

**Auburn University Montgomery
Athletic Department**

Physical Education Complex

Operations Manual

**Auburn University Montgomery
Department of Physical Education and Athletics**

Physical Education Complex

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Auburn University Montgomery Athletic Department

P.E. Complex Use Policies

I. PHILOSOPHY STATEMENT

The facilities of the Auburn University P.E. Complex are intended to be utilized in as effective and widespread manner as is possible consistent with institutional mission, sound supervisory practice and the following priorities:

1. Physical education classes, athletic practices and competition, and structured intramural activities will receive first priority in facility usage. Coordination of such activities will occur under the oversight of the Athletic Director.
2. Recreational use will occur during regularly scheduled hours and will always occur under supervision. Procedures covering access to the facility are detailed under User Guidelines. Intramurals will be responsible for supervision of intramural activities.
3. Other uses including special events, summer camps, clinics, and rental by outside groups will be arranged through the Athletic Department Administrative Secretary in consultation with the Athletic Director.
4. All activities will be posted on the Athletic Department Calendar.
5. The Physical Education Complex will be monitored by a facilities usage committee. The committee will consist of the Athletic Director, the Department Head in PSPE, and the Intramural Director. The Athletic Director will chair the committee and coordinate usage and policy recommendations.

II. ACCESS GUIDELINES

University Community Access

Access to the P.E. Complex is in accordance with the following general policy governing University facilities:

The facilities of the Auburn University Montgomery campus are primarily for the use of those students in attendance at the University. Use of these facilities by groups outside the University must be coordinated through the Athletic Department and not affect normal education, athletic or intramural activities.

Access to the P.E. Complex is available to Auburn University Montgomery students, faculty,

staff and administration and their spouses during regularly scheduled hours, with appropriate identification and in accordance with the preceding policy.

The children of Auburn University Montgomery students, faculty, staff and administration will be admitted to the facility during regularly scheduled hours when accompanied and supervised by their parents and with appropriate identification. Parents bear total responsibility for supervision of their children at all times and access will be revoked in cases where supervision is not carried out appropriately. In addition, the following specific guidelines apply to families:

Family Recreation Policies

The staff of the P.E. Complex is committed to providing recreation for the entire AUM community and their immediate families. We also realize the need to reserve various times and activities for the AUM priority clientele (students, faculty, staff). To serve the needs of the family most effectively the following policies will apply to family use.

1. Children under the age of 16 must be accompanied by an adult to gain admittance to the P.E. Complex and must be chaperoned at all times.
2. Children under the age of 18 are NOT permitted in the weight room, even when accompanied by a parent.

All extended family members and adult children of Auburn University Montgomery students, faculty, staff and administration will be considered as general public and their access to the facility will be governed by the guidelines that follow.

General Public Access

Requests to use athletic facilities by outside groups should be submitted in writing to the Athletic Department Administrative Secretary, preferably 30 days in advance of the date when these facilities are needed. The requests should include the name of one person responsible for any theft or damage to equipment and or facilities. Charges for the use of the P.E. Complex will be made according to the prevailing schedule available for the Athletic Department Administrative Secretary. For the most part, there will be no facilities rental fee for internal (AUM) use for University related activities. All activities must be supervised by an AUM employee.

Athletic facility access for the general public will be under one of the following conditions:

1. Special event participation or viewing in accordance with published guidelines specific to the event
2. Evening program participant in accordance with published guidelines specific to the program
3. As a guest
4. As an "affiliate"

Special Events

Special events will include a variety of activities including athletic events, conferences, workshops, seminars and group rentals. Each special event will have admissions criteria that will accompany the event. A limited time access will be granted to special event participants and could be in the form of admission ticket purchase or temporary pass. Participants in a rental group will be listed individually on a group access list.

Evening Studies

Participants in those programs will be admitted under guidelines specific to the individual program.

Guest Access

Guests will be admitted to the P.E. Complex under the following conditions:

1. Guests must be accompanied at all times by an authorized user and will have access to any of the facilities available.
2. Individual guests will not be admitted more than once in a month.

Affiliate Access

Affiliates include Auburn University Montgomery graduates and other individuals approved by the Athletic Director.

III. ATHLETIC FACILITY HOURS

The anticipated hours of general operation of the P.E. Complex are listed below. Hours are subject to change depending on use patterns and upon special notice. Some facility components may not be available during a portion of the general hours because of staffing considerations or efficiency of operation.

Monday – Friday.....6:00 AM - 10:00 PM
Saturday.....Closed except for Athletic Events
Sunday.....Closed except for Intramural Activities

Additionally, certain areas within the P.E. Complex may not be available at a given time due to a varsity sport practice, an athletic contest, an intramural activity, or a programmed student activity. The P.E. Complex facility schedule is subject to change, but a weekly schedule will be posted on the AUM Athletic Department Web-Site to update participants concerning the weekly schedule of events and activities.

The P.E. Complex will operate under access restrictions during special events. Any such restrictions will be announced in advance and may include the use of alternate dressing facilities, hours limitations and the like. Care will be taken to minimize restrictions and to allow maximum access possible under the conditions associated with the event.

Priority Schedule:

- 6:00 AM -8:00 AM General exercise
- 8:00 AM -2:00 PM Academic classes
- 2:00 PM -7:00 PM Athletic practices
- 7:00 PM-10:00 PM Intramural, recreation, free play

Note: Access to facilities for recreational purposes will be limited only by other scheduled use of the P.E. Complex facilities. Access to the building is otherwise unrestricted to authorized users.

Weight Room Hours and Policy*

(With Supervision Only)

Fall

Monday-Thursday	11AM-10 PM
Friday	12 PM-6 PM
Saturday	Closed
Sunday	4 PM-8 PM

Spring

Monday-Thursday	12 AM-10 PM
Friday	12 PM-6 PM
Saturday	Closed
Sunday	4 PM-8 PM

Summer

Monday-Thursday	10 AM-9 PM
Friday	12 PM-6PM
Saturday	Closed
Sunday	Closed

Reservations will be made for class use and athletic team use.

*Hours are subject to change based on academic/seasonal calendar

Open Gym Hours and Policy

7:00 PM-10:00 PM Main floor available for open recreation or intramural use.

IV. AUM PHYSICAL EDUCATION COMPLEX USE GUIDELINES

1. A current AUM identification card must be presented upon entrance.
2. Entry and exit of the facility must be through the designated main entrance and exit only.
3. Children under the age of 16 (weight room 18) must be accompanied by an adult to gain admittance to the Athletic facilities and should be chaperoned at all times while in the facility.
4. All those participating in Physical Education classes, open recreation, and intramurals are to be in proper gym clothing. Tee-shirts, shorts, sweatshirts, sweatpants, and warm-up suits are standard. Some classes and activities may require other dress modification specified by the professor.

Shoes are required to be worn at all times while in the Athletic facilities except in the locker rooms. Only scuff-resistant shoes are allowed in the activity areas of the gymnasium. Standard closed toe footwear is required for the weight room. No sandals in the weight room. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other type of shoes which mark floor surfaces are prohibited.

Participants will be required to change into a separate, clean pair of shoes for indoor recreation activity.

5. Activities in the Physical Education Complex are limited to those considered traditional (basketball, volleyball, etc.) All other activities must be approved by the Athletic Director in advance.
6. Bicycles, skateboards, and roller skates are prohibited in the P. E. Complex Center.
7. Animals or pets of any kind are not permitted within the P. E. Complex. Exceptions will include essential guide dogs for the visually impaired that have authorized access.
8. Injuries are to be reported immediately to the on-duty staff members.
9. Signs, banners, photographs, etc., are not to be removed or put up unless approved by the Athletic Director in advance.

V. AUM PHYSICAL EDUCATION COMPLEX RESERVATIONS

Various facilities within the P.E. Complex may be reserved as long as such reservations do not violate the facility use policy. All lease, rental and security personnel fees must be paid to AUM Physical Plant within a minimum of three (3) days prior to the event date(s). Liability insurance documents meeting the AUM Risk Management requirements must be received fourteen (14) days prior to the use of premises. Reservation of an athletic facility is scheduled through the Administrative Secretary in the Athletic Department and will occur in accordance with the following guidelines:

1. The P.E. Complex facilities rental fee schedule for outside groups is as follows:

Gymnasium

Per Day Rate

Basketball event not requiring protective floor covering	\$1985.00
Athletic event not requiring protective floor covering	\$1955.00
Athletic event requiring floor covering	\$2635.00
Non-athletic event requiring floor covering	\$2635.00

Soccer Fields \$500.00

Baseball Field \$500.00

Baseball Practice
Field \$250.00

Softball Field \$500.00

Tennis Courts \$35.00
(per court) per hour

2. The P.E. Complex Center is available for reservation Monday through Friday 2:00 p.m. to 9:00 p.m. and Saturday from 9:00 am to 5:00 p.m. AUM University classes, athletic events, campus recreation, and scheduled community outreach programs take priority over a reservation request.
3. Reservation forms must be received by the Athletic Director a minimum of one week before the requested date.
4. Facilities available for reservation include:

Physical Education Complex

AUM Baseball Field
AUM Practice Baseball Field
AUM Tennis Courts
AUM Soccer Fields
AUM Softball Field

5. Use of facilities by outside groups will occur in accordance with Conditions of Use policy applicable to all campus facilities. That policy is available in the Athletic Department in the P.E. Complex and is printed in the AUM University Faculty/Staff Handbook. All rules and regulations of the P.E. Complex Center must be followed.
6. An activity sponsor must be identified with each reservation and must be present during the reserved activity. Supervision must be at least a 1 to 10 ratio.
7. The rental group sponsor will be accountable for any damage, and for all custodial clean-up exceeding that resulting from "normal" use before leaving the reserved areas. If a reserved activity fails to clean up or leave P. E. Complex at the reserved time limitation, they will be denied future usage.
8. The On-Site Personnel/Campus Security will be responsible for unlocking the doors as scheduled and for enforcing admissions policy.
9. Any audio-visual equipment beyond that normally available within a designated space must be requested directly from the Audio Visual department.

VI. PHYSICAL EDUCATION COMPLEX INFORMATION

P.E. Complex Reservation Guests are required to become acquainted with the rules and regulations governing use of the P. E. facility in advance of that use. A summary of these guidelines will be provided on request.

For groups using the P. E. Complex Center by reservation, a complete and accurate roster of all guests must be on file at the control desk upon entering, and a copy should be provided to the activity supervisor to use for accounting for occupants in the event of evacuation due to an emergency condition.

Locker and Towel Service

No locker or towel service is provided

Equipment Issue

No equipment is provided

Information

Call the Athletic Department Administrative Secretary at 334-244-3238.

**AUM University Contract
Site and Facilities Usage
Physical Education Complex/Special Events**

Name of Organization: _____

Event: _____

Date/Day: _____

Authorized Representative: _____

Name: _____

Address: _____

_____ **Phone:** _____

_____ **Agreed Fee:** _____

AUM Representative: _____

Organization Representative: _____ **Date:** _____

Participant: _____

Parent Signature: _____

(Required if Participant is under 17 years of age)

Regulations

No smoking or use of tobacco in any form is permitted in any campus building or on any part of campus property. This is a smoke-free campus. No use or possession of any alcoholic beverage is permitted on or in campus buildings. No use of profanity is permitted. No use of any illegal drugs is permitted on campus property or in campus buildings. No promotions of doctrines or behavior considered by the University Administration to be detrimental to the stated purposes and philosophy of Auburn University Montgomery permitted. No destruction or defacing of campus property is permitted. Should this occur, it will be the responsibility of the person or organization who made the request for use to take care of all damages and charges.

Children Under 16 years of age shall be supervised at all times by an adult representative of the organization responsible for the activity.

FOR VALUE RECEIVED, the undersigned jointly and severally agree to indemnify and save harmless Auburn University Montgomery (Indemnities) and its successors and assigns, from any claim, action, liability, loss, damage or suit, arising from the following:
Name of Contract/Work

In the event of any asserted claim, the Indemnities shall provide undersigned reasonable timely written notice of same, and thereafter the undersigned shall at its own expense defend, protect and save harmless Indemnities against said claim or any loss or liability thereunder.

In the further event the undersigned shall fail to so defend and/or indemnify and save harmless, then in such instance the Indemnities shall have full rights to defend, pay or settle said claim on its own behalf without notice to undersigned and with full rights to recourse against the undersigned for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

Upon default, the undersigned further agree to pay all reasonable attorney's fees necessary to enforce this agreement.

This agreement shall be unlimited as to amount or duration.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Signed the ____ day of _____, 199 ____.

Signature: _____

Auburn University Montgomery
Athletic Department
P.O. Box 244023
Montgomery AL 36124-4023

Site & Facility Usage
Booking Form

Date Taken: _____
By Whom: _____

AUM _____ Community _____

Please print or type.

Requesting person/organization: _____

Phone _____ Fax _____

Facility/room(s)/space requested: _____

EVENT _____

Date(s) for which facility(ies) requested _____

Beginning time of event: _____ Ending time _____

Rehearsal/setup time required: _____

Check any special requirements needed and explain in the space provided below:

___ Gym Setup

___ Physical Plant

___ Reasonable accommodations as required by the Americans with Disabilities Act

___ Athletic Needs

AUM cafeteria (if food and or drink concession is desired for a scheduled event) must be given the right of refusal to provide the concession. Persons/organizations MAY NOT bring food or drink to the facility for an event without prior approval.

Will there be an admission charge for the event? ___ Yes ___ No

If yes, please explain _____

Will any commercial advertising occur? _____ Yes _____ No

If yes, please explain _____

Contact person for event _____

Street/Route/Box City State Zip

AGREED FEE FOR USE OF FACILITIES: _____

To be completed by AUM Athletic Department:

Will extra security/insurance be needed? _____ Yes _____ No

If yes, please explain

APPROVED BY: Signature: _____

Title: _____

Contact the AUM Office of Event Management, 326 Taylor Center, 334.244.3641 or 334.244.3929, only if your event requires a setup. No setup requests for Physical Education Facilities will be processed by the Office of Event Management prior to receipt of a signed copy of this booking form.

Auburn University Montgomery Waiver Statement

Name of Organization: _____

Name of Event: _____

Date(s)/Days(s): _____ **Time(s):** _____

Name of Participant: _____

Address: _____

Home Phone _____ **Work Phone:** _____

I/We, the undersigned, for ourselves, our heirs, executors and administrators, waive release and forever discharge Auburn University Montgomery and its staff, officers, agents, employees, representatives, successors and assigns of an fro all rights and claims for damage or loss to persons which may be sustained or occur during participation in activities on the campus of Auburn University Montgomery, whether or not damages, injury or loss are due to neglect.

Parent Signature _____

Participant Signature _____
(Required if participant is under 17 years of age)

Date: _____

