



THE OHIO STATE
UNIVERSITY
MANSFIELD



North Central
State College

Campus Recreation Center Policies and Procedures

2023-2024 School Year

Location

1729 University Drive, Mansfield, OH 44906

Contact

419-755-4041 | MANS-CRC@osu.edu

Professional Staff

Sydney Gilmore
Coordinator, Campus Recreation Center
419-747-8547 | gilmore.296@osu.edu

Mission

Provide a welcoming, inclusive, and engaging environment that promotes the physical, mental, and social well-being of our university community. We strive to offer a wide variety of recreational facilities, activities and programs that cater to the diverse interests and needs of our students, faculty, and staff.

Vision

Inspire the University community to achieve well-being through recreation.

Values

Collaboration

We believe that collaboration and teamwork are essential to achieving our goals and creating positive change on campus.

Excellence

We are committed to providing outstanding facilities, programs, and services that exceed the expectations of our community and promote excellence in all aspects of our work.

Health and Wellness

We believe that promoting health and wellness is essential to the well-being of our community and strive to provide opportunities for our members to lead healthy, active lifestyles.

Inclusivity

We strive to create an environment where all members of the community feel welcome and respected, regardless of their background, identity, or ability level.

Innovation

We are dedicated to innovation and continuous improvement and are always seeking new ways to enhance our offerings and better serve our community.

Sportsmanship

We are committed to creating an environment where students can compete with integrity, honor, and respect for their opponents, coaches, officials, and fans.

Facilities and Amenities

To access the facilities, equipment, and available programs, participants are required to present a valid OSU-M or NCSC ID card, alumni pass, family pass, or guest pass.

Facility Check-In

All individuals accessing the facility, including students, faculty, staff, alumni, family members, and guests, are required to check in before use. The check-in desk is the first window to the right when you walk in the doors. BuckID or NC State ID should be presented by students, faculty, and staff, while alumni must present their issued Alumni Pass, and family pass holders must present their issued Family Pass. Guests can enter the facility only with a student, faculty, staff, alumni, or family member.

Equipment Checkout

Equipment Checkout is available to all members and guests of the Campus Recreation Center, including students, faculty, staff, alumni pass, and family pass holders. If you are facing the facility check-in window, it is the door to the left.

The following equipment is available:

Locker locks

Basketballs

Volleyballs

Footballs

Spike Ball

Kan Jam

Cornhole bags

Cornhole boards

Frisbees

Soccer balls

Soccer cones

Tennis rackets

Tennis balls

Wiffle balls

Wiffleball bats

Baseballs

Dodgeballs

Badminton birdies

Badminton racquets

Boxing gloves

MMA gloves

Lifting belts

Cardio & Stretching Area

Two ARC Trainers
Four Ellipticals
One Jacobs Ladder Climbing Machine
Two Rowing Machines
One Stair Climber
Two Upright Bikes
Two Recumbent Bikes
One Spin Bike
Five Treadmills

One Top Arm Bike
Four TVs
One Heavy Punching Bag
One Speed Punching Bag
Dumbbells – 5lb, 8lb, 10lb, 12lb, 15lb
One High-Step Platform with Four Risers
One Bose balance ball
Ten Resistance bands
Four Jump Ropes

Gymnasium – 15,000 sq. ft.

One Full Basketball Court
Two Practice Basketball Courts
Volleyball Court

Badminton Court
Pickleball Court
Bleachers for 1,158 Spectators

Lobby Restrooms

Women's: Four Stalls, Three Sinks, Paper Towel Dispenser, Changing Table
Men's: Three Urinals, Three Stalls, Three Sinks, Paper Towel Dispenser, Changing Table

Men's and Women's Locker Rooms

Locker Area
Shower Area
Hand/Hair Dryers

One Stall
One Sink
Men's: One Urinal

Outdoor Recreation Areas

Lighted Running/Walking Trail
Athletic Field

Outdoor Basketball Court (Molyet Village)

Weight Room

One Bench Press
One Squat Rack
One Calf Raise
One Preacher Curl
One Assisted Chin Up/Dip Machine
One Leg Press

One Cable Crossover
Nine Kettlebells from 5lb-50lb
Dumbbells from 5lb-80lb
Free weights from 2.5lb-45lb
One Bose balance ball
One Trap bar

Intramurals

Registering for Intramurals

- To participate in Intramural activities, all participants must register on IMLeagues.com. This online platform provides a convenient and easy way to keep track of schedules, scores, and team standings.

Creating an IM Leagues Account

To participate in intramural activities, you'll need to create an account on IMLeagues.com or download the IMLeagues app. Here's how:

- Go to www.imleagues.com or download the IMLeagues app
- Click **SIGN UP**
- In the dropdown box, search for "The Ohio State University at Mansfield" and select it
- Fill in all the required information, making sure to use your university email address
- Click **CREATE ACCOUNT**
- Check your email for an activation message and click the link to activate your IM Leagues account
- You should be automatically joined to your school; if not, you can search for schools by clicking the **SCHOOLS** link.

Signing up for an Intramural Sport

- Log in to your imleagues.com account
- Click the "Get Involved" button at the top right of your User Homepage page
- The current sports will be displayed, click the sport you wish to join
- You can join the sport in one of three ways (listed below)

Create a Team

- Captains are responsible for creating their team under the sport they want to compete in.
- To invite members, captains can click on **TEAM OPTIONS** and then the **INVITE MEMBERS** link on the team page.
 - For members who have already registered on IM Leagues, search for their name and invite them.
 - For members who have not yet registered on IM Leagues, input their email address in the **INVITE BY EMAIL ADDRESS** box.
- Invited members must accept the invitation to join the team.
- Captains can see all free agents in the league and can request players to join their team

Join a Team

- There are four ways to join a team:
 - Find existing teams on the league page and click the **JOIN TEAM** button to send a request to join.
 - Accept a request from the captain to join their team.
 - Find the team and captain name on the division/league page and request to join.
 - Go to the captain's player card page, view their team, and request to join.

Join as a Free Agent

- List yourself as a free agent in as many divisions within a league as you want.
- You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

Fall Semester 2023 Intramurals

7v7 Flag Football

- Tuesdays: September 5, September 12, September 19, September 26
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Athletic Field
- Registration opens Tuesday, August 22 and closes Friday, September 1 at 5:00pm.

Wiffleball

- Wednesdays: September 6, September 13, September 20, September 27
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Athletic Field
- Registration opens Tuesday, August 22 and closes Friday, September 1 at 5:00pm.

6v6 Volleyball

- Tuesdays: October 17, October 24, October 31, and November 7
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Campus Recreation Center Gym
- Registration opens Tuesday, September 26 and closes Wednesday, October 11 at 5:00pm.

7v7 Soccer

- Wednesdays: October 18, October 25, November 1, and November 8
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Athletic Field
- Registration opens Tuesday, September 26 and closes Wednesday, October 11 at 5:00pm.

Spring Semester 2024 Intramurals

- 5v5 Basketball
- Cornhole
- Futsal (Indoor Soccer)
- Dodgeball

All dates, times, and locations are to be determined.

Tournaments

Registering for Intramurals

- To participate in Tournaments, all participants must register on IMLeagues.com. This online platform provides a convenient and easy way to keep track of schedules, scores, and team standings.

Creating an IM Leagues Account

To participate in tournaments, you'll need to create an account on IMLeagues.com or download the IMLeagues app. Here's how:

- Go to www.imleagues.com or download the IMLeagues app
- Click SIGN UP
- In the dropdown box, search for "The Ohio State University at Mansfield" and select it
- Fill in all the required information, making sure to use your university email address
- Click CREATE ACCOUNT
- Check your email for an activation message and click the link to activate your IM Leagues account
- You should be automatically joined to your school; if not, you can search for schools by clicking the SCHOOLS link.

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Fall Semester 2023 Tournaments

All-Star Basketball Challenge

- Date: Monday, September 25
- Time: 5:30pm
- Location: Campus Recreation Center Gym
- Registration opens Monday, September 11 and closes Friday, September 22 at 5:00pm.
- The All-Star Basketball Challenge is an exciting event that brings together basketball enthusiasts of all levels to showcase their skills in a three-part competition. The competition includes free throw, hot shot, and three-point contests, allowing participants to choose to compete in one or all three parts. Participants who participate in all three competitions have the chance to win the overall championship and receive a coveted championship t-shirt. Meanwhile, those who choose to participate in only one part of the competition will still have a chance to win as division winners and receive a t-shirt as well. Walk-ons are welcome on the day of the event. Whether you are a seasoned player or just starting, this event promises to be an exciting and fun experience for everyone.

Ping-Pong

- Date: Thursday, October 26
- Time: 5:00pm – 8:00pm
- Location: Student Union
- Registration opens Monday, October 16 and closes on Tuesday, October 24 at 5:00pm.
- The Ping Pong tournament is an exciting event that anyone can participate in! The tournament is open for individual sign-ups only. Even if you missed the deadline, you can still participate as walk-ons are welcome. The winner of the tournament will receive a highly coveted IM Champ T-Shirt as their reward. Get ready to show off your Ping Pong skills and have a great time competing with others in this thrilling tournament!

Mario Kart

- Date: Tuesday, November 14
- Time: 5:00pm-8:00pm
- Location: Student Union
- Registration opens Tuesday, October 31 and closes on Monday, November 13 at 5:00pm.
- The Mario Kart tournament is a competitive event open to individual sign-ups only. Participants will compete against each other in the popular video game Mario Kart, where they will race against each other in various levels. The tournament is open to all skill

levels, and walk-ons are welcome to join. The winner of the tournament will receive an IM Champ T-Shirt as a prize.

Billiards

- Date: Wednesday, November 15
- Time: 5:00pm-8:00pm
- Location: Student Union
- Registration opens Tuesday, October 31 and closes on Monday, November 13 at 5:00pm.
- The billiards tournament is an upcoming event that will be held for individual players who are interested in showcasing their skills in the game of billiards. Walk-ons are also welcome to join the competition. The winner of the tournament will receive an IM Champ T-Shirt. So, if you're a fan of billiards and want to test your skills against other players, this tournament is the perfect opportunity to do so.

Spring Semester 2024 Tournaments

- Foosball
- NFL Combine Challenge
- Volleyball
- Pickleball
- NBA 2k
- Madden

All dates, times, and locations are to be determined.

Special Events

The Campus Recreation Center is excited to extend a warm invitation to all students, faculty, and staff members to attend our upcoming special events. While not all these events require registration, for those that do, we kindly ask that you sign up using the provided links before the associated deadlines. Please note that all sign-ups are done online, and paper forms are not available. Join us for some fun-filled activities and make memories that will last a lifetime!

Fall 2023 Special Events

Sports Trivia Night

- Date: Thursday, September 7
- Time: TBD
- Location: TBD
- Get ready for a night of intense sports trivia competition! Join us for our Sports Trivia Night where teams of 2-4 will compete to see who knows the most about sports, ranging from the NBA and the MLB to Premier Soccer League and Ohio State Football. The winning team will receive a prize, so bring your A-game! In addition to the trivia, we will be providing free food to keep you fueled throughout the night. No sign up required!

Altitude Trampoline Park

- Date: Thursday, September 21
- Time: TBD
- Location: Altitude Trampoline Park, 2190 West 4th Street, Ontario, OH 44906
- Get ready for an exciting event at Altitude Trampoline Park, where you can jump, flip, and play your way through a variety of attractions. Come and enjoy the trampolines, monkey bars, dodgeball, foam pit, rock wall, and much more! This event is free of charge and open to the first 100 students who register at <https://go.osu.edu/altituderegistration>. Don't forget to sign up starting Thursday, September 7. Registration will close on Tuesday, September 19 at 5:00pm.

Homecoming Week

- Date: Monday, October 2 – Saturday, October 7
- Throughout the week, we have planned an array of exciting events to showcase our Homecoming Court and engage students in festive activities.
- This year's events include "Meet the Court," "Taco Tuesday and Buckeye Necklace Making," a fun and competitive "Faculty/Staff vs. Student Dodgeball Game," and a lively Tailgate Party.
- The exact dates, times, and locations of these events will be announced soon, so stay tuned for further details.

Roller Skating Night

- Date: Wednesday, November 29
- Time: TBD
- Location: TBD

Spring 2024 Special Events

- To be determined at a later date.

Open Gyms

Experience a fun and engaging way to stay active throughout the semester with our series of open gyms, open to all students, faculty, and staff, regardless of their experience levels. Scheduled ahead of time and typically held in the Recreation Center Gym on campus, these open gyms offer the perfect opportunity to play a sport and stay fit.

Fall 2023 Open Gyms

Basketball

- Dates: Mondays September 11, October 16, October 30, November 13, and November 27
- Time: 5:00pm – 7:00 pm
- Location: Campus Recreation Center Gym
- Whether you're a seasoned pro or just starting out, all skill levels are welcome. Come meet new people and enjoy some friendly competition on the court. This is a great

opportunity to improve your skills and have fun playing basketball. No need to sign up in advance, just show up ready to play.

Pickleball

- Dates: Mondays September 18, October 23, November 6, and November 20
- Time: 5:00pm – 7:00pm
- Location: Campus Recreation Center Gym
- Players of all skill levels can come together to play this fun and exciting sport. Whether you're a seasoned pro or just starting out, you're welcome to join in on the action. The gym provides all the necessary equipment. This is a great opportunity to try out a new sport and meet new people who share your love for Pickleball. Best of all, no sign up is required, so you can just drop in and start playing!

Spring 2024 Open Gyms

- Badminton
- Spike Ball

All dates, times, and locations are to be determined.

Group Exercise Classes

Every semester, we offer an array of invigorating group exercise classes, ranging from yoga and meditation to high-intensity cardio and strength training. These classes are entirely free of cost for students, faculty, and staff, and provide an excellent opportunity for everyone to stay active and healthy. Please note that these classes will not be held within the Campus Recreation Center, but rather at Eisenhower 217 on designated dates.

Fall 2023 Group Exercise Classes

Align Your Body and Mind

Led by the experienced instructor, Lisa McManes, this class involves a combination of gentle stretching, rhythmic breathing, and a calming meditation session to leave you feeling refreshed and reinvigorated. There will be 10 classes offered throughout the semester. No sign up required!

Please see below for class details:

- Dates: Tuesday August 29; Thursday, September 7; Tuesday, September 12; Thursday, September 21; Tuesday, September 26; Thursday, October 5; Tuesday, October 17; Thursday, October 26; Tuesday, October 31; and Thursday, November 9
- Time: 1:00pm – 1:30pm
- Location: Eisenhower 217

Self Defense

Join us for a self-defense class led by our experienced instructor, Reneta Music, designed to equip you with practical skills to stay safe on campus. This class will be offered twice a semester and is open to all students, faculty, and staff, free. In this class, you will learn how to be more

aware of your surroundings, identify potential threats, and develop a proactive mindset to stay safe. **Registration is required.** Please see below for class details:

Class 1: Thursday, September 28

- Time: 6:00pm – 7:00pm
- Location: Eisenhower 217
- Registration opens Monday, September 18 and closes Tuesday, September 26 at 5:00pm. Register HERE: <https://go.osu.edu/selfdefenseclass1>

Class 2: Thursday, November 16

- Time: 6:00pm – 7:00pm
- Location: Eisenhower 217
- Registration opens Monday, November 6 and closes Tuesday, November 14 at 5:00pm. Register HERE: <https://go.osu.edu/selfdefenseclass2>

Align Your Body and Mind Incentive Program

Each semester, we are pleased to offer a Group Exercise Incentive Program, designed to encourage active participation from our students, faculty, and staff. Upon attending their first class, participants will receive an incentive card, which will be stamped by either Sydney or the instructor every time they attend a class. By reaching specific milestones, participants will be rewarded with exciting prizes.

Please refer to the following list for the corresponding milestones and prizes:

Number of Classes Attended	Prize
3	Mental Health Stickers
5	Swag Bag
7	T-Shirt
10	Amazon Gift Card

Campus Recreation Center Usage

The Campus Recreation Center is available free of charge to all students, faculty, and staff. To access the facility, simply present your respective ID at the check-in desk.

Alumni Passes

For the benefit of alumni who have attended The Ohio State University and North Central State College, an Alumni Pass is available for purchase to access the facilities of the CRC during its operational hours. Please find below the available options:

2023-2024 School Year		
School Year	8/21/2023 – 4/30/2024	\$40
Fall 2023 – Full	8/22/2022 – 12/14/2023	\$20
Fall 2023 – Prorated	10/16/2023 – 12/14/2023	\$10

Spring 2024 – Full	1/8/2024 – 4/30/2024	\$20
Spring 2024 – Prorated	3/1/2024 – 4/30/2024	\$10

Alumni Application Form

To become an official member of the alumni community, we kindly ask that you complete the Alumni Application Form. You may obtain a copy of this form from the Campus Recreation Center or download it from our website. After filling it out, please return the form to the Campus Recreation Center along with a photocopy of your Driver's License or any other government-issued identification. The form also includes a liability waiver, which must be signed before submission.

Payment

We kindly request payment in cash or check upon submission of the application form and ID. Rest assured, a receipt will be promptly issued after payment has been received.

Alumni Pass Guidelines

- After the successful approval of the Application Form by the CRC Coordinator, alumni will receive a special “Alumni Pass.”
- Within 24 hours of submitting the form, the alumni pass will be available for pick-up at the CRC check-in desk, unless otherwise noted. The CRC Coordinator will notify the alumni when the pass is ready.
- To gain entry into the facility, alumni must present the alumni pass to the student assistant at the check-in desk.
- To continue using the CRC, alumni must submit another application and pay a fee upon expiration of the current pass.
- The alumni pass grants access to all open recreation hours.
- Alumni pass holders are allowed to bring up to two (2) guests during each visit at no additional cost.
 - Guests must always be with the alumni pass holder while inside the facility.
 - Each guest must check-in and provide a photo ID at every visit.

Guest Passes

Any member of our school community including current students, faculty, staff, alumni pass holders, and family pass holders are entitled to bring up to two (2) guests per day without any charges. Guests of any age are welcome, but those who are below 16 years of age must be accompanied by an adult who is 18 years or older. No Guest Registration Form is necessary for guests under 16 years of age, but a liability form must be signed by their adult host. Guests aged 16 and above must complete a Guest Registration Form and provide identification proof.

Guest Pass Guidelines

- The host, who is a student, faculty, staff, or alumni pass holder, must always accompany their guest. If the host leaves, the guest must also leave the facility.
- Guests are not permitted to enter the facility alone with their guest pass. They must be with their host at all times.
- Guest Passes expire at the end of each day's closing time.

- Guests can check out equipment after showing their guest pass.
- Any individual who solicits students, faculty, or staff with the intent of obtaining a guest pass will be prohibited from obtaining a guest pass for 30 days.
- Any individual who violates the guest pass policy will be prohibited from hosting a guest for 30 days.
- Guests must adhere to all department rules and regulations.
- Individuals who violate any of the above rules may face expulsion or suspension from all department activities for up to 30 days.
- Please note that individuals under 16 years of age are not allowed to use the Weight Room, even if accompanied by an adult.

Family Passes

We are pleased to offer current faculty and staff members the opportunity to obtain a Family Pass for up to five (5) immediate family members, which includes spouses/partners/significant others and children. This pass is available at no cost.

To apply for a Family Pass, kindly follow these steps:

1. Ask for a **FAMILY PASS APPLICATION FORM** at the facility check-in desk.
2. Once you have completed the form, please note that it will be processed, and the pass will be issued to you once it has been approved. The pass will be available for pick up in the CRC office, and Sydney will notify you once it is ready. Please allow up to 24 hours for the pass to be issued

Family Pass Guidelines

- Once the completed Application Form has been approved by the CRC Coordinator, each family member will receive a special Family Pass free of charge.
- Passes will be available for pick-up within 24 hours of completing the form, unless otherwise noted, at the CRC check-in desk.
- On the first visit, each family member is required to sign a liability form.
- The pass grants access to all open recreation hours.
- When entering the CRC, family members must present their pass to the student assistant at the check-in desk along with a matching photo ID (unless under 16).
- Family members under 16 must always remain with an adult family member who holds a pass.
- To continue using the CRC after the pass expires, a new application must be submitted, and a new pass will be issued at that time.

All Members

The Campus Recreation Center maintains the right to suspend or terminate eligibility of any individual who engages in inappropriate behavior or conduct within the premises or programs offered by the Center. This policy applies to students, faculty, staff, alumni, family members, and their guests. Furthermore, students are required to comply with their respective university

policies, and employees of their respective universities must adhere to the guidelines outlined in the employee handbook, in addition to the policies and procedures of the Campus Recreation Center.

Refunds

At this time, the Campus Recreation Center's policy does not allow for refunds on alumni passes. However, exceptions may be granted during national pandemics or other extenuating circumstances, as approved by the CRC Coordinator.

General Policies

- Entrance to the facility requires a valid ID, such as an OSU-M or NCSC student, faculty, or staff ID, Alumni Pass, Guest Pass, or Family Pass.
- If an individual uses someone else's ID, the card will be confiscated and may only be claimed by the original owner. The owner must meet with the CRC Coordinator before using the Campus Recreation Center or participating in its programs again.
- Inappropriate sexual behavior and sexual misconduct are strictly prohibited.
- Proper attire is required within the Campus Recreation Center, including shirts that cover the torso, midriff, and rib cage, as well as shorts/pants and shoes. The CRC reserves the right to determine appropriate attire.
- Alumni and Family Passes can be replaced free of charge, as needed.
- The Campus Recreation Center is not responsible for lost or stolen items, and patrons are encouraged to use lockers or cubbies to secure their personal belongings. The CRC is not liable for any injuries.
- Coats, street clothing, and backpacks/equipment bags should be stored in lockers or cubbies around the facility, and locks are available at the check-in desk.
- Report any facility or equipment irregularities to the staff on duty.
- Individuals with heart disease, diabetes, high or low blood pressure, or pregnant women should consult with a physician and obtain permission before starting an exercise program.
- The Campus Recreation Center reserves the right to adjust schedules, facility hours, and program formats as necessary. For updates, please refer to the website, call 419-755-4041, or email MANS-CRC@osu.edu.
- The following are strictly prohibited: alcoholic beverages, tobacco products, e-cigarettes, profanity, and vulgar language.
- Outside equipment, such as chains, kettlebells, and bands, is not allowed in the facility.
- The Campus Recreation Center is a latex-free facility, so please do not bring items containing latex.
- Individuals suspected of consuming alcohol or drugs will be asked to leave the facility.
- Razor scooters (or similar) are not permitted in the facility.

Concussions

If someone participating in informal recreational activities at the Campus Recreation Center sustains a head injury, we strongly advise against returning to any activities on the same day if they refuse to be transported to the local hospital.

Emergencies

- Call 911 then alert a Campus Recreation Center staff member
- For minor injuries, contact a Campus Recreation Center staff member

Severe Weather Policy

- Please refer to the University's policy regarding severe weather.
- In the event of a tornado warning, the Campus Recreation Center will be closed until the warning expires. However, the front doors will remain unlocked to provide shelter for any outsiders seeking refuge.
- During a tornado warning, members are encouraged to seek shelter inside the Campus Recreation Center or leave if they so choose.
- When lightning is observed, all participants must immediately stop playing on the intramural field, sand volleyball courts, or any other outdoor facility. Play may resume after a 30-minute wait period from the last sighting of lightning or hearing of thunder.
- The Campus Recreation Center staff has the authority to determine unsafe playing conditions and inclement weather, and their decision is final.

Lost and Found

- The Campus Recreation Center's lost and found is located in the office area. Please ask the staff member at the check-in desk for assistance.
- Found items are tagged and logged for a minimum of 30 days. After this period, unclaimed items may be donated or disposed of, as appropriate. Valuable items such as wallets and phones will be kept in a locked cabinet in the office of the CRC Coordinator.

Tours

If you're interested in exploring the Campus Recreation Center, simply make a request to our staff and they would be more than happy to arrange a personalized tour for you. Additionally, any employee within the Admissions Office of OSU-M or NCSC is also available to guide you through the facility and answer any questions you may have.

Food/Drink

To keep our facility clean and tidy, we kindly ask that food and drinks be enjoyed only in the designated areas, such as the lobby and bleachers (when available). However, we encourage you to stay hydrated and feel free to carry your water bottle with you throughout the building. Please note that chewing gum is not permitted to help maintain the cleanliness of the space.

Bulletin Boards/Solicitation

We welcome the use of signs, flyers, and posters to help promote events and activities at the Campus Recreation Center. To ensure that all material aligns with our standards and guidelines, please seek approval from our CRC Coordinator prior to posting. Our Coordinator will also be responsible for hanging any approved signage. Please note that any unauthorized material found will be removed. Furthermore, soliciting is not allowed inside or outside of the facility without prior approval.

Camera/Video/Cell Phones

To respect the privacy of our members, we kindly ask that camera phones or any device capable of taking pictures not be used within the locker rooms. However, photographs and videos may be taken of informal recreation and programs for promotional purposes, and we will ensure that those who prefer not to be photographed or filmed are given the option to opt-out. During scheduled events such as intramural games, special tournaments, and other special events, photography and video are permitted. For any other photography or video purposes, please seek approval from our CRC Coordinator.

Music

To ensure a comfortable environment for all our patrons, we kindly ask that headphones be used when playing audio on any portable electronic device within the facility. If you would like to play music through the Weight Room sound system, aux cords are available at Equipment Checkout with approval from other patrons in the area. If you would like to use a portable speaker, please seek permission from our CRC Coordinator. To maintain a family-friendly atmosphere, we prohibit the use of explicit lyrics. Additionally, our staff will monitor music levels to ensure that they remain appropriate for the facility.

Weight Room Policies

At our facility, we aim to provide a safe and enjoyable experience for all weight room patrons. Please review the following policies before using the equipment:

- Access to the weight room is on a first-come, first-served basis.
- To ensure a safe environment, only patrons 16 years or older are permitted to use the weight room. Children under 16 years of age are not allowed, even if accompanied by an adult.
- Athletic attire is required for all patrons. Please avoid wearing walking boots, jeans, jean shorts, or any clothing with metal rivets or zippers.
- After use, please unload and rerack weights and use clips when using free-weight bars. Slamming or dropping free weights is not allowed.
- Improper use of equipment is prohibited, which includes standing on equipment, weights, or stacking weights under equipment exceeding 4 inches.
- The use of chalk/powder is not allowed.
- We strongly encourage patrons to use a spotter while lifting. If you need assistance, please ask the Campus Recreation Center staff.
- After use, please return equipment to its designated area and wipe it down before leaving. When cleaning machines, please spray the rag first before wiping them down.
- If you need any help or have questions, please contact a staff member.

Thank you for following these policies, and we hope you enjoy your workout!

Cardio and Stretching Area Policies

To ensure a safe and pleasant experience for all our patrons, please review the following policies before using the Cardio and Stretching Area:

- Access to the area is on a first-come, first-served basis.

- Only patrons 16 years or older are permitted in the Cardio and Stretching Area. Children under 16 years of age are not allowed, even if accompanied by an adult.
- Athletic attire is required. Please avoid wearing walking boots, jeans, jean shorts, or any clothing with metal rivets or zippers.
- To accommodate everyone, please limit your use of cardiovascular and stretching equipment to 30 minutes when someone is waiting.
- For your safety, stretching and floor exercises are limited to the Stretching Area.
- After use, please return equipment to its designated area and wipe it down before leaving. When cleaning machines, please spray the rag first before wiping them down.
- We recommend using the emergency off clip when using the treadmills.
- Our Campus Recreation Center staff will monitor the televisions. If you have any requests for channels, please ask them.
- Please use the equipment for its appropriate intended purposes only.
- If you need any help or have questions, please contact a staff member.

Thank you for your cooperation, and we hope you have a great workout!

Gym Policies

To ensure a safe and enjoyable experience for everyone, please review the following policies before using the gym:

- Athletic shoes are required for your safety.
- Please wear clean and dry shoes if you are using the courts.
- To give everyone a chance to play, teams who have been playing for an hour during informal recreation must stop playing and allow others to play.
- Coats, street clothing, or backpacks/equipment bags should be stored in lockers or cubbies around the building.
- Please do not hang on rims or nets, as it may cause damage to the equipment.
- Dunking is allowed.
- Basketballs, volleyballs, soccer balls, and footballs are available for checkout at the equipment desk. Please return the equipment when you are done using it and do not leave it in the gym.
- Spitting is not allowed in the courts.
- Please do not throw basketballs at the bleachers intentionally.
- Basketballs are not to be kicked or sat on.
- You may use rubber jump ropes on the courts, but plastic jump ropes are not allowed.

If you have any questions or need assistance, please ask a staff member. Thank you for your cooperation, and we hope you have a great time at the gym!

Equipment Checkout Policies

To make the most of your workout, we offer a variety of equipment that you can borrow free of charge. Please review the following policies before checking out equipment:

- All students, faculty, staff, alumni pass holders, and guest pass holders with a valid ID are eligible to borrow equipment.

- All equipment must remain inside the Campus Recreation Center (except outdoor recreation equipment) and must be returned by the end of the day, unless otherwise arranged with the CRC Coordinator.
- Participants will be charged a fee for any damaged or missing equipment.
- Please return the equipment to the same person who originally checked it out.
- If you need additional equipment not currently available, you may reserve it in advance by contacting the CRC Coordinator.

Thank you for your cooperation in ensuring that our equipment is well-maintained and available for all to use. If you have any questions or concerns, please don't hesitate to ask a staff member for assistance.

Locker Room Policies

- Daily lockers are available to all participants. Locks can be rented from Equipment Checkout free of charge.
- Personal lockers can be rented for the semester to students, faculty, staff, or alumni members with permission from the CRC Coordinator.
- For security reasons, it is highly recommended that participants use a lock when storing personal belongings.
- Locks left on daily lockers will be removed nightly. Locks left on personal lockers after the semester ends will be cut off.
- Devices with cameras are strictly prohibited in the locker rooms.
- For safety and hygiene reasons, sandals are recommended to be worn in the locker rooms.
- Glass containers are not permitted in the locker rooms.
- Please be cautious when walking on wet surfaces in the locker room, as they may be slippery.

Athletic Field Policies

- The fields are available for informal recreation unless inclement weather prohibits use.
- Alcoholic beverages and tobacco are strictly prohibited at all times.
- Metal cleats are not permitted on the fields to prevent damage to the playing surface.
- No bicycles or motorized vehicles are allowed on the fields to ensure the safety of all users.
- If damages occur to the field, equipment, and/or property, please report to the Campus Recreation Center at 419-755-4041 immediately.
- All users are responsible for their own safety while using the fields. The Campus Recreation Center will not be held liable for any injuries or damages incurred during informal use of the fields.
- The Campus Recreation Center reserves the right to restrict the usage of the fields.
- Any intentional damage to property on the fields will be subject to a replacement fee, which will be charged to the responsible party.
- The fields close at dusk for the safety of all users.
- Events sponsored by the Campus Recreation Center have priority. When there are no scheduled events, the fields are open to students, faculty, staff, and community members.

- Pets are not allowed on the fields to ensure the cleanliness of the playing surface.
- Golfing is not permitted on the fields to avoid any potential damage to the property.

Facility Reservations

At no charge, any campus-related group, including students, faculty, and staff, can reserve spaces in the Gym or any of the Outdoor Recreation spaces. Reservations can be made by contacting Sydney via email (gilmore.296@osu.edu), phone (419-747-8547), or in person at the office. Please note that all reservations are subject to confirmation by Sydney. To ensure availability, we recommend submitting reservations with at least one week's notice, though exceptions may be approved at Sydney's discretion.

To maintain a safe and feasible environment, all reservation requests will be evaluated and approved by Sydney.

Confirmed reservations will be recorded in the Google Calendar on the Student Assistants' Google Account, enabling them to keep track of the reservations. Additionally, reservation schedules will be posted on the lobby bulletin board every Monday morning, indicating the availability of recreational areas and any upcoming events.

BuckID Center

We understand that having a BuckID is essential for our OSU-Mansfield students, and we are committed to providing a hassle-free experience when it comes to printing and replacing BuckIDs.

Our office is equipped with a BuckID printer, and we can print new BuckIDs for students at any time throughout the year. In case of loss or damage, we provide a replacement BuckID free of charge. However, it is essential to note that we require valid government identification, preferably a Driver's License, before printing a BuckID for a student. We cannot print a BuckID without proper proof of ID, as this is necessary to ensure the security and safety of our students.

Hours of Operation

Fall 2023

Monday-Thursday: 10:00 AM – 8:00 PM

Friday: 10:00 AM – 3:00 PM

Saturday-Sunday: CLOSED

Spring 2024

Monday-Thursday: 10:00 AM – 8:00 PM

Friday: 10:00 AM – 3:00 PM

Saturday-Sunday: CLOSED

Summer 2024

CLOSED

Emergency Procedures

Emergency Notification System

Buckeye Alerts are issued to notify individuals of critical incidents, severe weather warnings, school closures, and significant event cancellations

Fire

Whether large or small, any fire in the building is a serious emergency. It's important to remember that fires can double in size rapidly, and the safety of all individuals in the building is the top priority. If a fire is detected, evacuate the building immediately via the quickest and safest exit route.

Upon discovering a fire, activate the nearest fire alarm and exit the building promptly, assisting patrons with directions as necessary. **Under no circumstances should you attempt to extinguish the fire.**

The campus building emergency coordinator is responsible for ensuring a complete evacuation of all areas and communicating updates on when it is safe to re-enter the building, as determined by campus security and/or the fire department.

Power Outages

In the unlikely event of a power outage, all activity areas will be temporarily closed until power and lighting are restored.

We kindly request all patrons to proceed to the lobby area and avoid entering any of the activity areas until further notice. The front doors remain open, and patrons may exit the facility at any time.

If you need assistance with collecting your belongings, please don't hesitate to ask for assistance from a staff member with a flashlight.

Tornadoes

The tornado siren undergoes a monthly drill, rotating on a circular basis precisely at 4:30 PM on the last Wednesday of every month. In case of an actual emergency, any other tornado siren broadcasts are to be considered as authentic alerts indicating the possibility of approaching dangerous weather.

To ensure the safety of all patrons, the Campus Recreation Center staff will immediately walk around the facility and inform everyone of the Tornado Warning. They will request that all patrons move to the designated safe zones, which are the two locker rooms or the front restrooms. While patrons have the option to leave, they are encouraged to follow the staff's protocol in the event of a Tornado Warning.

In preparation for such scenarios, Tornado Warning signs will be posted on the front doors, which will remain unlocked in case anyone from outside needs shelter. All staff members will

have flashlights available and will assist in guiding everyone to the safe zones, evenly spreading people between the two locations.

Once the Tornado Warning has been lifted and the all-clear signal is given, staff will promptly communicate this to everyone in the building. The facility can then safely return to normal operation.

Flooding/Leaks

Please contact the staff on duty.

Violence

Ensuring the safety and security of all individuals at our Campus Recreation Center is our utmost priority. In the event of any form of violence, including but not limited to fights, theft, damage, assaults, or any suspicious persons or activities, we kindly request that all patrons immediately notify any of our employees. Our trained staff will promptly contact Campus Security and Emergency Services if necessary, taking immediate action to ensure the well-being of everyone involved.

To prevent theft and safeguard personal belongings, we strongly encourage all users of the facility to utilize lockers (locks are available at the Equipment Check-Out). However, in case of theft, we assure you that we will document the incident and report it to Campus Security for further action.

We hold our patrons and guests accountable for their actions, and any form of violent or criminal behavior will not be tolerated. Therefore, we reserve the right to take appropriate measures, such as asking the individual(s) to leave, revoking their membership, or referring them to the police, depending on the severity of the situation.

We take pride in maintaining a safe and secure environment for everyone at the Campus Recreation Center, and we appreciate your cooperation in ensuring this is upheld.

Armed Intruder

In the event of an armed intruder, the primary concern is to evacuate the building and put as much distance as possible between yourself and the intruder. If evacuation is not feasible, your next course of action should be to find a safe place to hide. If confronted, however, you may need to take steps to protect yourself and fight back.

Run

- Identify an escape route and plan.
- Leave all belongings behind and keep your hands visible.
- Make sure that you are not bringing any unnecessary attention to yourself.

Hide

- Make it your second option.
- Do not gather as a group; it makes you an easy target.
- Lock and barricade doors, turn off lights, and stay quiet.

Fight

- Make it your last resort, and only if you are in imminent danger.
- Use any objects around you to incapacitate the shooter.

If you can do so safely, call 911 immediately. When you speak to the 911 Operator, provide the following information:

- Clearly state that you are on The Ohio State University at Mansfield Campus, Campus Recreation Center.
- The location of the active shooter.
- The number of shooters if there is more than one.
- The physical description of the shooter(s).
- The number and type of weapons held by the shooter(s).
- The number of potential victims at the location.

When Law Enforcement arrives, follow these instructions:

- Remain calm and follow the officers' instructions.
- Raise your hands and spread your fingers.
- Always keep your hands visible.
- Avoid making any sudden movements toward the officers.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask for help or directions when evacuating. Just move in the direction the officers are entering the premises.

Bomb Threat

In the event that you receive a threat, we urge you to remain calm and take immediate action. It is essential to gather as much information as possible by asking the person the following questions:

- When is the explosive device set to explode?
- Where is the explosive device located at present?
- What does the explosive device look like?

Once you have collected this vital information, please do not hesitate to notify any of our Campus Recreation Center employees immediately. Our staff is trained to handle emergency situations and will take prompt action by contacting 911 and Campus Security to ensure that everyone's safety is our top priority.

Under no circumstances should you touch or tamper with the explosive device, and please notify our facility staff immediately of any suspicious or unfamiliar objects.

Please note that threat assessment and evacuation decisions will be made solely by campus security officials, who are highly trained to handle such scenarios. If evacuation is deemed necessary, we will follow the same evacuation plan and procedures as for a fire. Notification will be made by campus security or emergency responders as required.

Our team at the Campus Recreation Center is dedicated to maintaining a safe and secure environment, and we appreciate your cooperation and swift action in such circumstances.

General Injuries or Illnesses

If you experience any injuries or illnesses while at the Campus Recreation Center, please let one of our staff members know right away. Rest assured that our team is equipped to provide prompt and effective care, as all employees are trained in First Aid.

However, in certain cases, the necessary care may exceed the scope of our training and materials. If this occurs, we may need to call Emergency Medical Services (EMS) to provide advanced care or transport the affected person to the hospital for further treatment.

Medical Emergency

In the event of an emergency, please inform one of our staff members immediately. Our team is trained in emergency procedures and will respond promptly.

To ensure that appropriate care is provided, please provide our staff with as much information as possible, such as the number of injured persons, their approximate age, gender, and any other relevant descriptors. Please also let us know the nature of the emergency (e.g., chest pain), and where the incident occurred within the facility.

Any actions that were taken by anyone prior to staff arriving should also be shared, as this information can assist in providing the best possible care to those in need.

Emergency Rescue Equipment

In the event of an emergency, our employees have access to the following emergency response equipment, which is conveniently located in the office where the check-in desk is located:

- Automated External Defibrillator (AED): This life-saving device delivers an electric shock to restore normal heart rhythm in the event of a cardiac arrest.
- First Aid Kit: Equipped with essential medical supplies, our first aid kit can help address a variety of injuries and illnesses until medical professionals arrive.

We take your safety and well-being seriously, and we want you to feel secure knowing that we have the necessary resources on hand to respond quickly and effectively to any emergency that may arise.

Concussion

Please be aware that there is a risk of sustaining a concussion while participating in activities at the Campus Recreation Center. If you or someone else sustains a head injury and displays obvious signs of a concussion, our employees are required to call Emergency Medical Services (EMS) immediately.

If a head injury is suspected during informal recreation at the Rec Center and the individual refuses to be transported to a local hospital, we strongly recommend that they do not return to any activity for the remainder of the day. This is to ensure their safety and well-being, as returning to physical activity too soon after a head injury can be dangerous.

Your health and safety are our top priority, and we appreciate your cooperation in taking appropriate measures to prevent and address head injuries while enjoying the many activities available at the Campus Recreation Center.

Refusal of Care

In certain situations, a patron may disagree on whether Emergency Medical Services (EMS) should be called. This can be particularly common in cases involving head injuries, diabetic reactions, seizures, or when the individual is under the influence of drugs or alcohol, which can affect their judgment.

To ensure the safety and well-being of all patrons, our policy is to call EMS in all such cases, regardless of the patron's wishes. While a patron cannot refuse EMS from being called, they can decline treatment once EMS arrives.

We understand that these situations can be stressful and may cause concern. However, please keep in mind that it does not cost the individual any money to call EMS, and our staff are trained to handle these situations with care and professionalism.

At the Campus Recreation Center, we are committed to providing a safe and welcoming environment for all patrons. Thank you for your understanding and cooperation in helping us maintain a safe and healthy facility.

Participants Who Have Consumed Alcohol/Drugs

At the Campus Recreation Center, the use of drugs or alcohol is strictly prohibited. If a participant is found to have consumed alcohol or drugs while on the premises, the incident will be documented, and any substances will be confiscated.

In accordance with our policies, the individual(s) will be asked to leave the facility or escorted out by Campus Security. Additionally, the CRC Coordinator will schedule a meeting with the individual(s) to discuss the situation and any potential future restrictions on facility or event access.

We take these policies seriously and appreciate your cooperation in maintaining a safe and healthy environment for all participants. Thank you for your understanding and adherence to these guidelines.