

## Policy and Procedure

<b>Department:</b> Recreation + Wellness	<b>Section:</b> Recreation and Wellness Departmental Policies
<b>Title:</b> Facility Access Policy	<b>Effective Date:</b>
<b>Authored by:</b> Lucia Zamecnik	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type:</b> Departmental Policy	

**Purpose:** The Kiewit Fitness Center and Rasmussen Fitness and Sports Complex are controlled access facilities that serve the needs of students, faculty, staff, alumni, and Creighton community groups.

**Scope:** All students, faculty, staff and guests who are eligible and have a membership associated with Recreation and Wellness.

**Policy:** All eligible members and guests entering the facilities must provide a valid, readable picture identification upon purchase of a membership or guest pass and upon entry into the facility.

- a. All members, including family members and dependents aged 16 and over must present their Creighton or Recreation and Wellness ID.
- b. Guests must present picture identification such as driver's license.
- c. Dependents and guests age 15 or younger must be accompanied by and directly supervised at all times by a parent/guardian or designated adult member age 19 or older.
- d. One-time use guest passes may be purchased during business hours in the Recreation and Wellness office. After business hours, guest passes may be purchased at the Security Desk. All guests must provide photo ID, sign in on the guest sheet, and sign the facility waiver upon entry into the facility. Guests are the responsibility of the sponsor. All guest access the falls outside of these guidelines, including facility tours, must be coordinated with Recreation and Wellness office in advance.
  1. A guest pass grants a one-time entry into the facility for one person. All non-Creighton affiliated guests must be sponsored by a current eligible member.
  2. Alumni and part-time students purchasing guest passes for themselves do not need a sponsor.
  3. All guest over 5 years of age require a guest pass to enter the facility.
    - i. Children age 5 and under are free with current member/guest.
  4. Eligible guests include immediate family members and a maximum of one non-family member at least 19 years old per sponsor.

**Procedure:** Memberships may be purchased through the Department of Recreation + Wellness, room 211 in the Kiewit Fitness Center, during business hours.

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**Accountability/Follow-up:** Violation of this policy may result in loss of privileges to any of the Recreation and Wellness facilities. Misrepresentation and/or transfer of a Creighton ID is strictly prohibited and will result in confiscation of the ID and suspension of facility privileges for both parties involved. Misuse of equipment/facilities is strictly prohibited and will result in suspension of facility privileges for those involved.