

# **CRW Reservation Protocols**

## **Reservable Spaces**

Campus Recreation & Wellness (CRW) has several facilities with reservable spaces across campus. These spaces are available to the campus community and to non-affiliated groups, as long as they are available, and the activities support the mission of CRW and Division of Student Affairs. Below is a list of reservable spaces, please see our website for location details and pricing.

- CRC Conference Room 108
- CRC 110 Meeting Room 110
- CRC Court #1 and Court #2
- CRC Studio #1 and Studio #2
- Reid Pool
- CRW Field #1, Field #2, and Field #3- Camp Lab
- CRW Field #5 -Norton

## **How to Reserve**

All reservations should be made through the university scheduling system 25Live. Currently all WCU Faculty/Staff have access to the 25Live system and can make reservation requests. The link to 25 Live can be found on the CRW Website.

RSO's should communicate with their faculty/staff advisor and submit all facility reservation forms through 25 Live. If the advisor is unable to do this, the RSO can contact the Associate Director of CRW at 828-227-7069 and the event can be entered in manually by CRW.

Non-Affiliated groups should communicate with their WCU point of contact to reserve spaces. If you do not already have a point of contact at WCU, please contact the Associate Director of CRW at 828-227-7069.

## **Facility Reservation Policies**

All reservations must abide by CRW policies and procedures related to the space they are utilizing. CRW student and professional staff have the authority to enforce these policies, as well as make a discretionary call on situations not covered in these policies. Failure to follow these policies may result in removal from the facility.

Any damages to the facilities, spaces, or equipment will be charged to the reserving group. (ie. Breaking a mirror, killing the grass, denting the floor, etc)

### **CRC Conference Room 108 and Meeting Room 110**

- This is a non-activity space and should be used for meetings, class, or similarly related events.
- Furniture should be used according to its principle function, (ie. No standing on chairs).
- A/V access is available but will need to be requested prior to the event and set up by CRW personnel.
- Food and drinks are allowed, as well as Aramark catering services. Please notify us prior to your event so we can plan accordingly

### CRC Court #1 and Court #2

- This is an activity space and should be used for activity-based events like basketball, volleyball or team building.
- Food and open drinks are not allowed in this space. Patrons can have drinks in sealable containers.
- Patrons must abide by the CRC Dress Code (see below)
- Dunking is not allowed.

### CRC Studio #1 and Studio #2

- This is an activity space and should be used for activity-based events like dancing, exercise classes, etc.
- Food and open drinks are not allowed in this space. Patrons can have drinks in sealable containers.
- Group Exercise equipment and A/V is not available for use. Groups must bring their own equipment and A/V.
- Patrons must abide by the CRC Dress Code (see below)

### CRW Field #1, Field #2, Field #3, and Field #5

- The CRW Fields are all-natural grass fields and should not be used in adverse weather or in poor field conditions.
- Activity on the fields should be suspended for 30 minutes if lightning/thunder is present.
- The following items are prohibited:
  - Alcohol, controlled substances, vapor devices and all forms of tobacco
  - Parking or driving vehicles on fields
  - Fireworks without approval
  - Golfing
  - Glass containers
  - Tampering with field equipment

### Reid Pool

- No running, No boisterous or rough play, No shoes on the pool deck
- All persons are required to take a shower before entering the pool
- No diving allowed in areas of the pool less than 5 feet deep
- Children should not use the swimming pool without adult supervision
- Adults should not swim alone
- No food or drink permitted in the pool area
- No person under the influence of drugs or alcohol should use the pool
- No person with skin, eye, ear, or nasal infections allowed in the pool
- No person with communicable disease allowed in the pool
- Pollution of the swimming pool is prohibited. Urinating, discharge of fecal matter, or blowing the nose in the swimming pool is prohibited.
- Swim diapers must be worn by bathers who lack toilet training or voluntary control of excretory functions
- No animals or pets allowed in the pool or on the deck
- All persons using the pool do so at their own risk. Owners and management are not responsible for injuries.
- Pool is for private use
- Management deserves the right to deny use of the pool to anyone at any time
- This pool is open during posted hours when a lifeguard is on duty
- The maximum number of swimmers allowed in the pool is 25 to 1 lifeguard

- A first aid kit is located in the storage area 125 at the back entrance to Reid pool
- Emergency telephone is located besides the women's locker room door
- No glass allowed in the pool or on the pool deck

#### CRC Dress Code

Apparel and footwear need to be in accordance with the following guidelines.

- A top must be worn at all times in the facility, except for the locker room/restroom areas.
- A bottom must be worn at all times in the facility, except for the locker room/restroom areas.
- Shoes must be worn at all times in the facility, except for the locker room/restroom or studio areas. Shoes must be athletic/closed-toed and cover the entire foot while in recreation or fitness areas of the facility.
- Sweat-producing apparel is not allowed in the facility. Examples of sweat-producing apparel may include vinyl suits, plastic bags, or other material(s) that is used for the purpose of overheating to cause sweat.

#### **Special Equipment Requests**

Any WCU faculty, staff, or students can rent sporting equipment from the Campus Recreation Center during open hours.

Non-Affiliated groups should communicate with their WCU point of contact to reserve equipment. If you do not already have a point of contact at WCU, please contact the Associate Director of CRW at 828-227-7069.