

UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
ENGLISH E. JONES HEALTH AND PHYSICAL EDUCATION CENTER
POLICIES AND PROCEDURES
(Revised April 2007)

GENERAL PHILOSOPHY

The English E. Jones Health and Physical Education Center at UNC Pembroke exists for the students, faculty, staff, and qualified members of the University 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, scheduled events, etc. Priority use of the facilities (*see below*) reflect the goals and objectives of the University.

PRIORITY USE OF MAIN GYM

1. Academics, to include both classroom and activity classes;
2. Athletic teams for training, practice, and competition;
3. Intramurals/Wellness and Physical Fitness Pursuit;
4. Other University/Community activities that have been properly scheduled.

There's no free play of any sort allowed in main gym unless approved by Athletic Director or Facility Manager.

PRIORITY USE OF AUXILIARY GYM

1. Academics, to include both classroom and activity classes;
2. Athletic teams in championship season;
3. Intramurals/Wellness and Physical Fitness Pursuit;
4. Athletic teams out of season on first come first receive basis;
5. Other University/Community activities that have been properly scheduled.
6. Recreational, free play use;

ELIGIBLE USERS

UNCP students, faculty (present and retired), staff, qualified alumni, and qualified members of the community, if they hold proper photo ID (*see below*)

Facility UNCP Photo Identification

All qualified facility users must have, and present upon request, a valid, current UNCP approved photo ID. The Facility Manager, Campus Police, Administrators, etc, can, at any time, ask for a proper photo ID check, and if the person(s) doesn't have it, that person(s) can be asked to leave the facility.

GENERAL POLICIES FOR ALL USERS

1. All users must abide by all rules, regulations and policies pertaining to the use of the English E. Jones Health and Physical Education Center;

2. UNCP, nor any of its employees, are responsible for any loss of, or damage to, user personal property;
3. Appropriate dress, depending on the activity, is expected at all times;
4. No weapons, firearms, dangerous items, etc are permitted (except for authorized law enforcement, UNCP security, etc.
5. No pets are allowed inside the facility except for handicap-approved animal helpers (e.g., seeing eye dogs);
6. Bicycles, motorized vehicles, skateboards, roller skates, roller blades or other similarly wheeled apparatus won't be allowed in the building. (Wheelchairs and handicapped vehicles are exempt from this policy.)
7. In the event of fire, pull the nearest fire alarm and exit the building by the nearest exit.
8. All students, employees, and visitors with a disability who are eligible to use the Fitness Center and have personal accommodation needs relating to use of the Center 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 maybe available on request, so you're encouraged to inquire. For more information or requests for recommendations, contact:

Disability Support Services

The University of North Carolina at Pembroke

PO Box 1510

Pembroke, NC 28372-1510

Phone: 910-521-6695 FAX: 910-521-6891

TTY: 910-521-6490 Email: mary.walker@uncp.edu

This publication is available in alternative formats upon request.

Please contact Ms. Mary Helen Walker in the Disability Support Services office at the telephone number or email address stated above or at the physical location on campus, Room 111 of the DF Lowry Building.

Personal Conduct Rules and Regulations

1. Unnecessary excessive noise, racial/sexual innuendos, immature behavior, etc won't be tolerated, and is subject to disciplinary action by UNCP administrators;
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;
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;
4. Disrespect and/or disobedience, taking any form, toward any UNCP student worker, Facility Manager, UNCP authority, etc won't be tolerated, and is subject to disciplinary action by UNCP administrators.

Checking Out Equipment

You must present your 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.

Facility Use by Qualified Alumni and Community Members

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

- (1) pay Community Wellness Seminar Fees at the Cashiers Office (*see chart below*);
- (2) take the payment receipt to the Braves Card Office to get ID card made.
- (3) the Facility Manager will also give the users the semester dates for the instructional wellness seminars for that particular semester/academic session;
- (4) After this initial meeting, the community-user will sign a waiver-form that they understand the facility policies and procedures.

The community member can pay for either an *Individual Pass* or a *Family Pass* (see rates below):

Individual Pass Costs

Fall semester - \$50.00

Spring semester - \$50.00

Summer Semester -\$50.00

Entire Year Pass – 150.00

Family Pass Costs*

Fall Semester -\$75.00

Spring Semester -\$75.00

Summer Semester -\$75.00

Entire Year Family Pass -\$225.00

One time fee of \$10.00 for a Picture I.D. must be paid for along with the costs for Seminar. If you lose your I.D. you will be required to pay a fee to replace that I.D.

***Note: family members 15 and under must be accompanied by their authorized sponsor at all times while in the Jones Facility.**

***Note: Faculty/ Staff Spouses or kids over the age of 16 will be required to pay a one time \$10.00 fee to have an I.D. made. If you lose the I.D. you will have to pay a fee to replace that card.**

This card will enable you to utilize the Campbell Wellness Center.

BRAVES CLUB MEMBER

Braves Club athletic supporters/membership allow members to request Jones Facility Use privileges. *Braves Club* members at the Gold level (\$250) May request a one semester individual facility use pass; Diamond level (\$500.00) may request an individual facility use pass for the entire academic calendar year; Platinum level (\$1000) may request a family pass for the entire academic calendar year. IRS regulations require full disclosure

as to the tax exempt status of gifts as well as the value of all benefits received. As with all users above, a proper photo ID is required. Any questions/situations regarding *Braves Club Membership* should be directed to the Athletic Director.

Hours Of Operation

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 can be obtained from the English E. Jones Facility Manager (521-6808)

Specific Rules for the Various Facility Areas

Swimming Pool

1. All user(s) must present a valid, current UNCP photo ID or Community ID to the lifeguard or pool supervisor upon entering the pool and sign the “Sign-In” Log;
2. Proper swimwear and standard of dress is expected (e.g., no cut off dungarees) ;
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;

4. No swimming is permitted if the user(s) has a communicable disease, open wound, sores, etc;
5. Hairpins, hair clips and the like are not allowed;
6. No food, drink, glass containers, pets, nor tobacco products are allowed in the pool area.
7. Absolutely no swimming when lifeguard isn't on duty;
8. No running on the pool deck.

Racquetball Court Area

1. Courts must be reserved, ideally at least 24 hours in advance, and playing time is scheduled in one-hour segments (*see below how to schedule a court*);
2. Safety eyewear is mandatory;
3. Proper footwear and dress is mandatory;
4. No food or drink is allowed inside the actual playing area;

5. No other sports beside racquetball are to be played in racquetball courts at any time.

How to reserve a racquetball court:

Either call (910-521-6808 or 6294) or email the Facility Manager (chavist@uncp.edu or Larry.Gales@uncp.edu)

Campbell Wellness Center

1. All user(s) must present their valid UNCP photo ID or Community ID at the

desk upon entering.

2. Patrons of the Campbell Wellness Center assume liability for their workouts.
3. Athletic Apparel must be worn to work out including a shirt/sport top, shorts or sweat pants and athletic shoes. Open toed footwear isn't permitted.
4. Weights must be returned to their proper racks after use.
5. Patrons must clean all benches and cardio equipment after use.
6. No children under 16 are permitted. Only UNCP students, faculty/staff and current facility pass patrons are permitted in the Campbell Wellness center.
7. Campbell Wellness center staff has the responsibility to monitor the above regulations.
8. Bags, books, book bags, non essential items, etc should be put in cubby holes located in the fitness center.
9. No food, beverage, or tobacco products are allowed.
10. Weight equipment shouldn't be arranged unless approved by the Facility Manager, UNCP Strength Coach, UNCP Administrator, etc;
11. The use of "spotters" by facility users isn't only wise, but is expected for safety considerations;
12. Inappropriate behavior of any kind, and/or disrespect toward any Fitness Center student-worker or UNCP authorized personnel on-duty, is subject to disciplinary action by UNCP administrators.

Basketball Courts (to include both the Main and Auxiliary Gym

1. Proper gym attire required; i.e., shorts, tennis shoes, T-shirts, etc;
2. No food, drink, or tobacco products allowed in either except during athletic

events;

3. No abuse of equipment, especially the basketball rims;
4. Loud talking, screaming, etc won't be allowed due to the close proximity of classrooms;
5. No music allowed; e.g., radios, CD players, etc; this doesn't include UNCP personnel and/or coaches who might be teaching class, dance/cheerleader team practice, varsity team practice, etc.
6. All personnel utilizing auxiliary gym must present their student ID or Community ID when asked by UNCP personnel.

Sauna

1. Only authorized UNCP personnel and Community ID users are allowed;
2. No one under 18 years of age may use the sauna;
3. All sauna warning signs must be obeyed;
4. Sauna-use is at your own risk;
5. No paper products/combustible material allowed in the sauna.

How To Request Usage of the English E. Jones Health & Physical Education Center

1. All requests regarding the use of the facilities should be directed to the Facility Manager at 521-6808 or in his absence, the Athletic Director, or HPER Chair;.
2. The appropriate form [i.e., *Facility Use Application Form*] (see English E. Jones Health & Physical Education Center Website for form) is available and should be submitted as early as possible before the intended event week; to help expedite matters, the prospective-user may even call the Facility Manager ahead of time to determine availability of the needed facility area prior to completing the form;

3. All necessary signatures are needed to properly complete the form; e.g., if the pool is requested, then the Aquatic Director must also sign the form as well; after all signatures are obtained, copies will be sent to the involved agencies such as Physical Plant, Campus Police, etc based on the activity and the person who submitted the form;
4. Should any monetary fees be involved, such payment arrangement(s) should go through the UNCP Business Office.