



Baker Family Fitness Center Patron Policies & Procedures Handbook

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DEPARTMENT OF RECREATION SERVICES

Mission Statement

The mission of the Missouri Western State University (MWSU) Department of Recreation Services is to provide recreation, fitness, and wellness opportunities for our students, faculty and staff, alumni, and the City of St. Joseph community. We strive to enhance healthy lifestyles and well-being on the MWSU campus. A commitment must be made to continuous quality improvements and on-going education.

Recreation Services' Core Values

- Fostering positive, healthy, and holistic lifestyles
Recreation Services strives to provide opportunities for promoting positive, healthy and holistic lifestyles. Our staff utilizes our strengths, resources, and abilities to deliver high quality programming and services that lead to physical, emotional, recreational and social growth.
- Equity, Diversity, and Inclusion
Recreation Services provides programs and services that meet the needs of all individuals regardless of the individual ability or background. We intend to provide a place of community for students and our members, and to celebrate the diversity that is represented on MWSU's campus.

Customer Services Philosophy

Service Vision: to provide a safe, relaxed and welcoming atmosphere for all.



Membership

Membership General Information

- The memberships listed below will have access to the Baker Family Fitness Center during the scheduled operating hours. Memberships can be acquired in the following ways:

Category	Definition	Single Annual Rate	Family Annual Rate
Griffon Students	Automatically assessed if a student is enrolled in 3 or more credit hours for each of the Fall and Spring terms.	Included in paid University fees	NA
Employed Faculty & Staff	Current MWSU employees <i>Must be authorized by Human Resources.</i>	Included in benefits package	NA
Spouse and/or Dependents of Faculty & Staff	<u>Spouse</u> : Two people who are legally married to one another. <u>Dependent</u> : A person who is claimed by the sponsor • Age 18+ • Age 16-17, permitted with parental consent. • Under Age 16, not permitted <i>Must be authorized by Human Resources.</i>	NA	Included in benefits package once spouse and/or dependents are registered with HR
Alumni	Person who has graduated (degree conferred) from MWSU. <i>Must be authorized by Alumni Relations.</i>	\$180	NA
Alumni Spouse and/or Dependents of Alumni	<u>Spouse</u> : Two people who are legally married to one another. <u>Dependent</u> : A person who is claimed by the sponsor • Age 18+ • Age 16-17, permitted with parental consent. • Under Age 16, not permitted <i>Must be authorized by Alumni Relations</i>	NA	\$240
Retiree	Person who officially retired from their position at MWSU. <i>Must be authorized by Human Resources.</i>	Included in Retirement Package	NA
Community	Person who is not enrolled, employed, or is not a graduate or retiree from MWSU. <i>Must be authorized by Recreation Services.</i>	\$200 - One (1) Year \$120 - Six (6) Months \$80 - Three (3) Months	\$300 - Family of 4 \$325 - Family of 5 \$350 - Family of 6

Monthly membership terms available. See website for details.
ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Membership Age Restrictions

- No one under the age of 16 is allowed access into the facility.
- Individuals ages 16-17 are granted access without direct supervision either as a registered dual-credit student, or a registered employee dependent.

Membership Termination

- Student memberships are not terminated by the Dept. of Recreation Services. However - the student can be suspended from the facility in the event of conduct violations within recreational facilities. Only withdrawal from class, or failure to enroll in the current semester will terminate a student's membership.
- Employee memberships are not terminated by the Dept. of Recreation Services. However - the employee can be suspended from the facility in the event of conduct violations within recreational facilities. When an Employee submits resignation; the employee is terminated; or other action submitted by Human Resources - the employee's membership will be terminated at the date designated on the Off-Boarding form received by the Dept. of Recreation Services.
 - A spouse and/or dependent's membership is automatically terminated at the same indicated date if the employee is terminated.
- Other membership categories that wish to terminate their membership must go into their member portal to terminate their membership; or an email can be sent to recservices@missouriwestern.edu to request termination at a specific date. At the time the member cancels their membership, access is removed and the MWSU ID card is deactivated.

Membership Facility Access

Purchased membership includes the following use of facilities:

- Baker Family Fitness Center

Other Facilities

The following facilities are open to the public without a membership.

- Disc Golf Course - 18 holes
- Walking Trails
- Ponds

General Policies

All patrons and guests are expected to adhere to all the policies and procedures set forth by the Department of Recreation Services.

Code of Conduct

- Be courteous to all facility users.
- Treat the facility and its equipment with respect.
- Demonstrate good sportsmanship at all times.
- Vulgar, obscene, abusive, derogatory, or demeaning language or gestures are strictly prohibited.
- Avoid disrespectful, dangerous, or unsanitary behaviors (e.g., fighting, spitting).
- Clean and re-rack equipment after use.
- Personal speakers and phone calls on speaker mode are not allowed. Headphones must be used for music or calls.
 - Exception: Authorized RSO reservations may be exempt from this guideline.
- No food is allowed in the facility.
- Beverages must be in sealed, non-glass containers.
- Soliciting students, faculty, or staff for facility access is prohibited.

Tobacco Use

In keeping with the mission and values of MWSU and out of respect to students, employees, visitors, and the environment it is the policy of Missouri Western State University to prohibit smoking, the use of smokeless tobacco products and nicotine delivery devices in the facilities, grounds and property owned, leased, or controlled by the university. The sale, give away, or advertisement of tobacco products is not allowed on university property. Tobacco products include, but are not limited to: cigarettes (traditional and electronic), cigars, pipes, hookah, smokeless tobacco (chewing tobacco, snuff, snus, etc.), other tobacco administering products, or products including nicotine (excluding Nicotine Replacement Therapy).

Operating Hours

<i>Academic Year Hours of Operation</i>	<i>Alternative Hours of Operation</i> <i>(Winter/Spring/Summer Breaks)</i>
• Monday - Thursday, 6:00AM - 9:00PM • Friday, 6:00AM - 7:00PM • Saturday, 10:00AM - 5:00PM • Sunday, CLOSED	• Monday - Friday, 6:00AM - 10:00AM & 4:00PM - 7:00PM • Saturday & Sunday, CLOSED

* All hours subject to change without notice.

*Additional facility closures may occur as needed in support of university events or institutional priorities.

* Holiday Closures: Labor Day, Week of Thanksgiving, Christmas Eve through New Years Day, MLK Day, Memorial Day, Juneteenth, Independence Day.

Facility Requirements

Documentation

The following requirements have to be met in order for a patron to utilize the facility:

- Valid MWSU ID must be presented at check-in.
 - Acceptable forms of identification are a campus PD issued card or MWSU Rec2Go Digital ID.
- Complete an Assumption of Risk Waiver
 - Patrons will be required to complete every two (2) years.
- Complete an Emergency Contact Verification
 - Patrons can update this information at any time in their online member portal.
- Sign a Gym Etiquette Acknowledgement
 - Patrons will be required to re-acknowledge every year.

Forgotten ID

Facility access will not be granted without their valid ID. Members will be expected to retrieve their ID Card, or download the MWSU Rec2Go app before further access is granted.

- If the needed ID Card is lost, please contact the department that issued the membership to process a replacement.

Guest Policy

Patrons are eligible to purchase guest passes to the facility. The cost for pass options are as follows:

Membership Type	Single Pass	10-Visit Pass
Griffon Students	\$8.00	\$45.00
Employed Faculty & Staff	\$8.00	\$45.00
Spouse and/or Dependents of Faculty & Staff	\$10.00	\$72.00
Alumni	\$8.00	\$45.00
Retiree	\$8.00	\$45.00
Community	\$10.00	\$72.00

Patrons are permitted to bring one (1) guest to the facility per visit to the facility. Age restrictions for any guest are as follows:

- Guest age 18+: Permitted guest
- Guest age 16-17: Permitted guest
- Guest age under 16: Not permitted guest

- Permitted members are allowed to sponsor one (1) guest per visit.
- A Guest Liability Waiver must be completed at the purchase of the guest pass (single or 10-visit).
- Guests are required to exit the facility when their membership sponsor exits the facility.
- Guests must abide by the rules and regulations of the facility.
 - Guests will be removed from the facility should they not abide.
- Promo codes will be made available on occasion.
 - Promo codes not guaranteed for each category of membership.

Dress Code



To promote a welcoming atmosphere, help protect our equipment, and reduce the possibility of infection transmission, proper shoes and attire while using the Baker Family Fitness Center is required. Shirts should be relatively unaltered at the axillary seam and cover to the bottom of the rib cage. Shirts are to be worn at all times. Pants/shorts must provide adequate coverage. Athletic footwear is required at all times (no sandals or open-toes shoes), with the exception of fitness classes under the direction of an instructor.

Definition of terms:

- Unaltered at the axillary seam: Seams around the arms, armpits, ribs, etc. must be intact. Shirts that are cut low or wide therefore exposing the ribs, pectorals, nipples, etc. are not permitted.
 - Mesh shirts or weighted vests (without appropriate undershirt) are not permitted.
- Cover to the bottom of the rib cage: The bottom of the shirt must meet the 10th rib.
- Adequate coverage for pants/shorts: May not be see-through, excessively tight, or revealing

in a way that exposes or accentuates private areas.

- Closed toed shoes: Shoes that contain a toe box, or do not expose the toes. Clogs and Crocs are permitted, but are not recommended due to safety risk.

Facility Academic Usage

The Baker Family Fitness Center hosts many classes in accordance with the University's goal of applied learning. There will be times when the facility will be more busy than usual due to this associated facility reservation. This may affect the equipment availability. Patrons should consider adjusting their workout times, as there is only a limited number of machines available.

Locker Rooms

Locker Room Usage

All patrons are able to use the locker room facilities. Locker room facilities contain rest room space, individual lockers, and showers. In conjunction with Missouri Western State University's Diversity Commitment statement, it is the responsibility of Recreation Services that patrons may access the locker room that corresponds with their gender identity.

Should any patron require individual changing space, a gender neutral restroom is available at the front lobby of the building. This restroom does not provide storage, or have shower access.

Towels and personal hygiene products are not provided by Recreation Services.

The Department of Recreation Services is not responsible for theft or damage to personal property left in the lockers or locker room(s).

Lockers

Electronic locks are installed on the lockers in the locker rooms. Instructions for the locks are located on the wall nearby. No locker is to be used for prolonged time - they are to only be used for the time the patron is checked-in to the facility, and then emptied for the next patron. Any item(s) found in the lockers at the end of the day will be placed in Lost & Found. Any items not claimed by the end of the month will be taken to the Student Affairs office in Blum Union.

Should a patron not be able to open a locker that contains their belongings, a Locker Access Request can be completed with the student employee(s) at the front desk.

Equipment Check-Out

The Baker Family Fitness Center offers a variety of small equipment that patrons can use while utilizing the facility. This equipment is available at the front desk. Some of the equipment available includes: jump ropes; weight lifting belts; clams; wrist straps; a variety of bands; etc. A patron interested in checking out an item should scan their digital ID at the equipment check-out computer for the student employee on duty to assign the item to their profile. Policy then states:

"CHECKED OUT EQUIPMENT MUST BE RETURNED. Please ensure your equipment is returned directly to an employee. Do not assume they will know who it was assigned to if you place it on the counter. UNRETURNED (OR SEEMINGLY UNRETURNED) ITEMS WILL BE CHARGED TO THAT MEMBER'S ACCOUNT FOR REPLACEMENT"

If there are items that are listed in the system as "Overdue" the following business day, email notifications will be sent to that patron in order to locate the item. Should the patron provide

information that leads to the location of the item - their account will not be charged for the current cost of the item. If the patron cannot provide information to the location of the item, or produce the item - the cost of the item will be placed as a fee on their account.

Patrons will receive up to three email requests to provide the necessary item information. If there is no response, a final notice will be issued. Failure to respond to the final notice will result in the item's replacement cost being charged to the patron's account. Continued non-compliance may lead to suspension or revocation of fitness privileges.