

University of North Carolina at Pembroke
English E. Jones Health & Physical Education Center
Policies & Procedures

(Revised November 2014)

Approved by UNCP Board of Trustees

1. General Philosophy:

1.1 The English E. Jones Health & Physical Education Center at UNC Pembroke exists for the students, faculty, staff, graduates, and qualified members of the local community. To that end, it's important that a consistent management/operational plan be in place to maintain safety within the facility, and to minimize disruption of academic classes, schedule events, etc. Priority use of the facilities (*see below*) reflect the goals and objectives of the University;

2. Priority Use of the Main Gym

- 2.1 Academics, to include both classroom and activity classes;
- 2.2 Athletic teams for training, practice, and competition;
- 2.3 Intramurals
- 2.4 Other University/community activities that have been properly scheduled;
- 2.5 Note: there is no free play of any sort allowed in the main gym unless approved by the Athletic Director or Facility Manager.

3. Priority Use of the Auxiliary Gym:

- 3.1 Academics, to include both classroom and activity classes;
- 3.2 Athletic teams in championship season;
- 3.3 Intramurals
- 3.4 Athletic teams out of season on a first-come-first-serve basis;
- 3.5 Other university/community activities that have been properly scheduled;
- 3.6 Recreational use, wellness & fitness pursuit, free play, etc;

4. Eligible Users:

4.1 UNCP students, faculty (present & retired), staff, qualified graduates, and qualified members of the local community, *all of whom must hold a valid UNCP photo ID card*;

5. Facility UNCP Photo Identification:

5.1 All qualified users must have, and present upon request, a valid, current UNCP approved photo ID (obtainable at the Business Bldg beside the Bookstore). The facility manager, campus police, building security, administrators, etc can, at any time, ask for a check for a proper photo ID, and if the person(s) does not have it, that person(s) can be asked to leave the facility;

6. General Policies for all Users:

- 6.1 All user(s) assume liability for any and all of their workouts, regardless of facility location;
- 6.2 All users must abide by all rules, regulations, and policies pertaining to the use of the English E. Jones Health & Physical Education Center;
- 6.3 UNCP, nor any of its employees, is/are responsible for any loss of, or damage to, user personal property;
- 6. 4. Appropriate dress, depending on the activity, is expected at all times:
- 6.5 No weapons, firearms, dangerous items, etc are permitted (except for authorized law enforcement, UNCP security, etc);
- 6. 6 No pets are allowed inside the facility except for handicap-approved animal helpers (e.g., seeing eye dog);
- 6.7 Bicycles, motorized vehicles, skateboards, roller skates, roller blades or other similar wheeled apparatus is not allowed in the building (wheelchairs and handicapped vehicles are exempt from this policy);
- 6.8 In the event of fire, pull the nearest fire alarm and exit the building by the nearest exit;
- 6. 9. All students, employees, and valid users with a disability that need personal accommodation needs should contact UNCP disability as early as possible and at least one week in advance of using the center. The University will make a good-faith effort to arrange accommodations for any requests with less notice. Some adaptive equipment is currently available, so you are encouraged to inquire. For more information or requests for accommodations, contact Ms. Vanessa Hawes in Oxendine Administrative Building

Accessibility Resource Center
Oxendine Administrative Building
UNC Pembroke
PO Box 1510
Pembroke, NC 28372
Phone: 910-521-6695
FAX: 910-521-6891
Email: vanessa.hawes@uncp.edu

7. Personal Conduct Rules and Regulations:

- 7.1 Unnecessary excessive noise, racial/sexual innuendos, immature behavior, etc will not be tolerated, and is subject to disciplinary action by UNCP administrators;
- 7.2 Anyone deliberately damaging facility property, equipment, etc can be held financially liable

for repair/replacement costs as well as disciplinary actions by UNCP administrators;

7.3 The opening and/or propping of locked doors (especially after hours) will be considered a serious violation and subject to disciplinary action by administrators;

7.4 Disrespect and/or disobedience, taking any form, toward any UNCP student worker, the Facility Manager, building security, any UNCP authority, etc will not be tolerated, and is subject to disciplinary action by UNCP administrators;

8. Checking Out Equipment:

8.1 You must present your valid UNCP photo ID card to the PE Equipment Manager (or authorized UNCP employee) to check out equipment, and then leave such ID in the Equipment Room to insure proper return of equipment. Damaged equipment can result in repair/replacement fines;

9. Facility Use by Qualified Graduates and Community Members:

9.1 UNCP graduates and/or members of the general community who want to use the facilities are eligible if they:

9.1.1 Pay appropriate fees at the Cashier's Office (*see fee schedule below*);

9.1.2 User must contact the Facility Manager upon getting their Cashier receipt and present it as proof of payment;

10. Fee Schedule:

10.1 Graduated Individual Plan: \$102 per semester, \$305 per year;

10.2 Graduated Individual Family Plan: \$145 per semester, \$435 per year;

10.3 Community Individual Plan: \$137 per semester, \$410 per year;

10.4 Community Individual Family Plan: \$235 per semester, \$630 per year;

10.5 Note: all fees above do NOT include the \$10 required for the UNCP photo ID card. If you lose your card, you will be required to purchase another at the \$10 rate.

11. Family Members Under Age 16:

11.1 Family members aged 15 and under must be accompanied by their photo ID card-carrying adult family member at all times while in the **Jones Facility**;

11.2 For the children of Faculty/Staff, if they're age 16 or over, they must present their photo ID at all places in the Jones Facility. For faculty/staff children under age 16, they can enter the facility ONLY if they are constantly accompanied by their faculty/staff adult family member;

12. Hours of Operation:

12.1 Facility hours of operation are established each semester of the academic year, and are subject to change based on campus events, athletic contests, community events, etc. The facility generally closes during scheduled holidays and between academic semesters. Each semester, facility operating hours are posted around the facility or they can be obtained from the Jones Facility Manager (910-521-6808);

Specific Rules for the Various Facility Areas

13. Swimming Pool

13.1 All user(s) must present a valid, current UNCP photo ID to the lifeguard or pool supervisor upon entering the pool and also sign the "Sign In Log". *Children under 16 must be accompanied by their UNCP photo ID card-carrying adult family member;*

13.2 Proper swimwear and standard of dress is expected (e.g., no cut-off jeans);

13.3 Proper behavior and decorum is expected, and if there's unacceptable conduct, the lifeguard(s), aquatic supervisor, or UNCP authority can ask the disruptive person to leave the pool area. UNCP pool personnel have full authority to enforce any and all regulations deemed necessary to have safe swimming and can ask non-conforming user(s) to leave the pool immediately. Excessive unacceptable behavior is subject to discipline by UNCP administrators;

13.4 No swimming is permitted if the user(s) has a communicable disease, open wound, sores, etc;

13.5 Hairpins, hair clips and the like are not allowed;

13.6 No food, drink, glass containers, pets, nor tobacco products are allowed in the pool area;

13.7 Absolutely no swimming when lifeguard isn't on duty;

13.8 No running on the pool deck;

14. Racquetball Court Area:

- 14.1 *No other sport except racquetball* is to be played in the racquetball courts at any time;
- 14.2 Courts must be reserved, ideally at least 24 hours in advance, and playing time is scheduled in one-hour segments:

Courts can be schedule by calling either (910-521-6808) or email the Facility Manager/Equipment Room Manager (chavist@uncp.edu)
- 14.3. Safety eyewear is mandatory;
- 14.4 Proper footwear and dress is mandatory;
- 14.5 No food or drink is allowed inside the actual playing area;

15. Campbell Wellness Center:

- 15. 1 All user(s) must present their valid UNCP photo ID at the enter-desk;
- 15.2 Patrons, in all areas of the facility, assume liability for their workout(s);
- 15.3 Appropriate athletic apparel must be worn to include shirt, shorts, and shoes (open toed footwear and blue jean pants are not permitted);
- 15.4 Weights must be returned to their proper racks after use;
- 15.5 Patrons must clean all benches and cardio equipment after use;
- 15.6 No children under 16 are permitted in the **Campbell Wellness Center**;
- 15.7 Bags, books, book-bags, non-essential items, etc should be put in the lockers located just outside the center;
- 15.8 No food, beverage, or tobacco products are allowed;
- 15.9 Weight equipment should not be re-arranged unless approved by the Facility Mgr, UNCP Strength Coach, UNCP administrator, etc;
- 15.10 The use of “spotters” by facility users isn’t only wise, but expected for safety considerations;
- 15.11 Inappropriate behavior of any kind, and/or disrespect toward any Campbell Wellness

Center student-worker or UNCP authorized on-duty personnel, is subject to disciplinary action by UNCP administrators;

15.12 Campbell Wellness Center staff has the authority to monitor all of the above rules;

16. Basketball Courts (both the Main & Aux Gyms)

16.1 Proper gym attire is required (i.e., shorts & tennis shoes);

16.2 No food, drink, or tobacco products allowed in either gym (exception is food & drink in the Main Gym for varsity athletic events);

16.3 No abuse of equipment, especially the basketball rims;

16.4 Loud talking, screaming, profanity, etc will not be allowed due to the close proximity of academic classrooms;

16.5 No music, radios, CD players, Ipod's, etc are allowed (exceptions are UNCP faculty or dance/cheerleader coaches who might be teaching class, rhythms, varsity team routines, etc);

16.6 All personnel utilizing auxiliary gym must present their student ID or valid UNCP photo ID when asked by UNCP personnel. ***Any user under age 16 must be constantly accompanied by an adult family member when in either gym;***

17. How to request usage of the English E. Jones Health & PE Center:

17.1 All requests to use the Jones facility should be directed to the Facility Manager at 521-6808, or in his/her absence, the Athletic Director or HPER Dept Chair;

17.2 All request must be done on the "Facilities Reservation System (FRS)" and should be submitted as early as possible before the intended event week. To help expedite matters, the prospective-user may even call (910-521-6808) the Facility Manager ahead of time to determine availability of the needed facility area prior to completing the FRS. Even after verbal approval, the event-requester must still do the FRS;

17.3 Should any monetary fees be involved, such payment arrangement(s) should go through the UNCP Business Office.

18. Terms and Conditions for the Use of University Facilities:

18.1 Certificate of Liability Insurance:

18.1.1 All External Groups, including Regional Center sponsored groups, using

University facilities shall provide a certificate of general liability insurance listing the University as an "additional insured." Any exceptions must be approved by the University's legal counsel.

18.1.2 Coverage will not be less than:

18.1.2.1 Bodily injury \$500,000 each person, \$1,000,000 each occurrence

18.1.2.2 \$500,000 property damage each occurrence

18.2 All agreements with External Groups will include a section requiring that the University be indemnified and held harmless from all liability, loss, damage, costs, and all other claims for expenses asserted against the University that may arise during or resulting from approved use.

18.3 Considerations of application are restricted to:

18.3.1 Groups involved in academic programs and/or programs promoting the understanding of the arts and sciences and/or economic development.

18.3.2 Local, state, and federal governmental agencies.

18.3.3 Organizations established by and/or financially supported by governmental entities.

18.3.4 Private organizations providing programs that are consistent with the educational, research, and public service missions of the University and that are co-sponsored by the University.

18.3.5 Nonprofit organizations whose purpose is of a charitable nature. A letter of exemption from the IRS with an employer identification number must be attached to the application when submitted.

18.4 Under no circumstances will University facilities be used for personal gain or commercial use.

18.5 University programs will take precedence and no External Group program will conflict with any campus function.

18.6 The rights to all concessions are reserved by the University and the group or individual will not be permitted to sell any soft drinks, confections, tobacco, or food for consumption on the premises. If souvenirs, records, programs, etc. are sold, the External Group must obtain permission in writing from the University and the University will receive 15% of all gross sales.

18.7 The Chancellor, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, Facilities Manager, or other delegated University official(s) shall have free access at all times to all space occupied by the External Group.

18.8 At the discretion of the Facility Manager, a facility use deposit and/or damage deposit may also be required before the facility is used.

18.9 The External Group shall not sell more tickets or seat more spectators than provided by the facility as follows:

19. Capacity

19.1 If no capacity is listed below, the capacity will be determined by the set-up of the area or type of event sponsored:

English E. Jones Health & PE Center

Main Gym 3,000; Auxiliary Gym 1,000; Racquetball Court 4 per court; Tennis Court 4 per court; Swimming Pool (lifeguard(s) discretion; Classrooms 1193, 1194, 1166, 1167 all are 40 max; Native Angels Homecare & Hospice Braves Club Room/Conference Room 1106 40; Dobbs Enterprise Lobby 300; Fitness Studio 1165 20;

19.2 COST: The University will be reimbursed immediately after the event according to the following schedule of fees (all fees listed below are subject to change without prior notice.):

Main Gym \$350 Daily (\$25 for game clock & public address operators); Auxiliary Gym \$250; Daily Racquetball Court \$75 Per Court; Tennis Court \$25 Per Court or \$100 Daily; Swimming Pool \$350 Daily + the costs for Life Guards; Classrooms \$75 Daily; Native Angels Homecare & Hospice Braves Club Room/Conference Room 1106 \$75 Daily; Dobbs Enterprise Lobby \$125 Daily; Fitness Studio 1165 \$75 Daily;

19.3 A breakage deposit may be required where the University deems necessary.

19.4 All equipment, materials, props, etc., brought to the facility shall be removed immediately after the program unless prior arrangement has been made in writing. All above equipment, etc., not removed at the scheduled time will be removed by employees of The University of North Carolina at Pembroke at the expense of the External Group and will be stored by the University at a daily charge of \$100.

19.5 The University reserves the right to deny use of its facilities to any applicant when, in the judgment of a University official, such use is not in the best interest of the University;

19.6 Specific costs for space, equipment rental, and other costs associated with facilities use can be provided by the appropriate facility manager;

19.7 The actual cost of use by an External Group must be borne by that group or individual rather than paid by student fees or other University (state) funds. Rental fees will be charged to External Groups or individuals to cover the direct, as well as indirect, costs of operating the facilities and services supporting the rental activity;

19.8 All necessary UNCP security costs will be assumed by the external organization or group. The facilities manager will determine the security requirements of the event. It is the organization or group's responsibility to coordinate with the UNCP Police Department and

arrange appropriate security. Charges for security are \$20 per hour, per Police Officer, excluding holidays (premium pay for Police Officers will be charged on all holidays). All events must be staffed with appropriate security. Note: in the event the organization or group does not contact the UNCP Police Department, security will be assigned based on maximum capacity of the facility (indoor and/or outdoor) and high risk. Charges will be assessed accordingly.

19.9 Holidays, for the purpose of this policy, will include: New Year's Day, Martin Luther King Jr Birthday, George Washington's Birthday, Good Friday (Friday, Saturday & Sunday), Easter (Saturday & Sunday), Memorial Day (Observed day plus Saturday & Sunday), Independence Day, Labor Day (Observed day plus Saturday & Sunday), Columbus Day, Veterans Day, Thanksgiving Day (Observed day plus Friday, Saturday & Sunday), Christmas Day (including all days the University is closed for employees). Note: all holidays falling on a Monday or Friday will include Saturday and Sunday as part of that holiday: e.g., if Independence Day (July 4th) falls on a Monday, the Saturday and Sunday prior to Independence Day will be considered part of the Holiday Weekend and pricing for facilities and staff will be billed at the holiday rate.

19.10 The individual representing the organization or group whose signature appears on the contract must be present for the entire event(s) and is financially liable for all costs associated with the signed contract.

19.11 Each facility may have additional requirements, terms, conditions and specific costs associated with the use of those facilities;

19.12 External Groups may not use University phone numbers as a contact number for any event without expressed written authorization from The University of North Carolina at Pembroke;

19.13 External Groups requiring audio/visual equipment must contact the University Media Center to make appropriate arrangements for the use of such equipment. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required;

19.14 External Groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested and prior written authorization must be given before any use of such material regardless of the mode of transmission;

19.15 All University visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws;

19.16 The use of alcohol is prohibited;

19.17 Sodexo Management, as per University contract, has the exclusive privilege of first right of refusal to perform food service on or from the premises of The University of North Carolina at Pembroke; therefore, if food items are to be served at an event, Sodexo must be asked to cater it. Sodexo requires fourteen (14) days notice for planning and preparation. Catering information may be found on the University Web page: www.uncp.edu/dining. NOTE: should you receive

written documentation from Sodexo that states they cannot cater the event, external caterers may be allowed.

19.18 The Chancellor (or designee) may waive the requirements above.