



# MEMBER HANDBOOK

## PART I - GENERAL

1. **NAME:** The official name of the facility is: Aztec Recreation Center, hereby listed as the **ARC**.
2. **LOCATION:** The **ARC** mailing address shall be:  

**Aztec Recreation Center**  
**5500 Campanile Drive**  
**Mail code: 4010**  
**San Diego State University**  
**San Diego, CA. 92182-4010**
3. **MANAGEMENT:** The Associated Students (AS) of San Diego State University is responsible for the management of the **ARC**; with policy direction from the AS Council and AS Recreation Board directly.
4. **PURPOSE:** the main purpose of the **ARC** shall be to support AS Recreation programs (see below) and activities.
5. **TELEPHONE NUMBER(S):**
  - General Info: 619-594-PLAY (7529)
  - Aztec Center Bowling & Games: 594-6561
  - Climbing Wall: 594-0690
  - Information Services: 594-0200
  - Rec Sports/Racquetball: 594-6424
  - fax: 594-2255
  - The Wellness Center: 594-1800
  - Aztec Aquaplex: 594-SWIM (4946)
6. **PROGRAMMING:** The **ARC** shall host many AS Recreation-based Programs; including intramural sports, special events, weight training, personal training sport clubs, Aztec Adventures, non-credit classes, informal recreation, martial arts, group cycling, indoor rock climbing, fitness/wellness activities and group fitness classes.

7. **HOURS:** The **ARC** was the first campus-based recreation center in the country that is open on a 24-hour schedule during five days (Sun-Thur) per week.
8. **HOLIDAY CLOSURES:** The **ARC** is closed four days (New Years day, Easter, Thanksgiving, Christmas) per year. The facility will close at 6pm the day before a holiday and reopen at 6am the day after a holiday (UNLESS IT'S A WEEKEND).
9. **MAINTENANCE CLOSURES:** The AS reserves the right to periodically close all or some portion of the **ARC** for necessary maintenance and repairs. Refunds will not be provided for preventative maintenance or repairs.
10. **PARKING:** There are three parking lots/structures adjacent to the **ARC**, with automated parking ticket machines, to allow members without a parking pass to park near the **ARC** for a nominal hourly fee.

## PART II - ENTRANCE POLICIES

1. **AGE LIMIT:** For safety reasons, NO one younger than the age of eighteen (18) years of age is permitted to become an **ARC** member or guest (purchase a day pass), except:
  - regularly enrolled SDSU students;
  - participants in supervised programs;
  - participants in pre-approved youth sponsored tours/visits/activities/events;
2. **MEMBERSHIP PRIVILEGES:** The benefits of **ARC** Membership include:
  - A. entry into the **ARC** during all open hours;
  - B. eligibility to play for Sport Club team(s);
  - C. racquetball/wallyball in Peterson Gym;
  - D. climbing wall orientation/climbing shoes;
  - E. participation in all group exercise classes;

- F. intramural sports participation;
  - G. bowling (maximum three games per day) & shoe rental at the Aztec Center Bowling & Games (*pending Modern Space construction*);
  - H. reduced prices on:
    - a. non-credit Rec classes
    - b. special events & challenge activities
    - c. Aztec Adventures trips
  - I. one complimentary "guest" visit per semester.
  - J. entry into the Aztec Aquaplex.
3. **ELIGIBILITY:** Anyone, over 18 years of age, is eligible to join the **ARC**, including SDSU students, community SDSU alumni, SDSU faculty or SDSU staff. All individuals acknowledge understanding, reading and knowing all policies and procedures related to the use of the facilities, equipment and programs including everyone included in this handbook.
  4. **BIOMETRIC HAND READER:** The **ARC** utilizes hand geometry technology that verifies the measurements of the unique size and shape of your fingers and hand against the same image when you joined. More than 90 different measurements are made such as, length, width, thickness and surface area. No finger prints or palm prints are taken. Because *your hand is your ID card*, the hand reader(s) allows members to access the facility without the hassle of an identification card. The hand reader allows **ARC** members to enter the facility in less time and without the need to check a photo ID. You have the convenience of entering the **ARC** in seconds without worrying about keeping track of a photo ID card.
  5. **DAY PASS:** Non-members, at least 18 years of age, may purchase a day-pass to enter the **ARC**. Participants must present a valid photo identification card and sign a waiver of liability. *Ask for a receipt and ensure you bring your ID card if you plan to reenter or utilize other on-campus recreation facilities such as the bowling center c*

*racquetball courts. The ARC day-pass doesn't allow same-day entry into the Aquaplex.*

6. **FREE PASSES:** Free passes (Guest, Visitor, VIP or Trial) can be redeemed at the **ARC** Member Services desk. There is a limit of one guest pass per person per year. Participants must complete/sign a waiver of liability and present a valid photo identification card.
7. **TOURS: ARC** tours are available at the Information Services desk or sales staff. Tour visitors are prohibited from working out or using the equipment.
8. **VISITORS:** Visiting professors, conference attendees, large groups/clubs and guests of SDSU are encouraged to purchase a day or month pass while visiting.
9. **MEMBERSHIP FEES:** The majority of the funding for **ARC** operations comes from membership dues. NO state dollars or tax money is collected to maintain and/or operate the **ARC**. Please see the front desk or web site for current fees and information.
10. **SPECTATOR FEE:** Due to the dilemma of non-paying spectators entering the **ARC** to workout, all spectators are required to purchase a day pass-no exceptions.
11. **RESTRICTIONS:** Unauthorized use of the **ARC** is strictly prohibited and should be reported to staff immediately. Participants in the **ARC** 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 **ARC** immediately.
11. **ENTRY:** All **ARC** members and guests MUST enter and exit through the turnstiles adjacent to the front door. 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

*double-handing a non-member into the facility at the biometric hand reader is a violation and will result in suspension and the repayment of entrance fees.*

12. **MEMBER-IN-GOOD-STANDING:** In order to maintain eligibility for all the benefits of **ARC** 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;
  - ◆ who is not serving a suspension for violating any conduct or sportsmanship policy;
  - ◆ who is abiding by all recreation rules.
13. **MEMBERS NOT IN GOOD STANDING:** A member not in good standing is one whose payment account (EFT checking account, credit card, etc.) is invalid or has non-sufficient funds. A member with non-sufficient funds will be ineligible for all of privileges and benefits. In addition, a "member not in good standing" is also one who has violated any policy included within this handbook or whose privileges have been temporarily suspended for a violation of other rules.
14. **CANCELLATION OF ELECTRONIC FUNDS TRANSFER (EFT) MEMBERSHIP:** After completing the 4-month minimum obligation, **ARC** members must complete a cancellation form, via internet OR in-person, before the 24<sup>th</sup> of the month to terminate membership and stop all future billing. No refunds shall be issued if members fail to utilize/visit the **ARC** and do not complete a cancellation form prior to the 25<sup>th</sup> of the month.
15. **REFUNDS:** Refunds shall be granted for activities/events that are cancelled. Other times, members may request a refund for indeterminate personal reasons; to apply for a valid refund, members should complete a refund form.

### PART III - HEALTH & SAFETY

1. **MEDICAL EXAMINATION:** *IT IS STRONGLY RECOMMENDED THAT MEMBERS AND GUESTS HAVE A MEDICAL EXAMINATION PRIOR TO UTILIZING THE ARC OR BEGINNING AN EXERCISE PROGRAM.*
2. **INSURANCE:** Individuals participate at their own risk. Individuals are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.
3. **FIRE ALARM:** Occasional fire drills will be held to ensure members and guests are aware of emergency procedures. During an evacuation, please remain calm, cooperate fully with staff and exit the facility in an orderly way. ***Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.***
4. **TELEPHONE:** A courtesy phone, for on-campus calls, is located adjacent to the climbing wall.
5. **SAFETY & SUPERVISION:** ALL **ARC** members and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the **ARC** 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. Traditional *outdoor sports* may NOT be played in the **ARC**, including football, Frisbee, rugby, lacrosse, baseball/softball, etc. These events must be altered to protect the facility and the safety of **ARC** members.
7. **ALL INJURIES (MINOR & MAJOR) SUSTAINED WITHIN THE ARC MUST BE REPORTED TO NEAREST STAFF MEMBER IMMEDIATELY.** Also, please report all

unsafe conditions or equipment to a staff member immediately.

### PART IV - CONDUCT

1. **STANDARDS OF CONDUCT:** **ARC** Members and guests assume an obligation to conduct themselves in a manner compatible with SDSU's function as an educational institution. When individuals agree to join the **ARC** or purchase a day pass, the person indicates, by their registration, that they agree to act courteously, cooperate with staff/members 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**
2. **CALIFORNIA CODE OF REGULATIONS:** All SDSU students are expected to abide by the Standards of Student Conduct, Article 2, Section 41301.
3. **OFFENSIVE WORDS & ACTIONS:** Spitting on floors or drinking fountains is prohibited. Use of obscenity, lewd, obscene or indecent behavior, insulting language, swearing, or profanity is prohibited. Harassment and/or hazing of other members or staff are prohibited. 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.
4. **ALCOHOL/DRUGS:** The **ARC** is an alcohol and drug free facility. Members or guests suspected of being under the influence of alcohol or illicit drugs shall be asked to exit.
5. **STOLEN ITEMS:** ***Associated Students is not responsible for stolen items inside the ARC.*** Even when locked, valuables should not be left inside a locker. Members are encouraged to contact University Police at

594-1991 to report stolen items. **It is strongly recommended that members not bring valuables into the ARC when working out.**

6. **DISORDERLY/DISRUPTIVE CONDUCT:** The **ARC** staff has the authority to demand that unruly **ARC** Members and/or guests leave the **ARC** if their conduct necessitates such action. Examples include, but are not limited to: destruction of property, vandalism, spitting on the floors, hanging from basketball rims, yelling, pushing, fighting, dropping weights, and/or violating the **ARC** rules and regulations.
7. **CONTROL:** Failure to comply with the **ARC** rules will result in a suspension. The length of the suspension depends on the circumstances surrounding the event.
8. **REINSTATEMENT:** A person who has been suspended for more than one year may apply for reinstatement to rejoin the **ARC** if they complete a petition for reinstatement after completing their suspension.
9. **FIGHTING:** Any **ARC** member or guest who, in the judgment of the **ARC** employee, engages in a fight or attempts to fight (*fighting* is defined as striking a person in a combative manner, throwing a punch, kicking 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 their privileges suspended for no less than one year (365 days). Privileges include entrance into the **ARC**, Aztec Aquaplex, racquetball & wallyball courts, Aztec Center Bowling & Games activities and Intramural Sports and Sport Club eligibility.

\* *fighting* may include only one individual or more than one person if an individual does more than “protect themselves” by fighting back, hitting, retaliating and/or respond aggressively to heighten the altercation to a new level.

8. **FIGHTING\* WITH STAFF:** Any member or guest who attempts to fight (see above definition) with an AS employee, while on-duty, shall have their **ARC** privileges suspended for a period of no less than two years (730 days).
9. **DEATH THREATS AGAINST STAFF:** Any member or guest who threatens the life of an employee or volunteer shall have all of their privileges suspended for a period of no less than five years.
10. **WEAPONS AND FIREARMS:** NO weapons or firearms any kind are allowed inside the **ARC**. Participants in possession of a weapon or firearm of any kind will be denied access and required to exit the facility. Member participating in Martial Arts should alert the staff of any questionable item(s) prior to entering.
11. **DANGEROUS ITEMS:** Participants with items which could be perceived as harmful or dangerous (lacrosse sticks, bats, etc.) must check them in with the front desk.
12. **DISCIPLINE:** As outlined in campus regulations and policies, any SDSU student participant is subject to the possibility of official SDSU conduct proceedings as outlined in Executive Order 970, and all participants are subject to the possibility of official SDSU Judicial Proceedings and punishment from San Diego Law Enforcement officials if they threaten and/or abuse staff, another **ARC** member and/or an **ARC** guest. When there is violence or the threat of violence or a major violation of the **ARC** rules occur, copies of the Incident Report form will be forwarded to the SDSU Judicial Procedures Department and the University Police Department.
11. **ADDITIONAL CONSEQUENCES:** In addition to consequences issued by the AS, students may also face consequences from the university up to and including

probation, suspension and/or expulsion. The student may also receive an educational stipulation to help him/her learn from his/her experience.

12. **DISPUTES:** Members have the right to dispute discipline taken by the AS staff. A valid dispute must show either a misapplication or a misinterpretation of the guidelines, rules or policy. All program participants, **ARC** members and guests are expected to read, know, understand and abide by the rules and regulations of the programs; ignorance of the rules is NOT an excuse or a valid reason for a dispute.
13. **APPEALS:** A written appeal of a decision must be submitted within one-week (7-days) of notification. Appeal letters should be sent to the AS Recreation Director, who shall evaluate the appeal and forward all valid appeals to the AS Recreation Board for a hearing.
14. **HEARINGS:** If an appeal is determined to be valid, an appeal hearing will be scheduled. The appeal is the responsibility of the AS Recreation Board. The board shall host an appeal hearing at the next appropriate meeting time. Hearing procedures:
  - 1) Appellants write an appeal outlining their disagreement or erroneous action;
  - 2) An appeal hearing shall include a written account of the incident from staff and/or participant, followed by oral statements and ending with questions from the board.
15. **DUE PROCESS:** The AS Recreation Board shall decide on the merits of the appeal and decide if the existing sanctions are appropriate or should be enhanced or eliminated. Decisions by the AS Rec Board are final.

#### **PART V - ATTIRE**

1. **GENERAL:** Street clothing and/or business attire (suit &

tie or skirt) compromises the safety of the wearer and reduces the acknowledged atmosphere of the **ARC** and NOT allowed. Exercise attire is required. Appropriate exercise attire includes comfortable, loose-fitting clothing. 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:** For hygiene purposes and to ensure an appropriate appearance, a shirt is required to be worn while using the **ARC**. Spaghetti tops and bathing suit are not allowed. **(Exception: basketball players are allowed to play in "skins" vs. shirts contests)**
4. **SHOES:** For safety purposes, closed-toed and closed-heeled *athletic footwear* is required in all activity areas the **ARC**. The following footwear is prohibited:
  - A. shoes that damage the wood gym floor, carpet or floor covering;
  - B. dark-soled shoes which may mark the finish of the wood floor;
  - C. any shoe suspected of damaging or marking the floor covering;
  - D. all leather-soled street shoes;
  - E. open-toed athletic footwear, sandals or flip-flops;
  - F. muddy, dusty or dirty shoes;
  - G. spikeless golf shoes;
  - H. turf shoes, cleats or metal/rubber spiked shoes;
  - I. bedroom slippers or open back slip-ons;
  - J. running/jogging shoes that mark the floors.

NOTE: Adherence to the above policy will provide for fairness of everyone while preserving the floor covering from undue damage. ***If a participant is found to be wearing unacceptable shoes, he/she may be liable for***

*damages; they may NOT continue their activity unless they change footwear; members and/or guests may NOT continue to participate in socks or bare feet.*

#### **PART VI - EQUIPMENT**

1. **SPORTS EQUIPMENT:** Some (volleyball, soccer, basketball) sports equipment may be checked out through Member Services by leaving a photo identification card. **PARTICIPANTS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM (S) DAMAGED OR NOT RETURNED.** The member's photo identification card will be retained until item is returned or replacement costs are reimbursed.
2. **TOWELS:** Complimentary towels are available at the Member Services desk. All members using the weightroom, fitness room and cardio equipment room are strongly encouraged to carry a towel to wipe and dry the machines and upholstery after using it. ***Human perspiration is highly corrosive; please ensure the long life of the equipment and upholstery by wiping-off the machines with a towel.***

#### **PART VII - FACILITY USAGE**

1. **REFRESHMENTS:** Due to the high volume of members, all food, drink, candy, and/or other snack item(s) must be consumed in the **ARC** hallway. *Chewing gum is not allowed in any area of the ARC.*
2. **PLASTIC WATER BOTTLES:** Non-breakable, plastic, leak-proof drinking containers, which hold water, are allowable. ***Glass containers/bottles are strictly prohibited.***
3. **SMOKING:** The use of tobacco (cigarette, chewing, pipe, and cigar) or tobacco products is prohibited in the **ARC**.
4. **LOCKERS:** Day-Use lockers are available:

- Coin-operated lockers are available at a charge of 2 cents in the **ARC** hallway.
- Personal (bring-your-own-padlock) lockers are available for calendar day-use in the locker rooms. *\*please check the locker you plan to use to ensure it is empty. ARC staff is not authorized to cutoff or remove padlocks that do not belong to the owner\**
- A small number of lockers in the men's & women's locker room & **ARC** hallway are available to rent on a limited basis.

***WARNING: All padlocks are cut-off and lockers will be emptied at the end of each day (usually between 12am-7am). Personal articles remaining in the lockers will be removed from the locker and turned into lost & found at the front desk.***

5. **PERSONAL PROPERTY:** Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) may NOT be stored anywhere except a locker. **ARC** members and guests are responsible for the security of their personal property. ***is highly recommended that individuals not bring valuable items into the ARC when working out.***
6. **AUDIO:** The use of the **ARC**'s group exercise music systems is prohibited. Furthermore, personal use of *boombox* systems, musical instruments and/or amplified sound is prohibited inside the **ARC**.
7. **VIDEO:** The use of any machine that takes still or moving pictures including video tape recorders, cameras, cell phone and/or all picture camera use is prohibited inside the **ARC**.
8. **ANIMALS/PETS:** Except for guide dogs for the blind, service or signal animals, pets and/or animals are not permitted to enter the **ARC**.

9. **SALES/ADVERTISING:** Unless approved by the Assistant Director, NO sales brochures, advertising (flyers, posters, signs, displays, banners, etc.) or promotional activities of any kind are allowed in the **ARC** bulletin/display boards.
10. **SOLICITATION:** Solicitation or tabling inside the **ARC** by non-Associated Students staff is prohibited.
11. **SAUNA USE:** All activities inside the sauna shall be compatible with the designated purpose/design of the area. Activities shall be suitable to the respective area with the safety of the member supported at all times (i.e.: activities such as working out in locker room or sauna area are prohibited.)
12. **COMPUTERS:** **ARC** members utilizing the computers in the lobby/hallway are required to use them in an appropriate way; members caught “surfing” indecent web sites or pornographic/sexually explicit sites and/or downloading pictures onto the screen will lose their membership privileges. Please no eating or drinking while using the computers.
13. **SLEEPING:** Participants in the **ARC** assume an obligation to conduct themselves in a manner compatible with the **ARC**'s function as a recreation facility. **ARC** members and guests are encouraged to exercise good judgment in taking “cat naps” in the **ARC** of less than 15 minutes. For the comfort and safety of other members and guest, sleeping for more than 15 minutes is prohibited inside the **ARC**.
14. **TRANSGENDER POLICY:** Every **ARC** member or guest shall be provided with safe and comfortable access to the locker room/showers/restroom facilities that corresponds to the gender they identify as - transgender women shall have access to the women's bathroom and transgender men are provided access to the men's bathroom. However, if members or guests

choose the locker room/showers/restroom opposite of their biological sex/gender at birth or as indicated in his or her official identity documentation (birth certificate, driver's license, passport), they must utilize one of the private restroom and/or shower stalls.

15. **CLUBS, GROUPS OR TEAMS:** Large groups (5 or more participants) of students, club, athletic or sport club teams must make prior arrangements to workout or practice as a group in the **ARC**. Non-approved groups including groups of **ARC** members, cannot monopolize an area of the **ARC**. It is unacceptable for a group of 5 or more participants to create a team or group workout environment where other members might be turned away from any machine, group of machines, exercise room or area of the **ARC**. Please see the **ARC** Facility Supervisor to discuss special times for “team only” classes or activity space reservations.
16. **GROUP EXERCISE RESERVATIONS:** members and/or guests are prohibited from picking-up an additional groups exercise admission ticket for crowded group exercise classes.
17. **RESERVING *Spinning* BIKES:** All *Spinning* bikes are first come = first serve. It shall be prohibited to reserve a *Spinning* bike by placing a item of clothing or personal item on the bike in an attempt to reserve it's use-such items will be considered lost “n’ found and removed.

#### **PART VIII - RESERVATION PROCEDURES**

1. **RESPONSIBILITY:** The reservations and scheduling of the **ARC** must be in agreement with the following AS policies. 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 facility; unsafe

activities or those that are incompatible with the **ARC**'s designated purpose or design are prohibited. Activities shall be suitable to the respective area with the safety of the member supported at all times.

3. **PRIORITY USE:** The **ARC** shall be scheduled to host a variety of recreation-based activities in sufficient quantity and *quality* to maximize the facility. The priority usage of the **ARC** shall be to support recreation services to **ARC** members.
4. **"DEAL BREAKER" RESERVATIONS:** Occasionally, events booked in the Viejas Arena will "spill over" into the **ARC**. These events will only be scheduled if the **ARC** is essential to book the activity.
5. **FEES:** **ARC** rental charges/fee grants use of the specific room. General use of the locker rooms, (showers, lockers, sauna, bathrooms) utilities, and equipment set-up/clean-up costs may be extra. The basic **ARC** room rental rates are:  
  
ARC Group Exercise Studio: \$500  
ARC Gymnasium: \$1,000
6. **PERSONAL/MONETARY GAIN:** Private instruction for profit runs in competition with sponsored classes and programs. Therefore, it is commercial groups and individuals are prohibited to use the **ARC** for personal gain or to sponsor events and/or activities that duplicate AS programs. Unauthorized or profit-making ventures, meetings, teaching, coaching, personal training or instruction is also prohibited. It is inappropriate for facility participants or employees to receive personal financial compensation using university facilities and/or equipment.
7. **PERSONAL TRAINING:** All non-authorized personal training inside the **ARC** is prohibited. Personal trainers

must sign a working agreement; see the Recreation Program Coordinator for more information.

#### **PART IX - COMMENTS/SUGGESTIONS**

1. **QUESTIONS:** Explanations or clarifications of the above policies should be directed to a staff member.
2. **CUSTOMER COMMENTS:** Members wishing to express concern, suggest an improved service or praise an employee are strongly encouraged to speak to an **ARC** employee and/or complete a Comment Card. These forms are reviewed weekly by the staff and are occasionally posted in the hallway. The cards can be found at locations throughout the **ARC**.
3. **COMPLAINTS:** Members and guests are encouraged to complete a comment card (see above) or an on-line comment from the web site to provide feedback so improvements can be made.

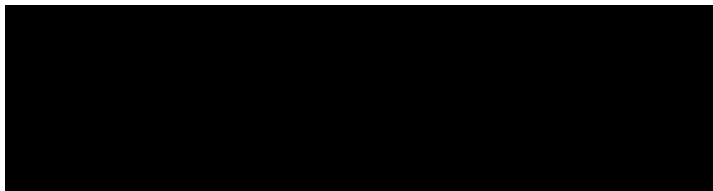
#### **PART X - MISCELLANEOUS**

1. **BIKES, ROLLERBLADES, ROLLERSKATES, SKATEBOARDS and FOLD-UP "RAZER-LIKE" SCOOTERS:** For the safety of others, these items must remain outside the **ARC**. The AS provides a complimentary scooter, bicycle and skateboard rack(s) for **ARC** members adjacent to the front entrance.
2. **VENDING/CATERING/CONCESSIONS:** Aztec Shops, Inc. controls the sale of food, concessions, beverage and resale merchandise on campus. Therefore, NO outside catering or vending in the **ARC** is permitted. Contact Aztec Shops at (619) 594-7501 for more information.
3. **LOST AND FOUND:** All items found within the **ARC** should go to the Information Services desk. Items will be logged and stored for a short time until forwarded to a local charity. *Unfortunately, the AS cannot be responsible*

*for lost items. It is strongly suggested that members and guests not bring valuable items into the **ARC**.*

Members or guests should inquire, in-person, with the Information Services desk if they believe they have lost something inside the **ARC**. **ARC** staff cannot confirm the status of a possible lost 'n' found item over the telephone.

4. **STEROID WARNING:** Use of steroids to increase strength or growth can cause serious health problems. The unauthorized sale, use or exchange of anabolic steroids IS STRICTLY PROHIBITED within the **ARC**.
5. **COMPLIANCE:** All **ARC** members and guests are expected to comply with the **ARC** rules and regulations outlined within this **ARC** Member Handbook; everyone must also comply with SDSU campus policies. Issues regarding compliance with this policy handbook and complaints regarding enforcement of regulations shall be directed to the Recreation Director.
6. **ALL-INCLUSIVE:** The aforementioned rules are not intended to cover all instances or be all-inclusive. Other rules may be posted in the facility or on-line at <http://arc.sdsu.edu> and shall be considered binding to all participants. The AS reserves the right to change or amend these policies as deemed necessary for the safety and functionality of the facility, program or activity.



*Revised: July 2, 2009*