sports and the facility is not available for individual usage.

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**Recreation Center & Spaulding Gym Facilities**

**The 46,000 square foot Recreation Center includes:**

- 3 full-size, Multi-Purpose Courts (basketball, volleyball, floor hockey, etc.) – recreation gym
- 3-lane elevated, banked Jogging/Walking Track – above recreation gym
- 5,900 sq. ft., two-level Fitness Center – weight training & cardiovascular areas
- 2,300 sq. ft. Aerobics Studio – group fitness classes, dance classes, fencing club.
- Multi-Purpose Room #2 – has additional weights and fitness equipment.
- Multi-Purpose Room #3 – can be used for dance, martial arts or other appropriate activities.

**Other Recreational Facilities - in Spaulding Gym and outdoors:**

- 6 lane, 25 meter indoor Swimming Pool
- Men’s and Women’s General Locker Rooms
- outdoor Sand Volleyball Court – behind Spaulding Gym
- 4 outdoor, lit Tennis Courts
- Two, half-court size outdoor Basketball Courts – behind Spaulding Gym
- 2-sets of cornhole boards – behind Spaulding Gym
- Athletic/Recreation Fields