

**Illinois Wesleyan University Shirk
Center**

**Policies, Procedures, and Guidelines
Handbook**



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Illinois Wesleyan University Shirk Center & Shirk Outdoor Complex

Policies, Procedures, and Guidelines Handbook

(2014-2015)

I. Overview

The Shirk Center opened in 1994, and has been serving the Illinois Wesleyan community ever since. We hope that you take advantage of all the available facilities to help you improve your physical well-being and to simply enjoy your time at IWU. We ask you to please help us keep the facility well-maintained by following our policies and guidelines. This way we can ensure your safety while you are using our facilities. Please take the time to read through and understand our policies to help us keep every user as safe as possible. Thank you and enjoy your time at the Shirk Center.

II. User Regulations & Conduct

- All IWU students, faculty and staff with a valid IWU I.D. may use the facilities during open hours. *Unless closed for special events*
- Alumni and retired faculty and staff may use the facilities after obtaining a Special User Pass from the Athletic Office. Special users MUST show picture ID when entering the Shirk Center.
- Spouses of students, faculty and staff may use the facilities with a Special User Pass.
 - Special User Passes may be obtained by filling out an application for approval by the Athletic Administration.
 - Applications for the passes can be acquired from the Athletic Office between the hours of 8:30 a.m. to 4:30 p.m. or by calling the Shirk Center Office to schedule an appointment, 309/556-3196.
 - If you have a Special User Pass you must show it along with a photo I.D. at the Control Desk to use the Shirk facilities.
 - Special User Pass holders must enter Shirk through the main entrance off Emerson Street.
 - Special User Passes have **NO** guest privileges.
 - Special Users and Students are not allowed to park in the faculty/staff parking lot off of Franklin Street.
 - The special user pass will be confiscated if another individual is discovered using it. Pass will be suspended with a possibility of renewal. If renewed and a 2nd offense occurs, there will absolutely be **NO** possibility for renewal.

- The pass is not valid on Monday through Friday from the time of 3:30 p.m. to 6 p.m.
- The Athletic Director has the right to revoke a Special User Pass at any time.
- Adults and children of IWU Faculty and staff between the ages of 14 and 21 can be issued a Special User Pass.
- Children under the age of 14 must be accompanied by an adult at all times during facility use.
- We do not sell memberships to use the facility. Only approved Special Users and contracted rental groups may use the facility. Individuals must be affiliated with IWU to use the Shirk Center facilities.
- Anyone who has a valid IWU I.D. is allowed to bring **one** guest.
 - All guests must sign in at the Control Desk with a Shirk employee.
 - Guests are under the responsibility of the IWU I.D. card holder and must leave the building at the same time their host or hostess.
 - Equipment must be checked out and returned by the guests host or hostess.
 - Guests are allowed to use all of our facilities as long as they are accompanied by their host or hostess.
- The use of profane language will not be tolerated.
- Physical or sexual harassment towards employees or other users will not be tolerated and legal action could be taken.

III. Facility Hours & Closures

- Regular Hours (Fall & Spring)
 - Monday-Thursday (**6 a.m. – 10 p.m.**)
 - Friday (**6 a.m. – 8 p.m.**)
 - Saturday (**9 a.m. – 7 p.m.**)
 - Sunday (**Noon – 10 p.m.**)
- Regular Hours (Winter = January – Spring Break)
 - Monday-Thursday (**6 a.m. – 12 a.m.**)
 - Friday (**6 a.m. – 8 p.m.**)
 - Saturday (**9 a.m. – 7 p.m.**)
 - Sunday (**Noon – 10 p.m.**)
- Please visit iwusports.com for updated Shirk hours for breaks and holidays.
- For swimming hours please see the Fort Natatorium section of the Handbook (VII)
- The Facility will be closed on the following dates: May 2, May 3, May 24, May 25, and May 31.
- Summer hours will start on June 1, and will be posted inside the Shirk, as well as online.
- All other closures will be listed on IWU's athletic website or inside the Shirk Center.

- Weekly schedule is posted at the Control Desk for facility availability. Sometimes additions or updates are made to the schedule that will not be posted, so any requests should be made through the Shirk Athletic Complex Director Mike Wagner at mwagner@iwu.edu (309) 556-3341.

IV. Facility Policies

- As stated in the Users and Regulations section (II), all facility users must present a **VALID IWU I.D. or SPECIAL USER PASS** to the worker at the Control Desk the Shirk Center.
- Food is not permitted on any of the playing surfaces, especially noting there should be **no** red drinks of any kind on the track area.
- Eating is allowed only on the tile surfaces within Shirk with the exception of approved events. ****Please dispose of all trash in the appropriate receptacles – Recycle when possible****
- Track lane policies are as followed:
 - Inside lanes= Running
 - Middle Lanes= Jogging
 - Outside Lanes= Walking
 - 8 laps equal one mile on the inside lanes.
- Non-marking athletic shoes must be worn when using the floors in the activity center courts, the main arena, and the practice gymnasium.
- Please refrain from wearing black sole shoes on any type of wood surface to avoid creating scuff marks.
- Street Shoes are not permitted at any time within any activity area.
- The user can only be bare foot inside a locker room or the pool area.
- Hanging on the basketball rims or nets is not permitted at any time.
- Please hang or put coats and additional clothing in lockers or hooks available in the activity center. More information on lockers within section (VI. Locker and Towel Usage)
- No pets are allowed inside the Shirk Center with the exception of those used to assist individuals with disabilities.
- Spitting in water fountains and or playing surfaces, which includes the track, will not be tolerated.
- Use of tobacco products is not permissible within the Shirk Athletic Center, and if you intend to use them, you must be at least **20** feet away from any Shirk Center entrance/doorway.
- Please throw away all of your trash, as littering will not be tolerated.
- Priority in scheduling for usage of all facilities is as follows: 1). P.E. Classes 2). Athletics 3). Wellness Classes 4). Intramurals 5). Club Teams 6). Outside Groups.
- Activity courts cannot be reserved for re-occurring recreational play, however, special group requests should be made through the Associate Athletic Director/Director of the Shirk Athletic Complex.

- Fighting of any kind will not be tolerated and will lead to dismissal from the facility and security will be contacted.
- The Athletic Director and or other university employees retain the right to remove any individual who is breaking the policies and rules set forth in this handbook.
- The Shirk Center occasionally holds events that require the shutdown of certain areas of the facility. A list of events at Shirk can be found on the IWU Sports website at www.iwusports.com.

V. Equipment

- All recreational equipment will be issued by the Control Desk Worker.
- All I.D.'s will be held until the equipment is checked back in, and the I.D. holder is responsible for all lost, damaged, or stolen equipment.
- If equipment is not returned or is returned damaged, then the I.D. holder will be charged to replace that piece of equipment.
- Use of bikes, unicycles, and skateboards are not allowed inside the Shirk Center at any time.
- The Control Desk supervisor will provide users with nets and net posts and will assist with setting up the courts (Volleyball/Tennis).
- The Control Desk supervisor has the authority to suspend play and even dismiss individuals who are using the equipment in an inappropriate manner.

VI. Locker and Towel Usage

- There is a \$15.00 fee per each school year for locker, lock, and towel usage special users. Please contact Kim Nelson-Brown for more information about locker rentals. 309/556-3349
- All locks and lockers will be issued through the Athletic Office.
- Only IWU locks are allowed on lockers with the exception of the day lockers at the control desk.
- IWU is not responsible for any lost or stolen clothing or items. If you are using a locker please lock it at all times.
- All towels **must be** returned to the Control Desk to be cleaned for further use. Removal towels from the Shirk Center will be considered a theft.
- Daily lockers must be emptied out by the end of the day or else the items inside will be confiscated, they can be picked up at the Control Desk.

VII. Swimming Pool (Fort Natatorium)

- Regular Hours
 - Mon. and Wed.: (11 a.m. – 1 p.m.) & (7:15 p.m. – 9:30 p.m.)
 - Tues. and Thurs.: (7 a.m. – 9 a.m.), (Noon – 2 p.m.), & (7:15 p.m. – 9:30 p.m.)
 - Fri.: (11 a.m. – 1 p.m.) & (6:15 p.m. – 8 p.m.)
 - Sat. and Sun.: (1 p.m. – 4 p.m.)
- No one will be allowed to enter the pool area without proper identification as stated within the user regulations and conduct rules.
- User must present an IWU I.D. or a valid picture I.D. with a Special User Pass to the on duty lifeguard in the Pool Office. In accordance with Health Department regulations, the user and any guest must sign in on the clipboard at the check-in desk.
- The pool can be used only during the specified pool hours when a lifeguard is on duty.
- Children under 14 must be accompanied by an adult and must remain with them the entire time to use Fort Natatorium.
- There is absolutely no running, pushing, or anything considered horseplay while on the pool deck.
- Rafts and floatation devices are not allowed, except for water wings, kickboards, and hand paddles.
- There should never be more than one person on the diving board.
- Excessive bouncing on the diving board will not be tolerated.
- Always check the area to make sure it is clear before diving into the pool.
- Diving is only permitted when using the diving board. Do not dive into a swimming lane.
- The lifeguard is the person in charge at all times, and whatever rule they are enforcing must be followed.
- All pool rules and regulations must be followed. The Aquatics Director or the lifeguards have the authority to take away pool privileges from anyone using inappropriate behavior.
- Open swim hours are for lap swim only.

VIII. Racquetball Courts

- Reservations can be made in person at the Control Center or by calling 556-3561.
 - Reservations can be made up to 3 days in advance.
 - If players do not take the court within 10 minutes after the reservation time, the reservation is forfeited and the court becomes open on a first come first serve basis.
 - Reservations can be set for one hour only and back-to-back reservations are not permitted.

- Special User Pass Holders cannot make reservations on Monday through Friday between 3 p.m. and 6 p.m.
- All courts are open for use if the courts have not been reserved.
- No shoes are allowed that could mark the floors, especially shoes with black soles.
- **No** food, gum, or drink is allowed on the racquetball courts.
- Eye protection is recommended for all users.
- Racquets and balls can be checked out at the Control Desk.
- If you are using your own racquet, it must have a wrist strap and a bumper guard to be considered playable.

IX. Shirk Center Arena

- The arena is used primarily for athletics such as men's and women's basketball and volleyball.
- This arena is not available for use unless it is cleared through the Shirk Complex Director.
- To inquire about renting or using this facility you can contact Shirk Athletic Complex Director Mike Wagner at mwagner@iwu.edu (309) 556-3341.

X. Shirk Center

- **Fitness Center/Strength Room**
 - Food is not permitted at any time within the fitness center.
 - **No** gum is allowed at any time.
 - Bottled water and sport drinks are allowed.
 - Appropriate attire is required, which includes: loose fitting comfortable clothing, meaning shirt, shorts or sweats, and athletic shoes.
 - Dress shoes and sandals will not be allowed in the fitness center to workout.
 - Please refrain from using chalk in the weight area as it is difficult to clean up.
 - We ask you to please have a spotter if you are planning to lift heavy weights.
 - Slamming of weights is not allowed as it can cause injury and disruption to other individuals as well as to equipment.
 - If a cardio machine is not working properly, do not try to fix it, please contact a Shirk employee.
 - Users are required to wipe off machines after use to help keep them clean.
 - Cardiovascular equipment, such as bikes and treadmills, are restricted to a 30 minute usage timeframe.
 - Please return all weights or equipment that you use during your workout to the proper storage location..

- As stated in the facility policies section (IV), P.E. classes have first priority in the fitness center, which can cause a restriction at certain times throughout a day.
- **Multi-Purpose Courts (Activity Center)**
 - Usage rights of these courts are available in the facility policies section (IV).
 - Courts can be separated by a ceiling divider, please ask the Control Desk employee if you would like to have certain courts separated via the divider.
 - Courts can be used for indoor soccer, floor hockey, basketball, tennis, baseball, softball, and volleyball.
 - If you need any equipment to use the multi-purpose courts, then please ask the Control Desk employee for help.
 - The putting green is available for recreational use, but please do not use as a stretching space and please do not eat or drink while using the green.
 - Do not have any type of red drink on the courts.
 - Street shoes and sandals are not permitted on the courts.
 - There is absolutely no hanging from the nets or rims.
 - As stated before, there is no gum or spitting allowed on the activity courts.
 - Hockey Sticks are only allowed on courts two and three.
 - No throwing of baseballs, softballs, or lacrosse balls without divider nets down.
 - If there is a wait to play a full court basketball game, then the following rules will apply at all times: 1) Games will be played to 11 by 2's and 1's. 2) Winners will stay on the court. 3) Sportsmanship and fairness will always be shown.
- **Practice Gym**
 - This is available for recreational use if there is no one scheduled to use it.
 - Please ask the Control Desk employee if it is available before using the Practice Gym.
 - Gym shoes are the only type of shoes allowed.
 - Street shoes, dress shoes, and sandals are not allowed.
 - **No** food or gum is allowed inside the gym.
 - If there is a wait for a recreational basketball game, then the same rules apply that are enforced on the Multi-Purpose Courts.

XI. Tucci Stadium .

- The turf field is used only for IWU activities, and any other usage must first be approved by the Athletic Department/Shirk Complex Director.

- To inquire about field usage please contact Mike Wagner at mwagner@iwu.edu (309) 556-3341 or Head Football Coach Norm Eash at neash@iwu.edu (309) 556-3344.
- Usage without proper approval will be considered trespassing.

XII. Horenberger Baseball Field

- The baseball field is used only for IWU baseball related activities, and any other usage must first be cleared by the Athletic Department.
- To inquire about field usage please contact Mike Wagner at mwagner@iwu.edu (309) 556-3341 or Head Baseball Coach Dennis Martel at dmartel@iwu.edu (309) 556-3335.
- Usage without proper approval will be considered trespassing.

XIII. Softball Field

- The softball field is used only for IWU softball related activities, and any other usage must first be approved by the Athletic Department.
- To inquire about field usage please contact Mike Wagner at mwagner@iwu.edu (309) 556-3341 or Head Softball Coach Kat McCreery at kmccreer@iwu.edu (309) 556-2755.
- Usage without proper authorization will be considered trespassing.

XIV. Neis Soccer Field

- Neis Soccer Field is used only for IWU men's and women's soccer activities and any other usage must first be approved by the Athletic Department.
- To inquire about field usage please contact Mike Wagner at mwagner@iwu.edu (309) 556-3341, Head Men's Soccer Coach Kyle Schauls at kschauls@iwu.edu (309) 556-2033, or Head Women's Soccer Coach David Barrett at dbarrett@iwu.edu (309) 556-3343.
- Usage without proper authorization will be considered trespassing.

XV. Beadles-Morse Tennis Courts.

- IWU tennis players have court rights before recreation play.
- The tennis courts are open to leisurely play. IWU pass holders have 1st right to use courts before community users.

XVI. Lost and Found

- As stated previously, IWU does not take responsibility for lost or stolen items.
- It is imperative to place your items in a locker issued through IWU or one of the day lockers.

- Please do not bring anything of value into the facility.
- Shirk Center staff will not hold personal items for our users at any time.
- The Control Desk will hold all lost items for a period of time until they are claimed. Items of value will be brought to the main Shirk Center office, ie. Phones, iPads, wallets, etc.
- If for some reason you were to lose an item, you can contact the Control Desk to see if it has been turned in. 309/556-3561.

XVII. Injuries, Liability, and Emergencies

- If an injury were to occur please find the nearest employee in the Shirk Center.
- If injury is minor the staff may provide basic first aid treatment.
- If the injury is serious, the staff will contact an ambulance immediately.
- Users will find fire alarms and extinguishers throughout the facility.
- AED machines are located behind the Control Desk, near concession stand on upper level, and in the training room.
- Please refrain from using an elevator if the Shirk Athletic Center is ever on fire.
- Please locate the nearest exit in case of any emergency.
- Do not let anybody in an unlocked door if you hear knocking, as we want everyone to enter through the main entrance on East Emerson Street or through North Fort Natatorium Doors.
- Participation inside the Shirk Athletic Center is always on a volunteer basis.
- Individuals are responsible for any injuries that you may suffer, as it is your choice to use our facilities.
- If you decide to use the Shirk Center at Illinois Wesleyan University then you agree to waive all damages, injuries, or losses that you may sustain while using the facility and or equipment.
- Participation in activities at the Shirk Complex Facilities means that you agree not to sue our institution, employees, or any affiliations at Illinois Wesleyan for injuries or losses that may happen during your usage.

XVIII. Discipline

- IWU and Shirk Center staff has the right to enforce all of these policies at any time during use.
- These policies cannot be bent or corrupted and everything is set to a standard that cannot be changed without clearance from the Athletic Department.
- All action taken by Shirk employees to enforce the rules is allowed as long as it is essential to keeping others using the facilities safe.
- Discipline can be used in several different ways such as: verbal warning, ejection from an activity or certain area, or ejection from the Shirk.
- Depending on the severity of the incident the authorities may be called to apprehend the offender.
- Depending on the severity of the issue the offender could be suspended from using the Shirk Center completely.
- All problematic issues will be documented through the Athletic Office.

XIX. Maintenance

- Our maintenance crew works very hard at the Shirk Center to provide you with an up to date and clean environment. We hope that you can do your part by picking up all trash and disposing it properly. Please your support and respect to the Illinois Wesleyan community and maintenance team by doing your part when you are using the facilities.

XX. Recreational Staff Members

- All of the staff members are here to help your experience be the best that it can be. Please feel free to ask any and all questions that you have. We are willing to do our part to make the Shirk Athletic Center a centerpiece of the Illinois Wesleyan community.
- For any further information inquiries that you may have please contact the Athletic Office at 302 E. Emerson Street Bloomington, IL 61701, or by phone at (309) 556-3196. Thank you and we hope you enjoy the use of the Shirk Center – It is great privilege and not a right. Please respect the facility and other users so they can enjoy its use to the fullest.