

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

DATE: March 20, 2018

TO: Debra Hammond, Executive Director
Jimmy Francis, Associate Executive Director
Joe Illuminate, Associate Director, Finance and Business Services

FROM: Kaila Lavin, Assistant Director, Facility Operations

**RE: STUDENT RECREATION CENTER MEMBERSHIP PLAN AND
PROCEDURES**

Procedure for Membership/Access Sales:

- I. Membership Enrollment Requirements (applicable to all membership categories):
 - a. No person shall be allowed to participate in the SRC programs and facilities as a member without doing one of the following:
 1. Providing LDAP credentials and signing into a kiosk to electronically accept an SRC guidelines and waiver form.
 2. Showing a valid photo ID with birthdate and signing an SRC guidelines and waiver form.
 3. Turning in a parent or legal guardian signed copy of the SRC guidelines and waiver form (only available to eligible SRC members who are 18 years of age or younger. Upon turning 18, the student must return to the facility to sign and accept the forms themselves).
 - b. Once the SRC guidelines and waiver are accepted or signed, applicants will be biometrically enrolled using a hand scan.
 - c. Memberships which require payment at the SRC shall be paid by the term (spring, summer, and fall) with cash, credit card, or debit card.
 - d. Membership costs paid at the SRC shall be prorated by the day.
 - e. Activation and expiration dates may be referenced on the SRC Service Schedule.

- II. Students:
 - a. Verification: enrolled students will be uploaded into Fusion through a CSV* file sent from campus. These students will then be assigned a student membership which will be valid for that semester. The download will be updated on a regular basis. The updated download information will only contain the students who are eligible for a membership and eliminate those students who are no longer enrolled at CSUN, who will no longer be SRC members.
 - b. Students will be required to re-submit a new waiver if they have not been enrolled at CSUN for two or more consecutive terms.
 - c. Students not enrolled in the summer term who wish to utilize the SRC will be required to pay a fee equivalent to the SRC summer fee for enrolled CSUN students. These students will be defined as continuing students.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- III. Continuing Students:
- a. Verification: students enrolled in the previous semester will be uploaded into Fusion through a CSV* file sent from campus.
 - b. Once eligibility is verified, a membership will then need to be purchased at the current listed student rate.
 - c. Students will be required to re-submit a new waiver if they have not been enrolled at CSUN for two or more consecutive terms.
 - d. Students not enrolled in the summer term who wish to utilize the SRC will be required to pay a fee equivalent to the SRC summer fee for enrolled CSUN students.
- IV. Tseng College Students:
- a. Verification: enrolled students will be uploaded into Fusion through a CSV* file sent from campus. The download will be updated on a regular basis. The new download information will only contain the currently enrolled Tseng College students.
 - b. Once eligibility is verified, a membership will then need to be purchased at the current listed faculty/staff rate.
 - c. The Membership Coordinator will keep track of all memberships purchased by eligible Tseng College IEP and SAC students and bill Tseng College directly at the end of the semester for the difference between the faculty/staff and student membership rates at the date of purchase for each membership.
- V. First Time Students:
- a. A First Time Student is defined as any student enrolled in classes for the first time at the university level. This eligibility is applied only during the summer semester immediately preceding their first semester of fall classes.
 - b. Verification: students enrolled in the upcoming semester will be uploaded into Fusion through a CSV* file sent from campus. The download will be updated on a regular basis. The new download information will only contain the currently enrolled first time students.
 - c. Once eligibility is verified, a membership will need to be purchased at the continuing student rate.
- VI. Administrators, Faculty, Staff, & Emeriti:
- a. Verification: Current administrators, faculty, staff, and emeriti will be uploaded through a CSV* file sent from campus and given a Fusion profile. The download will be updated on a regular basis. The new download information will only contain the currently employed CSUN administrators, faculty, staff, and emeriti.
 - b. ROTC personnel will be considered CSUN staff.
 - c. Once eligibility is verified, a membership will then need to be purchased.
 - d. Emeriti members will be assigned a membership at no cost.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

VII. Alumni Association:

- a. Verification: Current Alumni Association members will be uploaded through a CSV* file sent from the Alumni Association and given a Fusion profile. The download will be updated on a regular basis. The new download information will only contain the current Alumni Association members.
- b. Alumni Association members must present an Alumni Association membership card confirming current status before being biometrically enrolled
- c. Once eligibility is verified, a membership will then need to be purchased.
- d. The SRC membership rate does not include the \$40 annual membership to join the Alumni Association.

VIII. Alumni:

- a. Verification: Alumni must present an official or unofficial transcript confirming past enrollment status before being granted membership eligibility. Some Alumni will be uploaded through a CSV* file sent from campus. The download will be updated on a regular basis.
Alumni not included in existing import files must obtain and present his/her own transcript which needs to include the applicant's name and CSUN ID number
Once eligibility is verified, a membership will then need to be purchased at the current listed alumni rate.

IX. Sponsored Adult:

- a. Sponsored Adult Member is defined as a spouse or domestic partner of a current SRC member.
- b. Verification: Qualifying status must be verified with the SRC as a condition of membership. Evidence of stated legal status (i.e. copy of official marriage license or certification of domestic partnership from your respective Secretary of State Office or the city/country where you reside) will be required as a condition of purchasing a membership.
- c. Once eligibility is verified, a membership will then need to be purchased.
- d. Sponsored Adult members will have access to the entire SRC facilities as well as programming with the exception of Intramural sports.
- e. The cost of a Sponsored Adult membership will be the same as the current price for faculty/staff and alumni.

X. Visiting Continuing Students (Summer Only):

- a. Verification: Visiting Continuing Students must show proof of enrollment at a different university during the previous spring semester including a student ID.
- b. Once eligibility is verified, a membership will then need to be purchased.
- c. Visiting Continuing Students will be created an account with their other school's ID number.

XI. SRC Programs and Operations Staff Members:

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- a. Verification: SRC Programs and Operations staff members will be verified through a list of current employees provided by the SRC Director and Associated Students General Manager.
 - b. Memberships will be assigned by the Membership Coordinator at no charge.
- XII. USU or AS staff:
- a. Verification: USU or AS staff members will be verified through a list of current employees provided by the USU Human Resources Manager and AS Human Resources Coordinator. Former USU BOD members will be verified through a list provided by the USU Executive Director. AS Legacy members will be verified through a list provided by the AS General Manager. Once eligibility is verified, memberships will then need to be purchased at the discounted rate.

*CSV file: Comma separated value file (each value is separated by a comma).

Age Restrictions: The SRC has the following age limitations:

- I. All members must be at least 18 years of age or older with the exception of currently enrolled CSUN students.
 - a. CSUN students under the age of 18 who wish to access the facility must have a parent/guardian-signed waiver on file before being granted access to the facility.
- II. Guest passes will only be sold to guests 14 years of age or older.
 - a. Guests under the age of 18 must turn in a parent/guardian-signed waiver before being sold a guest pass.
- III. Spectators under the age of 18 must be accompanied by a parent or guardian.
- IV. Dependent Hours are available only to dependents 18 years of age or younger.
 - a. Dependents under the age of 18 must have a parent/guardian-signed waiver on file before being granted access to the facility.
- V. Guests under the age of 16 may not utilize fitness equipment or attend group exercise classes.

Access to the Student Recreation Center will be based on current membership status. There will be exceptions and additional access methods to the facility which include:

- I. Guest Passes: customers who wish to access the facility for one day
 - a. All guests must purchase a guest pass and be sponsored by a current member in order to access the facility
 - b. Anyone who is eligible to purchase a membership may self-sponsor for a guest pass
 - Proper proof of eligibility is required as indicated in the applicable membership category above.
 - c. Guest passes allow access to the entire SRC facilities as well as non – fee based programs

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- d. Guests 18 and older of SRC members must complete and sign a hard copy of SRC guidelines and waiver
 - e. Guests under 18 years of age must have a parent or guardian complete and sign a hard copy of SRC guidelines and waiver
 - f. All guests must be at least 14 years of age
 - g. Guests 14-15 years of age must be accompanied by the sponsoring member at all times and in the same activity area.
 - h. Guests 16 years or older may utilize fitness equipment and participate in all programming with the exception of Intramural sports.
 - i. SRC Members sponsoring guests for Guest Passes must remain in the SRC at all times during their use.
- II. Dependent Hours: customers who are dependents, 18 years of age or younger, of current SRC members
- a. All dependents must present a birth certificate which includes the parent's name or legal proof of guardianship to verify eligibility to use the SRC and participate in Dependent Hours.
 - b. Dependents of SRC members who wish to participate in Dependent Hours must have the parent or guardian member complete and sign a hard copy of SRC guidelines and waiver for each dependent.
 - c. Dependents who are 18 years of age will be required to sign their own printed copy of SRC guidelines and waiver.
 - d. Dependents under 16 years of age must be accompanied by the parent or guardian in the same activity area.
 - e. Dependent Members ages 16-18 may utilize fitness equipment and participate in all programming with the exception of Intramural sports.
 - f. SRC Members sponsoring dependents for Dependent Hours must remain in the SRC at all times during their use.
 - g. Once eligibility is verified, a free Dependent Hours pass will be obtained and the customer will be granted access to the facility.
 - h. Dependent hours will be held on Friday, Saturday and Sunday and other specified days/times throughout the year as identified by the SRC. All dependent hours are subject to change and/or cancellation.
- III. Plaza Pool Passes: customers who wish to access the Plaza Pool only
- a. All customers must purchase a Plaza Pool pass (either one-day, 5-visit, or 10-visit) in order to access the Plaza Pool.
 - b. Plaza Pool passes allow access to the Plaza Pool only. Individuals interested in accessing the SRC must purchase an SRC guest pass per the guest pass procedures.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- IV. Intramural Activities: customers who wish to access the facility to participate in an intramural program
 - a. Intramural programming is available only to student members and faculty/staff during the fall and spring term. All SRC members are eligible for summer term Intramurals
 - b. Faculty/staff members who register for an Intramural program must also purchase an SRC membership or guest pass to access the facility for games or events
- V. Group Exercise Classes: customers who wish to access the facility to participate in a group exercise classes
 - a. Group exercise classes are available only to current members and customers with a valid guest pass
 - b. Additional fees may apply for guests (and members) participating in specialty group exercise classes
- VI. Personal Training: customers who wish to access the facility to participate in a personal training session(s)
 - a. Personal training sessions are available only to current members
 - b. Guest are not permitted to participate in personal training
- VII. Swimming Lessons:
 - a. Adult – Adults who wish to participate in swim lesson programming must be members
 - b. Youth – Youth who wish to participate in swim lesson programming must be a dependent of an active member or have a current SRC membership. The sponsoring member will need to be present during lessons on the deck
 - c. Guests are not permitted to participate in swim lessons
- VIII. Special Events-Participants: Non – members who wish to access the facility to participate in a special event
 - a. Special event participants will be admitted into the SRC through a registration and credentialing process. Special event participants may be required to pay a fee. Event sponsors and SRC staff members will establish this procedure prior to the event start date during the planning process
 - b. Special event participants (or participant’s guardian) will be required to sign a waiver of liability prior to accessing the facility and may be required to provide photo identification
- IX. Special Event and Intramural-Spectators: Individuals who wish to access the facility to spectate a special event or Intramural activity
 - a. All spectators will need to obtain a spectator pass prior to accessing the facility. A \$1.00 fee may apply for this spectator pass unless under the age of 14.

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- b. All spectators (or spectator's guardian) will need to sign a waiver of liability and expectation agreement prior to accessing the facility and will be required to provide photo identification
 - c. Spectators will be required to leave a photo ID with the Membership Services Assistant in exchange for a spectator wristband. Spectators can retrieve their photo ID at the completion of their visit free of charge if the wristband is still intact. If the wristband is not intact, the spectator will be required to pay a fee of \$10.00 in order to retrieve their photo ID. *Parents/guardians of minor spectators will be required to leave their photo ID in order for the minor(s) to obtain a spectator wristband
 - d. Spectators will be given a receipt with the expectation agreement printed on it. This receipt will be used for access through the turnstile
- X. Sport Club Coaches: Sport Club coaches who access the SRC for practices and events
- a. Each recognized AS Sport Club is permitted to have 3 coaches with access to the SRC
 - b. Coach access will be restricted to the days of the week and times during the day that the Club is scheduled to practice and to the areas where the club is practicing. Coaches are not permitted to use the facility beyond the scope of their coaching responsibilities
 - c. The Membership Services Coordinator must receive written confirmation from the AS Sport Club Coordinator verifying the coach's position with a Sport Club prior to granted access. Coaches will be required to complete all necessary membership documents including the SRC waiver and user responsibilities document and provide a photo ID
 - d. Coaches will be required to biometrically enroll using a hand scan
 - e. Sport Club coach access will be reviewed prior to the start of each term
- XI. Complimentary or Discounted Memberships
- a. University Executive Managers, Directors, Senior Administrators and Alumni Association Presidents: CSUN or auxiliary personnel who fall into this category and their spouse/domestic partner will be eligible to receive a complimentary or discounted membership at the discretion of the USU Executive Director or designee.
 - b. Raffles: The SRC Director and USU Executive Director or their respective designees may approve the donation of memberships (for various term lengths) to groups to utilize as raffle prizes, fundraising and promotional give-a-ways.
 - c. Gifts: The USU Executive Director or designee may approve a membership (for various term lengths) to be given as a gift to an individual(s) who have served the University Student Union in a significant and meaningful way (i.e. major project

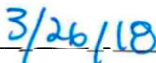
**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
MEMORANDUM**

- completion, recognition of significant contributions, long term employment, donor, etc.)
- d. Short-Term Memberships: The SRC Director and USU Executive Director or designee may grant groups short-term memberships for a fee in order to access the SRC (i.e. Upward Bound summer program, Joffery Ballet School, etc.).
 - e. Membership Eligibility: The USU Executive Director or designee may grant groups who do not fall into any of the membership categories eligibility for memberships (i.e. Visiting Scholars, community partners, etc.) for a fee.

Approved by:



Debra L. Hammond, Executive Director



Date