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(REV. 8/16/2019)
MEMBERSHIP POLICIES & FACILITY REGULATIONS
2019-2020 - Membership Fee Schedule & General Information

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/Spouse (Semester) $200/$160
#KSC Employees (incl. retired & Emeriti faculty) (Annual-Jan.-Dec.) $500
#Spouse of KSC Employees (Annual-Jan.-Dec.) $300/$500

(Pay $300 if KSC faculty/staff purchases a membership or $500 if F/S does not.)

KSC Alumni/Spouse (Semester) $210/$170
KSC Alumni (Annual-Jan.-Dec.) $500
Spouse/Partner of Alum membership holder (Annual-Jan.-Dec.) $350

(KSC Alumnus must purchase a membership for their spouse/partner to)

Spouse of KSC Matric. or CE Student (Semester) $125
Summer Memberships – KSC Students/new grads. (May-Aug.) $60
Summer Memberships – College-enrolled students-KSC employees (May-Aug.) $100
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).

(Emeriti 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 emeriti 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 ($75-summer)

Day Pass Daily $5.00/visit
A KSC faculty or staff can sign up for a Day Pass at any time and pay $5 to work out in the facility without a facility member as their sponsor. Cost is $5 every visit. May come in more than one day per week. Must sign a Participant Waiver form on their initial visit only, then just initial and date that same waiver if they come in again. *See the guest pass policy on page 6.
*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** - KSC alumni must show their alumni card to the Rec Sports desk staff when signing up for a membership to receive a membership card or to pay for a day pass.

KSC alumni and their spouse/partners may purchase a full year Recreation Center membership to utilize the fitness facilities of the Recreation Center and programs offered by Recreational Sports (i.e., group fitness classes, rec swimming, etc.). **The KSC alumnus must purchase the full membership in order for their spouse/partner to purchase one.**

KSC alumni and spouse/partners may sign up for the Pool Membership (pool during designated Rec Sports swim time & racquetball court use) membership at any time at no charge. All Rec Sports’ policies regarding use of the swimming pool and racquetball court must be adhered.

Alumni and their spouse/partner are eligible to purchase a summer membership (May to August) to use the Recreation Center as well. Alumni and their spouse/partner visiting the area or campus may purchase a day pass to use the facility.

**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 2019-2020”.

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.

KSC alumni may obtain a child pass for dependent children, age 17 and under, at no charge to use the pool and/or recreation courts depending on parent’s membership. Children must remain with the parent (facility member) at all times. Complete Child Policy is on page 6.
USNH Fitness Reimbursement administered by Cigna insurance:

- The fitness reimbursement benefit is for up to $500 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 no longer 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, 2020 – membership year goes until December 31, 2020.

- Several options are available however:
  - **Purchase the semester membership to be reimbursed for 2019**
    - Purchase full year $500 membership in January 2020 for the 2020 calendar year reimbursement cycle that ends December 31, 2020
    - Pay $250 in January and $250 in July – for full calendar year membership
    - Employees can utilize payroll deduction - $20.83 per pay period ($41.66/month) – full Recreation Center membership only
    - Payment options – cash, check, payroll deduction, online via eVents
    - 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 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, $75 in summer 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>Recreational Sports information</td>
<td>(603) 358-2815</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</td>
<td><a href="mailto:Charity.Sweeney@keene.edu">Charity.Sweeney@keene.edu</a></td>
</tr>
<tr>
<td>Recreation Center Inquiries</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, spouses/partners and Continuing Education students) may gain access to the Recreation Center by presenting a KSC Owl Card or membership card.

<table>
<thead>
<tr>
<th>Academic Year - August–May</th>
<th>All Areas Except Pool – subject to change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>6 a.m.–11 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6 a.m.–8 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m.–8 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>8 a.m.–11 p.m.</td>
</tr>
<tr>
<td><strong>Winter Intercession &amp; Spring Break</strong></td>
<td><strong>All Areas Except Pool</strong></td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>6 a.m.–6 p.m. (subject to change)</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Will be posted</td>
</tr>
<tr>
<td><strong>Summer – May-August</strong></td>
<td><strong>All Areas Except Pool - (subject to change)</strong></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>Academic Year - August–May – subject to change</th>
<th>Lap Swimming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday</td>
<td>noon-1 p.m.</td>
</tr>
<tr>
<td>Monday–Thursday</td>
<td>7:30 p.m.–9 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>noon-4 p.m.</td>
</tr>
<tr>
<td>(Weeknight and weekend swim time may be preempted by home varsity swim meets.)</td>
<td>Rec/Lap Swimming, Rec/Family Swim</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Intercession &amp; Spring Break – subject to change</th>
<th>Will be posted if offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer – May-August – subject to change</th>
<th>Lap Swimming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Friday</td>
<td>noon-1 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>
General Membership Information and Other Facility Use Policies

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 faculty, staff, a spouse/partner of a KSC student, faculty or staff, or a Continuing Education student, who have purchased one of the available memberships. **Students must present their KSC Owl Card and Facility Members 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.**

Child Pass Policy: Passes for dependent children ages 17 and under for access to the pool and recreation courts only are available to KSC students and unrestricted Recreation Center members. **Pool Membership holders may obtain child passes for dependent children ages 17 and under to use the pool only.** Children preferably should be brought to the facilities on the weekends (e.g., noon-5pm for the pool and 12:00-5:00pm for the recreation courts). While using the appropriate facilities, children must remain under parental supervision at all times. **Children must be toilet trained and completely out of diapers, and should be old enough and tall enough to touch bottom of the shallow end in order to use the pool.** Flotation devices may not be used in the pool, except by swimmers with disabilities. Child passes can be obtained from the front desk. The pass must be brought each time to the facility and displayed at the front desk and then given to the lifeguards in the pool. **Children, H.S. age and under of facility members, are not permitted on the jogging/walking track or in either fitness center area. Only enrolled KSC students age 17 & older may use these facilities.** Dependent children, age 18 & older, of KSC faculty, staff or students are not eligible to purchase memberships to use the facilities in the Recreation Center during the academic year.

**Guest Policy:** Any KSC matriculated student may bring one non-KSC affiliated guest per visit to use the recreation facilities, which include the pool, recreation courts, racquetball court, and track and fitness center. A guest must be age 18 years or older to work out in the facility. A daily fee of $5.00 per guest must be paid at the front desk. The same guest may only come 5 times per each semester, winter intercession and summer, regardless if he/she has a different sponsor each visit. **Recreation Center members may bring 5 non-KSC affiliated guests per semester (including spouse/partner) to use all recreation facilities; one guest per visit and they must pay a $5 guest fee. Pool Membership holders or Walking Track members may bring five non-KSC affiliated guests (including spouse/partner) per semester; one guest per visit at a $5 charge to use the pool/racquetball court or walking track. The sponsor and guest must sign a guest waiver at the front desk and follow all facility rules as posted.** A guest must present their guest pass to the student worker at most individual facilities (e.g., pool, free weight or cardiovascular areas). Children of Recreation Center and Pool members or students may not bring guests to the facility. The KSC sponsor is responsible for his/her guest at all times and must remain with the guest in all activity areas. A guest, who suffers an injury while participating in a physical activity, will be responsible for his/her own medical treatment, including but not limited to ambulance service, emergency room treatment, medical equipment, etc. Guest passes must be turned in at the front desk at the end of each visit.

Attire & Footwear: A t-shirt/tank top, shorts/pants and athletic shoes are required for working out in the Recreation Center. 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. 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. At the end of the spring academic semester, student lockers must be cleaned out and locks removed. Summer locker registration for students and new members will occur the first week of summer classes. 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. Water bottles with closed tops are acceptable. Persons, age 18 & under other than enrolled KSC students, are not permitted to use either area of the fitness center.

**BodyWorks Policies:**
- No personal music speakers or radios in the weight room; earbuds must be worn.
- Wear appropriate gym clothing. Shirts and fitness 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: All courts are open for play unless an activity is scheduled. Dunking the basketball and/or grabbing the rims are not permitted. It is recommended that groups winning two consecutive games give up the court to allow another group to participate. Half-court games or individuals shooting alone should use the multipurpose court whenever possible. Specific times may be scheduled for using the golf/batting cage or for volleyball net set up; in these situations, signs will be posted in advance. 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: 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.

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.

Racquetball Court: The racquetball court, for use by KSC students, Recreation Center or Pool/RB Court members and their guests only, is available daily. Participants should furnish their own racquets, balls, and safety glasses, if possible. Limited racquetball equipment is available for checkout at the front desk. Protective eyewear is highly recommended for use when playing racquetball. Appropriate non-marking shoes must be worn on the court. Players may sign up for court reservations one day in advance. Sign-up sheets are posted each morning for that day and the next. The racquetball court is reserved on the hour and individuals may reserve only one hour at a time. Sign up for the court may be done in person or by calling the front desk. Activities other than racquetball are prohibited in the court. Players should refrain from hitting the walls or floor of the court with Rec Sports’ racquets.

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.

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.

______________________________

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
- One Racquetball Court
- Two, outdoor Sand Volleyball Courts
- 4 outdoor, lit Tennis Courts
- Two, half-court size outdoor Basketball Courts
- Athletic/Recreation Fields