



VCU Division of
Student Affairs

Virginia Commonwealth University Recreation and Well-Being Guidelines & Procedures Manual

2025-2026

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Section I - Mission, Vision, Values, & Inclusivity Statement

Mission

We advance student success by empowering the VCU community to prioritize well-being, connect with others, and learn through play.

Vision

Making VCU a healthier and happier place to learn, work, and grow.

Values

Inclusion - Our staff, programs, and facilities provide a safe, welcoming, and supportive environment for individuals with diverse and intersecting identities.

Equity - We strive to amplify the voices of our community by valuing diversity, leading with respect, and promoting health equity.

Service - We strive for excellence, welcome feedback, and work to continually improve the quality of our facilities, programs, and services for all participants.

Empowerment - We are committed to providing our community with the experiences and tools necessary to pursue a life of well-being.

Intentionality - We are committed to providing purposeful, evidence-based, and student-focused experiences that most effectively meet the needs of our community.

Community - As an integral part of the greater university and surrounding community, we foster collaboration to achieve a shared common vision of well-being.

Sustainability - We strive to be good stewards of our human, natural, and capital resources in order to maintain a financially stable model of operating that supports our mission and goals.

Inclusivity Statement

VCU supports a culture of inclusion for people of all backgrounds and identities and respects a person's decision to use programs, activities, and facilities in a manner corresponding with their gender identity. This includes, but is not limited to the use of locker rooms and restrooms. For more information about ongoing initiatives in support of inclusion or to submit feedback related to your experiences within RecWell, [please refer to RecWell's website](#).

VCU also respects a person's expression of gender and other identities in RecWell facilities and applies the Dress Code (See Section II - Facility Usage Guidelines) consistent with VCU's nondiscrimination policies.

Individuals who wish to update their gender identity and/or name of use with RecWell may email recwell@vcu.edu.

Please report harassment or other unwelcome conduct to a staff member immediately. You also may contact VCU Police at 828-1196 (non-emergency) or 828-1234 (emergency).

Complaints of discrimination may be filed with VCU's Equity and Access Services, equity@vcu.edu, 828-1347. Online complaint filing options and other information can be found at equity.vcu.edu

Section II - Facility Usage Guidelines

Please visit [Facilities & Hours](#) on our website for a detailed overview of RecWell's facilities and spaces.

General Guidelines Governing All RecWell Facilities

1. No activity area will be opened unless a qualified supervisor is on duty and swimming pools will be closed unless an appropriate number of qualified RecWell lifeguard(s) are on duty.
2. Participants will be required to present proper ID upon request.
3. Participants are encouraged to exhibit positive conduct and consider other participants' use and enjoyment of the facilities. Participants must follow the rules, guidelines, procedures, and safety instructions outlined by RecWell.
4. Participants must comply with the RecWell dress code.
5. Organized activities that are conducted during informal recreation hours, which are not sponsored by RecWell, will not be permitted in any of the facilities without special permission.
 - a. Only RecWell Personal Trainers and Sport Club coaches are allowed to train participants in facilities.
 - b. Only RecWell Instructors or persons authorized by RecWell professional staff may lead activities or teach classes.
 - c. Only RecWell Water Safety Instructors are allowed to teach swim lessons in facilities.
6. RecWell reserves the right to prohibit the use of equipment which may damage the facility or be deemed unsafe to members.
7. Hand-to-hand combat training/sparring of any kind including, but not limited to, the use of training aids such as swords, hitting or kicking pads are prohibited in RecWell facilities, unless the training is pre-approved as through a proper facility reservation for an approved student organization or sport club.
8. An adult parent or guardian over the age of 18 must accompany any child under the age of 16 in the activity and in sight. Individuals 16 and older do not have to be visually monitored by parents/guardians, but a parent/guardian must remain on the premises while in the facilities. Parents/guardians are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.
9. Facility systems and equipment (i.e. sound systems, lights, computers, phones, heating/air conditioning, pool controls, etc.) may only be used and/or adjusted by RecWell staff. Participants should request assistance from staff who will determine what accommodations can be made.
10. Food and drink are permitted in designated areas only, which are generally non-activity areas. Glass bottles are prohibited.
11. The following will not be permitted in the facilities:
 - a. Animals, with the exception of service animals.
 - b. Bicycles, e-scooters, skateboards, rollerblades and roller skates, or other items which can damage the facilities. Bikes and e-scooters should be parked in bike racks provided outside all RecWell facilities.
 - c. Any behaviors that may damage the facilities (i.e. chewing gum, tobacco, spitting).
 - d. Radios, speakers or other personal listening devices without headphones, unless approved by the staff for use in specific areas.
12. Participants should not leave personal items in the activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended may be placed in lost and found. RecWell is not responsible for lost or stolen items.

13. All activities must cease at the posted closing time and participants wishing to shower and/or change clothes must exit the facilities within fifteen (15) minutes after the posted closing time.

RecWell reserves the right to make decisions on any interpretations pertaining to all guidelines and procedures. RecWell also reserves the right to cancel programs and/or change facility hours of operation.

Conduct

Conduct

Participants must be courteous to other facility users and employees and to follow the rules, guidelines, procedures and safety instructions outlined by RecWell. Participants who engage in behaviors or actions that might damage equipment or facilities, violate RecWell or university policies, or pose a threat to the safety and well-being of themselves or others may lose their RecWell privileges. The staff and participants of RecWell appreciate your cooperation in making our facilities a friendly and positive environment for recreational and social opportunities.

Pursuant to VCU's Space Use Regulation, 8 V.A.C. 90-70-10 et seq., all use of RecWell facilities shall be in accord with all applicable university policies, including, but not limited to, Code of Conduct, Code of Ethics, Student Code of Conduct, Preventing and Responding to Discrimination, Title IX Sexual Harassment - Interim, and Campus Expression and Space Utilities, Violence Prevention and Threat Assessment, Alcohol and Other Drugs, and Smoke and Tobacco Free Campus. In addition, conduct in RecWell facilities is subject to local, state, and federal law.

Alcohol, Drugs, and Tobacco

RecWell members must comply with the laws of the Commonwealth of Virginia and [University policies](#) regarding the use, possession, or distribution of alcohol, drugs and tobacco. Members are not permitted to possess or consume alcohol or other drugs in any RecWell facility or at any RecWell event. Those who appear to be intoxicated or under the influence may be asked to leave the facility. Smoking, vaping, and the use of all tobacco products is prohibited on university property or in vehicles owned or leased by the university unless in an outdoor area specifically identified as a "Designated Smoking Area." For information about specific areas, see <http://tobaccofree.vcu.edu/>.

Fighting

Any RecWell member or participants who engages in a fight or attempts to fight shall be immediately ejected from the facility and is prohibited from using any RecWell facility until the matter has been investigated and resolved.

Illegal Entry and Trespassing

Entering the facility without adhering to the policies set forth in Section V constitutes trespassing into RecWell facilities and will result in immediate ejection from the facility. Examples of trespassing include failure to check in at the service desk, using someone else's VCU ID, entering through the exit gate, entering through an emergency exit, or any method not recognized as proper entry. Participants who knowingly share their ID or membership credentials with a non-member may be subject to the suspension of their facility access until RecWell staff can confirm that only active members will check in under the referenced account.

Solicitation

Loitering or unauthorized solicitation of sponsorship into RecWell facilities is prohibited and those involved will be asked to leave the property.

Disciplinary Action

Any violation of RecWell or VCU policies and procedures may result in disciplinary action under the Student Code of Conduct or applicable employee discipline policy, including but not limited to suspension from RecWell facilities, permanent loss of RecWell membership privileges, University sanctions, or criminal charges. Participants who are not students or employees are subject to the suspension or removal of their access to university facilities.

Appeal Process

Members have the right to dispute action taken by the RecWell staff. A written appeal of a decision must be submitted within five business days of notification of action. Appeal letters should be sent to the appropriate person as identified in the initial meeting, who shall evaluate the appeal. If an appeal is determined to be valid, an appeal meeting will be scheduled. A valid dispute must show either a misapplication or misinterpretation of the guidelines, rules, or policy or new information that was not previously available. All RecWell members and visitors are expected to read, know, understand and abide by RecWell guidelines.

Dress Code

For the safety of our members, to help prevent the transmission of viruses and infections, and to protect fitness equipment, we highly encourage compliance with our recommended dress code:

1. Wear clothing that provides sufficient coverage to avoid direct skin contact with mats, benches, and other equipment to minimize the risk of contamination or infection. Such clothing includes:
 - a. Shirts covering the entirety of the midsection around the body from the area directly below the pectoral muscles to the waistline.
2. Wear athletic closed-toe, closed-heel, non-marking shoes appropriate for the activity.

While using RecWell facilities, participants must comply with the following items:

1. Shirts are required; no bare chests.
2. Shorts must cover the entire buttocks.
3. Clothing with exposed rivets, buttons, zippers, metal parts, or features likely to damage equipment are not permitted.
4. Closed-toe shoes (non-marking) are required in all activity areas, except designated locations. No bare or stocking feet.

Aquatic Center

While in the Aquatic Center Pools or Spa, participants must dress as follows:

1. Wear clean swim attire that is specifically designed for swimming.
2. Wearing any non-swim attire such as bras, underwear/boxers, socks, cotton items, or jeans are prohibited in these areas.
3. Swim attire must not be transparent.
4. No shoes other than water shoes or water socks are permitted in the pools or spa.
5. Guests who are not toilet-trained must wear appropriate swim diapers.

Certain spaces may have deviated from these guidelines in order to protect equipment or facilitate a specific activity. Please refer to space rules in Section III for specific space requirements.

Medical Clearance

RecWell reserves the right to require that participants of RecWell facilities or services provide written documentation by a qualified health care provider who has treated them that they are medically cleared to use RecWell equipment or facilities or otherwise participate in RecWell activities, including without causing injury to anyone, including themselves, with or without accommodation, in the following situations:

1. Certain RecWell programs requiring health pre-screening.
2. Following an emergency medical response by the staff, including but not limited to a single serious incident or a pattern of less serious incidents.
3. Anyone experiencing symptoms of a concussion following a known head injury. In this case, medical clearance must be by a licensed medical provider who specializes in treating concussions or sports-related head injuries.

VCU will protect any medical information provided by the individual or their treatment provider confidentiality and will limit access to the VCU staff who need access to the information in order to perform their VCU responsibilities.

RecWell Staff are authorized to prohibit an individual from returning to activity if visibly injured or posing a threat of injury to anyone, including furthering their own injury.

Individuals seeking accommodation on the basis of disability may contact the program coordinator to request an accommodation. In addition, students with accommodations through Student Accessibility and Educational Opportunity (SAEO) or the Division of Academic Success may contact those offices for assistance in requesting accommodations for RecWell facilities and programs.

Activity Area Schedules

Multipurpose areas, such as gymnasiums, the multi-activity center (MAC), group exercise studios, etc., will be designated for certain activities or programs throughout the day. Digital displays can be found outside of most activity spaces with the current schedule. Participants are encouraged to view space schedules using the [university scheduling system](#) prior to visiting the facility to determine if a space is available for their desired activity. Select the location on the left side of the screen to check availability, participants do not need to sign in. RecWell Staff reserve the right to change programmed activities and to determine appropriateness of equipment and activities for each space.

In general, the Cary Street Gym four court gym is set-up for the following activities:

- Court 1: Volleyball
- Court 2: Badminton, Pickleball & Table Tennis
- Court 3: Basketball
- Court 4: Basketball

Group Monopolization Policy

In order to ensure maximum access for all VCU students and RecWell members, RecWell reserves the right to prevent any group or person from monopolizing any facility, program, or equipment. A monopolizing group shall be defined as two or more participants whose actions intimidate or prevent other participants from

using any facility, program, or equipment. Groups shall not monopolize any particular area or equipment, limit access to its use by other participants, or intimidate other participants from using facilities, programs, or equipment.

The following organized activities subject to this policy include (but are not limited to): unscheduled Intercollegiate Athletics practices, unofficial sport club practices, coaches clinics or practices, team lifts, group practices, training drills, and one-on-one instruction by non RecWell staff.

Posting Materials & Digital Displays

In addition to its own communications, RecWell displays announcements by VCU departments and registered student organizations on digital displays in its facilities. No other postings, including paper signage, is permitted in RecWell facilities.

Requests for digital display ads can be submitted to RecWell at recwell@vcu.edu at least two weeks before the desired posting date, with the following information:

- Requested runtime beginning and end dates.
- File format: .jpg file format, "camera ready"
- Size/Aspect ratio: 1920 pixels wide by 1080 pixels high; horizontally formatted signage. (16:9/widescreen format)
- Content must be easily readable on ONE slide. If you have several paragraphs of information to convey, please edit your content down to one or two main statements and direct viewers to an online resource or phone number where viewers may find full information. You may embed a QR code into your slide graphics where viewers can access more information from your online resource.
- Approved VCU and departmental branding must be included, as applicable. Graphics must have a readable font on a contrasting background in order to be displayed.
- Contact information (either website, phone number or organization/departmental email) must be included.

Photography, Videography, Audio Recording and Media Requests

- Any use of RecWell facilities for the recording of photographs, video, and/or audio (hereby referred to as media) for personal or educational purposes, or for public consumption, must be approved in advance.
 - All media requests should be made at least two weeks in advance and are subject to facility space availability.
 - If the media recording requires a space to be closed, the individual or group may be required to pay a rental fee.
 - If individuals are to be filmed, media release forms must be signed in advance.
- Requests by newspaper, radio, television, and online media outlets will be referred to VCU Enterprise Marketing and Communication for approval and scheduling.
- Requests are to be made by using the [Media Request Form](#) on the RecWell website. All approved requestors must check in at the service desk and present the approval email.
- Approved requestors will be issued a lanyard identifying them as having permission to record media in the facility.
- Upon completion, the lanyards must be returned to the service desk.

Program Participants' Photography, Videography, and Social Media Recording

- Individual VCU students, RecWell members, visitors, and reservation groups are permitted to take photos/video of their own participation in RecWell activities for private use.
- Media recording must not disrupt RecWell normal operations or other participants/visitors in any manner, as determined by our staff.
- Under no circumstances is any photography or filming permitted within locker rooms or bathrooms.
- Taking photos or filming of others is not permitted without their prior knowledge and consent.

Media Coverage of Program Participants

- On occasion, members of the RecWell marketing team may be scheduled to photograph and/or film members participating in classes, activities or information recreation to capture images for use on promotional materials or digital platforms.
- Such staff will be in uniform, with a department name tag, and will ask for written permission before taking photos or videos.
- Members can decline to be photographed or recorded.

Reporting Issues/Providing Feedback

RecWell members and participants are encouraged to report maintenance and housekeeping concerns to the appropriate staff and/or the service desk. Participants may also provide feedback in the following ways:

- Submit feedback via [VCU RecWell Feedback Google Form](#)
- Email recwell@vcu.edu

Section III - Facility Services

Equipment Checkout

Open recreation equipment is available at no charge for members at the Cary Street Gym, MCV Campus Recreation, and the Thalhimer Tennis Center. A complete list of available equipment can be found on our [website](#). To check out equipment, members should present their VCU ID, V#, phone number, first and last name, or key fob at the equipment desk. Equipment must be returned the same day in which it is checked out, and it cannot be reserved in advance. If a member has a piece of equipment or a towel marked as overdue on their account, they will not be allowed to check out any other piece of equipment until that equipment is returned or a replacement fee is paid. Failure to return equipment may result in suspension from RecWell facilities until the equipment is returned and/or the replacement fee is paid. Students may also be referred to Student Conduct & Academic Integrity depending upon the prevalence and/or quantity of unreturned equipment.

Damage and Replacement Fees

Equipment is in good, working condition when issued and is to be returned in the same condition. If equipment is returned damaged or broken, a replacement fee may be assessed.

If any part of RecWell equipment is damaged, lost, and/or rendered permanently unusable, the charge is equivalent to the replacement value of the entire item. If a part is broken or lost and can be replaced, the

cost of the part will be assigned as a damage fee. Members will be contacted within 7 days with the total fee amount.

If equipment is not returned within 7 days, a suspension will be placed on the member's account preventing the member from utilizing RecWell facilities or services until the replacement fee is paid. The member will not receive any discount or extension of their membership based upon this suspension. These holds and/or restrictions will not be lifted until all fees are paid in full. Fees should be paid at the membership desk.

Towel Service

Large shower towels are available at the Cary Street Gym and the MCV Campus Recreation Center. Towel service can be purchased in person and online, on an annual or semester basis and entitles RecWell members to three towels per visit. Towels must be returned to the front desk at the Cary Street Gym or MCV Campus Recreation Center.

If towels are not returned within 7 days, a suspension may be placed on the member's account preventing him/her from utilizing RecWell facilities or services until the fee is paid. The member will not receive any discount or extension of his/her membership based upon this suspension. These holds and/or restrictions will not be lifted until all fees are paid in full. Fees should be paid at the membership desk.

Day Use Lockers

Day use lockers are available throughout the Cary Street Gym and the MCV Campus Recreation Center and can be used free of charge. Lockers designated as "Day Use" are for one-day use only. All items must be removed prior to the facility closing for the evening. Items left in day use lockers will be removed at the end of the day and treated as lost and found.

Electronic and mechanical locks can be found on all day use lockers. Once items are placed in the locker, push the handle down firmly.

- Electronic Locks: To use the lock, press "start", enter a 4-digit code of your choosing, and press the lock symbol. A flashing red light indicates the lock is engaged. To unlock the lock, follow the same procedures.
- Mechanical Locks: To use the lock, make sure the knob is pointing up to the unlock symbol, then set any 4-digit code. Turn the knob to the lock symbol, and scramble the dials. To unlock the lock, re-enter your code and turn the knob to the unlock symbol. Once items are removed from the locker, keep the knob facing the unlock symbol.

Members are encouraged to double check the locker to ensure it's locked. Make a note of which locker number you used.

Tennis Court Reservations

Tennis Court Reservations can be made through the online member portal, or by contacting the service desk in person or by phone.

- Reservations cannot be made for longer than a two hour period per person.
- Reservations are made on a first come, first serve basis.
- Reservations are not accepted more than 24 hours in advance.

Lost and Found

Items left unattended or found in day use lockers at the end of each night will be treated as lost and found. Items are logged and stored at the facility for 120 days. Items not claimed after 120 days are given to VCU's Surplus Property Department.

Certain valuables (e.g., computers, jewelry and electronics excluding cell phones), weapons, prescriptions, over-the-counter medications, and controlled substances are stored in extra-security storage for at least 30 days. If the owner can be contacted, staff will reach out using the contact information in the database. After 30 days, high-value items may be moved into standard-security storage.

In general, toiletries, food items, full water bottles/mugs/liquid filled containers, tobacco and nicotine products, and wet or soiled clothing or garments will be discarded immediately.

- Items collected at the Cary Street Gym, Cary Street Field or Thalhimer Tennis Center will be turned into the Cary Street Gym front desk.
- Items collected at the Larrick Student Center or MCV Campus Recreation Center will be turned into the MCV Campus Recreation Center front desk.
- Items collected at the VCU Outing Rental Center will be held at that facility for up to 7 days, and brought to the Cary Street Gym to be kept for the remainder of the 120 days.

While RecWell does not assume liability or responsibility for items turned into lost and found, we will make every reasonable effort to ensure the items are returned to their rightful owners. RecWell is not responsible for the condition of lost, stolen, damaged or unattended personal belongings.

Section IV - Hours of Operation

RecWell facilities are open for members during established hours, as listed on the website. However, due to the scheduling needs of RecWell and other University programs, some spaces may not be available for general use due to scheduled activities. Please review posted schedules next to each space, as well as the RecWell website. RecWell reserves the right to alter the facility hours for operational and/or safety purposes at any time.

Family Hours

Youth under the age of 18 are only allowed in RecWell facilities during designated youth hours or when attending scheduled, formal youth programming. Designated youth hours are as follows:

- Fall & Spring Semesters (including Fall Break and Spring Break)
 - Family Swim: All Hours of Operation in the Cary St. Gym Aquatic Center only
 - Facility Hours: Saturdays & Sundays only
- Winter Break Hours: All hours of operation are family facility/swim hours
- Summer Break Hours: All hours of operation are family facility/swim hours

Children must be at least 16 years of age to use the fitness center and participate in group exercise programs. Minors are not permitted to use the spa.

Parents/guardians are responsible for the supervision and actions of their children at all times. An adult over the age of 18 must be present in the activity area in which a child under the age of 16 is located. Minors 16 and older do not have to be visually monitored by parents/guardians, but parents/guardians must remain in the facility while their minor is present. Parents/guardians are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.

Facility and Space Closures

At times, RecWell facilities may need to close for routine, planned, or unexpected maintenance, or other circumstances that impact the operation of RecWell facilities. Attempts are made to provide members advance notice of closures when possible, but be advised that advanced communication may not always be possible and is not guaranteed.

Inclement Weather

In the case of inclement weather, RecWell may alter the hours of operation for the safety of members and staff. Generally, we follow the plan as outlined below:

- If the University closes early, we will close at that time.
- If the University is on a delayed opening, we will open at that time.
 - If inclement weather occurs overnight, RecWell may make the decision to operate on a delayed opening until a decision is made by university officials. Generally, we use Richmond Public Schools and Henrico County Schools as a guide, as they normally announce their weather plans the night before. If the university then decides on a delayed opening or closure, we will update our hours of operation accordingly.
- If the University is closed for the day, we will be closed.
 - If the University is closed for more than one consecutive day, RecWell will make every attempt to open for reduced hours, based on the conditions.

Notification Methods

Any time a RecWell facility or space within one of the facilities has a planned closure, we will make every effort to communicate the closure with our members seven days prior to the closure, using one or more of the following methods:

- Alerts section on the homepage of the [RecWell website](#)
- RecWell mobile app
- Signage at the service desk and outside of the affected space
- Member newsletter
- Service desk voicemail (for facility closures only)
- RecWell Instagram

Section V - Facility Access

Facility access guidelines have been created to provide a safe and welcoming environment for our members and participants .

The following are procedures outlining admission through RecWell service desks. No other access point should be used unless pre-approved by a RecWell Facility Manager or RecWell professional staff member. RecWell reserves

the right to deny admittance to any user of a facility based on conduct or non-adherence to rules, procedures, regulations, and responsibilities.

Member Identification

The appropriate identification needed to be admitted into a RecWell facility depends upon the designation of the participants . All non-student members must have a valid photo associated with their RecWell account.

Faculty, Staff, Students, HR-Approved Affiliates, Honored Retirees, & Emeriti Faculty

- Current and valid VCU ID, V#, phone number, or any photo ID

All other members who are 18 years of age or older

- Key fob issued by RecWell, phone number, or any photo ID
 - The cost per key fob is \$5 and may be purchased from the membership desk at our Cary Street Gym facility during open membership desk hours only. Keyfobs are non refundable regardless of circumstance.
 - Eligible members may only have one (1) key fob associated with their account at any given time

Dependent(s) under the age of 18

- All dependents must enter the facility with an adult
- Dependents are not required to show photo ID

Forgotten ID

If a member forgets their ID to access the facility, they may still utilize the facility. RecWell staff at the service desk will verify the individual has a current and valid membership to the facility through the membership software system. If the individual's account does not have a photo available, the member will need to be able to provide a photo ID.

Day Pass

Non-members have the ability to purchase a Day Pass which provides access to all RecWell facilities and programs occurring on that day. RecWell day passes are not tied to any specific gym area; members pay for gym access. If a specific area of the gym is closed (for instance, the pool or the basketball courts), we do not refund or negotiate day pass terms based on that specific area's closure.

The following guidelines and procedures apply:

- One (1) day pass is \$15 per day.
- Day passes for those 17 years or younger can only be purchased during designated youth hours.
- Individuals 18 years of age and older must present valid picture identification to purchase a day pass.
- Day passes are valid for the calendar day of purchase, not 24 hours from the time of sale.
- Day passes are non-refundable, non-transferable, and non-pausable.

Access for Special User Groups

Special Event User Groups & Non-Member Participants

Non-University groups/individuals who are participating in a facility reservation or non-members registered for RecWell programs and/or events must check in at the service desk, or designated location. These individuals are only permitted to enter the facility during their group's designated usage time and may only use the approved spaces. Moreover, these individuals may not check out any equipment. Failure to adhere to these policies or any RecWell policies and procedures may result in loss of privileges and/or access to the RecWell facilities, or the sponsor groups ability to reserve space in the future.

Spectators Pass

Spectators are only permitted for youth programming, intramural sports championship games, sport club games and matches, and rentals/reservations with prior approval. Spectators do not incur a day pass fee and are not permitted to participate in activities or programs, and must check-in upon entry to RecWell facilities. Failing to follow policies, guidelines, and staff instruction or engaging in activities or programs while in the facility as a spectator will result in a loss of privileges and/or a charge being assessed to the sponsor's and/or spectator's account. Spectators must wear the issued spectator identification wristbands for the entire duration of their time in the facility.

Tours

Tours of RecWell facilities are available upon request. RecWell staff may allow self-guided tours, but the preference is for RecWell staff to accompany tour groups.

Accessibility and Special Accommodations

RecWell offers accessible equipment at both the Cary Street Gym and the MCV Campus Recreation Center. If you need assistance with, or instruction on, equipment, please ask a RecWell staff member. The Cary Street Gym Aquatic Center is equipped with a pool lift and water wheel chair. To discuss modification or accommodations for RecWell programs, please contact the supervisor of the program you wish to use.

Service Animals

Service animals may accompany participants in all RecWell facilities. In the Aquatic Center, service animals are allowed on the pool deck, but are prohibited from entering the pool for sanitation purposes. Emotional support, therapy, comfort, or companion animals are not considered service animals and are not allowed in RecWell facilities. For questions and service animal requirements please contact [VCU Student Accessibility and Educational Opportunity](#).

Section VI - Memberships and Locker Rentals

Member Benefits

Members receive access to all RecWell facilities, including the Cary Street Gym, MCV Campus Recreation Center, and Outing Rental Center. Members also have access to the Thalhimer Tennis Center during designated hours.

Members receive the following benefits:

- Free day use lockers and ability to rent lockers on a semester or yearly basis
- Free Group Exercise Classes
- Discounted program registration fees including massage therapy
- Ability to purchase Additional Adult and Dependent Child memberships
- Access to rent outdoor adventure and informal recreation equipment
- Ability to purchase towel service

Membership Eligibility

Students

Currently enrolled, University Fee paying students at Virginia Commonwealth University are eligible for RecWell access as part of their University Fees. This includes students from both the MCV Campus and Monroe Park Campus, full-time, part-time, graduate, and undergraduate students. Student membership dates can be found on the RecWell website.

Fee-paying students will maintain their membership through the break period following the semester in which they graduate, with the membership ending on the first day of the following semester.

Currently enrolled non fee-paying students may join for an additional fee on a semester by semester basis.

Students are eligible to purchase an Additional Adult Membership or Minor Dependent Memberships on a semester basis. Please refer to the Additional Adult and Minor Dependent sections below for membership details and requirements.

Faculty/Staff

Currently employed faculty and staff of Virginia Commonwealth University are eligible to purchase a RecWell membership for access to facilities and programs. This includes full-time, part-time, adjunct, emeritus, visiting and retired faculty, classified and hourly staff, employees of VCU Health System, and Virginia Biotechnology Research Park employees. Selected full-time and part-time contract employees with a VCU ID are eligible to purchase a membership.

All faculty/staff who have not previously been RecWell members are eligible for a 30 day trial membership.

The use of tuition waivers does not grant access to RecWell facilities. Clarification may be located by visiting the Tuition Benefit page on the VCU HR website under the "[What does the tuition benefit cover?](#)" tab.

Alumni

Graduates of Virginia Commonwealth University are eligible to purchase RecWell Alumni Memberships. To qualify for the Alumni rate, a person must be listed on the VCU provided list of Alumni.

Community

Community members are defined as anyone who does not fall under any of the aforementioned categories. These individuals are eligible to purchase a RecWell Community Membership.

All members are required to have a photo associated with their account. Access to RecWell facilities may be completed via barcode scan through the downloadable app in various app stores. Alternatively, members may provide contact information to the front desk in order to gain access.

Community members are not eligible to purchase an Additional Adult Membership at a discounted rate. Additional-Adult-to-Community Members should purchase membership at the Community rate.

Affiliate, Active Duty, First Responders, & Veterans

Affiliates are individuals who are associated with Virginia Commonwealth University but who are not paid employees by VCU or VCU Health. The eligibility type of Affiliates is pre-designated by VCU Human Resources. First responders, Active Duty military, and Veterans also receive the Affiliate membership rates. Official identification must be presented to receive the Affiliate, Active Duty, First Responder, or Veteran.

Ram Express

All RecWell members, excluding fee-paying students and minor dependents, are eligible for a discounted rate on their membership by selecting the Ram Express option. This option will allow members access to all RecWell facilities Monday through Friday from open-1pm and all hours on Saturday and Sunday. Ram Express members are not eligible to register and/or attend programs outside of the established Ram Express Membership hours. As long as a member checks into the facilities on or before 12:59pm they will be allowed to stay within the facility as long as they'd like. RamExpress members who attempt to access the facility as of 1:00 pm will be denied access.

The RamExpress time restriction also applies to our group exercise programs, fitness programs, and OAP programs. If you hold a RamExpress membership you will not be able to take part in programs that occur beyond your RamExpress access-time eligibility.

Additional Adult

RecWell members (except for Community Members) can purchase an Additional Adult Membership (at the Affiliate rate) for one other individual of their choice over the age of 18. Students are eligible to purchase an Additional Adult Membership on a semester basis.

Sponsors will be required to show either:

- Proof of residency (including, but not limited to, utility bills, credit card statements, checking account statements, or checks)

Minor Dependant

RecWell members may purchase a Minor Dependent Membership for each child under the age of 18 with proof of residence. The Minor Dependant Membership will give access to RecWell facilities during established youth hours and when attending scheduled, formal youth programming. For dependents 17 years of age and younger, no ID is required for entry.

Minors with a membership must be accompanied by a guardian while in our facilities. The guardian is required to have a valid membership, or may purchase a day pass at the rate of \$15 per day. Guardians assume all responsibility for their minor sponsors.

Payment Options

RecWell members have several options when paying for their membership:

- Term Membership - paid in full, non-recurring
 - Can be purchased at varying lengths, including annual, bi-annual, quarterly, single month, or single week.
- Monthly Billing - Recurring monthly credit card payments
 - The debit/credit card on file will be charged the monthly rate on the first of each month
- Payroll Deduction

- **Note:** RecWell payroll deduction is only offered to salaried full-time VCU employees who are paid from the VCU payroll department. Hourly employees are not eligible for payroll deduction. Employees paid from the VCU Health System are not eligible for payroll deduction.
- RecWell does not accept cash or check payments.

Billing Conditions

Electronic Monthly Billing

Monthly billing enrollment requires a member to sign a contract with a minimum term of one year; twelve billing cycles including initial payment. Cancellation requests will not be honored until the first full year of billing has successfully occurred. Billing will continue in perpetuity until we receive a cancellation request. If a participant has chosen the monthly billing membership option, they authorize Virginia Commonwealth University Recreation & Well-Being to debit the credit/debit card scanned at the time of purchase. This payment is for gym membership. They understand that this authorization will remain in effect until (a) the terms of the membership have been met and b) a request is received through the [membership cancellation request form](#) located on the RecWell website. They understand that the monthly payment will be charged on the first of each month. They certify that they are an authorized user of this credit card and that they will not dispute the payment with their credit card company, so long as the transaction corresponds to the terms indicated.

Cancellations & Reactivation

For monthly billing, Recreation & Well-Being does not charge a cancellation fee as long as the minimum terms of their contract have been met. Should these members decide to cancel their membership in the middle of the month, the membership will end on the last day of the month. RecWell will not reimburse for unused programs/services if cancellation occurs mid-month. Additionally, we will not reimburse for any unused program packages where an active membership is a prerequisite to program package purchase.

Declined Cards

Recreation and Well-Being reserves the right to suspend a member's access to all facilities should their monthly payment be declined. Access will be re-activated when a valid payment has been updated to their account and all outstanding dues and fees have been paid. If fees are not paid by the 15th of the month their memberships will be terminated retroactively as of the last paid-date and the member will lose the ability to enroll in a monthly billing agreement with RecWell in the future; however, term memberships may still be purchased.

Membership Refunds

All memberships are non-refundable, non-pausable, and non-transferrable. RecWell membership is not tied to any specific area of the gym; members pay for gym membership as a whole. If a specific area of the gym is closed we do not refund or negotiate membership terms based on that specific area closure.

Key Fobs

Non-student, non-faculty/staff members may purchase exactly one (1) key fob at the rate of \$5 per key fob or replacement key fob. Key fobs may only be purchased from the membership desk at our Cary Street Gym facility during open membership desk hours only. Keyfobs are non refundable regardless of circumstance.

Locker Rental

RecWell members may rent a locker at the Cary Street Gym or the MCV Campus Recreation Center.

Location

Third Size Rental Lockers

Third size rental lockers are located at the Cary Street Gym and at MCV Campus Recreation Center

Half Size Rental Z-Shape Lockers

Half size z-shape rental lockers are only currently offered within the men's main locker room and in the public basement landing within our Cary Street Gym facility.

Cost & Rental Offering

Please refer to the RecWell website.

Locker Renewal

By signing a rental locker agreement, participants acknowledge that any locker not renewed on or before the expiration date may be reassigned. RecWell staff will send multiple emails to members whose lockers agreements are expiring and give ample notice prior to clearing out a rental locker. It is the participants responsibility to update and/or delete applicable phone numbers and email addresses when and if they become available or inactive. Should a participant fail to update their contact information, they are still responsible for communications sent to inactive accounts.

Locker Damage Fee

By signing a rental locker agreement, participants acknowledge no stickers, decals or markings of any kind are permitted on, or in, any locker. Any evidence of such will result in forfeiture of the locker and a cleaning/damage fee of \$50 being assessed to their account.

Risk

Participants acknowledge that items placed in a locker are done so at their own risk. participants also acknowledge that RecWell assumes no responsibility or liability for items placed in rental lockers. Items missing from a locker during the rental period should be considered stolen and reported to RecWell staff, so the VCU Police can be notified and file a police report.

Handling Content Left in Expired Lockers

Participants acknowledge their responsibility to either renew the rental agreement or vacate the locker and remove all of the contents no later than the expiration date provided at time of purchase. Failure to meet these requirements will result in the locker being opened and items being removed by RecWell staff. The contents of the locker will be removed and stored at the facility in which the locker is located for a period of thirty (30) days. At the conclusion of the thirty (30) day period, unclaimed belongings will be treated as lost and found items, as outlined in the RecWell Department Guidelines. Items of value (as determined by the Facility Operations Coordinator or designee of RecWell) will be submitted to the VCU Police. RecWell reserves the right to cut the lock of a member's rental locker should they fail to renew their agreement or if

VCU PD requests immediate access. RecWell is not responsible for the cost incurred by lock cutting including member replacement lock.

Member Portal

RecWell members have access to a membership portal account, which provides access to account information, membership and/or locker rental expirations, ability to renew memberships and/or lockers, and ability to sign up for programs. To log in, follow the steps below:

1. Select the "[My Rec Well](#)" link in the upper right hand side of the RecWell website.
2. Select "Sign In" in the upper right hand side of the webpage.
 - a. For those with an eID, including students, faculty, and staff, select "myVCU".
 - i. Log in using your eID username and password.
 - ii. If you don't know your username and password, find it [here](#).
 - b. For all other members,
 - i. Log in using the username and password provided when you registered for your membership.
 1. For username and password issues, please email recwell@vcu.edu.

RecWell App

Members are encouraged to download the RecWell mobile app available. The app includes hours of operation, calendar of events, and program information. Members can also sign up for push notifications and register for group exercise classes. The app can be downloaded for free through the Apple App Store and Google Play Store, search for "VCU Recreation & Well-Being". No membership is required.

Communications

In order to receive important RecWell communication, such as membership and locker rental expiration dates, space closures, or other operational impacts, members should update their contact information via the RecWell portal.

Members are encouraged to sign up for RecWell's monthly newsletter by visiting the RecWell [website](#).

Section VII - Program Offerings

RecWell offers a wide variety of programming for Virginia Commonwealth University students, faculty, staff, and the community. For a complete list of our current offerings, please visit our [website](#).

Program Registration

RecWell members and, on a limited basis, non-members, may register for RecWell programs online by using the member portal. A link to the member portal can be found on the RecWell website. Program registration is also available in person by visiting the Cary Street Gym or the MCV Campus Recreation Center during designated sales hours.

For online registration issues, please email recwell@vcu.edu.

When registering for programs, certain programs may have different fees based on membership status. In order for a minor to be eligible for the student rate, or member rate, they must have a current youth membership. Only current,

fee paying VCU students or non-fee paying students that have purchased a Student membership are eligible for the Student program rate.

For a minor to be enrolled in an age-restricted program, such as youth swim lessons, they need to be linked to an adult's account. To add a child dependent:

- Log into the member portal.
- Click username in the upper right hand corner.
- Click "profile".
- Scroll down and click "add dependent"

Activity Rating Scale

All programs will utilize an activity rating scale to ensure participants understand the needed level of experience and physical ability required to adequately perform the tasks associated with the program, activity, or service with or without accommodation. All programs will use the following activity scale based on Intensity Level and Skill Level, but the specific nomenclature can be tailored to the specific area.

Intensity Level

- High - Requires a high degree of physical exertion over an extended period of time.
- Medium - Requires a moderate unavoidable level of physical exertion.
- Low - Minimum level of physical exertion to participate.

Skill Level

- Beginner - No experience is necessary.
- Intermediate - Some experience in the previously taught skills is necessary.
- Advanced - Should have competency in the skills of the activity to participate.

Individualized programs such as private swim lessons and personal training, are modifiable based on the participant's individual goals and may use "varies by person" to indicate skill & intensity level.

To view skill and intensity levels for current programs, click [here](#).

Program Refund Requests

To request a refund for a program, members must contact the program manager to complete refund request paperwork. Refund guidelines and deadlines to request a refund differ by program, please contact the program manager for details. Exceptions to these guidelines and requests for refunds will be considered on a case by case basis.

Refund requests must be made before the start of a program. Full refunds, back to the original form of tender, are available only if requested more than five (5) days before the close of registration. Members who elect to transfer their original registration to another program offering relinquish the opportunity for a refund.

Program Cancellations

Full refunds, back to the original form of tender, will be offered to members who purchased a program that was canceled by RecWell on or before the program run-date. Members who fail to respond to RecWell refund inquiries by 30-days after the canceled program run date will automatically lose the opportunity for refund; account credit will automatically be applied to the member's account. Once a member receives an

account credit or elects to transfer their original registration to another program offering, they relinquish the opportunity for a refund.

Multi-Visit Pass Refund Requests

Full refunds, back to the original form of tender, will only be given within thirty-days of the initial multi-visit-pass purchase; members relinquish the opportunity for refund thirty-days after purchase date. In the event one or more sessions have been used within the initial 30-days, a prorated refund will be calculated; total less the used sessions.

Private Programs

For pre-paid private programs, refunds are only available fourteen (14) days before the pre-scheduled run-date. Should the day-of number of participants reflect a lower number than the original agreement, RecWell will not partially refund for the missing participants. Should the day-of number of participants reflect a higher number than the original agreement, RecWell will send a change order within five (5) days. Payments for change orders are expected within five (5) business days of receipt of the invoice.

Free Programs: No-Show & Attendance Guidelines for Free Programs

Attendance is tracked for free RecWell programs requiring registration to ensure all patrons have an equal opportunity to participate and available spots are not monopolized. Registration must be canceled ahead of the program time to avoid accruing a "no-show". Failing to attend multiple programs or cancel registrations on time on more than three (3) occasions will result in inability to register for all RecWell programs for a period of at least two weeks. No-shows reset to zero (0) at the start of a new semester. No-shows are not tracked the first 2 weeks of the semester to allow participants the opportunity to become familiar with our guidelines, the facility, and our new schedule of offerings. Details about specific program areas are listed below. For each individual program, please contact that program area with questions. Exceptions to these guidelines will be considered on a case by case basis. Cancellations are not accepted via phone, email, or in person. Program registration must be cancelled via the RecWell portal before the start of the program or attendance will be marked as one (1) no-show (per instance).

Group Exercise Classes (groupexprgm@vcu.edu)

Studio space is limited. If you cannot attend a class, please cancel your registration to allow another patron the opportunity to participate. Cancellations must be completed at least five (5) minutes before the class start time. Cancellations must be completed by the participant via the RecWell portal, and are not accepted via phone, email, or in person.

Once a participant has accumulated three (3) or more no-shows, they will be suspended from registering for a RecWell program for two (2) weeks. Patrons can still access RecWell facilities during this time.

Outdoor Adventure Program (outdoors@vcu.edu)

Program space is limited. If you cannot attend a free OAP clinic or trip, please cancel your registration to allow another patron the opportunity to participate. Cancellations must be completed at least three (3) hours before the program start time. Cancellations must be completed by the participant, via the RecWell portal, and are not accepted via phone, email, or in person.

Once a participant has accumulated three (3) or more no-shows, they will be suspended from Program Registration for at least two (2) weeks. Suspensions will allow access to the facility and programs that allow walk-in participation, but prohibit registration for ALL RecWell Programs.

Aquatics

In addition to open swim, the aquatics program offers adult and children's swim lessons, private and semi-private swim lessons and aquatic certification courses. For a complete list of [aquatic program offerings](#), along with the [aquatic guidelines and procedures](#), please visit our website.

CPR Certifications

RecWell offers American Red Cross First Aid/CPR/AED certifications in private and group settings. For a complete list of [CPR course offerings](#) along with the [CPR certifications guidelines and procedures](#), please visit our website.

Fitness

The Fitness program offers free [group exercise classes](#), [private group exercise classes](#), [personal training](#), [small group training programs](#), [fitness certification courses](#), and [massage therapy services](#). For more information visit our website and review [fitness guidelines and procedures](#).

Health Promotion

The Health Promotion program provides resources and education designed to improve the well-being of our community, to help individuals learn and to practice skills to help them thrive. To learn about our available programs [join us on RamsConnect](#), visit our RecWell Health Promotion [YouTube Channel](#), [our resource page](#), or [request a program](#).

Intramural Sports

Intramural sports offers a wide variety of team and individual sport leagues and tournaments. For a complete list of [intramural sports offerings](#), along with the [rules & regulations](#), please visit our website.

Sport Clubs

The Sport Club program offers opportunities for learning a new sport, improving existing sport skills, and/or competing at various levels. For more [information](#), including how to get involved, please visit our website.

Outdoor Adventure Program

The outdoor adventure program offers a wide variety of programs and services, including academic classes in partnership with the VCU School of Life Science & Sustainability, climbing and bouldering, trips and clinics, and team building. For a complete list of [outdoor adventure program offerings](#), along with the [outdoor adventure program guidelines and procedures](#), please visit our website.

Section VIII - Facility Rentals & Reservations

RecWell offers registered student organizations, university departments, and on a limited basis, non-VCU organizations the opportunity to reserve space for special events. Experienced staff will help groups plan their events by assisting with details such as facility setup, rental equipment, and event supervision.

A complete list of guidelines and procedures can be found in the [Facility Scheduling & Rental Procedures Manual](#).

Information Tables

In general, RecWell only allows information tables for programs, activities or other initiatives that are either hosted or co-sponsored by RecWell. Solicitation requests are determined on a case by case basis with approval by University Business Services and the Director of RecWell.

Donation Box Requests

VCU RecWell does not allow donation boxes for non-RecWell sponsored organizations to be placed in our facilities.

Appendices - Space Guidelines

Space Guidelines

The following guidelines have been established for specific spaces in RecWell facilities and are posted in our facilities:

Fitness Center Rules

1. Return equipment to its proper location when you are finished using it.
 - a. Re-rack free weight equipment after use.
 - b. Free weight equipment is not to be set on the floor or leaned against other equipment, walls or columns/pillars.
 - c. Resting weights or equipment on upholstered pads is prohibited.
2. The dropping or smashing of dumbbells, weights, or other equipment is prohibited.
3. Use of spotters and collars is recommended.
4. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.
5. Only RecWell Personal Trainers and Sport Club coaches are allowed to train participants in facilities.
6. Only liquid chalk may be used in the Fitness Center. Participants are asked to wipe equipment clean after each use.
7. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
8. Be respectful to other participants, allow other participants to work in when possible, and do not hold or reserve equipment you are not actively using.
9. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed toed shoes must be worn at all times.
10. Participants 16 and older do not have to be visually monitored by parents/guardians, but parents/guardians must remain on the premises while in the facilities. No one under the age of 16 is permitted in the fitness center.

Cary Street Gym - Olympic Weightlifting Rules

Olympic weightlifting is a high-risk sport. It is highly recommended all participants gain instruction on technique prior to attempting any lift.

1. 45 lb iron plates must be accompanied by bumper plates if they're being used for Olympic weightlifting or any lift that will result in floor contact. This is to protect the platforms and plates from damage.
2. Priority use for the deadlift platforms is for participants wishing to deadlift.
3. Clips/collars must be utilized for all overhead lifts. This is a confined space and flying weights may injure your neighbors.
4. Hands must guide weight back to the floor. Do not drop or throw weight from overhead, as this may cause damage or injury.

5. Watch the bounce. Lighter bumper plates will bounce sideways. Ensure you are keeping your weights on the platform to avoid injuring yourself or others.
6. Do not spot Olympic lifts. Only one person on the platform while lifting; participants may still use squat rack while platform is being used.
7. Only RecWell Personal Trainers and Sport Club coaches are allowed to train participants in facilities.
8. Only liquid chalk may be used. Participants are asked to wipe equipment clean after each use.
9. Re-rack free weight equipment when finished using.
10. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed toed shoes must be worn at all times.
11. Individuals 16 and older do not have to be visually monitored by parents/guardians, but parents/guardians must remain on the premises while in the facilities. No one under the age of 16 is permitted in the fitness center.

MCV - Fitness & Instructional Training (F.I.T.) Room Rules

Olympic weightlifting is a high-risk sport. It is highly recommended all participants gain instruction on technique prior to attempting any lift.

1. No equipment may be removed from the F.I.T. Room.
2. Return equipment to its proper location when you are finished using it.
 - a. Re-rack free weight equipment after use.
 - b. Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.
 - c. Resting weights or equipment on upholstered pads is prohibited.
3. 45 lb iron plates must be accompanied by bumper plates if they're being used for Olympic weightlifting or any lift that will result in floor contact. This is to protect the platforms and plates from damage. Priority use for the deadlift platforms is for participants wishing to deadlift with iron plates.
4. Clips/collars must be utilized for all overhead lifts. This is a confined space and flying weights may injure your neighbors.
5. Hands must guide weight back to shoulder height before releasing the bar. Do not drop or throw weight from overhead, as this may cause damage to equipment or injury to participants.
6. Watch the bounce. Lighter bumper plates will bounce sideways. Ensure you are keeping your weights on the platform to avoid injuring yourself or others.
7. Do not spot Olympic lifts. Only one person on the platform while lifting; participants may still use squat rack while platform is being used.
8. Only RecWell Personal Trainers and Sport Club coaches are allowed to train participants in facilities.
9. Liquid and powder chalk may be used. Participants are asked to wipe equipment clean after each use.
10. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.

11. Only water is allowed; all other food and drink are not permitted in this area.
12. Be respectful to other participants, allow other participants to work in when possible, and do not hold or reserve equipment you are not actively using.
13. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed-toe shoes must be worn at all times.
14. Participants 16 and older do not have to be visually monitored by parents/guardians, but parents/guardians must remain on the premises while in the facilities. No one under the age of 16 is permitted in the F.I.T. Room.

Group Exercise Studio Rules

1. The primary use of this space is for VCU RecWell Group Exercise Programs. This space is available for informal recreation except when the space is reserved for Recreation and Well-Being programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the Recreation and Well-Being website. This space may be reserved, but outside instructors are not permitted to lead fitness classes. An approved RecWell instructor must lead activities and programs in this space.
 - a. This space may be open for appropriate activities (conditioning, stretching, etc.) when classes are not in session.
 - b. This space may be closed up to 15 minutes before and after classes.
2. Equipment must remain in the Group Exercise Studio.
3. **Return equipment to its proper location when you are finished with it.**
 - a. **Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.**
4. Do not drop dumbbells, weights, or other equipment.
5. Cell phone use is prohibited during class. Please turn your cell phone to silent or off during your class.
6. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
7. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed toed shoes must be worn at all times, excluding the following activities: mind-body (Pilates, Yoga) and dance (Ballet, Jazz, Modern Styles only). Shoes that may damage the wood floors are prohibited.
8. Only water is allowed; all other food and drink are not permitted in this area.
9. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.

Mind/Body Studio Rules

1. The primary use of this space is for VCU RecWell Group Exercise Programs. This space is available for informal recreation except when the space is reserved for RecWell programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the Recreation and Well-Being website. This space may be reserved, but outside instructors are not permitted to lead fitness classes. An approved RecWell instructor must lead activities and programs in this space.

- a. This space is considered a space for reflection, self-study, and focus; maintaining a quiet atmosphere (if not altogether silent one) supports this frame of mind.
 - b. This space may be closed up to 15 minutes before and after our classes.
2. Equipment must remain in the Mind/Body Studio.
 - a. Return equipment to its proper location when you are finished with it.
3. Cell phone use is prohibited during class. Please turn your cell phone to silent or off during your class.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
5. Participants must comply with the RecWell dress code.
 - a. Participants are encouraged to remove shoes while in the Mind/Body Studio. Shoes that may damage the wood floors are prohibited.
6. Only water is allowed; all other food and drink are not permitted in this area.
7. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.

Cycle Studio Rules

1. The primary use of this space is for VCU RecWell Group Exercise Programs. This space may be reserved, but outside instructors are not permitted to lead fitness classes. An approved RecWell instructor must lead activities and programs in this space.
2. Equipment must remain in the Cycle Studio.
3. Cell phone use is prohibited during class. Please turn your cell phone to silent or off during your class.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
5. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed-toe shoes must be worn at all times. Our indoor cycling bikes are compatible with SPD clips. We do not provide cycling shoes; however, you are welcome to bring your own.
 - b. For cycling class, no loose or baggy pants are to be worn, as they are considered a safety issue for participants.
6. Only water is allowed; all other food and drink are not permitted in this area.
7. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.

Gymnasium Courts Rules

1. Gymnasium courts are available for informal recreation except when the space is reserved for RecWell programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the RecWell website.
2. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed toed shoes are required; shoes that may damage the wood floors are prohibited.

3. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
4. **Only RecWell staff may set up and/or adjust recreation equipment, including volleyball nets, badminton nets, or table tennis tables.**
5. **Only water is allowed; all other food and drink are not permitted in this area.** No open beverage containers.
6. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.
 - a. Due to danger to other participants and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, soccer, baseball, roller hockey, lacrosse, rugby, and football.
7. If individuals are waiting to participate during informal/open recreation, the losing team must vacate the court for the next team to play.
8. RecWell staff reserve the right to govern rules of play, as needed.

Multi-Activity Center Rules

1. The Multi-Activity Center (MAC) is available for informal recreation at all times except when the space is reserved for RecWell programming, special events, facility reservations/rentals, or maintenance. Scheduled informal activities are posted outside the space and on the RecWell website.
2. Participants must comply with the RecWell dress code.
 - a. Shoes are required and rubber cleats are permitted in the space. Metal cleats, high heels, and other shoes that may damage the turf are prohibited.
3. The MAC doors should remain closed when activity is in progress. Participants and spectators should not pound on the glass.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
5. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.
 - a. Due to danger to other participants and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to, baseball and roller hockey.
6. Only water is allowed; all other food and drink are not permitted in this area.
7. If individuals are waiting to participate during informal/open recreation, the losing team must vacate the court for the next team to play.
8. Prohibited activities include: Use of baseball or cricket bats, martial arts involving person to person contact. Use of hitting aids/accessories, such as pads and shields, is permitted.

Racquetball Court Rules

1. Racquetball courts are primarily for those playing racquetball. Courts are available for informal recreation and other non-racquet sport activities on a first-come, first-serve basis.
 - a. **Hand-to-hand combat training/sparring of any kind including, but not limited to, the use of training aids such as swords, hitting or kicking pads are prohibited in RecWell**

facilities, unless the training is pre-approved as through a proper facility reservation for an approved student organization or sport club.

b. The use of fitness equipment and other activities that may damage the space are prohibited.

2. Participants must comply with the RecWell dress code.
 - a. Appropriate athletic footwear is required. Closed toed shoes are required; shoes that may damage the wood floors are prohibited.
3. Goggles are recommended, but are not required to be worn by participants while utilizing the racquetball courts. Goggles are available for checkout at the equipment desk.
4. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
5. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.
 - a. Racquetball is the only ball sport allowed in the racquetball courts. Due to danger to other participants and potential damage to the facility, some unorganized and/or unsupervised activities are prohibited. Examples include, but are not limited to soccer, volleyball, baseball, roller skating and roller hockey.
6. Only water is allowed; all other food and drink are not permitted in this area.

Aquatic Center Rules

1. Swimming is only permitted under the supervision of an on-duty, qualified RecWell lifeguard(s).
2. Showers are required of all participants prior to using the pool or spa.
3. All participants with open sores, infectious or contagious diseases are prohibited from using the pool or spa.
4. The use of the Aquatic Center and its features are prohibited when under the influence of drugs or alcohol.
5. All participants must wear proper attire, as outlined in the RecWell Dress Code.
6. Running, pushing, horseplay, or other high risk behavior is prohibited in the Aquatic Center.
7. Breath holding, underwater swimming, and/or hyperventilation is not permitted.
8. Anyone under the age of 18, or requested by RecWell staff, must pass a swim test in order to go in water above shoulder depth, swim without a parent/guardian in the water, or use the slide.
9. All flotation devices must be labeled "USCG" or United States Coast Guard Approved, in order to be used in the Aquatic Center. Parents are required to be within an arm's reach of a child while they are wearing a lifejacket.
10. The use of noodles and inner tubes is limited to adults age 18 or older, children who have passed the swim test, or children who are within an arm's reach of a parent/guardian. Noodles and inner tubes may not be used by participants wearing a lifejacket.
11. No food or glass containers are permitted on the pool deck. Water and sports beverages are allowed.
12. Only VCU RecWell staff are allowed to teach swim lessons, water fitness, or aquatic programs.
13. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items. Walkways must remain clear.

14. Personal items, such as toys, may be brought into the Aquatic Center. Toys that resemble weapons are not permitted in the Aquatic Center. No outside personal flotation devices (aside from USCG-approved life jackets) are permitted in the Aquatic Center.
15. RecWell staff reserves the right to close areas of the Aquatic Center for programs, staff training, or for safety purposes.
16. RecWell staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to participants or equipment/facility.

Water Slide Rules

1. All riders must be at least 48" tall and must be over the age of 18 or able to pass the swim test in order to use the slide.
2. Riders must be in good health.
 - a. Elderly persons, those suffering from heart disease, high blood pressure, or epilepsy, or persons using prescription medication should consult their physician before using this slide.
 - b. Individuals with medical conditions including, but not limited to, pregnancy, heart or back problems should not use the slide.
 - c. Maximum rider weight is 300lbs.
3. Riders are expected to follow the following conditions:
 - a. No tubes, mats, life jackets or goggles are permitted on the water slide.
 - b. Riders must enter the slide in a sitting position and wait for instructions from the RecWell Lifeguard stationed at the slide starter tub.
 - c. The line should form on the deck with one rider in the starter tub. Wait until landing area is clear before entering.
 - d. Leave the plunge pool promptly after entering.
4. Proper body position is required while on the slide:
 - a. Riders must lie on their backs with arms crossed across their chest at all times.
 - i. No sitting or standing up while riding the slide is permitted.
 - ii. Riding head first or on one's stomach is not permitted.
 - b. Do not propel yourself into the ride. Only one rider at a time. Absolutely no trains or chains of riders are permitted.
 - c. No running, standing, kneeling, rotating, tumbling or stopping in the flume.
5. Rider assumes all risk of injury due to misuse of this slide or failure to follow these rules.

Spa

1. Appropriate swim attire is required to enter the spa.
2. No one under the age of 18 is permitted to use the spa due to the risk of becoming overheated.
3. Limit use of the spa to 15 minutes at any one session. Long exposure may result in nausea, dizziness, fainting or heat related illness.
4. Pregnant women, participants with health conditions or taking prescription drugs that cause drowsiness should not use the spa without first consulting a doctor. It is recommended that all participants consult a physician prior to using the spa.
5. The maximum occupancy limit for the spa is 15 participants .

Family Swim Rules

1. Anyone under the age of 18 must pass the swim test in order to go in water above shoulder-depth; swim outside arm's reach of a parent/guardian; or use the slide.
2. Parents/Guardians must actively supervise their children (children under the age 16) while in the aquatic facility.
 - a. If a child is able to pass the swim test, the child may swim unaccompanied in either pool, but a parent/guardian must be on the pool deck actively supervising within sight and sound..
 - b. Non-swimmers (those who do not pass the swim test) must remain in shallow water (no deeper than shoulder depth) or must wear a lifejacket and be within arm's reach of a parent/guardian.
 - c. Swimmers unable to stand comfortably in shallow water with their heads completely out of the water must wear a lifejacket or be within an arm's reach of a parent/guardian in the water.
 - d. Any child wearing a USCG approved life jacket must remain within arm's reach of a parent/guardian in the water.
3. Anyone under the age of 18 who wishes to use noodles or inner tubes must either pass the swim test or be within arm's reach of a parent/guardian.
 - a. Anyone under the age of 18 requiring a personal flotation device may not use either noodles or inner tubes.
 - b. Those unable to stand comfortably with their shoulders and head out of the water may not use any noodles or inner tubes in that area of the pool.
 - c. RecWell Staff reserves the right to prohibit use of any equipment that they deem unsafe to participants .
4. Children that are not toilet trained must wear swim diapers.
 - a. Changing clothes or diapers on the pool deck is strictly prohibited. All changes must be done in locker rooms. Family changing areas may be available upon request.

Swim Test

The purpose of the swim test is to assess an individual's overall comfort level in the water and swimming proficiency. Anyone under the age of 18, or requested by RecWell staff, must pass the following swim test in order to go in water deeper than shoulder-depth, swim without a parent/guardian in the water, or use the slide. The swim test includes:

1. Jump feet-first into deep water, surface unassisted, and tread water (in a vertical position with mouth & nose above the water) or back float for 30 seconds without touching the walls, lane lines, or pool bottom.
2. From a float or tread position, immediately swim 25 yards using a strong forward stroke.
 - a. Body position must be horizontal.
 - b. Must demonstrate proper kick for the stroke being used.
 - c. Entire face must go in the water while swimming at least once.
 - d. Must demonstrate proper breath control.
 - e. Over-water arm recovery for front crawl (no doggy paddle).
 - f. Entire swim portion must be completed without touching lane lines, walls, or pool bottom.
3. Exit from the pool unassisted.

Swimmers may only participate in one swim test per day on their own request. A lifeguard can request a participant to repeat a swim test or ask swimmers to stay in the shallow end or take a break if they see a swimmer struggling after passing the test. Completion of the swim test does NOT guarantee that the participants will be permitted in water deeper than shoulder depth. Lifeguards reserve the right to not pass a participant if the participant is visibly exhausted during or after the test or does not show comfort in deep water.

Climbing Wall Rules

1. The climbing wall may only be used during posted hours.
2. Personal equipment, including harnesses and belay devices, may be used; however, RecWell staff reserves the right to prohibit the use of personal equipment if the staff determine it to be damaged, outdated, or the participant does not demonstrate proper usage.
3. During operational hours, all participants must check in at the climbing wall desk prior to climbing.
4. Participants within the climbing area are allowed to use balled chalk, chalk socks, and liquid chalk when in the facility. Loose chalk is strictly prohibited. All chalk bags must be inspected by an OAP student Staff member before use.
5. All roped climbers will be tied into their harness with a figure eight follow through. In staff approved special circumstances, two locking carabiners with a figure 8 on a bight can be used for attaching the rope to the climber's harness.
6. All climbers must pass the Outdoor Adventure Program belay test before belaying any climbers.
7. All lead climbers must pass the Outdoor Adventure Program lead climbing and lead belay test before lead climbing or lead belaying.
8. All participants must wear proper attire, as outlined in the RecWell Dress Code.
 - a. Climbing shoes or closed toed athletic footwear are required when climbing. Participants conducting top rope belays may be bare footed if they intend to climb next. Lead belayers must wear footwear as outlined in the RecWell Dress code when actively lead belaying.
9. Participants should not leave personal items in activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
10. Only water is allowed; all other food and drink are not permitted in this area.
11. Use equipment in an appropriate manner, and return equipment to its proper location when you are done with it.
12. Climbers should have loose jewelry, rings, and non athletic watches removed before climbing or belaying.
13. Climbers may use a single headphone, but the use of two headphones when climbing is strictly prohibited.
14. Belayers may not use headphones. All items in climbers pockets must be removed before climbing.
15. No gum, candy, or food may be consumed when belaying or climbing.

Indoor Track Rules

1. Only walking, jogging, and running are permitted on the track. Forward progress must be maintained at all times.
 - a. Racing is prohibited.
 - b. Walkers should stay to the inside lanes and allow for passing on the outside.
2. Participants must comply with the RecWell dress code.

- a. Appropriate athletic footwear is required. Closed toed shoes are required; shoes that may damage the track surface are prohibited.
3. Participants must follow the established direction, which alternates daily.
4. Stationary spectating of gymnasium activities from the track is prohibited.

Locker Room & Restroom Rules

1. VCU supports a culture of inclusion for people of all backgrounds and identities and respects a person's decision to use locker rooms in a manner corresponding with their gender identity.
2. Youth are permitted in restrooms and locker rooms of the identified gender of accompanying adult through preschool age (5 years and younger). Any youth 6 and above are expected to use the restroom and locker room that corresponds with their own gender identity.
3. There are universal bathrooms at the Cary Street Gym (lower level and first floor) and at MCV Gym (off the Basketball Court). These spaces can be used by anyone, but should be limited to single use, with the exception of caretakers.
4. Photography and video/audio recording of any kind are strictly prohibited in locker rooms.
5. There are a limited number of rental lockers available at the Cary St. Gym outside of the main locker rooms for our members who prefer not to use a locker room. To inquire about these lockers, please contact the Member Services team at recwell@vcu.edu.

Cary Street Field

1. The following items are not permitted on the field:
 - a. Food and drink, except on the pavement and grass.
 - i. Glass bottles are prohibited.
 - b. Alcohol beverages
 - c. Tobacco products, including vaping
 - d. Pets/animals, with the exception of service animals
 - e. Bikes, skateboards, etc.
 - f. Metal cleats
 - g. Open flames
2. Closed toed shoes must be worn at all times. Heels, cleats, and footwear which can damage the turf are prohibited.
3. Portable goals must be returned to their designated location after each use.
4. Climbing any perimeter fence constitutes breaking and entering, and the VCU Police will be called.
5. Do not throw, hit, or kick balls against fences.
6. RecWell staff reserves the right to cancel any activities at any time due to weather conditions or playability of the field.
7. Due to the potential danger to participants and damage to the facility, certain activities are prohibited, including, but not limited to golf, skiing, javelin, and discus throw.
8. Groups pre-approved to use a PA system must be in compliance with the RecWell's amplified sound policy.

Amplified Sound Policy

As an urban educational institution, Virginia Commonwealth University ("VCU" or "university") strives to be a responsible community partner and to maintain the necessary environment required for the academic and extracurricular pursuits of such an institution.

In pursuit of this goal, RecWell allows VCU athletics teams, student organizations at VCU, and organizations contracting with a VCU sponsor to use amplified sound (with VCU or other sound equipment) on the Cary Street Field only in accordance with the following procedures:

- Amplified sound is generally restricted to the hours of 10:00am to 9:00pm Monday through Saturday and 12:00pm to 9:00pm on Sunday. Periodically events may require amplified sound outside of the hours set forth in these procedures. For such events, RecWell will notify the VCU Government Relations at least one month in advance of the planned activity so that the DCE can notify the neighborhood associations at least three weeks in advance of the scheduled activity. These events will adhere to all other provisions set forth in these guidelines.
- Amplified sound shall be kept at a reasonable level not to exceed 75 decibels at a distance of a one-block radius around the field. A one block radius around the field reaches to South Cherry Street to the East, West Main Street to the North, Highway 195/Downtown Expressway to the South, and South Brunswick Street to the West.
- All speakers shall be positioned to face Cary Street.
- Amplified sound shall comply with all applicable University policies, including the Student Code of Conduct and the Outgoing Sponsorships, Advertising and Endorsement policy.
- Performances of commercial radio stations may not be amplified. However, amplification of a VCU-operated radio station is permitted.
- Amplified sound shall not contain obscenity, defamation, fighting words, true threats, unlawful harassment, or speech inciting imminent lawless action.

Outing Rental Center Rules

1. The Outing Rental Center may only be used during posted hours.
2. All participants must wear proper footwear and attire, as outlined in the RecWell Dress Code. Shoes, open or closed toe, are required at all times.
3. Participants should not leave personal items in the activity space that can pose a trip or other safety hazard or act as a nuisance to other participants' use of the facility. Items left unattended will be placed in lost and found. RecWell is not responsible for lost or stolen items.
4. While in the Outdoor Rental Center stored or shelved equipment should only be accessed and handled by staff or under the supervision of staff. Participants will not access or handle stored or shelved equipment without prior consent from staff.
5. As an extension of the Outdoor Rental Center, the bike shop and equipment in the bike shop will only be used by participants after obtaining staff consent.

Tennis Center Rules

The Thalhimer Tennis Center is managed by the Department of Intercollegiate Athletics. RecWell members have been given access to use of the courts at these facilities during designated times. All RecWell members must comply with established guidelines when using these spaces, and follow all requests made by the Department of Intercollegiate Athletics. RecWell makes no guarantees on a member's ability to make regular tennis center reservations in-person or through the member portal. RecWell won't refund or cancel a membership agreement based on a member's inability to make tennis center reservations.

Thalhimer Tennis Center Rules

1. Due to danger to other participants and potential damage to the facility, only tennis and other activities programmed by RecWell are permitted on the courts.

2. Closed toed, non-marking shoes are required; shoes that may damage the courts are prohibited.
3. Trash must be placed in waste bins or removed from the courts.