



McLane Student Life Center

# Building Usage Manual

2023-2024

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**BAYLOR UNIVERSITY**  
**McLANE STUDENT LIFE CENTER**

**GENERAL POLICIES**

1. Your valid Baylor identification (ID) card, Campus Rec App member ID, or Campus Recreation membership card is required for entrance to the Student Life Center (SLC). All memberships are non-transferable.
2. Participation is at your own risk.
3. No smoking, chewing tobacco, or alcohol is allowed.
4. No pets or emotional support animals are allowed. Service animals will be permitted.
5. Food and beverages should be kept in designated eating areas (SLC lounge and outdoor courts). Only water and packaged snacks are allowed in the activity areas.
6. Appropriate attire is required in each activity area. (See activity areas for specifics.)
7. Bicycles must be parked outside of the facility in designated bike racks.
8. Skateboards, scooters, hoverboards, roller blades, skate shoes, and other similar items may not be stored or used inside the building. Items may be locked up on the racks outside the facility.
9. Baylor is not responsible for lost or stolen articles.
10. All incidents or injuries must be reported to the SLC Service Desk.
11. Any maintenance or repair needs should be reported to the SLC Service Desk.
12. Entrance and exit of the facility must be through the designated main entrance and exit.
13. Failure to abide by the policies outlined herein may result in the loss of facility privileges for a minimum of one calendar day. A Campus Recreation graduate assistant or facility manager has the authority to determine the extent of this loss of privileges in absence of a full-time, professional staff member.
14. The Department of Campus Recreation reserves the right to take any action necessary to preserve the safety of our patrons and the integrity of our facilities and programs.
15. Patrons are expected to conduct themselves in a manner that does not distract from or disrupt the recreational pursuits of others. Should a staff member determine that a patron's conduct is being distracting or disruptive, the staff member may impose the patron's immediate removal from the facility until the patron can conduct himself or herself in an appropriate manner. If the staff member is unable to obtain the cooperation of the patron, Baylor Police or the Office of Judicial Services may be contacted.

## AUTHORIZED PARTICIPANTS

### **Baylor Students, Faculty, and Staff**

Baylor students, faculty, and staff must present a valid Baylor identification card or bar code to gain access to the Student Life Center.

- If patron does not have their Baylor ID card, another photo ID card can be presented.

### **Spouses of Baylor Faculty and Staff**

Spouses of Baylor faculty and staff must present a valid Baylor Spouse ID card or photo ID card to gain access to the Student Life Center.

### **Spouses of Baylor Students**

Spouses of current Baylor students, and those of Seminary and Law students who have paid the Student Activity or SLC usage fee, may obtain a Campus Recreation Student Spouse Card at no charge after registering at the SLC Service Desk.

- A valid Spouse Card or photo ID card must be presented to gain access to the Student Life Center.

### **Dependent Children**

A *Dependent Child* is defined as “a single person, 25 years old or younger who lives at home.” Dependent children of Baylor students, faculty and staff will be admitted to the SLC at no charge after registering at the SLC Service Desk.

- To qualify for admittance, Dependent Registration must be completed at the SLC Service Desk and the proper liability waiver must be signed.
  - If the child is under the age of 18, they are a minor and the liability waiver must be signed by his or her parent or legal guardian before a membership card can be issued.
- Dependent children under 16 years of age are required to have a Campus Recreation Dependent Card and be accompanied by a responsible adult or Campus Recreation cardholder over 16 years of age while using the facility.
  - Children under 16 years of age may come only during posted *Family Hours* and must remain with their adult sponsor throughout their stay in the SLC.
- Dependent children ages 16-25 must present a valid Campus Recreation Dependent Card or photo ID card to gain access to the Student Life Center. They are welcome to enter on their own and use the facility in accordance with the daily hours of operation.

### **Grandchildren**

Grandchildren of Baylor students, faculty and staff who are 15 years old or younger will be admitted to the SLC at no charge after registering at the SLC Service Desk.

- To qualify for admittance, a Grandchild Registration form must be completed at the SLC Service Desk and a waiver must be signed by the parent or legal guardian before a membership card can be issued.

- Grandchildren are required to present a Campus Recreation Grandchild Card for admittance into the facility and must be accompanied by a Baylor cardholder at all times.
- Grandchildren may come only during posted *Family Hours* and must remain with a Baylor cardholder throughout their stay in the SLC.

### **Other Restrictions**

- Children under 16 years old may only use the SLC during *Family Hours*.
  - During the academic year, *Family Hours* run from 5:00PM on Fridays until closing on Sunday. *Family Hours* are extended to posted SLC hours during Baylor's published holidays, semester breaks, and summer sessions.
- Children under 16 years old are limited to a ratio of five minors to one adult, unless they are involved in a scheduled, programmed activity or camp.
- Activity Areas
  - Children under 16 years old may not use the Weight and Fitness Room or any cardiovascular machines at any time.
  - Children under 16 years old must be accompanied by an adult climber at all times while using the bouldering area. The accompanying adult must be a current ROCK member.
  - Patrons under 18 years old are not allowed to belay a climber on the Climbing Rock.
  - Children participating in scheduled, programmed activities (e.g. camps, clinics, and tournaments) may only use the SLC to participate in that activity. All programmed events and activities must be scheduled through the Department of Campus Recreation and/or the Baylor Institutional Events Office.
- Campus Recreation card holders (student spouses, dependents, and grandchildren) are not permitted to bring guests.

## **GUESTS**

A Baylor ID holder may bring up to 5 guests per day. Guests are admitted only when accompanied by a valid Baylor ID card holder throughout their stay in the facility.

### **Adult Guests**

Adult guests must register by completing a *Guest Registration and Waiver Form* each date they enter the facility.

- Guest fees will apply for Adult Guests [16 years old and over]:
  - All Access One-Day Pass - \$10.00
- To re-enter the facility on the same day, guests will need to present their receipt and be accompanied by a Baylor cardholder.

### **Minor Guest**

Guests under the age of 18 must have their parent's signature on a *Guest Registration and Waiver Form* each date they enter the facility. Forms may be picked up at the Service Desk or printed off of the Campus Recreation website. Forms must be signed by the parent or legal guardian and submitted on the date of facility usage.

- Guest fees will apply for Minor Guests [15 years old and under]:
  - All Access one-Day Pass - \$5.00
- Minor Guests [15 years old and under] must be accompanied by a Baylor card holder during *Family Hours*.
- Minor Guests between the ages of 16 and 18 must be accompanied by a Baylor card holder and may access the facility during regular hours of operation.
- Please also note dependent restrictions and *Family Hours*.

## **SPECIAL PROGRAMS & RESERVATIONS**

All facility reservations for groups within the University will be made by through the Department of Campus Recreation.

### **Reserving Space in the SLC**

- With the exception of after-hours events, groups desiring to reserve space within the Student Life Center may do so no earlier than 3 months in advance.
- Departments housed within the Student Life Center may schedule the facility up to one year in advance and receive priority scheduling.
- To request space, Baylor student groups and departments must submit the *Campus Recreation Facility Reservation Request* form online.
- Reservations are made on a first-come, first-served basis once all paperwork is submitted and activity approvals are received.

## **GENERAL ROOM USE**

- All participants must come and go in accordance with the approved group reservation times. Please check in at the SLC Service desk when your group arrives, so that the Campus Rec staff can unlock the room for you.
  - Note: all Baylor ID holders must present their card at the SLC entrance for facility access.
- Should your event involve music, please keep the volume at a courteous level and be sure that the content is in good taste and complies with University standards.
- All food and drinks must be approved by Campus Recreation and comply with university policies regarding food preparation and/or catering.
- Your group is responsible for ALL clean-up following your event. If necessary, please bring extra trash bags to remove any excess trash from the room before you leave.
- Following your reservation, please leave the space as you found it and remove any items that you bring into the facility. Lost & Found items should be turned in at the SLC Service Desk.
- The SLC Conference Room is equipped with *Smart Classroom* technology. If your event or activity requires additional AV Equipment please contact either Student Activities (254-710-2371) for student organization events or AV Services (254-710-4209) for departmental events.
- Failure to comply with any of these policies may result in fines and/or loss of Campus Recreation reservation privileges.

## **ADVERTISING & PUBLICITY**

### **Posters and Flyers**

- Posters or flyers must meet acceptable standards must be approved by Student Activities and the Department of Campus Recreation.
- Only Baylor students and student organizations may submit posters or flyers for display at the SLC.
- No more than two (2) approved posters or flyers will be placed on designated bulletin boards.
- Approved posters and flyers will be posted by SLC employees only.
- No posters or flyers are permitted on the exterior of the building.
- Tape is not allowed on walls.
- Unauthorized flyers will be removed and discarded without notice.

### **Decorations**

- Glitter, confetti, and helium balloons are not permitted.
- Tape on walls and/or painted surfaces is prohibited.

## **FACILITY BEHAVIOR**

- Abusive, vulgar, or disruptive language will not be tolerated.
- Fighting is grounds for immediate removal from the facility.
- Facilities and equipment should be used for their designated purpose.
- Any individual not following appropriate policies or behaviors will be asked to leave the facilities and will be subject to further sanctions.

## **FOOD, BEVERAGE, & TOBACCO USE**

- Food is only allowed in designated areas of the SLC, these include the lounge and outdoor court areas.
- Food and drinks (other than water) are not allowed in the activity areas unless approved for a special function.
- No glass or metal containers are allowed in the SLC. Beverages in plastic containers with re-sealable caps are allowed.
- Alcoholic beverages are not allowed on the premises.
- Consumption of alcohol, intoxication, or the appearance/smell of intoxication, will be reason for immediate removal from the SLC.
- Baylor University is a smoke-free campus. Smoking or tobacco use in any form is prohibited in the facility and on the grounds.

## **CLOTHING & FOOTWEAR**

- For safety reasons, jewelry should not be worn during any activity. Street clothing is generally not recommended for fitness or leisure activities as it can limit mobility.
- Appropriate athletic attire, such as t-shirts, shorts, warm-ups, or aerobic clothing, is recommended at all times during recreation.
- Shirts and shoes are required except in locker rooms, pool, and outdoor activity area.
  - Sports bras must be covered by a shirt.
- Appropriate athletic footwear must be worn in all activity areas.
  - Footwear that marks the floor surfaces or is worn inappropriately is not allowed.
  - Shower shoes are suggested for use in locker rooms and showers.
  - Should an activity require bare feet, an exception can be made by Campus Recreation staff.
- Full length shirts with sleeves and closed-toed shoes are required in weights/fitness area & at the Rock and bouldering area.

## **EQUIPMENT CHECK-OUT**

- A variety of sports equipment is checked-out free of charge to Baylor ID holders and must be returned by close on the same day as check-out.
- All checked-out equipment is intended for use in the SLC or on the Baylor University campus only.
- A valid Baylor ID card must be presented at the time of check-out and check-in.
- If items are not returned by closing time on the date they were checked out, the ID holder responsible for checking-out the equipment may be charged.
- For a longer period of time for rental, patrons should fill out the equipment rental request form available on the Campus Recreation website at least 72 hours in advance.
- The equipment will be inspected upon return. If damages occur or the item is lost, the participant will be responsible for the cost of fixing or replacing the item.

## **BICYCLES, SKATEBOARDS, SCOOTERS & MORE**

- Bicycles, scooters, skateboards, hover boards and roller skates may not be taken into the SLC. They must be parked/stored in provided racks outside.
- Bicycle and skateboard racks are located outside of the facilities for patron use.
- Smaller items may be stored in available lockers throughout the facility. Patrons must provide their own lock.
- Campus Recreation Staff cannot store or hold items for patrons.

## **LOST & FOUND**

- The SLC is not responsible for lost or stolen articles.
- Participants are encouraged to store all personal belongings securely in lockers provided throughout the SLC.
- Staff members are not permitted to hold valuables or bags for participants.
- Found items should be turned in at the SLC Service Desk.

- Equipment found at all Campus Recreation facilities will be sent to the Service Desk at the SLC.
- Inquiries regarding items lost on that day should be made at the specific location. On the following day inquiries should be made at the SLC Service Desk.
- Any items found which appear to be of significant monetary value will be dropped in a safe immediately. Those items can be claimed at the SLC Service Desk.
- Unclaimed items will be held for a minimum of one (1) day and a maximum of six (6) weeks, after which they will be disposed of or taken to a local charity.

## **FACILITY AREA USAGE POLICIES**

### **Leisure Pool**

1. All users must shower before entering the pool.
2. Diving is not permitted.
3. People with open wounds or infectious diseases are not permitted in the pool.
4. Gum and adhesive bandages are not allowed in the pool area.
5. Training equipment must be used in the manner for which it was intended. (*ie.* Kickboards for lap swimming only)
6. Lap lanes are for lap swimming only.
7. All swimmers should circle swim when sharing a lane with others. Swim on the right side of the lane.
8. All persons under the age of 16 must be accompanied and closely supervised by an adult (age 18 or over).
9. Running, pushing, and horseplay are prohibited.
10. Swimming is not permitted when no lifeguards are on duty.
11. No food or drink, except water in an unbreakable container, is allowed in the pool area.
12. Pool closes a minimum of 30 minutes before the SLC closing time.
13. The pool and spa will close for a minimum of 30 minutes in the case of inclement weather.
14. No private instruction for compensation is allowed.

*Lifeguards have the authority to ask patrons to leave for failure to abide by any facility policy.*

### **Sand Volleyball and Outdoor Basketball**

1. Courts are for use by Baylor students, faculty, staff, and their guests only.
2. Alcoholic beverages and glass containers are not permitted.
3. Climbing on or over the wall is prohibited. Report balls over the wall to a lifeguard or other Campus Recreation staff member.
4. Volleyballs hit on the roof are considered lost.
5. Injuries must be reported to the Service Desk of the SLC.
6. Courts are open on a first-come basis, except when reserved for an event through the Campus Recreation Office.
7. Access to the courts is permitted through the main entrance of the SLC only.
8. Re-entry to the SLC is through the pool area.
9. Sand is to be washed off prior to re-entering the SLC.
10. Indoor equipment checked out at the Service Desk may not be used outside.



### **Racquetball, and Handball Courts**

1. Racquetball, handball, and wallyball court reservations may be made through the SLC Service Desk up to 48 hours in advance.
2. In order to ensure reservation, all players must check-in at the Service Desk. Please do not go directly to the courts.
3. Courts not claimed will be given away at 10 minutes after the hour at the Service Desk.
4. Courts not reserved in advance will be available on a first-come-first-served basis.
5. Players with reservations will only be given court preference up to 10 minutes after the hour.
6. Protective eyewear is strongly recommended and may be purchased at the Service Desk.
7. Non-marking, athletic shoes are required.

### **Rock Climbing Policies**

1. The ROCK wall is open for climbing during posted hours only. However, it may be rented for exclusive use outside the posted hours.
2. Guests must be accompanied by a current Baylor cardholder, sign the appropriate SLC Guest Waiver and pay appropriate guest fee.
3. Children under the age of 16 must be accompanied by an adult at all times while at the ROCK. There is no minimum age for climbing. However, children must be large enough to fit into our smallest harness. This will be up to the discretion of the staff members on duty or manufacturer specifications.
4. All participants must swipe their Baylor ID or show a guest pass upon entering the ROCK area.
5. All participants must complete, at minimum, the General ROCK membership requirements before climbing. For children under the age of 16, an accompanying adult must complete membership requirements and will be responsible for the child while at the ROCK.
6. No participants under the influence of drugs or alcohol are allowed to participate in any of the ROCK activities.
7. Climbers must follow all staff directions.
8. Please remove all jewelry and watches. Remove any items from your person that can cause injury.
9. Do not climb directly above or below another participant.
10. No boisterous or rough play allowed.
11. No swinging on the ropes or running.
12. Participants may not add, remove or tighten holds or volumes. Please notify a staff member if something is loose.
13. Do not climb past top-rope anchors.
14. A Baylor belay or sport climbing certification card is required to belay or sport climb at the ROCK.
15. Inform staff of any incidents, accidents or bodily fluids on the wall or pads.
16. Shirts with sleeves and long shorts or pants are required.
17. Shoes are required at all times in the SLC. You must be wearing closed toed shoes with backs to climb.
18. Refrain from using foul language.
19. No food or drink allowed on the climbing mats.
20. Loose chalk is not allowed.
21. Do not step on the ropes.
22. No private instruction for compensation is allowed.
23. Climbing with headphones is prohibited.

24. Campus Recreation staff reserve the right to suspend the privilege to climb if participants act in a manner that is inappropriate, unsafe, or not in compliance with the policies listed herein.
25. Participants must also comply with all bouldering and technical climbing policies.

### **Fitness Center**

1. The Fitness Center is open for use during posted hours only.
2. Persons under the age of 16 may not use the Fitness Center.
3. Bags and other personal belongings (i.e. backpacks, books, etc.) may not be placed anywhere in the Fitness Center. Keys and IDs may be placed in cubbies provided. Lockers for large items or valuables are available outside of the Fitness Center.
4. Beverages must be in and unbreakable, re-sealable container.
5. Food, tobacco, alcohol, and gum are not permitted.
6. A workout towel is required for entry.
7. Full length t-shirts with sleeves and closed-toed athletic shoes are required.
8. Wipe off equipment after each use.
9. Collars are required when using free weight bars.
10. Spotters are required at all press stations and squat racks.
11. Olympic lifting ONLY is allowed on the Olympic Platform.
12. Weight belts are recommended for free weight bars. Weight belts are not permitted on vinyl or padded equipment.
13. Re-rack weights after each use.
14. Do not drop weights.
15. Do not place weights on padded benches.
16. Cardiovascular workouts should be limited to 30 minutes if others are waiting.
17. Profanity or suggestive language will not be tolerated.
18. Patrons are not permitted behind the Fitness Center desk.
19. Injuries or maintenance needs should be reported to the Fitness Attendants on duty.
20. Participation is at your own risk.
21. No private instruction for compensation is allowed.

*Fitness Attendants have the authority to ask patrons  
to leave for failure to abide by any facility policy.*

### **Jogging Track**

1. The jogging direction will be rotated daily. Please follow the posted direction.
2. Lanes 1 and 2 are for runners – faster traffic in Lane 1.
3. Lanes 3 and 4 are for walkers – faster traffic in Lane 3.
4. Stretching is allowed in the designated location only.
5. No loitering is allowed on the track surface.

### **Gymnasium**

1. Non-marking, rubber-soled athletic shoes are required.
2. Frisbees, footballs, baseballs, etc. are prohibited.
3. Dunking is allowed on the basketball courts, however, excessive hanging on the rim damages equipment and is not allowed.
4. Courts are available on a first-come-first-served basis, regardless of sport preference.

### **Renting a locker**

1. Lockers may be rented at the Service Desk by completing a Locker Application.
2. Rental fees apply.
3. Locker rentals will be valid until the day of graduation following the final semester of reservation.
4. Lockers that have not been renewed by their expiration date will be cleared and made available for a new user.
5. The contents of expired lockers will be held at the SLC for no more than four (4) weeks before being donated to local charity.

### **Day Lockers**

1. You may use a "Day Use" locker at no charge, but must remove your lock each day before leaving the SLC.
2. After close on the night the locker was occupied, locks may be cut off at the owner's expense.
3. Contents removed from the locker will be held at the SLC for no more than four (4) weeks.

### **SLC Services**

1. Patrons may register for programs and pay for equipment and services at the SLC Service Desk.
2. Patrons must have their current Baylor ID card and pay with credit card, Apple pay or Google pay.
3. Student/staff accounts cannot be charged for services.