

Recreation Athletic Center

Authorized Users of the SMU Facilities

Saint Mary's Community:

Individuals who fall into the following categories are able to use the RAC if they have an SMU PHOTO I.D.

- Current students attending Saint Mary's University.
- Graduate students living on campus.
- Employees at Saint Mary's Press.
- Current faculty/staff.
- Spouses of faculty/staff.
- Retired faculty/staff.
- Spouses of retired faculty/staff.

Guest Category:

Individuals must do or have the following:

- An SMU host (with photo I.D).
- Sign a waiver and receive a pink guest pass each time they visit campus and use the RAC.
- An SMU host is required to be with these individuals at all times.
- Guests include the following people:
 - Children of faculty/staff.
 - Family members of SMU students.
 - Friends of SMU students, faculty/staff.
 - Spouse of SMU student, graduate student.
 - Alumni.
- No more than 2-3 guests per SMU host.

Visitor's Category:

Individual who fall into the visitor category must have the following:

- Be authorized by Jen Miller, Nikki Fennern, or Mike Lester.
- Sign a waiver.
- Receive a green visitor's pass.
- Visitors include the following people:
 - Alumni (special visit).
 - Prospective students visiting campus.
 - Candidate for employment being interviewed.
 - Guests of the institution.
 - Individuals associated with summer conference programs who pay the "facility use fee."

Community walking program: (see notebook at RAC Desk for materials):

- Sign a waiver.
- Receive a walking pass dated for academic year, parking permit, and information sheet.
- Must be 18 years or older to participate.

Noon basketball league (see notebook at RAC Desk for materials):

- Sign a waiver.
- Receive a pass for basketball league and parking permit.
- Must be 18 years or older to participate.

The following groups can not use the facilities:

- Members of the Winona Community.
- Recreation teams from the Winona Community which include a student, faculty, staff.
- Youth teams coached by SMU students/faculty/staff.
- Employees of Chartwells food service or Barnes and Nobles Book Store.
- Anyone who is not an authorized user will be asked to leave the facilities.

Facility use by outside groups:

- The facilities will be made available to groups outside the Saint Mary's Community only during vacation breaks. Special exceptions may be given to events which stimulate "good faith" between Saint Mary's University and the patron and/or events scheduled by the Director of Special Programs with approval of the Assistant Athletic Director.
- All requests to schedule venues from within the Saint Mary's community will be initiated through the Assistant Athletic Director.
- All requests from individual/groups outside the SMU community will be routed through the Director of Special Programs:
 1. The patron must present a "certificate of insurance" prior to signing the contract to reserve a venue.
 2. A rental fee may be charged.
 3. All contracts will be confirmed and charges billed and collected by the Director of Special Programs.
- Gostomski Fieldhouse will be available to members of the Saint Mary's community when school is in session. As long as recreational space is available to students, faculty, and staff, the gymnasium and ice rink may be used by outside groups. This must be approved by the Assistant Athletic Director before use.
- All youth groups under 18 years of age must be chaperoned by someone 18 years or older.

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Policies for Recreation Athletic Venues:

To check out equipment:

- A photo I.D. is required to check out equipment. The I.D. will not be returned to the patron unless the equipment is returned.
- Keep I.D. in the drawer.

Equipment (keys, balls, etc.) does not leave the desk area unless an I.D. has been collected.

- Students signing out equipment for classes must leave an I.D.
- Coaches or faculty/staff must leave an I.D.

Tennis and Volleyball courts:

- Equipment will be set up by the student supervisor in Gostomski Field house.
- **Clubs and organizations on campus need to reserve court space with Mike Lester.**

Aerobic Dance Studio:

The aerobic dance studio is open to everyone with an SMU I.D.

- Studio door may be left unlocked
- Studio storage room is to be kept locked with stereo and T.V. locked up when not in use (check out key to access this equipment).

Equipment Storage Room:

- This room is to remain locked at all times.
- When students request something from this room, unlock it for them, collect an I.D. for the equipment they are using, and lock the door behind them.

Locker Rooms:

- The locker rooms between the swimming pool and the fieldhouse are for general use. The locker rooms are divided into three areas:
 1. Faculty/staff locker room: reserved for faculty/staff only. Faculty/staff may use the half lockers on a permanent basis and the long lockers on a daily basis. Lockers may be reserved at the RAC desk. Faculty/staff will provide their own locks.
 2. Swimming and diving team locker room: reserved for the swimming and diving team during their season.
 3. General use locker room: available to everyone. Use of half lockers will be on a permanent basis and the long lockers on a daily basis.

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Usage Policies for the Recreational Athletic Center:

The Recreational Athletic Center includes the following venues:

Aerobic/dance studio	Outdoor basketball courts
Baseball field	Outdoor sand volleyball courts
The Cardinal Lounge	Outdoor tennis courts
Gymnasium (former field house)	Racquetball courts
Gostmoski Field House (indoor track and courts)	Running and ski trails in the bluffs
Hall of Fame/gym lobby	Soccer fields
Ice rink	Softball field
Intramural fields	The Trustees Lounge
Jules Gernes Pool	Weight room
Locker rooms	Yon's valley

Scheduling Facilities:

The facilities will be scheduled in an attempt to meet the needs of everyone on the Saint Mary's Campus (i.e. students, faculty, staff). The following information is a brief description on how the time will be used:

- **Gostmoski Fieldhouse:** The field house will be scheduled by the Director of Facilities. When Saint Mary's is in session, the field house, weight room, aerobic/dance studio and racquetball courts will be available. During breaks, the hours will be abbreviated. When offices at Saint Mary's are closed for holidays, Gostmoski Field House will be closed. When open for use, the field house will always be supervised.
- **Jul Gernes Pool:** The Aquatics Director will schedule the pool. The schedule will be designed to accommodate recreational swimming, scheduled activities, practice/competition for the varsity swimming and diving team. The schedule will be posted. The pool will always be supervised by lifeguards.
- **Gymnasium:** The gymnasium will be scheduled by the Director of Facilities. The schedule will accommodate activity classes, recreation, scheduled activities, and varsity practice/competition.
- **Ice Rink:** The rink will be scheduled by the Rink Manager. The schedule will be designed to accommodate recreational skating, scheduled activities and hockey practice/competition. The schedule will be posted.
- **The hours between 7:45 am and 3:00 pm:** Will be reserved for academic classes in the pool, Gostmoski Fieldhouse, and gymnasium. If classes are not scheduled, the Fieldhouse will be available to the Saint Mary's Community. Court space may be reserved at the RAC Desk.

- **After 3:00 pm:** Venues will be scheduled according to the following priorities:
 1. Home athletic contests.
 2. Athletic practices.
 3. Intramurals.
 4. Special programming by SAC, etc.
 5. Reserved space by groups or clubs.
 6. Individual's reserved space.

- **Throughout the day:** Venues will be available to members of the SMU community when time has not been reserved for a specific event. At this time, individuals or small groups from Saint Mary's may reserve space for their private use. A facility supervisor will set up appropriate equipment.
 1. Space is available on a first come first served basis...UNLESS the courts are reserved.
 2. All reservations are to be done through the FSDirect scheduling system.
 3. You must reserve a space at least 24 hours in advance of your event.
 4. Contact Mike Lester to reserve space at:
mlester@smumn.edu
ext.6954
 5. You will receive confirmation of your reservation request as soon as the request is confirmed. If you do not receive this confirmation the space is not guaranteed.
 6. Weekly court use will be posted in the bulletin board case outside of Gostomski Fieldhouse, or on the Dance Studio Door.

If there is no space available in the RAC, please see the RAC worker to unlock the gym. If that space is available you may use it...provided all other space is used.

*not all activities will be allowed into the gym, (ie. baseball, softball, lacrosse)

- **Vacations & Breaks:** The facilities will be open during vacation breaks to accommodate faculty, staff, and students remaining on campus. The hours will be abbreviated.

Recreation Athletic Center Policies For The Weight Room

The weight room is provided for everyone's enjoyment. Please ask patrons to honor the following policies to ensure everyone's safety, to take care of the equipment, and to provide a good workout for everyone.

1. Please workout with another person.
2. Please wear appropriate clothing when working out--shoes and a shirt.
3. A good warmup and stretching program is recommended prior to working out. Stretch to cool down after a workout.
4. Please return all equipment to their appropriate rack when you are done with a station. Do not leave equipment lying on the floor or leave weight plates on a bar.
5. No horseplay or careless actions will be tolerated. Coaches, Faculty/Staff, or student supervisors have the right to ask you to leave if you are not following the rules or endanger the safety of yourself or someone else.
6. No one is allowed to use equipment in the Recreation Athletic Center under the influence of alcohol or other drugs. Please ask them to leave the facility. If they do not cooperate, call "O" for security.
7. Please use your personal towel to wipe down exercise equipment once you have completed your workout at that station.
8. No dropping of dumbbells or other weight equipment.

Recreation Athletic Center Policies For Gostomski Fieldhouse

1. Footwear: Patrons may only wear tennis shoes. We prefer patrons have a second pair of tennis shoes to change into when they go onto the court. However, this may not always be practical. If someone has shoes that are dirty or appear to be unsafe, please ask them to stay off the main floor.
2. Food or beverages: No food or beverages allowed on the main floor, running track, suspended walkway, or weight room. You may allow it on the carpet or upstairs in the lounge. Only water is allowed on the main floor. Please check water bottles or water jugs for contents.
3. No spitting on the floor. Ask participants to use the waste baskets.
4. Tobacco Free Facility: All RAC venues are tobacco free. No chewing or smoking is allowed. Please ask patrons who smoke or chew to go outside or use the garbage cans.
5. Volleyball and Tennis equipment: Student supervisors will have a key to access the storage room to set up equipment as requested by patrons. Courts may be reserved through the Director of Facilities.
6. Access to the Ice Rink: If patrons wish to cross the field house floor to reach the ice rink or meeting rooms, please remind them to use the suspended walkway. The field house is not an entrance to the rink for home hockey games.
7. No one is allowed to use equipment in the Recreation Athletic Center under the influence of alcohol or other drugs. Please ask them to leave the facility. If they do not cooperate, call "511" for security.

Recreation Athletic Center Emergency Procedures

Life Threatening emergency:

1. Call 9-911.
 - a. Tell responder your location-Saint Mary's University in Gostomski Fieldhouse, gym, pool etc.
 - b. Tell responder who is hurt--male/female, age
 - c. Tell responder type of injury-head, leg, body, breathing complications etc.
2. Call Security at 511.
 - a. Let Security know that you have called 911 and have an emergency.
3. Provide appropriate first aid and keep injured person calm.
4. Once help arrives, assist with crowd control.
5. Call Jen Miller as soon as possible to inform her of the situation.
 - a. Office: ext. 6923
 - b. Cell: 507-450-8121
6. File an incident report.

Injury, but not life threatening:

If person is injured and assistance is needed but not an ambulance

1. Call Security "511"
2. Tell Security that you have an emergency, a person is hurt.
 - a. Security will help advise if an ambulance should be called.
3. Provide appropriate first aid.
4. If ice is needed, you may have someone go to the Cardinal Club.
5. Recommend that injured person see Health Service the next day, see a doctor, or go to the emergency room.
6. File an incident report.

Fire:

1. Pull fire alarms.
2. Call Security "511" and let them know where the fire is and what is burning.
3. Make sure the building is evacuated.
4. Leave the building and do not let anyone enter.
5. File an incident report.

Mechanical Emergency:

An emergency that threatens the safety of patrons or the building.

1. Weekday: call Mike Lester at ext. 6954. or Jen Miller at ext. 6923
2. Call Security at "511"
3. Nights and Weekends: call "511" and explain the situation.
4. Call Jen Miller at ext. 6923 and leave a message.