

Longwood University



Campus Recreation Member Handbook

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I – GENERAL INFORMATION

1. **MISSION STATEMENT:** Campus Recreation is dedicated to providing outstanding fitness, wellness, recreational, competitive and social opportunities to the Longwood University community. Our focus is on promoting a wellness lifestyle to the campus through a comprehensive recreational services program, outstanding facilities, and outdoor areas, citizen leadership development, and lifelong learning opportunities.
2. **MAILING ADDRESS:**
Campus Recreation
Longwood University Health & Fitness Center
201 High Street
Farmville, VA 23909
3. **MANAGEMENT:** The Health & Fitness Center is managed by the Campus Recreation Department, which is in the Division of Student Affairs. The day to day operations are under the direction of the Director of Campus Recreation and administrative staff.
4. **GENERAL INFORMATION / EMERGENCY PHONE NUMBERS:**
Main office: 434-395-2356
Fax: 434-395-2464
Front Desk: 434-395-2488
Campus Police Dispatch/Emergency: 434- 395-2091
Website: www.longwood.edu/recreation
5. **PROGRAMMING:** Campus Recreation provides a comprehensive recreational sports program to the Longwood University community. Program areas include: aquatics, fitness, instructional programs, intramural sports, open recreation, outdoor recreation, and sport clubs.
6. **HOURS:** The Health & Fitness Center is open over 90 hours a week. Building hours may vary, so please check our building schedule online or at the front desk for hours of operation. All members must exit the building when the facility closes.
7. **PARKING:** Please refer to the Longwood University Parking Services office located in the Graham building (434-395-2660) with questions regarding parking.

II - ENTRANCE POLICIES

1. **ENTRY:** All Campus Recreation members and guests **MUST** enter and exit through the front entrance of the Health & Fitness Center. All other doors are alarmed; passing through any alarmed door(s) is prohibited except during emergency evacuations. Sneaking a non-member into the facility or allowing others to use your ID to gain access into the facility is a violation. This will result in denial of access for both the member and non-member for at least that day, and both parties may be subject to further suspension.
2. **AGE LIMIT:** For safety reasons, no one younger than five years of age is permitted to become a member or purchase a day (guest) pass. No one under the age of 18 years of age is permitted Monday-Thursday.
3. **ELIGIBILITY:** All undergraduate and graduate students taking at least one class a semester and pay student fees are eligible to utilize the Health & Fitness Center. Health & Fitness Center memberships are available for purchase to Longwood University faculty /staff.
4. **LONGWOOD ID CARDS:** Campus Recreation utilizes a membership management system, which keeps track of member entrance and eligibility. For this reason ALL members must present their Longwood ID to gain access to the building.
5. **GUEST PASS:** The guest pass allows access during normal operating hours on the day of purchase.
 - Faculty/Staff may purchase a guest pass without sponsorship, but must have a valid Longwood ID and have signed the waiver of liability sheet if not in our system.
 - Non-members at least 18 years of age may purchase a guest pass for the day to enter the Health & Fitness Center under the following condition:
 - A current member must accompany non-members, who shall present a valid government issued photo ID card and sign the waiver of liability sheet.
 - The staff member will hold both the sponsor and the guest's ID cards during the entire visit.
 - Sponsors must accompany guests during their entire visit. When the sponsor has concluded his/her use of the facility and departs, the guest must also depart.
 - Sponsors are responsible for their guest's actions during their visit to the facility.
 - Each guest over 16 years of age will receive an Equipment Check Out Pass in exchange for a valid state issued ID. Upon exiting the facility you must return the pass in exchange for your ID.
 - Campus Recreation reserves the right to terminate guest privileges for failure to abide by set policies/procedures or misuse of facilities/equipment.
6. **FAMILY HOURS:** Children five years of age and older are allowed to enter the building under the following conditions:
 - Eligible for entry during Friday, Saturday, and Sunday hours and during other designated campus events.
 - Must be accompanied by a faculty/staff/student member.
 - Must be involved in the same activity as the faculty/staff/student member at all times.
 - Children may use the following areas: basketball courts, racquetball courts, multi-purpose gym, and track. However, individuals 16 years of age may use the Fitness Center.

7. **UNIVERSITY VISITORS:** Visiting professors, conference attendees, and large groups/clubs are eligible to use the Health & Fitness Center with verification/permission from the Campus Recreation Department. (This is to be done during normal business office hours.)
8. **MEMBERSHIP TYPES AND FEES:** Please contact our main office or front desk for current fees or information.
9. **MEMBERSHIP PRIVILEGES:** The benefits of a Campus Recreation Membership include:
 - A. Entry into the Health & Fitness Center during regular building hours.
 - B. Racquetball court reservations
 - C. Options for:
 - Reduced prices on instructional programs
 - Intramural Sports
 - Special events & challenge activities
 - Outdoor events & trips
 - D. Sponsorship of guests (2 per visit per day).
10. **RESTRICTIONS:** Unauthorized use of the Health & Fitness Center is strictly prohibited and should be reported to staff immediately. Participants in Campus Recreation activities assume an obligation to conduct themselves in a manner compatible with a recreation facility. Anyone violating rules outlined in this handbook will be directed to exit the Health & Fitness Center immediately.
10. **MEMBER IN GOOD STANDING:** In order to maintain eligibility for all benefits of a Campus Recreation membership, members must remain in good standing. A member in good standing is a person:
 - Whose account is up-to-date
 - Whose membership is paid in full
 - Whose membership has not been revoked for violating a Campus Recreation policy
 - Who is abiding by all Campus Recreation rules
11. **MEMBERS NOT IN GOOD STANDING:** A member not in good standing is one whose payment account is invalid or has non-sufficient funds. A member with non-sufficient funds will immediately become a member not in good standing and become ineligible for all of the privileges and benefits a Campus Recreation membership permits. In addition, a member not in good standing is also one who has violated a Campus Recreation policy and whose membership privileges have been temporarily revoked for a violation of the rules.
12. **REFUNDS:** Please contact our main office for information regarding our refund policies.

III - HEALTH & SAFETY

1. **MEDICAL EXAMINATION:** It is strongly recommended that members and guests have a medical examination prior to utilizing the Health & Fitness Center.
2. **INSURANCE:** Individuals participate at their own risk and are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.
3. **FIRE ALARM:** If an alarm sounds, everyone must exit the facility immediately. Fire drills may be held to ensure that members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with staff.
Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.
4. **TELEPHONES:** Campus Recreation phones are for business use only, except in the case of an emergency.
5. **SAFETY & SUPERVISION:** All Campus Recreation members and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the Health & Fitness Center operates properly.
6. **DANGEROUS ACTIVITY:** Activity that is destructive or appears to be unsafe is prohibited and will result in retribution of repair costs and expenses relating to the destructive or dangerous act. Sports that may NOT be played in the Health & Fitness Center include rugby, lacrosse, baseball/softball, etc.
7. **HALLWAY ACTIVITY:** There are to be no activities that are not approved or designated for the Health & Fitness Center hallways. These hallways must be clear at all time for egress purposes. You must wait until you get to the respective area for that activity to begin. For example: stretching in the hallways is not permitted, taking weights from the weight room to the hallway is not permitted, and bouncing balls in the hallways is not permitted.
8. **INJURIES:** All injuries (minor & major) sustained within the Health & Fitness Center must be reported to nearest staff member immediately. Also, please report all unsafe conditions or equipment to a staff member immediately.

IV - CONDUCT

1. **STANDARDS OF CONDUCT:** Campus Recreation members and guests assume an obligation to conduct themselves in a manner compatible with Longwood's function as an educational institution. When an individual agrees to join Campus Recreation or purchase a day pass, they indicate, by their registration, that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. **Guidelines of conduct include, but are not limited to, the examples outlined below.**

OFFENSIVE WORDS & ACTIONS: Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual, or might degrade or otherwise compromise the dignity of an individual.

Examples:

- Spitting on floors or in drinking fountains is prohibited.
- Use of obscenity, insulting language, or profanity is prohibited.
- Harassment and/or hazing of other members or staff is prohibited.

2. **ALCOHOL/DRUGS:** The Health & Fitness Center is an alcohol and drug free facility. Members or guests suspected of being under the influence of alcohol or drugs shall be directed to exit.
3. **STOLEN ITEMS:** Longwood is not responsible for stolen items inside the Health & Fitness Center. Valuables may not be safe inside a locker, even when the locker is locked. Members are encouraged to contact University Police at x2091 and Campus Recreation to report stolen items. **It is strongly recommended that members not bring valuables into the Health & Fitness Center when working out.**
4. **DISORDERLY/DISRUPTIVE CONDUCT:** The Campus Recreation staff has the authority to demand that unruly members and/or guests leave the Health & Fitness Center if their conduct necessitates such action. Examples include, but are not limited to: vandalism, hanging from basketball rims, yelling, pushing, fighting, dropping weights, and/or violating Campus Recreation rules and regulations.
5. **FIGHTING:** Any Longwood student who, in the judgment of the Campus Recreation Facility Supervisor, engages in a fight or attempts to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates* against an aggressor) and an injury (*any act that causes an accident report form to be filed*) is suffered, shall have his/her privileges **revoked pending a Judicial Board hearing.** Privileges include entrance into the Rec Center for any recreational activity i.e. Intramurals, weight room, basketball courts, etc.

Any Health & Fitness Center member or guest who, in the judgment of the Campus Recreation Facility Supervisor, engages in a fight* or attempts to fight, shall have his/her privileges **revoked for no less than one year (365 days).** Privileges include entrance into the Rec Center for any recreational activity i.e. Intramurals, weight room, basketball courts, etc.

- * Fighting may include only one individual or more than one if an individual fights back, retaliates, or responds aggressively against an attacker.

6. **FIGHTING WITH STAFF:** Any student, who attempts to fight (see above definition) with a Campus Recreation staff member, while on-duty, shall have their Health & Fitness Center privileges (see above) **revoked pending a Judicial Board hearing.**

Any member or guest, who attempts to fight (see above definition) with a Campus Recreation staff member, while on-duty, shall have their Health & Fitness Center privileges (see above) **revoked for a period of no less than two years (730 days).**

7. **DISCIPLINE:** Participants are subject to the possibility of official Longwood judicial proceedings and punishment from Farmville law enforcement officials if they threaten and/or abuse staff, another member, and/or a Campus Recreation guest. Copies of the incident report form will be forwarded to the Longwood Honor and Judicial Department.
8. **REVOCAION OF PRIVILEGES:** Failure to comply with the Health & Fitness Center rules may result in having your membership/privileges revoked. Privileges may be revoked for one to two days by Campus Recreation administrative staff, with longer revocation of privileges for students pending a Judicial Board hearing.
9. **DISPUTE/ APPEALS:** Members have the right to appeal disciplinary actions. A valid dispute must concern either a misapplication of one of the Health & Fitness Center rules or misinterpretation of the policies and procedures outlined within the Campus Recreation Handbook.

A written appeal of a decision must be submitted within 48 hours of notification. **Appeal letters should be delivered to the Campus Recreation Director, who shall evaluate the appeal.**

V - ATTIRE

1. **GENERAL:** Street clothing and/or business attire (suit and tie or skirt) compromises the safety of the wearer and reduces the acknowledged recreation atmosphere of the Health & Fitness Center, and is NOT allowed. Exercise attire is required. Appropriate exercise attire includes comfortable, loose-fitting clothing. Offensive or revealing clothing is NOT allowed. PLEASE DO NOT EXERCISE WITH KEYS, PENS, AND/OR PENCILS IN YOUR POCKETS.
2. **PANTS:** Short or long exercise/warm-up pants are acceptable. Pants with belts, cut-off pants and/or jeans with metal rivets are dangerous and NOT allowed.
3. **SHIRTS:** Athletic Attire that covers the midriff and has not been altered is acceptable. Shirts that have been cut off, sports bras, and offensive or revealing clothing is considered inappropriate and NOT allowed. T-shirts are available for issue for unprepared or inappropriately dressed patrons.
4. **SHOES:** For safety purposes, closed-toed and closed-heeled athletic footwear is required in all areas of the Health & Fitness Center, except the shower/locker rooms. The following footwear is prohibited:
 - A. Dark-soled shoes which may damage or mark the wood floor/carpet
 - B. All leather-soled street shoes
 - C. Open-toed athletic footwear, sandals, or flip-flops
 - D. Muddy, dusty, or dirty shoes
 - E. Spikeless golf shoes
 - F. Astroturf shoes, cleats, or metal/rubber spiked shoes
 - G. Running shoes that mark the floors.

NOTE: Adherence to the above policy will preserve the wood, rubber floors, and carpet from undue damage. *If a participant is found to be wearing unacceptable shoes or attire, he/she*

may NOT continue his/her activity unless he/she changes into attire that meets the building policies.

VI - EQUIPMENT

1. **SPORTS EQUIPMENT:** Some (volleyball, soccer, basketball, etc.) sports equipment may be checked out through Equipment Room by presenting your Longwood University ID card. It is the full responsibility of the member to return the piece of equipment checked out. **PARTICIPANTS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM (S) DAMAGED OR NOT RETURNED.** A hold will be placed on the member's Campus Recreation/Longwood University account that states that a piece of equipment has not been returned or was returned damaged. Once the item has been paid for the hold will be removed.
2. **TOWELS:** Use of a shower towel is available at the Equipment Room desk. All members using the Fitness Center are strongly encouraged to carry a cleaning towel (supplied in the Fitness Center) to wipe and dry the machines/upholstery after using it. ***Human perspiration is highly corrosive; please ensure the long life of the equipment and upholstery by cleaning the machines with a towel and cleaning solution. It will also help with personal hygiene and be a courtesy to other patrons using the same equipment.***

VII - FACILITY USAGE

1. **REFRESHMENTS:** Due to the high volume of members, all food, drink (except for water), candy, and/or other snack item(s) must be consumed in the student lounge or Juice Bar area. **Chewing gum is not allowed in any area of the Health & Fitness Center.**
2. **WATER BOTTLES:** Clear, non-breakable, plastic, leakproof drinking containers, which contain ONLY water, are allowed. **Glass containers/bottles are strictly prohibited.**
3. **SMOKING:** The use of tobacco (cigarette, chewing, pipe, and cigar) or tobacco products is prohibited in the Health & Fitness Center.
4. **LOCKERS:** All lockers are for day-use only. Locks are available at the Equipment Room free of charge. You may also bring your own padlock to use, but it must be taken off at the end of your daily visit.

WARNING DAILY LOCKER USERS: All personal locks will be cut off and lockers will be emptied at the closing time of each day. Personal articles remaining in the lockers will be removed from the locker and disposed of.

For the protection of your property, lock all items in a locker while in the Health & Fitness Center.

5. **PERSONAL PROPERTY:** Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) may NOT be stored in any of the activity

areas or gymnasium floors. Campus Recreation members and guests are responsible for the security of their personal property. Any items left in the building at the end of the night will be disposed of. *It is highly recommended that individuals not bring valuable items into the Health & Fitness Center when working out.*

6. **CELL PHONES:** Due to personal safety and privacy issues, cell phone use is prohibited in all areas of the Health & Fitness Center, with the exception of the main lobby.
7. **AUDIO:** The use of boom box radio, musical instruments, and/or amplified sound equipment is prohibited.
8. **VIDEO:** The use of still photograph, video tape, cell phone and/or PDA, television, or movie camera use is prohibited inside the Health & Fitness Center. Groups may seek approval by informing the front office.
9. **ANIMALS/PETS:** Animals are not permitted to enter the Health & Fitness Center, except for guide dogs, service, or signal animals.
10. **SALES/ADVERTISING:** No sales brochures, advertising (flyers, posters, signs, displays, banners, etc.), or outside promotional activities of any kind are allowed in the Health & Fitness Center unless approved by the Campus Recreation Administrative Staff.
11. **SOLICITATION:** Solicitation inside or outside the Health & Fitness Center is prohibited.

VIII - RESERVATION PROCEDURES

1. **RESPONSIBILITY:** The reservations and scheduling of the Health & Fitness Center must be in agreement with the following Campus Recreation policies listed below. These policies have been established to minimize conflicts and ensure quality recreational opportunities.
2. **ACTIVITY USE:** All activities shall be compatible with the designated purpose/design of the Health & Fitness Center. Activities shall be suitable to the respective area with the safety of the member supported at all times.
3. **PRIORITY USE:** The Health & Fitness Center shall be scheduled to host a variety of Campus Recreation/Longwood based activities. The priority usage of the Health & Fitness Center shall be to support services to Campus Recreation activities and its members first and foremost.
4. **BUILDING RESERVATIONS:** On occasion, outside groups may be granted rental space inside the Health & Fitness Center. For more information on times, dates, and fees please contact our main office during normal business hours.
5. **PERSONAL/MONETARY GAIN:** Unless previously approved, it shall be prohibited to use the Health & Fitness Center facilities, equipment and/or property for private, individual, or personal financial gain, meetings, teaching, coaching, personal training, or instruction.
6. **PERSONAL TRAINING:** Personal trainers working inside the Health & Fitness Center must be training with the Campus Recreation personal training program.

7. **APPEALS:** If a facility reservation or lease request is denied, a written appeal may be submitted within forty-eight (48) hours of notification of the decision. Appeal letters should be delivered to the Director or Assistant Director of Campus Recreation, who shall evaluate and decide on the appeal.

IX – FACILITY RULES

DISCLAIMER:

The purpose of these policies is to provide guidelines for the users of the Health and Fitness Center. Our goal is to create a safe and enjoyable environment for participants of the center. The use of the Health and Fitness Center is a privilege, and individuals not cooperating with established policies may be asked to leave or may have their privileges revoked. Campus Recreation staff reserves the right to make judgment and the final decision on policies not covered in this participant policy manual.

1. GENERAL RULES:

- A. Children under five years old are not allowed into the Health & Fitness Center.
- B. Facility users are required to show a current Longwood University picture ID card or family card to gain access to the Health & Fitness Center.
- C. An altered or misused ID card will be confiscated and the owner of the card will have to speak to the Campus Recreation Director or Assistant Director.
- D. Acceptable rules of conduct must be observed at all times.
- E. Everyone must be out of the building at the scheduled building closing time. Individuals who abuse this policy may be subject to losing building privileges.
- F. No loitering is permitted.

2. GYM RULES:

- A. All personal belongings must be secured in a locker.
- B. Basketball courts may be designated half court during heavy usage periods.
- C. No hanging on basketball rims.
- D. No informal dunk contests permitted.
- E. All members must be permitted the opportunity to play.
- F. Members are responsible for the set up and take down volleyball/badminton standards.
- G. Shirts must be worn at all times. No “shirts vs. skins” games allowed.
- H. See shoe attire section listed previously in handbook.
- I. No food, drink, gum, tobacco, or anything comparable allowed in the basketball court area, except water in a clear, plastic container with a closable cap.
- J. Any additional equipment or activity usage must be cleared through supervisor on duty. Please see multipurpose gym rules for approved activities in that area.

3. SWIMMING POOL RULES:

- A. No swimmer may use pool without a lifeguard present.
- B. Proper swim attire required.
- C. Persons with cuts, abrasions, or communicable skin diseases should not use the pool.
- D. Bathing caps are recommended, but not required.
- E. Showers must be taken before swimming.
- F. No eating or drinking in or around pool area.
- G. No glass items.
- H. No inflatable toys or flotation devices allowed.
- I. All personal belongings are to be left in lockers.
- J. No street shoes on deck.

- K. No running or unnecessary roughness allowed around pool area.
- L. No hanging on lane lines or safety lines.
- M. Lifeguards regulate the diving area and boards.
- N. One person on diving boards at a time.
- O. Only one bounce on diving board.
- P. No diving in shallow end.
- Q. No gum or band-aids.
- R. No use of foul or offensive language.
- S. Lifeguard has complete authority in and around the pool area.
- T. No pets allowed in pool area. (service animals are allowed)
- U. Campus Recreation Administration may revise rules when deemed necessary.

4. **FITNESS CENTER RULES:**

- A. Appropriate attire must be worn.
(See attire section listed previously in handbook).
- B. No food, drink, gum, tobacco or anything comparable allowed in the Fitness Center, except water in a clear plastic container with a closable cap.
- C. All personal belongings must be secured in a locker.
- D. All users are required to use the disinfectant spray provided and wipe all machines off after use.
- E. Be considerate to other people using the facility: do not sit, rest, or socialize on the equipment.
- F. Please limit yourself to 30 minutes on all cardiovascular equipment.
- G. Please warm up prior to using the equipment and cool down afterward.
- H. Please report any injuries to the Fitness Center staff.
- I. Please replace all dumbbells and plates on the appropriate racks when finished.
- J. Abuse of the equipment will not be tolerated. Loss of privileges will occur if it becomes a problem.
- K. Do not drop weights. If you can't control it, don't lift it.
- L. Spotters are highly recommended when training with free weights.
- M. Collars **must** be utilized on all free weight bars.
- N. The use of hand chalk is prohibited.
- O. All equipment must remain in the Fitness Center.
- P. You must be 16 years of age to use the Fitness Center.
- Q. Limit excessive noise which may distract other patrons.

5. **RACQUETBALL/HANDBALL COURT RULES:**

- A. Approved eye guards must be worn at all times.
- B. An individual may not play on another court while waiting to challenge.
- C. All personal belongings must be secured in a locker.
- D. Courts are not to be used for any other purpose than racquetball/handball/walleyball.
- E. Reservations are highly recommended.
 - May be made 24 hours in advance.
 - One hour time slot per day.
 - Failing to show after 10 minutes allows anyone to take the court.

7. **CLIMBING WALL RULES:**

- A. A climbing wall attendant must be present for participants to climb.
No unsupervised climbing at any time.
- B. Participants must have a signed waiver on file before climbing.
- C. No bouldering above specified area on the wall.
- D. Only Longwood certified participant belayers and climbing wall attendants can belay climbers.
- E. Appropriate athletic attire must be worn at all times. It is up to the discretion of the Campus Recreation staff to determine appropriate attire for patrons. It is recommended to be conservative with athletic attire. No jeans, sandals, non-athletic shoes or bear feet. Muddy or dirty shoes are not permitted. Participants are asked to please change into clean shoes prior to entering facility.
- F. Climbers may bring their own personal helmet and climbing shoes.
- G. Climbers may use their own personal harness, subject to inspection and approval by climbing wall staff.
- H. Do not walk under climbers on the wall.
- I. Do not step on climbing rope or climbing equipment.
- J. Climbing over the wall structure (this means above the top anchors) is prohibited.
- K. Climbers may not sit or rest on the top of the wall.
- L. Climbing attendants are the only people that are allowed to adjust or fix holds on the walls.
- M. Allow right of way to other climbers who were first on route on any given section of wall or boulder. Don't crowd other climbers.
- N. Remove all loose fitting jewelry before climbing.
- O. Tie long hair back when necessary.
- P. The following climbing procedures must be followed:
The Climber asks, 'On Belay?'"
The Belayer replies, "Belay On"
Climber says, "Climbing"
Belayer replies "Climb On"
- Q. All accidents and equipment damage must be reported to climbing wall attendant immediately.
- R. Campus Recreation staff reserves the right to remove any person from the premises for violating the above safety policies and procedures or for any conduct that is viewed as unsafe or inappropriate.

8. **MULTI-PURPOSE GYM:**

- A. All personal belongings must be secured in a locker.
- B. Members are responsible for the set up and take down volleyball/badminton standards.
- C. All members must be permitted the opportunity to play.
- D. See shoe attire section listed previously in handbook.
- E. Indoor soccer, floor hockey, volleyball, Frisbee, and throwing football are permitted activities in this area. All other activities must have prior approval by an Administrative Staff member.
- F. Any additional equipment or activity usage must be cleared through supervisor on duty.
- G. No food, drink, gum, tobacco, or anything comparable allowed in the multipurpose gym area, except water in a clear, plastic container with a closable cap.

X - MISCELLANEOUS

1. **BIKES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS:** For the safety of others, all of these items must remain outside the Health & Fitness Center.
2. **TOURS:** Health & Fitness Center self tours are available. Tour visitors must surrender an ID while they are in the building and are prohibited from working out or using any equipment while on their tour.
3. **CATERING/CONCESSIONS:** No outside catering is permitted.
4. **WEAPONS AND FIREARMS:** No weapons or firearms of any kind are allowed in the Health & Fitness Center. Participants in possession of a weapon or firearm of any kind will be denied access and required to exit the facility.
5. **LOST AND FOUND:** Please give all items found within the Health & Fitness Center to the Equipment Room desk. Items will be logged and stored until the end of the current semester. Items deemed to be of high value will be turned over to the Longwood Police Department. **Campus Recreation is not responsible for lost or stolen items. It is strongly recommended that individuals not bring valuable items into the Health & Fitness Center when working out.**

XI - COMMENTS/SUGGESTIONS

1. **QUESTIONS:** Explanations or clarifications on the policies stated in this handbook should be directed to an administrative staff member.
2. **CUSTOMER COMMENTS/ COMPLAINTS:** Members wishing to express a concern, suggest an improved service, or praise an employee are strongly encouraged to speak to a Campus Recreation administrator and/or complete a comment card located at the front desk.