



**Missouri State**  
U N I V E R S I T Y

**BILL R. FOSTER AND FAMILY  
RECREATION  
CENTER**

Revised -August 2022

**Policy Manual**

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**Missouri State University  
Bill R. Foster and Family Recreation Center**

**POLICY MANUAL**

**INTRODUCTION**

The Bill R. Foster and Family Recreation Center (hereinafter referred to as the FRC) is owned and operated by the Board of Governors of Missouri State University (hereinafter referred to as MSU) for the primary purpose of serving the fitness, wellness, and recreational needs of students and the MSU community.

The facilities of the FRC, managed by Campus Recreation, are available for use to the MSU community on a non-discriminatory basis under the terms and conditions set forth in this Policy Manual. All patrons will be responsible for compliance with all local, state, and federal laws in addition to the ordinances, policies, and regulations of the City of Springfield and the Board of Governors of Missouri State University.

Campus Recreation may alter sections of this Policy Manual to better suit the needs of specific events. However, in the absence of written changes, all policies set forth in this manual shall be in full force and effect as stated herein.

**MISSION**

We are a community dedicated to providing opportunities for recreation and wellness that develop healthy and engaged citizens.

**ARTICLE I. CONTACT INFORMATION**

FRC Welcome Desk	417-836-5334
Campus Recreation Business Office	417-836-5674
Facility Reservations	417-836-5334
E-mail . . . . .	CampusRecreation@MissouriState.edu
Web Address . . . . .	www.missouristate.edu/recreation

**ARTICLE II. HOURS OF OPERATIONS**

**Article II. Section 1. Building Hours**

Building hours are subject to change with or without notice. The following are the FRC's hours of operation.

## Fall 2022 and Spring 2023 Semester Hours

### **Foster Recreation Center:**

#### Monday – Thursday:

- 6:00am – 10:00pm

#### Friday:

- 6:00am – 7:00pm

#### Saturday – Sunday:

- 11:00am – 7:00pm

### **Aquatics Center:**

#### Monday – Thursday:

- 7:00am – 9:00am
- 11:00am – 9:30pm

#### Friday:

- 7:00am – 9:00am
- 11:00 – 9:30pm

#### Saturday – Sunday:

- 11:00am – 6:30pm

### **Resource Desk:**

#### Monday:

- 11:00am – 9:30pm

#### Tuesday – Thursday:

- 3:00pm – 9:30pm

#### Friday:

- 11:00am – 6:30pm

#### Saturday:

3:00pm – 6:30pm

### **Climbing Wall:**

#### Monday – Thursday:

- 3:00pm – 9:30pm

#### Friday and Saturday:

- 3:00pm – 6:30pm

## **Article II. Section 2. Holiday/Break/Reduced Hours and Building Closure**

Holiday/Break/ Reduced Hours: Summer, holiday, and break hours will be posted at [www.missouristate.edu/recreation](http://www.missouristate.edu/recreation) or MSU Campus Recreation app.

Building Closure: The FRC will be closed Independence Day, Thanksgiving Holiday, University-wide Winter Break.

## **Article II. Section 3. Family Hours**

Family Hours are available for eligible members to bring children to the FRC. During fall and spring semesters, Family Hours are Friday 4pm-10pm, and all day Saturday and Sunday. During summer semester, break periods, reduced hours, and University weather closures, the FRC will be available open hours for family use. All children under 18 years of age must purchase a day pass and be accompanied by a current or eligible member, at all times. Children are not permitted to use the fitness equipment and sauna.

## **Article II. Section 4. Closing Time**

**The Aquatic Center and Outdoor Adventures closes 30 minutes prior to the building closing time.** All areas, including locker rooms, should be vacated by closing time each night. All equipment checked out should be returned to the Welcome Desk and all-day lockers must be emptied fifteen minutes prior to closing.

## **Article II. Section 5. Inclement Weather**

If the University is closed due to inclement weather, select areas of the FRC may be open limited hours. Hours will be posted at [www.missouristate.edu/recreation](http://www.missouristate.edu/recreation) or on the MSU Campus Recreation app. Programs scheduled by Campus Recreation, including Rec Sports, BearFit classes, wellness courses or personal training will not be held. Check the website and social media for details.

## ARTICLE III. BENEFITS, MEMBERSHIPS, LOCKER AND TOWEL RENTAL

### Article III. Section 1. Membership Rate

Upon initial use of the Bill R. Foster Recreation Center, students who have one seated credit hour and an additional six credit hours (online or seated) for a total of 7 hours, all fees will be paid. All other students will be required to pay the difference in student service fees for access to the Foster Recreation Center.

Bill R. Foster and Family Recreation Center MEMBERSHIP RATES - August 2022		
<b>Current STUDENTS ASSESSED the full Springfield student service fee</b>	Full Springfield Student Service Fees include membership to the FRC at no additional cost for that semester.	
<b>Current students and Greenwood Laboratory School (Junior and Senior Only) NOT ASSESSED the full Springfield student service fee</b>  <b>Summer</b>	<b><i>Per Semester (Fall, Spring)</i></b>	<b><i>Summer</i></b>
	\$80/semester or balance of full Springfield student service fee	\$45 or balance of full Springfield student service fee or \$18 per month
<p><b>Students ASSESSED the full Springfield student service fee</b> are members of the FRC at no additional cost.</p> <p><b>Current Students and Greenwood Laboratory School (Junior and Seniors only) NOT ASSESSED the full Springfield student service fee</b> will owe additional fees toward the membership rate on their first visit. These rates are based on the number of credit hours taken in the semester.</p> <p><b>Summer:</b> Students not enrolled in the summer semester, but enrolled in the previous spring semester, may pay the summer semester fee (\$45) or \$18 per month.</p>		
	<b><i>Monthly</i></b>	<b><i>Annual</i></b>
<b>MSU FULL-TIME EMPLOYEES</b> (current and retired). MSU employees may use payroll deduction.	\$18	\$205
<b>ACTIVE ALUMNI, MSU AFFILIATES</b> and <b>HOUSEHOLD MEMBERS (18 and older)</b>	\$26	\$280
<p><b>Active alumni</b> must be a former Missouri State University student and an <u>active</u> member of the MSU Alumni Association. (Active status is attained by making a minimum \$50 qualifying contribution annually to the Missouri State Annual Fund.)</p> <p><b>MSU affiliates</b> include part-time MSU employees, Missouri State Dining Services full-time employees, campus interns, campus ministers, and Police Sub-Station Employees.</p> <p><b>Household Members</b> (18 and over) include one adult living in the same residence with a current FRC member. Must show proof of residency.</p>		
<b>DAY PASS</b>	<b><i>Guest Rate</i></b>	<b><i>Non- Member MSU Employee/ Students</i></b>
<b>Day Pass</b>	\$7	\$5

### Article III. Section 2. Member and Non-Member Clarification

A member has paid the full student service fee or the specified monthly membership fee. A non-member is anyone that has the eligibility to be a member but has not paid the appropriate membership fees.

All students and MSU employees are required to have a BearPass Card or download the MSU Campus Recreation app for entrance into the facility. Other memberships will be asked to download the app or issued an FRC photo ID. All members and patrons must sign a liability waiver prior to using the FRC. Anyone under 18 years of age must have a liability waiver signed by a parent or legal guardian. If you forget your FRC or BearPass Card and do not have the app, you may check-in at the Welcome Desk. Rec Sports participants are required to provide a BearPass Card or Government Issued I.D. to check in.

### **Article III. Section 3. Benefits**

All members receive access to the FRC (including use of equipment, locker rooms, climbing wall, and bouldering wall); the Aquatic Center (including spa, sauna, and pool); eligibility to participate in programs offered by Campus Recreation (additional fees may apply); discounted rates and the ability to register online for programs and services.

### **Article III. Section 4. Current Students**

Current University students assessed the full Springfield student service fee for the current semester may access the FRC no additional cost. University students and Greenwood Laboratory School (Junior and Senior only) not assessed the full Springfield student service fee must pay the unpaid portion of their student service fee to obtain membership to the FRC, upon his/her first visit.

Student Membership Periods - semester memberships begin 7-9 days prior to the first day of classes. If you withdraw from all fee-paying classes, your membership privileges are lost.

Summer: Students not enrolled in the summer semester, but enrolled in the previous spring semester, may pay the \$45 summer semester fee or \$18 monthly fee for access to the FRC.

### **Article III. Section 5. Employees, Retirees, Adult Household Members & Children**

Employees - Current full-time MSU employees who have a valid BearPass Card are eligible to purchase an employee membership. Monthly employee membership fees may be set up for payroll deduction.

Retirees - MSU retirees are eligible to purchase a full-time employee membership.

Adult Household Members - One adult, living in the same household as an active member and/or is a dependent adult child 18 years or older may purchase a membership. Proof of age and residency will be required. Eligibility is contingent on the FRC sponsor membership being active, and the expiration date of the Household membership must be equal to or less than the FRC sponsors expiration date.

Youth – With the exception of current MSU students and Greenwood Students (Junior and Senior only with liability waiver signed by parent), FRC memberships are not available to individuals under age 18. Child passes are \$3 per day and are available

during Family Hours. Anyone under 18 must be accompanied by a parent or legal guardian at all times. Children, accompanied by a parent or legal guardian, may access the pool and climbing wall (during posted hours), track, and basketball/MAC court spaces. The use of fitness equipment and sauna is not included with a child pass.

### **Article III. Section 6. Alumni**

Alumni members must be a former Missouri State University student and an active member of the Missouri State Alumni Association (active status is attained by making a minimum \$50 qualifying contribution annually to the Missouri State Annual Fund). Contributions may be paid online to the MSU Foundation at [www.missouristatefoundation.org/waysofgiving.asp](http://www.missouristatefoundation.org/waysofgiving.asp). An active Alumni membership card is issued to the graduate by the Alumni Association. The card or confirmation email must be presented to verify eligibility for the purchase of a FRC membership and/or renewal of membership.

### **Article III. Section 7. MSU Affiliates**

MSU affiliates include part-time MSU employees, MSU Dining Services full-time employees, campus interns, visiting scholars, campus ministers and Police Sub-Station employees. Affiliates are eligible to purchase an FRC membership by supplying a letter to Campus Recreation from their direct supervisor stating the affiliation with MSU.

### **Article III. Section 8. Guest Passes – Daily, Conference, Department**

Guests not affiliated with MSU must be accompanied by a current FRC member, to enter or re-enter the FRC. The member/sponsor must remain with the guest(s) and assumes full responsibility for all actions and behaviors. To purchase a pass, guests must be 18 years of age or older, show a government issued photo ID at the Welcome Desk, and sign an informed consent/liability waiver form before entering the facility. A maximum of three (3) guests per member per day will be permitted.

MSU employees and former students must show a BearPass card, have a valid alumni membership or be in the MSU Campus Recreation database. to purchase a one-day pass without the accompaniment of a current FRC member.

Guest passes do not include participation in BearFit group fitness classes, wellness or rec sport programs. For an additional charge, guests may participate in BearFit, group fitness classes.

During Family Weekend, family members, accompanied by their currently enrolled MSU student, may use the FRC free of charge. During Homecoming Weekend alumni and family members may use the FRC free of charge.

Conferences, departments, or other Missouri State sponsored events may purchase guest passes on an individual or group basis by sending the list of attendees and dates to [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu). A list of visitors will be posted at the Welcome Desk, and they may purchase a daily pass upon showing a photo ID.

Departments paying for their attendees' recreation privileges must provide a budget number with the attendee list to [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu). Departmental charges are billed through Financial Services. Campus Recreation will forward a copy of the receipt to the department. Passes will be issued to each guest for the period specified by the department.



Non-members, who meet membership eligibility requirements, may participate in Fitness and Wellness, Rec Sports, and Outdoor Adventures programs at the non-member rate.

### **Article III. Section 9. Locker Rental**

Lockers may be rented to current FRC members at the Welcome Desk. Upon renting a locker, the member is assigned a locker number and combination code. Lockers are available for rent on a first come, first serve basis and include towel service. Locker rental fees are per semester, academic year or annual basis only, and are not pro-rated or refunded.

Renewal notices will be emailed to locker renters prior to the expiration date. Lockers can be renewed online at <https://recportal.missouristate.edu> or during the FRC's hours of operation at the Welcome Desk. It is the patron's responsibility to renew or clean out their locker prior to the locker rental expiration date.

Day lockers, with FRC owned locks, are available in the men's, women's, universal locker rooms, and restrooms free of charge. All items stored in day use lockers should be removed 15 minutes prior to closing.

Always double-check to ensure that your locker is secure when showering or leaving the locker area. Campus Recreation is not responsible for items lost or stolen. Patrons should report such items to the Welcome Desk. Unclaimed items will be logged and put in Lost and Found. These items will be disposed of at the discretion of Campus Recreation.

### **Article III. Section 10. Towel Rental**

Towel service may be purchased by FRC members at the Welcome Desk on a daily, semester, or annual basis. Towel service provides patrons with up to two towels at a time. Day use towels are available for \$1 per towel per day. Towels may not be taken outside of the building. Unreturned towels may be subject to replacement charges. Locker renters receive towel service during the duration of the renter's locker rental period.

### **Article III. Section 11. Refunds**

Refunds are not available for membership fees, locker and towel rentals. No refunds after program registration deadline unless event is cancelled by Campus Recreation. See Article V. Section 5. Cancellation/No Show Policy for facility rental refunds.

## **ARTICLE IV. PATRON RIGHTS AND RESPONSIBILITIES**

### **Article IV. Section 1. Patron Rights**

As a member of the FRC, patrons have the right to quality facilities which offer diverse recreational opportunities. There will be a variety of program opportunities that contribute to individual wellness, and physical fitness of all patrons, along with an environment in which individuals can learn and practice leadership, recreation, and

interpersonal skills. Patrons may participate in extracurricular opportunities designed to enhance social, psychological, and physiological development.

The FRC is designed to accommodate patrons of varying abilities. Campus Recreation team members are available at any time to provide accommodations. Patrons are encouraged to provide as much advance notice as possible to the facility prior to a visit to ensure that their request for accommodations or assistance may be met.

#### **Article IV. Section 2. Patron and Guest Responsibilities**

As a member of the FRC, patrons and guests have the responsibility to provide proper MSU identification or purchase a day pass to gain access to the FRC. Patrons and guests must read, understand, and abide by all policies and regulations of the FRC and respond to and cooperate with Campus Recreation team members.

MSU students must show proof of membership by presenting a valid BearPass Card or the MSU Campus Rec app to gain access into the FRC. MSU students must show their BearPass Card or photo ID to participate in Rec Sports. BearPass Card and FRC membership cards are the property of MSU. Misuse of such cards to gain facility access is not permitted. Campus Recreation will retrieve misused card and ask the person(s) to leave the facility. Misuse of an ID card may also result in loss of membership privileges.

#### **Proper Attire:**

Shoes, closed toe/heel athletic, must be worn at all times in the FRC, with the exception of the Aquatics Center and designated fitness classes. . No open-toed shoes, dress shoes, boots, or sandals are permitted in the fitness areas and while working out. Shorts and pants must be of athletic type. Jeans, khakis, and or any short/pants with belt, belt loops, studs, rivets, and/or zippers will not be permitted. Shorts must cover buttock area and tops should cover the chest area while in the FRC. In the Aquatics Center, patrons will be asked to wear attire specifically designed for swimming. No cut-off pants or shorts or workout attire. No street shoes are permitted on the pool deck. To ensure the safety of all, patrons are asked to abide by these policies. If the above are not met, patrons will not be permitted access to the facility.

#### **Cleaning Equipment:**

Clean equipment prevents the spread of communicable illnesses through viruses and bacteria. Patrons are encouraged to sanitize equipment before and after each use. Disinfectant spray and microfiber cloths are available at multiple sanitization stations throughout the facility. To avoid damaging equipment, do not spray the sanitizer directly on the equipment. Spray the cloth first, then wipe down the equipment. Patrons are encouraged to sanitize mats, dumbbells, kettle bells, exercise balls, cardio equipment and weight benches.

#### **All Patrons and Guests should be aware that:**

- Campus Recreation, the Division of Student Affairs, and the Board of Governors of Missouri State University are not responsible for injuries incurred in Rec

Sports, Aquatics, Outdoor Adventures, Fitness and Wellness, and other activities. Campus Recreation will provide first aid, if possible, and along with University Safety, if necessary, will solicit transportation to a hospital. Medical expenses are the responsibility of the patrons.

- Patrons should know and be able to meet the physical demands of any activity in which they are to engage. Each activity has a certain degree of risk, some more than others. Campus Recreation STRONGLY recommends all students and/or members not covered by health and accident insurance to purchase student insurance.
- Aggressive, disorderly, or illegal behavior or conduct is prohibited and may result in membership loss, a report to the Dean of Students, and/or involvement of University Safety personnel. The Code of Students Rights and Responsibilities applies to all students participating in Campus Recreation facilities and programs. These policies can be found at [missouristate.edu/policy/G5\\_01\\_StudentRightsandResponsibilities.htm](http://missouristate.edu/policy/G5_01_StudentRightsandResponsibilities.htm).
- The FRC may not be used for private instruction.
- Picture taking and/or videotaping requires written authorization (see the Welcome Desk).
- In the event of an injury, an accident, illness, or uncomfortable situation, please notify a Campus Recreation team member. If blood is involved in an injury, participation cannot continue until the wound is properly cleaned and dressed and any clothing with blood has been removed.

## ARTICLE V. FACILITY RESERVATIONS AND RENTALS

### Article V. Section 1. Facility Opportunities

The FRC may be reserved or rented for special events by contacting Campus Recreation at 417-836-5334 or [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu). Events held in the FRC with a health, wellness, fitness, sport, or recreation focus will take priority and precedence over any other requests.

MSU departments or active student organizations may reserve FRC space. Off-campus (non-University) groups may also reserve FRC space, pending availability. (Note that space is set aside first for open use by members.) In addition to facility rental charges, special staffing and/or set-up charges may apply for events. Damages incurred during the event will be charged to the user group.

Missouri State University reserves the right to determine an appropriate rate for all facility rentals and usages of the FRC after considering all relevant factors.

### Article V. Section 2. Special Events Parties

- .
- **Parties** are scheduled for 2 hours with 30 minutes in the Aquatic Classroom and 1 ½ hours allotted to the pool.
  - Add-on spaces are available for an extra fee during the allotted 2

hours of the party and include the following spaces:

- Climbing wall
- Multi-activity court

All age groups are welcome. Parties are generally limited to 25 participants. Extra participants must be approved and will be charged an additional fee. Parties may be scheduled during Family Hours on Friday from 4pm-10pm, all-day Saturday and Sunday, and during breaks and holiday open hours. A refrigerator is available for cake and ice cream. All other food must be requested through Missouri State Dining Services at 417-836-5660 or [diningservices@missouristate.edu](mailto:diningservices@missouristate.edu)

### **After Hour Events (High School Project Graduations/Proms)**

The FRC may be reserved for after hour events. A variety of spaces within the FRC are available, including the Aquatic Center, climbing wall, bouldering walls, and courts, additional fees may apply. For more information contact Campus Recreation at 417-836-5334 or [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu).

### **Article V. Section 3. Facility Reservations**

The FRC is used primarily for student use and not academic class purposes. Class activities can be approved on a case by case basis, when the reservation does not affect open use of the facility by students. **Reservations for the FRC will be processed with the following priorities:**

- 1<sup>st</sup>: Open recreation and drop-in use by FRC members
- 2<sup>nd</sup>: Campus Recreation programming
- 3<sup>rd</sup>: Student organizations and University departments outside high peak usage
- 4<sup>th</sup>: Other University activities, including sport camps
- 5<sup>th</sup>: Groups outside the University

Reservations are made subject to cancellation if the University finds it necessary to use facility space. If it is necessary for the University to use a scheduled room on the same day as an outside agency, priority will be given to the University.

**Insurance:** See Article IX. Section 5.

### **Walk-in Studio and Multi-Activity Court Reservations**

- The Multi-Activity Court, Studio A and B will only be available upon reservation made at the Welcome Desk.
- Reservations are first come first serve and do not include any equipment.
- Studio Reservations for 15 or more patrons will need to be made through our facility reservation system by emailing [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu).
- The studios will be reserved for BearFit classes as priority scheduling.

### **Reservation Request Process**

Subject to the provisions set forth under the Facility Reservations section, reservations will be made on a first-come, first-served basis. Campus Recreation must

approve requests for reservations that are made more than one year in advance. Reservations will be confirmed only after Campus Recreation programming is assigned for the semester. Reoccurring athletic team practices are not permitted within the FRC.

All groups requiring audio/visual equipment, outside power needs, or any special set up needs must submit all details to the Campus Recreation office when submitting the reservation form. This form should be received at least ten business (10) days prior to the event for guaranteed approval pending availability of space and staff. To ensure appropriate accommodations, large events with more than 100 guests, and the use of multiple spaces and resources, require more planning and should be requested 15 days prior to the event. Confirmation of request and reservation process information will be sent within 2 business days of the request being submitted.

**Equipment:** Campus Recreation has a limited amount of AV equipment available. This equipment can only be used in the FRC and charges apply. University departments or active student organizations may use their own technical equipment in the FRC. The patron is responsible for the delivery, setup, removal and security of the equipment.

#### **Article V. Section 4. Availability of FRC**

For normal hours of operation, please check the Campus Recreation website at [www.missouristate.edu/recreation](http://www.missouristate.edu/recreation). The facility may be rented outside of normal operating hours. This must be requested on the facility reservation request and additional labor fees will apply.

#### **Article V. Section 5. Cancellation/No Show Policy**

To maximize space and allow more groups the opportunity to have events inside the FRC, the following cancellation/no show policy is in place:

**For Registered Student Organizations:** If a reserved space in the FRC is not used (no show) and was not cancelled through Campus Recreation (through e-mail, telephone, voicemail or visiting the office) within 24 hours prior to the event, all reservation fees will be charged to the sponsoring organization.

**For University Departments:** If a reserved space in the FRC is not used (no show) and was not cancelled through Campus Recreation (through e-mail, telephone, voicemail, or visiting the office) within 24 hours prior to the event, reservation fees will be charged to the sponsoring department.

**For Outside Groups:** If a reserved space in the FRC is not used and was not cancelled through Campus Recreation (through e-mail, telephone, or visiting the office) at least 24 hours prior to the event, reservation fees will be charged to the group. No future reservations will be allowed until fees are collected.

**Inclement Weather:** Campus Recreation does not automatically cancel reservations during University closure due to inclement weather. For inclement weather cancellations, groups must contact Campus Recreation at least two hours prior to the scheduled reserved time and cancel the event. Failure to cancel an event that has any charges (i.e., labor and/or audio/visual charges) associated with the event will result in those charges being assessed to the sponsoring group.

### **Article V. Section 6. Computer Accessibility**

The FRC provides wireless and plug-in access to the University network. Students and MSU full-time employees may access their accounts in the FRC. Off-campus clients who desire to access the Internet or connect to the campus network to use software may arrange to do so through Campus Recreation. The need for network connections must be specified in advance to ensure that rooms with active connections are reserved.

### **Article V. Section 7. Damage Policy**

It is expected that all clients who use the University facilities will treat them with great care. Any damage to equipment or to the facility should be reported immediately to the Building Manager or the Campus Recreation office so that necessary repairs can be made. Campus Recreation will determine the cause and severity of the damage, and any repair or replacement costs will be discussed and assessed accordingly.

### **Article V. Section 8. Decorations**

Decorations for an event must not pose fire or other health & safety risks or damage any University property. Appropriate placement is important to ensure proper facility maintenance and compliance with city codes. Decorations should be placed in designated areas only. Material cannot be suspended from the ceiling or light fixtures. Glue, thumbtacks, or adhesive cannot be used on wall surfaces. Only painters' tape may be used on walls within rooms. Items cannot be affixed to walls in public areas. Exhibits that require open flame are prohibited.

Failure to seek proper approval for decorations may result in their removal and charges for any room damage they may have caused. Removal of all decorations, props, and supplies immediately after an event is the responsibility of the client. Charges may be assessed for any decorations not completely removed. MSU reserves the right to store or dispose of any decorations not completely removed.

### **Article V. Section 9. Deposit and Contract**

Off-campus groups reserving space require a contract and a deposit. The deposit is due as stated on the signed contract. This deposit will be applied to the final billing statement and is refundable if the reservation is cancelled before the cancellation deadline. The client's total estimated cost is due 24 hours prior to the event.

University departments and organizations that supply a budget number for interdepartmental transfers for their reservation are not required to pay a deposit.

### **Article V. Section 10. Billing**

Patrons are expected to pay for services 24 hours prior to the event. Once the event has been confirmed Campus Recreation will email an invoice to the responsible party with payment options. University departments are required to submit a budget number when confirming their reservation and will be charged directly through Financial Services. Active student organizations are required to submit a budget number or pay for their fees prior to the event. Non-university organizations will be required to pay a

deposit for their scheduled event during the confirmation process and make full payment prior to the event.

**Article V. Section 11. Refusal to Rent**

Campus Recreation may refuse to rent the FRC for any event or activity if it is determined that the event or activity may cause damage or risk of damage to the facility or its patrons. Reservation requests may be refused to any individual or organization which has a history of damaging University property.

**Article V. Section 12. Room Capacity-Fire Code**

The FRC spaces have capacity limitations designed according to the fire code, which may limit the maximum number of people who can enter an event. Limitations will be discussed, and alternative plans will be made when necessary and possible.

**Article V. Section 13. Supervision**

A FRC Building Manager shall be present at all times when the facility is in use. If an event is held during closed hours, additional costs will be charged to the user. The Building Manager is responsible for the facility and has authority in all matters regarding use of the facility. The event may be terminated if rules are not adhered to or are broken by the user. Any group with participants under the age of 18 shall be required to be accompanied by a staff-approved chaperone, always. A facility use agreement will not be issued to an applicant under the age of 18.

Use of the pool requires a minimum of 2 lifeguards. Additional lifeguards may be required based on the size of the group. Campus Recreation may also require EMT coverage (state certified ambulance provider or other Division approved certified personnel), an ambulance on site, and any other personnel or equipment deemed necessary or beneficial by Campus Recreation; the cost of which shall be charged to the user.

During sport tournaments, as hosts of the event, Campus Recreation can set a minimum number of officials needed to staff the event to help prevent any safety or crowd concerns.

**ARTICLE VI. PROMOTION OF EVENTS**

**Article VI. Section 1. Advertising and Solicitation**

For all advertising and solicitation please refer to the University's Advertising, Distribution, Solicitation, and Facilities Usage Policy at [www.missouristate.edu/policy/Op1\\_01\\_AdvertisingDistributionSolicitation.htm](http://www.missouristate.edu/policy/Op1_01_AdvertisingDistributionSolicitation.htm)

**Article VI. Section 2. Media**

Media access is permitted in most Campus Recreation facilities with prior authorization. Media access is defined as media obtained and/or reproduced for use by a media outlet. Proper usage includes published materials produced by the media outlet. MSU Campus Recreation reserves the right to deny access, as it deems appropriate.

### **Authorization Process**

- Contact (417) 836-5334 or email [CampusRecreation@MissouriState.edu](mailto:CampusRecreation@MissouriState.edu) in advance. State who you represent, what purpose you want to access facilities, and how information will be used.
- If permission is granted and arrangements have been made, representatives must check in at the Welcome Desk upon arrival, where an ID badge will be issued to the representatives.
- For commercial or architectural/construction access, please follow the guidelines listed above. Please allow at least 48 hours for these requests to be processed.

### **Article VI. Section 3. Photography**

Campus Recreation supports the media in publicizing our programs and services and also recognizes the need to support students who use film and photography in support of their Missouri State academic work. Therefore, Campus Recreation will permit filming and photography in its facilities when it is consistent with the protection and security of Campus Recreation participants, employees, facilities and equipment, and avoids conflict with normal use and enjoyment. Photography, including cell phone photography, is not permitted without a photography pass and approval from a Campus Recreation team member. The use of mobile technology at any time for photo or video purposes is prohibited in the locker rooms and restrooms. Please refer to the Welcome Desk staff for a photography pass and to sign a photography agreement.

## **ARTICLE VII. GENERAL RULES**

### **Article VII. Section 1. Fire/Open Flame**

No candles or other open flames are allowed in the FRC, unless for an approved event on the patio with the fire pit. An exception may be granted for events in which candles are used as centerpieces and are contained in glassware.

### **Article VII. Section 2. Fundraisers**

For all fundraisers, please refer to the University's Fundraising Policy at [www.missouristate.edu/policy/op5\\_12\\_2\\_fundraising.htm](http://www.missouristate.edu/policy/op5_12_2_fundraising.htm).

### **Article VII. Section 3. Lost and Found**

The FRC Lost and Found is located at the Welcome Desk. MSU and Campus Recreation are not responsible for lost or stolen items. Campus Recreation reserves the right to dispose of lost items at our discretion.

Personal valuables, including cell phones, jewelry and keys will be sent to the University Lost and Found located at the Plaster Student Union Information Desk.



Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time. BearPass Card cards will be sent to the BearPass Card Office located in PSU 128. FRC Membership cards will be retained at the FRC Welcome Desk.

#### **Article VII. Section 4. Mobile Technology**

For the safety and comfort of our patrons, the use of mobile technology is not permitted in the Aquatic Center, restrooms, or locker room areas. Members may use mobile technology in other areas of the FRC for access to music or phone; however, if disruptive behavior (talking loudly) is noticed or reported, the patron will be asked to refrain from use of the device or to move to a more private area. The use of mobile technology at any time for photo or video purposes is prohibited without a photography agreement and approval from a Campus Recreation. See Article VI. Section 3.

#### **Article VII. Section 5. Organized/Group Activities**

Organized/group activities should be approved in advance by Campus Recreation or will be subject to the discretion of on-duty management. Use of the FRC for paid instructional or coaching purposes is prohibited, with the exception of recognized Campus Recreation programs.

#### **Article VII. Section 6. Parking**

Anyone parking on campus must have an MSU parking permit or pay for metered parking. Metered parking outside the FRC is available on a first come, first serve basis. Campus Recreation is not responsible for any parking tickets assessed to our patrons.

Campus Recreation will work with all patrons to determine parking needs related to an event. For most events in the FRC, attendees may park in the metered visitor's lot on National Avenue or on Bear Blvd. or purchase a \$2.75/day parking pass from Parking Administration (836-4825).

#### **Article VII. Section 7. Self-Propelled Transportation Devices**

Bicycles are not allowed in the Foster Recreation Center. Bike racks are available at the east and west entrances of the FRC. The use of rollerblades, roller skates, longboards, skateboards, or other self-propelled devices are not allowed inside the FRC unless they are secured inside a locker or fit inside cubby storage without protruding. A skateboard rack is available at west of the entrance to the FRC. Skateboard locks can be checked out upon patron request at the Welcome Desk. For more information regarding the University policy regarding skateboarding, in-line skating and roller skating refer to the following website:  
[https://www.missouristate.edu/Policy/Op11\\_16\\_SkateboardingandRollerSkating.htm](https://www.missouristate.edu/Policy/Op11_16_SkateboardingandRollerSkating.htm)

#### **Article VII. Section 8. Pets**

Except as set forth in the Universities Pet Policy (Op 11.13), pets and ESAs are prohibited inside the FRC. For more information refer to [www.missouristate.edu/policy/Op11\\_13\\_PetPolicy.htm](http://www.missouristate.edu/policy/Op11_13_PetPolicy.htm).

#### **Article VII. Section 9. Smoking and Tobacco**

Missouri State University is a Smoke Free Campus. Smoking of tobacco cigarettes, cigars, or pipes, or the use of devices or products that may be used to smoke or mimic smoking (including bongos, hookahs, vaporizers, e-cigarettes, etc.) and the use of smokeless tobacco is prohibited on campus. Please refer to the MSU Tobacco Use Policy at [http://www.missouristate.edu/policy/Op11\\_18\\_TobaccoUse.htm](http://www.missouristate.edu/policy/Op11_18_TobaccoUse.htm).

#### **Article VII. Section 10. Television Channels/Music**

Flat screen televisions throughout the facility are through paid subscriptions. No personal streaming is allowed. Closed caption is available.

#### **Article VIII. Section 11. Locker Rooms**

- The use of recording devices (including cell phones) is prohibited in the locker rooms.
- Locker rooms close at the scheduled building closing time.
- Individuals ages 5 and above must use the gender appropriate locker room or restroom. Children are encouraged to use the Universal Locker Room with their parent/guardian.
- Children must be supervised at all times; running and shouting are prohibited.
- For the safety and consideration of others, it is suggested a person dry off in the shower area of the locker room.

### **ARTICLE IX. OTHER UNIVERSITY POLICIES**

This Policy Manual does not supersede any other Policy of the University. All University Policies apply to an individual's use of the FRC even if not separately listed herein.

#### **Article IX. Section 1. Alcohol and Drug**

Alcoholic beverages and illegal drugs may not be consumed prior to or while using the FRC. See the University Alcohol Policy (Op11.01) at [http://MissouriState.edu/policy/Op11\\_01\\_UniversityAlcoholPolicy.htm](http://MissouriState.edu/policy/Op11_01_UniversityAlcoholPolicy.htm).

#### **Article IX. Section 2. Compliance with Laws**

All patrons shall comply with all statutes, ordinances, rules, regulations, or other laws of the United States, the state of Missouri, Greene County and the City of Springfield, and all rules, regulations, and policies established by any authorized officer or department of MSU.

#### **Article IX. Section 3. Forbidden Acts and Substances**

A patron will not do, or permit to be done, anything in or upon any portion of the premises of the FRC or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the FRC or any part thereof, or in any way increase any rate of insurance upon the FRC or on property kept therein. Nor shall a patron, without prior written consent from Campus Recreation or his/her

designated representative, store or operate any engine or motor or machinery on the premises of the FRC or use oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or any other purposes.

**Article IX. Section 4. Termination of Event**

Campus Recreation shall retain the right to terminate any event in the interest of public safety or otherwise.

**Article IX. Section 5. Insurance**

If required by the University, any person reserving or using the FRC shall at its expense, procure and maintain during the term a policy of commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000), covering the event, against claims for bodily injury, death and property damage occurring in connection with their use of the FRC. This insurance must name the Board of Governors of Missouri State University and its employees, as additional insured. A certificate evidencing this insurance coverage must be presented to the FRC no later than ten days prior to the use of FRC facilities following a request from the University.

**Article IX. Section 6. Building Evacuation**

Campus Recreation shall retain the right to evacuate the premises because of threatening conditions, for reasons of public safety, or otherwise.

**Article IX. Section 7. Right to Alter Policy Manual**

The University may, change, alter, amend, or delete any or all of the articles and/or sections of this Policy Manual at any time without prior notice.

**Article IX. Section 8. Non-Discrimination Policy Statement**

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative

Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Concerns regarding discrimination on the basis of sex, including sexual harassment, should be referred to Jill Patterson, Title IX Coordinator, Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, or [jillpatterson@missouristate.edu](mailto:jillpatterson@missouristate.edu). MSU has adopted a grievance procedure policy for the prompt and equitable resolution of allegations of sexual discrimination, including sexual harassment. This policy is available at the Title IX website. Individuals may report an allegation of sex discrimination, file a complaint of sexual discrimination, or file a formal complaint of sexual harassment by contacting MSU's Title IX Coordinator at Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, [jillpatterson@missouristate.edu](mailto:jillpatterson@missouristate.edu), or visiting the Title IX website. All other inquiries concerning the complaint/grievance procedure related to discrimination and/or harassment on the basis of a Protected Class other than sex, as well as inquiries related to the University's Affirmative Action Plan or compliance with federal and state laws and guidelines, should be addressed to the Equal Opportunity Officer, Carrington Hall, 205, Springfield, Missouri, 65897; [Equity@MissouriState.edu](mailto:Equity@MissouriState.edu); 417-836-4252; TTY: 417-836-6974.

#### **Article IX. Section 9. Security**

Some events held at the FRC may require that the sponsoring organization hire security officers to oversee the event to ensure that a safe environment is maintained. Requirements to provide security for a particular event will be assessed jointly by the University offices for Safety and Transportation. Determination of security needs will be based upon expected attendance, the history of the sponsoring organization, the nature of the event, the date selected, and other factors. Campus Recreation will typically help the sponsoring organization hire security officers. The cost of such services will be billed by Campus Recreation to the sponsoring organization. In addition, sponsoring organizations are responsible for maintaining control of the entrance doors to the event and using ushers in aisles if necessary. Crowd control should be discussed with Campus Recreation in advance of the event.