

# **MEMBERSHIP MANUAL**



**Barbara & David Gibbs  
Recreation & Wellness  
Center**

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## **MISSION STATEMENT OF THE RECREATION CENTER**

The mission of the Recreation Center is to encourage a lifetime of health and wellness for the students, faculty, and staff of Rice University by promoting the physical, social, and emotional benefits of physical activity. To that end, a wide array of recreational programs and services have been created and are offered in an effort to increase knowledge about and provide opportunities for the development of healthy behavior patterns.

## **RECREATION CENTER PROGRAM AREAS**

**Aquatic** - offers lap and recreational swim, Learn to Swim classes and age group swim lessons.

**Fitness** - offers group fitness classes, fitness incentive and specialty programs, personal training and health assessments.

**Intramural Sports** - offers opportunities to participate in individual and team sport leagues, tournaments and special events.

**Outdoor** - offers a wide variety of outdoor trips, activities and educational clinics as well as opportunities for outdoor gear rentals.

**Dance** - offers theatre, social and specialty dance classes, and supports the interests and needs of the various student dance groups on campus.

**Club Sports** - provides Rice students opportunities to engage in special areas of interest related to recreational physical activity; Club sports are an affiliate of Student Activities

**Operations** - offers member services such as towel handouts, locker rentals, equipment check-out and the sale of pro shop items.

## **RECREATION CENTER FACILITY DESCRIPTIONS**

**Gyms (2)** - full-size courts with wooden floors; lined for badminton, volleyball and basketball

**Multi-Purpose Activity Court** - Synthetic rubberized flooring lined for basketball, indoor soccer, tennis, volleyball and floor hockey.

**Weight/Cardio Room** – 9000+ square feet devoted to weight and cardiovascular equipment

**Aquatic Center** - one Olympic-size competitive pool, one shallow leisure pool

**Multi-Purpose Rooms (4)** - wood sprung flooring; used for group fitness classes, dance and clubs

**Racquetball (4)** - glass backed with wooden flooring

**Squash Courts (2)** - glass backed with wooden flooring

**Personal Training Room/Fitness Assessment Center** – private space outfitted with weight and cardio equipment; used by personal training staff

**Outdoor Adventure Center** - outdoor equipment rental and trip resource center

**Activities Lounge** – space devoted to relaxation, table tennis and billiards

**Locker Rooms** – modern facilities for changing/ showering

**Field 1** - permanent goal posts

**Field 2 & 3** - two separate lit fields that run north/south; can become one large field that runs east/west

**Field 5** – runs east/west

**Field 6** – runs east/west; has portable soccer goals

**Field 7**- Lighted field

**O'Connor Field** - named after Ralph O'Connor

**Tennis Courts (8)** – lighted courts by Field 7

## STAFF CONTACT INFORMATION

### Administration

|   |              |       |
|---|--------------|-------|
| Tina Villard, Director                      | tvillard@    | x5398 |
| Evan Stein, Associate Director              | estein@      | x2739 |
| Elizabeth Slator, Associate Director        | eslator@     | x4078 |
| Teresa Tucker, Department Coordinator       | ttucker@     | x4067 |
| Liza Pedraza, Customer Relations Specialist | als5@        | x4058 |
| Amy Smith, Graphic Designer                 | amy.m.smith@ | x5763 |
| Perla De Leon, Office Assistant             | pd23@        | x4058 |

### Programs

|  |           |       |
|--|-----------|-------|
| Susanna Leonard, A.D. Aquatic Programs   | sl64@     | x2742 |
| Heather Nabors, A.D. for Dance Programs  | han1@     | x5773 |
| Mauro Hamza, Fencing Coordinator         | mauro@    | x4058 |
| D'Ondra McGee, A.D. for Fitness Programs | dm11@     | x5765 |
| Chris Watkins, A.D. Intramural Sports    | cwatkins@ | x2773 |
| Guadalupe Galvan, Operations Asst.       | glup@     | x4059 |
| Deirdre Joseph, Operations Supervisor    | deedeejo@ | x4036 |
| Rudy Rosas, Facility Assistant           | rosas@    | x4059 |
| Frank Smith, Facility Supervisor         | fesjr@    | x5046 |
| Houston Taylor, A.D. Outdoor Program     | htaylor@  | x4069 |

### Other Important Numbers

|   |  |       |
|---|--|-------|
| Recreation Center Fax                       |  | x5329 |
| Conference Room                             |  | x2585 |
| Fitness Assessment Center/Personal Training |  | x4160 |
| Pool  |  | x2436 |
| Campus Police/EMS                           |  | x6000 |
| Parking (ID's)                              |  | x7275 |
| Outdoor Adventure Center                    |  | x4453 |
| Membership Office                           |  | x2569 |

## MEMBERSHIP

### Eligibility

Faculty/staff members and graduate students of Rice and or their spouse/domestic partner/family\* can purchase a membership by submitting an application to the Recreation Center Administrative office during business hours\*\*\*.

Members without a valid Rice University ID card will need to obtain one from the Police Department before registering with the Recreation Center.

Undergraduates who wish to purchase summer memberships may do so by submitting an application, including payment\*\*, to the Recreation Center Administrative office during business hours\*\*\*.

| <b>Membership Fees</b>             | <b>Fall</b> | <b>Spring</b> | <b>Summer</b> | <b>Annual</b> |
|------------------------------------|-------------|---------------|---------------|---------------|
| Undergraduates****                 | NA          | NA            | \$32          | NA            |
| Graduate Students (GS)             | \$48.50     | \$48.50       | \$32          | \$129         |
| GS + Domestic Partner              | \$97        | \$97          | \$64          | \$258         |
| Faculty/Staff/Retiree (FSR)        | NA          | NA            | NA            | \$311         |
| FSR + Domestic Partner             | NA          | NA            | NA            | \$622         |
| FSR + Domestic Partner + Family*** | NA          | NA            | NA            | \$776         |
| Alumni/Community                   | NA          | NA            | NA            | \$583         |

### Payroll Deduction

Recreation Center members who are on staff or faculty at Rice University may choose to enroll in payroll deduction as a means of paying their membership fees; enrollment is accessible only through ESTHER.

### Cancellation

Termination of payroll deduction will only be processed once a member has filled out a cancellation form that can only be obtained from the Recreation Center. It should be noted that **any requests for cancellation will not be processed until the beginning of the subsequent semester.** Notice must be given 30 days before the end of the current semester to stop deductions for the following semester. To find deadline dates, please see the Membership Cancellation form.

### Refunds

Purchased memberships are non-refundable. If you have extenuating circumstances you may request a refund in writing. Each request will be handled on a case by case basis.

### Day Pass

Faculty, staff and students of Rice University are eligible for day passes at a cost of \$5.00 per day. Day passes must be purchased at the front desk upon arrival. They may not be purchased in advance.

## Guest Policy

Recreation Center members are permitted to bring one (1) guest to join them while participating in activities at the Recreation Center under the following conditions:

- An individual guest may be sponsored for use of the facility at a rate of \$5 per visit. Weekend Exception: On Saturday and/or Sunday, a member may sponsor two (2) guests provided they are immediate family members of the sponsor.
- The sponsor must register the guest at the front desk upon entry. The guest is required to show a photo ID. The guest pass is valid for the day it is issued and is non-transferable. The Recreation Center reserves the right to limit the use of any guest pass.
- The guest must be accompanied by his/her sponsor while in the facility at all times. When the sponsor leaves the facility, the guest must also leave.
- Guest must be at least 16 years of age to be eligible for sponsorship. Exceptions to this policy will be made for a dependent of a current member (Note: Day passes do not constitute current membership status).
- Recreation Center equipment may be checked out by Recreation Center members only.

\*\*\* Checks should be made payable to Rice University.

\*\*\*Rec. Center Administrative Office hours are between 8:30a.m. - 4:30 p.m. (Monday through Friday) except for holidays.

\* Family is defined as a spouse/domestic partner and children (who are full-time students, unmarried, living at home and are 18 years of age or less) of the individual who purchases the initial membership.

\*\*Undergraduate fees are included in student tuition.

## Minor Policy

Dependents 16 years of age and under must be accompanied by a legal guardian at all times in the facility. Such persons may not use the cardio, fitness or weight rooms nor participate in group fitness classes. **Only children 5 and under may accompany their legal guardian into a locker room designated for the opposite gender.** If a child is left unaccompanied in the Recreation Center's facilities, the guardian will be contacted and the family's membership privilege may be suspended or revoked. A family restroom is located next to the men's locker room on the first floor of the Recreation Center.

## Facility Hours

Adult members may use any of the facilities during published open hours. Please note that certain areas may not be available at all times and all schedules are subject to change without notice (e.g. Fall Orientation, Varsity Swimming Competitions, Summer Youth Activity Program activities, etc.): Check class and activity postings in the main lobby, throughout the building, or online at the Recreation Center website to avoid any conflicts and inconveniences. No one is allowed to enter the facility or check out equipment 15 minutes prior to closing.

### Regular Hours

|                        |                         |
|------------------------|-------------------------|
| <i>Monday-Thursday</i> | 6:00 a.m. - Midnight    |
| <i>Friday</i>          | 6:00 a.m. - 10:00 p.m.  |
| <i>Saturday</i>        | 8:00 a.m. - 10:00 p.m.  |
| <i>Sunday</i>          | 10:00 a.m. - 10:00 p.m. |

### Recess Hours\*

|                      |                        |
|----------------------|------------------------|
| <i>Monday-Friday</i> | 6:00 a.m. - 9:00 p.m.  |
| <i>Saturday</i>      | 8:00 a.m. - 8:00 p.m.  |
| <i>Sunday</i>        | 10:00 a.m. - 8:00 p.m. |

\*A complete schedule of Operating Hours, including pool hours and reduced hours during holidays and academic recesses, is available at the Operations Desk or from our website: [recreation.rice.edu](http://recreation.rice.edu).

### **Identification Cards**

All members MUST present their Recreation Center Member ID Card when using any of the Recreation Center's indoor and/or outdoor facilities. Your ID card is nontransferable. If an ID card is presented by anyone other than the owner whose name appears on the card, RUPD will be contacted and access denied.

#### **Lost ID**

If a Recreation Center Member ID card is lost or stolen, a new card must be obtained in order to use the facility. In order to receive a new Recreation Center member ID, you will need to acquire a copy of your approved membership form from the Recreation Center Department Coordinator and take it to RUPD to have a new card processed. (Note: There is a \$10 fee associated with the creation of a new Rice ID.)

If a lost Rice ID or Recreation Center Membership card is found after a new one has been purchased, the lost card is not valid and may not be used.

## **AMENITIES**

### **Equipment Checkout**

All Recreation Center members can use their ID cards to check out equipment from the Operations Desk. All equipment must be returned before the Recreation Center closes, unless an overnight checkout was requested and approved in advance. Patrons are responsible for any Recreation Center equipment they may have checked out from the Operations Desk. In the event of theft or loss of equipment, the responsible party will be billed & given a ten day grace period to pay before an additional \$10 service fee is added. Patrons will also be charged for broken equipment.

### **Towel Service**

Towels will be provided free of charge to all Recreation Center members in exchange for a Membership or Rice ID card. ID will be returned when the towel(s) is/are returned to the Operations Desk.

### **Locker Service**

Day use lockers are located around the facility and can be used at no charge; Use for day lockers is based on availability. For overnight locker rentals, the following fees are associated:

| <b>Members</b>  | <b>Full Locker Annual</b> | <b>Half Locker Annual</b> | <b>Full Locker Semester*</b> | <b>Half Locker Semester*</b> |
|-----------------|---------------------------|---------------------------|------------------------------|------------------------------|
| Students        | \$65                      | \$50                      | \$25                         | \$20                         |
| Rice Affiliates | \$80                      | \$65                      | \$30                         | \$25                         |

\*For the purpose of locker rental, summer is considered a semester.

## **POLICIES**

### **General Policies**

- Animals are not allowed in the building with the exception of those assisting individuals with disabilities.
- Bicycles, roller blades, skateboards, and motorized personal transports are not allowed in the building. Bicycles are not to be locked, chained, or attached in any way to the building structure or handrails. In such circumstances, Campus Police will be notified and bicycles will be removed.
- The Recreation Center staff reserve the right to refuse service to patrons wearing inappropriate dress.
- Food will only be allowed in the front lobby, lounge area and leisure pool deck. Drinks are allowed in all areas, but must be in plastic bottles with re-sealable tops.
- The Graphic Designer must clear all posters, flyers, signs etc. Displays may only be posted on approved bulletin boards. They may not be attached to the building walls (interior and exterior), doors, windows, rails or any other painted surface. The Recreation Center retains the right to limit the number, location, and duration of posting.
- The Recreation Center assumes no responsibility for personal items. All patrons are encouraged to secure their own possessions. Theft should be reported immediately to the staff at the Operations Desk who will file an incident report with RUPD.
- The Recreation Center interprets vandalism as the willful or malicious destruction or defacement of University property. The Recreation Center has zero tolerance to any damage caused by vandalism. The Director will determine disciplinary action taken due to violating the Center.
- The Recreation Center enforces/abides by the Rice University's Policies on Non-Discrimination.
- The Recreation Center enforces/abides by Rice University's Policies on smoking.
- Any patron who fails to comply with the rules of the Recreation Center may lose all membership privileges.

### **CONDUCT**

Recreation Center members and guests assume an obligation to conduct themselves in a manner compatible with Rice University's function as an educational institution. When individuals join the Recreation Center or purchases a guest pass, they agree to act morally, cooperate with staff and display sportsmanship-like behavior while utilizing the Recreation Center. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Guidelines of Conduct include, but are not limited to, the examples outlined below.

- **FIGHTING:** The Recreation Center has zero tolerance for violence or intimidation of any sort. Anyone engaging in any sort of physical abuse of others or conduct that threatens or endangers the health and safety of any member of the university will result in immediate removal and disciplinary actions.
- **OFFENSIVE WORDS & ACTIONS:** Spitting on floors or in drinking fountains is prohibited. Use of obscenity, insulting language, swearing, or profanity is prohibited. Harassment and/or hazing of other members or staff are prohibited.



- Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.
- **DISORDERLY CONDUCT:** All Recreation Center employees have the authority to demand that unruly Recreation Center members and/or guests leave the Recreation Center if their conduct necessitates such action. Examples include, but are not limited to: vandalism, spitting on the floors, hanging from basketball rims, yelling, fighting, dropping weights, and/or violating the Recreation Center rules and regulations.
- **MEDICAL EXAMINATION:** It is strongly recommended that patrons and guests have a medical examination prior to utilizing the Recreation Center.
- **INSURANCE:** Patrons participate at their own risk. Patrons are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.
- **FIRE ALARM:** If an alarm sounds, all users must exit immediately. Fire drills will be held regularly to ensure patrons and guests are aware of emergency procedures. During an evacuation, patrons are asked to remain calm and cooperate fully with staff. Pulling a fire alarm falsely is strictly prohibited and is punishable under law.
- **TELEPHONES:** A complimentary telephone is located inside the main entrance adjacent to the Operations Desk. This phone can be used to make on-campus calls or to report emergencies.
- **SAFETY & SUPERVISION:** All Recreation Center patrons and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the Recreation Center operates properly.
- **DANGEROUS ACTIVITY:** Activity that is destructive or appears to be unsafe is prohibited and will result in retribution of repair costs and expenses relating to the destructive act.

**\*\*ALL INJURIES (MINOR & MAJOR) SUSTAINED IN OR ON ALL RECREATION CENTER FACILITIES MUST BE REPORTED TO THE NEAREST STAFF MEMBER. \*\***

## **Area Specific Policies**

### **Cardio Rooms**

- Personal music systems only.
- Patrons must wipe down the equipment after use.
- Patrons must limit the use of certain cardio equipment to 30 minutes during peak times.
- Closed-toe athletic shoes must be worn in the cardio room. No boots, dress shoes, or other hard soled shoes are allowed.
- No jeans
- Full back shirts must be worn at all times.

### **Weight Room**

- Weight Room monitors are not personal or professional trainers.
- Individuals using free weights are strongly encouraged to use collars and have spotters.

- Individuals must put all bars, plates, dumbbells, collars, etc. in their proper place after use. Weights and bars of any kind should not be leaned against walls, mirrors or equipment.
- Misuse of weight equipment will not be tolerated, this includes dropping weights.
- Heavy dead lifts are only allowed on platforms.
- Individuals should always inspect equipment for loose, frayed or worn parts before using. Report malfunctioning equipment to the Weight Room Attendant or the Operations Desk staff.
- Individuals must cooperate with others when using equipment.
- Individuals must wipe down upholstery on equipment after use.
- Appropriate athletic attire is required:
  - Closed-toe athletic shoes must be worn in the weight room. No boots, dress shoes, or other hard soled shoes are allowed.
  - No jeans or jean shorts allowed.
  - Full-back shirts must be worn at all times.

### **Aquatic Center**

All non-swimmers should use shallow water pool.

Diving is not permitted in the leisure pool.

All users are encouraged to shower.

People with open wounds or infectious diseases are not permitted in the pools.

Gum and adhesive bandages are not allowed in the pool area.

Training equipment must be used in the manner for which it was intended.

Flotation devices are not allowed in the competitive pools.

Lap lanes are for lap swimming only.

Swimmers should swim with others of their ability. All swimmers should circle swim when sharing a lane with others.

All persons under age 16 must be accompanied and closely supervised by an adult.

Appropriate swimwear required.

No alcohol/ smoking is allowed on or near the pool deck.

### **Lightning and Thunder Policy**

All pools and pool decks are required to close during lightning and thunder. The pools will re-open 30 minutes after the last weather event was heard or seen.

### **Lap and Recreational Swim**

- During lap swim, multiple lanes will be available for circle swimming (swim down on “your right” side of the lane and back on “your right” side of the lane).
- Recreation Swim is a time when all or part of the pool will have no lane lines and be open for more recreational type activities. Also during this time, the diving board may be available. See the pool hours for specific time information.

### **Pool Hours**

All Aquatic Center hours are subject to change. Please check bulletin boards, dressing rooms and the website for any schedule changes. Notices will be posted approximately one week prior to special events that require closing or limiting use of Recreation Center facilities.

### **Open Recreation Gym/MAC Gym**

- No dunking, grabbing or hanging from rims or nets.
- Players are required to wear non-marking athletic shoes.

**These rules apply to the main gymnasium courts and MAC gym when others are waiting to play:**

- All players within a playing area are to be given an opportunity to play.
- All games consist of fifteen (15) points or less for basketball (15 baskets for basketball) and volleyball, no deuce.
- Upon completion of the game, the winner(s) may stay to play the next opponent(s).
- The next opponent(s) is identified as the player/group that called "next game".
- Upon a second consecutive win by the same player/group, the next two opponents waiting to challenge replace all player/groups if deemed necessary by Recreation Center staff.

\*\*Recreation Center staff may take action when deemed necessary to provide an opportunity for all players to participate and enjoy their involvement in open recreation.\*\*

**Racquetball/Squash Courts**

- Players are required to wear eye protection and non-marking athletic shoes at all times.
- No food or drink allowed on the courts.
- Reservations may only be made the day of play. All reservations are released ten minutes after the scheduled time for no-shows.

**Multi-Purpose Rooms**

- Patrons may not wear hard-soled shoes on the activity room floor.
- Patrons that reserve the activity room must provide their own sound system.
- Patrons that reserve the activity room must remove all equipment brought into the room during their use.

**Outdoor Courts and Field Use**

Rice Outdoor Recreation Facilities include: 7 playing fields (2 lit), 8 tennis courts, 2 basketball courts and 1 disc golf course. Reservations are made through the Recreation Center office on the second floor of the Gymnasium; reservation forms may be obtained by calling (713) 348-4058 or e-mailing <ricerec@rice.edu>.

Administered separately are Rice Athletics facilities, which include Rice Stadium and its practice field, the track/soccer stadium, the Jake Hess Tennis Complex, Reckling Park, and Cameron Field. For information on permission for use of these facilities, call (713) 348-8785.

[Note: The crushed granite path surrounding the campus is a City of Houston sidewalk.]

## **General Outdoor Facility Policies**

- All Recreation Center policies and procedures must be followed.
- Trespassing citations may be issued for any use not in accordance with the membership policies and procedures.
- Facility use is monitored. Users understand and agree that monitors may request to see proof of users' status as current Rice students or employees.
- To qualify for “no charge facilities usage” or the departmental usage rate, at least 50% of the facility users must be current Rice students, faculty or staff engaged in a use in accordance with the above rules. Misrepresenting a group's status on a reservation request may result in loss of facilities use privileges, fines, and/or trespassing citations.
- The following are prohibited in outside facilities:
  - Alcohol unless approved by a Rice University permit.
  - Glass containers.
  - Use of tobacco products.
  - Animals of any kind.
  - Golfing of any kind.
  - Vehicles, either driven or parked.
  - Parking on campus roadways.

Facilities are accepted "as is" and must be left in the same or better condition.

Outdoor facilities are closed when raining. Rain prior to an event may void a reservation; call (713) 348-4059 for status. Usage fees are refundable for reservations voided by rain.

## **FACILITY RESERVATIONS**

### **Reservation Process**

Because the primary goal of the Recreation Center is to provide leisure recreation within the facility during all hours of operation, we do not accept reservations that would keep us from having at least one gym available for open recreation. However, there will be times when an open gym is not possible due to unforeseen circumstances such as mechanical repairs, inclement weather, or in the case of a department event (e.g. fencing tournaments). Similarly, it would be a rare occasion that would allow for the reservation of all playing fields or tennis courts. The following are guidelines for facility reservations:

- Requests for facility reservations should be submitted in writing at least two weeks in advance to the Recreation Center Customer Relations Specialist. All reservations are considered on a first-come first-serve basis. A rental fee may be charged for Recreation Center facilities. A schedule of rental rates is available online at [recreation.rice.edu/reserve/](http://recreation.rice.edu/reserve/)
- Scheduled use of gyms will be capped at 6 hrs/wk for each requesting group. (This does not include competitions.)
- Scheduled use of the multipurpose rooms and dance theater will be capped at 4 hrs/wk with up to 8 hrs available under special circumstances (e.g. special events, concerts, etc.).
- Scheduled use of playing fields will be capped at 9 hrs/wk for each group with up to 12 hrs available under special circumstances.
- For all facility requests, game times take precedence over student organization practice times.

- Scheduling Priority:
  - Recreation Center Programs
  - Recognized Student Clubs and Organizations
  - Athletics
  - University Departments and Agencies
  - Community (Special Events)

The Customer Relations Specialist will contact the individual listed on the request from regarding their facility request's status. Please do not advertise your planned event until a written confirmation is received.

### **Facility Rental Rates**

For a complete listing of facility space available for rent and a schedule of fees, please visit: [www.recreation.rice.edu/reserve/](http://www.recreation.rice.edu/reserve/) or contact the Recreation Center Office Assistant at (713) 348-4058.