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## **ID CARD REQUIREMENTS/ U OF I GUEST ID CARD**

### **ID CARD REQUIREMENTS**

It is required that UIUC students and all Campus Recreation members prove their membership by presenting a valid UIUC i-card to secure services at Division of Campus Recreation facilities. Campus Recreation is fully authorized to deny entrance to its facilities without possession of a valid UIUC i-card. Possession of i-cards does not guarantee valid membership with Campus Rec.

UIUC i-cards are property of the University. Misuse of IDs to gain facility access is considered fraud. Campus Recreation staff will confiscate misused, expired or invalid IDs and may ask the person(s) to leave the facility. Misuse of IDs may also result in lose of membership privileges.

#### **Special note regarding Visitor i-cards:**

Those persons eligible for Campus Recreation memberships but not issued i-cards (as a student or faculty/staff member) will be issued a UIUC Visitor i-card. Visitor i-cards issued by Campus Recreation are only valid at Campus Recreation facilities provided membership is valid. Visitor i-cards do not prove status with the University and thus do not provide the holder with use of the MTD or Library.

### **STUDENT USAGE**

Current full-time UIUC students are automatically members provided they have been assessed the Student Service Fee. Students registered for at least six hours (three hours during Summer Sessions) are typically assessed the Student Service Fee which supports Campus Recreation programs.

The Campus Rec membership affords the student member the following privileges:

1. Access to all recreational sports facilities to include:
  - Intramural-Physical Education Building (IMPE East Wing)
  - Campus Recreation Center-East (CRCE)
  - Ice Arena
  - Kenney Gym
  - Freer Gym
  - Campus Recreation Outdoor Center (CROC)
  - Armory Track (operated by DIA)
2. Privilege of sponsoring up to five guests per day at the daily fee.
3. Eligibility to sponsor one non-university affiliate for Associate membership.
4. Eligibility to participate in programs offered by Campus Recreation.
5. Discounted rates for select programs offered by Campus Recreation.

### **Part-time Students**

Part-time students are not assessed the student fees that pay for Campus Rec services. Therefore, to obtain such services, a part-time student may purchase a daily guest fee or request that the appropriate fees be assessed. To request this fee assessment, students must go to the Cashiers' Window in 100 Henry Administration Building and present their i-card within the first four weeks of the semester. Part-time students are eligible to purchase memberships directly from Campus Rec during the summer membership period only.

### **Regional Campus Students**

Students enrolled at the University of Illinois on another campus such as UIC or UIS are eligible to purchase a daily guest pass to obtain access to Campus Rec facilities. Student fees paid at other campuses do not apply toward use of facilities at the Urbana-Champaign campus and are therefore, nontransferable.

### **Recent Grad Use**

Upon graduation from the University of Illinois at Urbana-Champaign, the graduate may opt to purchase a Campus Rec membership for up to one year after his/her graduation date.

In order to purchase a Campus Rec membership, the recent graduate must present either his/her diploma or transcripts showing senior or graduate status as well as a photo ID.

The Campus Rec membership enables the recent graduate to use all recreational sports facilities as well as to purchase a membership for a spouse/partner and dependents (see Spouse/Partner Membership for Students and Childrens Membership policies). It affords the individual the same privileges as any student (see privileges listed for students, above).

**FACULTY/STAFF MEMBERSHIPS**

Current full and part time UIUC employees are eligible to purchase Campus Rec memberships. To purchase a membership, the employee must present his/her valid i-card to Member Services. If the employee is Extra Help and does not have an i-card, he/she must present a recent pay stub and state issued photo ID during business hours (M-F 8:30-5p) so Campus Rec may verify current employment with University Personnel.

Full-time employees may have their membership fees assessed via payroll deduction by completing the necessary paperwork. Payroll deduction may also be used to assess fees for spouse/partner memberships.

The Campus Rec membership affords the faculty/staff member the following privileges:

1. Access to all recreational sports facilities to include:
  - Intramural-Physical Education Building (IMPE East Wing)
  - Campus Recreation Center-East (CRCE)
  - Ice Arena
  - Kenney Gym\*
  - Freer Gym
  - Campus Recreation Outdoor Center (CROC)
  - Armory Track (operated by DIA)
1. Privilege of sponsoring up to five guests per day at the daily fee.
2. Eligibility to sponsor one non-university affiliate for Associate membership.
3. Eligibility to participate in programs offered by Campus Recreation.
4. Discounted rates for select programs offered by Campus Recreation.

\*Faculty/staff presenting valid i-cards may use Kenney Gym during supervised open recreation hours. A Campus Rec membership is not required for faculty/staff at this facility only.

**RETIREES**

Retirees of UIUC, by presenting their University retiree's card, may use Campus Rec facilities following the same procedures as faculty/staff. This policy also pertains to retirees' spouses and to the surviving spouse of faculty/staff at UIUC. These policies are in accord with the University's policies concerning retired personnel and their spouses as well as the surviving spouses of faculty, staff, and annuitants.

Retirees or their spouses may purchase a Campus Rec membership for the same fee charged to faculty/staff Campus Rec members. Alternatively, a retiree, by presenting the University Retiree's card, may purchase a daily pass.

**SPOUSE/PARTNER MEMBERSHIP FOR FACULTY/STAFF**

Spouses/partners of faculty/staff are eligible to purchase a Campus Rec membership regardless of whether the faculty/staff has purchased a Campus Rec membership.

**Spousal Requirements**

To purchase the initial membership, spouses must present the faculty/staff person's i-card in conjunction with his/her own picture identification and one of the following as proof of relationship:

1. His/her driver's license with matching last names
2. Proof of joint checking/savings account
3. Marriage certificate

**Partner Requirements**

To purchase the initial membership, partners must present the faculty/staff person's i-card in conjunction with his/her own picture identification and one of the following as proof of relationship:

1. Assignment of beneficiary rights
2. Joint checking/savings account or joint ownership of a residence or motor vehicle
3. Mutual designation on a will or irrevocable living trust
4. Certificate of Partnership. This could be a document from a municipality that registers partnerships or proof of a committed partnership, such as a commitment ceremony.

*NOTE: To RENEW a membership, a spouse/partner need only present his/her Visitor i-card in conjunction with the i-card of the sponsoring faculty/staff person.*

**Spouse/Partner Privileges**

The Campus Rec membership purchased by the spouse/partner affords that individual the following privileges:

1. Access to all recreational sports facilities (see sport facilities listed for faculty/staff, above).
2. Privilege of sponsoring up to five guests per day at the daily fee.
3. Eligibility to participate in programs offered by Campus Recreation.
4. Discounted rates for selected programs offered by Campus Recreation.

**SPOUSE/PARTNER MEMBERSHIP FOR STUDENTS**

Spouses/partners of UIUC students who are eligible to purchase membership to Campus Rec facilities.

The requirements and privileges for spouse/partners of students match those of faculty/staff spouse/partners (p. 3).

## Children's Membership (Children of Students and Faculty/Staff)

### ELIGIBILITY

Children of faculty/staff and students are eligible for a limited membership with Campus Rec with the following regulations.

### USE OF RECREATIONAL FACILITIES

- Children's memberships will be honored only at the CRCE facility and only during designated Children's Hours.
- Children's Hours are 4-8p on Fridays and 12-8p on Saturdays and Sundays.
- During break periods (this includes summer), children's memberships are honored at CRCE during all facility hours.
- The membership affords the individual the opportunity to participate in all Open Skating Sessions at the U of I Ice Arena at no fee.
- Children 3 and under are free during children's hours and break periods.

### CHILDREN AGES 15 & UNDER:

- At least one parent/legal guardian must purchase a Campus Rec membership and accompany the child to the facility; they must physically supervise their child in all activity areas.
- May not use free weights.
- Use of cardio equipment must be approved by the Assistant Director of Fitness.
- Parent/legal guardian must check out equipment on behalf of the child.
- May not sponsor guests or associate members.

### CHILDREN AGES 16 - 17:

- Parent/legal guardians are not required to purchase a Campus Rec membership in order to purchase a membership for their child.
- May enter the facilities without parent/legal guardian.
- May check out equipment by presenting visitor i-card to Member Services.
- May make court reservations.
- May sponsor up to five guests at the daily fee.
- May not sponsor associate members.

**CHILDREN AGES 18 - 25:** See Adult Dependent Policy, page 7

### PROCEDURE FOR PURCHASING A CHILD MEMBERSHIP

1. Parent/legal guardian must show valid student or faculty/staff identification in Member Services each time a membership is purchased or renewed.
2. Parent/legal guardian must complete required information for each child including the Visitor i-card agreement.
3. Children 16 years and older must present driver's license or other ID proving age, therefore allowing them to enter the recreational sports facilities without parent/legal guardian.
4. A Visitor i-card is created and must be presented each time the child member enters the facilities.

### Pool Policy and Procedure - Children

- Children who cannot swim must be supervised by the parent or guardian in the pool and within arms' reach. This policy applies regardless of whether or not the child wears flotation devices. Proper use of flotation devices is allowed, but not as a substitute for direct supervision.
- Children who are not toilet-trained are required to be in tightly fitting plastic pants or swim diapers.

### Locker Room Usage

Regardless of age, females are not allowed in the men's locker room and males are not allowed in the women's locker room. A family changing room is available at the CRCE facility.

### Access to IMPE/CRCE Outside Children's Hours

Children ages 17 and under may use IMPE or CRCE during regular facility hours only when they are with a sponsoring adult and have purchased a full price daily guest pass.

## ADULT DEPENDENT POLICY

### Eligibility

Unmarried dependent children of full-time students or faculty/staff who are between the ages of 18-25 are eligible to purchase a Campus Rec membership. Upon completion of the membership process, they will have full access to all Campus Rec facilities.

### Procedure for purchasing an Adult Dependent Membership

1. To purchase the initial membership, the parent/guardian and child must both be present. The parent/guardian must present a valid i-card and proof that the child still resides with the adult.
2. The child must present driver's license or other ID proving age, therefore allowing them to use the recreational sports facilities without limitations.
3. A Visitor i-card is created and must be presented each time the member enters the facilities.
4. To renew a membership, a child of a full-time student or faculty/staff member need only present his/her Campus Rec Visitor i-card in conjunction with the i-card of the sponsoring parent/guardian.

### The Campus Rec membership purchased by the adult dependent affords that individual the following privileges:

1. Access to all recreational sports facilities to include:
  - Intramural-Physical Education Building (IMPE East Wing)
  - Campus Recreation Center-East (CRCE)
  - Ice Arena
  - Kenney Gym
  - Freer Gym
  - Campus Recreation Outdoor Center (CROC)
  - Armory Track (operated by DIA)
2. Privilege of sponsoring up to five guests per day at the daily fee.
3. Eligibility to participate in programs offered by Campus Recreation.
4. Discounted rates for selected programs offered by Campus Recreation.

Adult dependent members are not eligible to sponsor additional persons for membership.

## ALUMNI USE

Alumni who are current members of the Alumni Association are eligible to use the recreational facilities under certain regulations:

1. University of Illinois Alumni Association members may purchase a daily guest pass to access recreational sports facilities.
2. A maximum of 200 all-year memberships will be sold annually. To be considered for this opportunity, the alumnus must provide either a lifetime or annual alumni membership card and photo ID. The annual membership card must be dated and valid at the time of purchase. The alumnus may opt to purchase a semester or all-year membership, although the expiration date of the alumni card may not cover the entire duration of the membership.
3. The spouse of the alumni may not purchase a membership unless he/she joins the Alumni Association. A spouse may join the Alumni Association even though he/she may not have graduated from the University of Illinois.

### PROCEDURE FOR DAILY ACCESS TO CAMPUS REC FACILITIES

To access, the alum must present his/her valid Alumni Association membership card, either annual or life, and a photo ID at Member Services.

The following regulations are in effect\*:

1. The alumni member may, as in the case of faculty/staff, purchase an all year membership or opt to purchase individual semester memberships.
2. Alumni members may bring up to five guests into facilities at the daily guest fee.
3. A student, faculty/staff, or allied organization member may only sponsor one alumni membership.
4. Alumni members are not eligible to sponsor additional associate members.
5. The sponsor need not accompany the Alumni member when the alum uses the facility, but the sponsor must be a member themselves.
6. The Division of Campus Recreation retains the right to deny sale of or revoke an existing alumni membership.

The alumni membership affords the individual the following privileges:

1. Access to all recreational sports facilities, to include:
  - Intramural Physical Education Building (IMPE East Wing)
  - Campus Recreation Center-East (CRCE)
  - Ice Arena
  - Kenney Gymnasium
  - Freer Gymnasium
  - Campus Recreation Outdoor Center (CROC)
2. Privilege of sponsoring up to five guests per day at the daily fee. At the discretion of the facility director, this policy may be altered when school is not in session.
3. Eligibility to participate in programs offered by Campus Recreation
4. Discounted member rates for selected programs offered by Campus Recreation.

## ASSOCIATE MEMBERS

The Division of Campus Recreation may issue a maximum of 200 associate members annually at a price equivalent to the alumni membership. An associate member is defined as any person 18 years of age or above sponsored by a student, faculty/staff member, or allied association member that would not normally be extended the privilege of purchasing a membership.

Eligible sponsors include students having paid the service fee, faculty/staff and allied association members that have purchased a Campus Rec membership. The sponsor must be present with the associate member in order to purchase or renew membership. The Associate Member is eligible to purchase a membership for the same duration (fall, spring, summer, or all-year) as the sponsor.

\*The regulations and privileges in effect for associate members are the same as those for Alumni members (see regulations and privileges, above).

## Allied Organizations

Allied organizations are those organizations closely associated with the University that support specific aspects of the University's program and those governmental/professional and technical organizations or agencies whose activities contribute directly to the University's program.

By presenting a valid UIUC Allied Organization Staff Identification card in conjunction with a photo identification, an Allied Organization staff member is entitled to the same privileges as are the faculty/staff at the University of Illinois.

Advisors of Health Professions, National Association for the Agriculture, State Department of  
 \* Agriculture, United States Department of  
 #\* Alumni Association  
 American Oil Chemists Society  
 Annuitant's Association, U-C Chapter State Universities  
 \* Army Construction Engineering Research Laboratory, U.S.  
 Association for Women in Science  
 \*+ Basic Medical Sciences - Cooperating Physicians Civil Services System, University  
 \*+ Cooperating Teachers, Principals, and Administrators (except in University High School, where they are under University of Illinois appointment and thus eligible for University benefits)  
 \* Credit Union, University of Illinois  
 Developmental Services Center  
 Environmental Protection Agency  
 Federal Aviation Administration  
 #\* Foundation, University of Illinois  
 \* Geological Survey, State  
 \* Geological Survey, United States  
 \*Hazardous Waste Research and Information Center  
 Health and Human Services, U.S. Department of - Champaign Office  
 Howard Hughes Medical Institute  
 \* Illini Media Company (formerly Illinois Publishing Company)  
 Illini Student Federal Credit Union  
 \* Levis Faculty Center Sponsors, Inc.

Lincoln Trail Library System  
 Motorola  
 National Animal Poison Control Center/American Society for the Prevention of Cruelty to Animals (NAPCC/ASPCA)  
 National Council of Teachers of English  
 \* Natural History Survey, State  
 \* Natural Resources Conservation Services, United States  
 NovaNET Learning, Inc.  
 #Prairieland Energy Incorporated (PEI)  
 +Recreation Field Work Program, Cooperating Agency Supervisors  
 Regional Soybean Laboratory, United States  
 Retirement System, State Universities  
 \* R.O.T.C. Army, Navy, and Air Force personnel located on U-C campus  
 + Social Work Field Instructors  
 \* Specialized Care for Children (formerly Services for Crippled Children, Illinois Division of - U of I at Chicago department) Transportation, Department of  
 Vocational Rehabilitation, State Division of  
 \* Water Survey, State  
 Women's Club of the University of Illinois at Urbana-Champaign

### Key

- # University Related Organization (URO)
- \* Eligible for tuition waivers beginning Spring Semester 1984
- + Group of individuals rather than an agency or organization

## Research Park

Tenants of Research Park who are not affiliated with an organization listed above may purchase a membership at the Associate rate. Contact Dan Dobell at [ddobell@ntx.cso.uiuc.edu](mailto:ddobell@ntx.cso.uiuc.edu) for information.

**DAILY GUEST USE**

A person not eligible to use the facilities may enter the building as the guest of a student or other Campus Rec member by paying the daily guest rate. To re-enter a facility, a guest must again present a photo identification and be accompanied by their sponsor. Member Services will verify the re-entry.

**THE GUEST:**

- May enter at no charge if three (3) years old or younger only during designated Children's Hours and break periods.
- If 16 years or older, must provide a state-issued photo ID with date of birth and address listed.
- Should remain with the host while using the facility (to include any re-entry).

**THE SPONSOR/HOST:**

- May purchase guest passes in advance of the day they are to be used by contacting Member Services. The sponsor should check to see that equipment and facilities are available for use before buying a pass. **There are no refunds on guest passes.**
- May check out equipment for his/her guest by presenting a valid i-card to Member Services.
- Is limited to sponsoring/hosting five guests per day per valid ID.
- Must purchase guest passes at IMPE or CRCE for guest use at Kenney or Freer gyms. Passes are not sold at Kenney or Freer Gyms

Any guests entering the facilities on business, or requesting a tour of the building, must sign-in at Member Services.

**CHILDREN'S HOURS**

Children's Hours are designated times for members and guests ages 17 and under to utilize the CRCE facility. In the fall and spring semesters, those times are 5-8p on Fridays and 12-3p on Saturdays and Sundays. During break periods (this includes summer), children's memberships are honored at CRCE during all facility hours. During Children's Hours, daily passes for guests ages 4-17 are reduced to \$4/per guest and, children ages 3 and under are free.

**Access to IMPE/CRCE Outside Children's Hours**

Children ages 17 and under may use IMPE or CRCE during regular facility hours only when they are with a sponsoring adult and have purchased a full price daily guest pass.

**UNIVERSITY VISITORS**

It is the policy of the Division of Campus Recreation to enable University departmental visitors to use recreational facilities during their stay. One of the factors that affects the policy is the length of the visit. The policies for such use are listed below.

1. Visitors may purchase a Campus Rec membership for that length of time by paying the appropriate fee provided their assignment with the University remains current during their membership. To do so, they must show a Visitor i-card and letter from their department stating their length of appointment.
2. Visitors for periods of a week or less are entitled to purchase only daily guest passes for the appropriate fee.
3. Visitors for periods of more than one week but less than a semester may contact the Asst. Director of Member Services to arrange a prorated membership.

Department, institute, or other campus-sponsored conferences may purchase guest passes on an individual basis, by either of the following methods:

1. Departments may send a list of attendees (of a meeting/course they are sponsoring) to Member Services. The list will be posted in Member Services where visitors whose name appears on the list may purchase the daily pass upon showing a photo ID.
2. Departments who wish to pay for their attendees' recreation privileges may send a list of attendees to the Asst. Director of Member Services. Daily passes will be issued for each guest for the period specified by the department. The department then must forward a voucher for the total amount due for the passes at the time the passes are picked up.

The spouse of a visitor is afforded the same use privileges as the visitor. When purchasing an ID, he/she should present either his/her spouse's Visitor i-card and letter from the sponsoring department.

Dependents of visitors may purchase passes only in accordance with the Children's Membership Policy.

## CODE OF CONDUCT

Participants are expected to be courteous to other facilities users and employees and to follow the rules, policies and safety instructions outlined by the Division of Campus Recreation. Facility users who engage in behavior or actions that might damage equipment or facilities may lose their privileges. The staff and participants of Campus Recreation appreciate your cooperation in making our facilities a friendly and positive environment for recreational and social opportunities. Vulgar, obscene, abusive, derogatory or demeaning comments and gestures are not consistent with a positive environment and could lead to loss of privileges.

We appreciate your support in continuing the positive environment that exists in the recreation facilities.

## LOCKER USAGE POLICY

Campus Recreation provides daily use lockers at all facilities. In some cases, patrons may bring their own lock and put on lockers. All lockers must be vacated at the close of each day. Any lockers with items remaining at close will be unlocked and items will be vacated. Campus Recreation is not responsible for storing items left in lockers.

Patrons using coin-return lockers are responsible for the key to the locker. There is a charge for lost keys.

## FAMILY CHANGING ROOM POLICY

A Family Changing Room is available at CRCE and includes restrooms, showers, lockers and an infant changing table. This area is available for families with children too young to use the main locker facilities unsupervised, and our members with disabilities who have opposite gender aids.

**Regardless of age, patrons may not enter the main locker rooms of the opposite gender.**

Patrons needing to change children's diapers should also use this area: changing diapers on the pool deck is not allowed.

## COURT RESERVATIONS

Campus Recreation members may reserve one hour of court time per day for the following types of courts or one spot per day in the following fitness classes:

Racquetball  
Squash  
Inline Skating  
Indoor Soccer  
Volleyball  
Badminton  
Cycling  
TreadFit

To reserve a court or class spot, members may present their i-card to Member Services during building hours or by calling the phone-in reservation line during designated hours. Members will be asked their UIN if calling for a reservation. Members may not attempt to sign-up for another member or reserve a court with no intention of playing.

Reservations may only be made the day of intended play. Members may not reserve courts with the intent of playing other activities in designated areas.

CRCE Reservation Line: 244-3440

### INFORMATION FOR RACQUETBALL & SQUASH COURTS

1. Handball/racquetball/wallyball players have priority on handball/racquetball/wallyball courts and squash players have priority on squash courts. This priority is in effect even if those using the courts for other purposes have a reservation for that court.
2. The courts may be used for purposes other than their primary use but they cannot be reserved for those purposes.
3. Only non-marking shoes may be used on court surfaces.

## FITNESS AREA POLICIES

Individuals assume a risk of injury or even death while voluntarily electing to participate in physical activity. All participants are strongly encouraged by the Division of Campus Recreation to have a health evaluation; consult with their personal physician to determine appropriate fitness level; use good judgment concerning their ability; participate at an appropriate level; and to carry medical insurance coverage.

For your safety, as well as others, we strongly recommend the following safe practices:

- Use extreme caution when lifting weights to avoid potential injury to yourself or others.
- Spotters are strongly recommended for all overhead lifts using free weights.
- Do not drop dumbbells and weight plates to the floor.
- Do not leave weight plates and bars on the floor or leaned against the wall or equipment.
- Collars must be used with all Olympic bars in the free weight area.
- Olympic lifts that are performed above the head are not permitted (Clean and Jerk, Snatch).
- Closed toe athletic shoes are required. No boots or other hard-soled shoes are allowed.

The following fitness area etiquette and guidelines will promote an enjoyable and safe experience for all users:

- Please respect other patrons, staff members, facility and equipment at all times.
- Patrons are required to use a clean, dry towel or cloth while using all fitness equipment or to clean equipment immediately after use. Antibacterial cleaners are provided to clean/disinfect equipment before/after use.
- Appropriate athletic attire is required.
- To avoid congestion and waiting lines, patrons should allow others to work in-between sets while using strength training equipment.
- Day lockers are available for your convenience. Campus Rec cannot be responsible for personal belongings.
- No glass bottles allowed in fitness area.
- All equipment must be returned to its proper location after use.
- Weight belts that may damage equipment must be removed or covered appropriately.
- All free weight equipment must be kept in the free weight area.
- Chalk is only permitted on the deadlifting platform.
- Only Campus Rec Personal Trainers are allowed to train clients in this facility.
- Persons under the age of 16 years may not be in the fitness area without prior approval from Asst. Director of Fitness.

The on-duty supervisor has authority over all fitness area conduct and use of equipment and may expel any user from the facility for failure to follow instructions.

## **BASKETBALL FREE COURT PLAY INFORMATION**

During open recreation hours, all basketball courts at the recreational sports facilities are on the challenge court system. In the challenge court system, the losing team must vacate the court to be replaced by the challenging team. To challenge, a waiting individual must make it verbally known to the teams playing that the challenge has been issued. That person must remain courtside and ready to play when the ongoing game ends. The person challenging determines the make-up of his/her team. Efforts must be made to include other individuals not currently playing in a game; but should additional players be needed to constitute a team, the person offering the challenge may select players from the losing team. A person playing in a game may not challenge until the game in which they are playing ends.

## **FULL COURT VS. HALF COURT GAMES**

Full-court games take priority at all times. Half-court games may be played when an open court is available, but must yield to full-court games when two 5-person teams are available to play and no other courts are open. The ongoing half-court game must be allowed to finish prior to beginning full-court play.

## **CHALLENGE COURT GAME RULES**

1. Full court games are to be played to 11 baskets, win by 1 basket.
2. Half court games are to be played to 15 baskets, win by 2 baskets. Teams have the option to play on an alternating ball or make-it/take-it basis.

## **PRIORITY COURTS**

Designated courts give priority to women and wheelchair participants.

## **SMOKING POLICY**

All of the UIUC recreational facilities are non-smoking facilities, including:

- Intramural-Physical Education Building (IMPE East Wing)
- Campus Recreation Center - East (CRCE)
- Campus Recreation Outdoor Center (CROC)
- Ice Arena
- Kenney Gymnasium
- Freer Gymnasium
- Multiplex/Complex Fields

## CELLULAR PHONE USE

Due to the potential for a cellular phone to be used as a photographic device, their use is prohibited in all restrooms and locker room areas. Patrons may use cellular phones in other areas but must adhere to restrictions regarding photography and videotaping.

Violators of the above policies may be asked to leave the premises and may face further disciplinary actions.

## PHOTOGRAPHY POLICIES & PROCEDURES

The photography policy of UI Campus Recreation ensures the privacy of patrons and staff. Photographs and/or video may not be published, sold, reproduced, transferred, distributed, or otherwise commercially reproduced in any manner without prior authorization.

### Access Policies

*Personal Access:* Personal photography/videotaping is permitted in Campus Rec facilities with the exception of restrooms and locker rooms. Personal photography and videotaping is defined as media obtained informally for personal/private use. Personal photography used for commercial purposes is not allowed.

*Academic Access:* Academic photography and videotaping is permitted in Campus Rec facilities with the exception of restrooms and locker rooms with prior authorization. Academic photography and videotaping is defined as media obtained and/or reproduced for academic purposes including class projects, University promotions and information. *To receive authorization for academic access, see Authorization Procedures below.*

*Media Access:* Media access is allowed in most Campus Rec facilities with prior authorization. Media access is defined as media obtained and/or reproduced for use by a media outlet. Proper usage includes published materials produced by the media outlet. *To gain authorization for media access, see Authorization Procedures below.*

*Commercial Access:* Commercial Access is only allowed as permitted by the University of Illinois. As per University policy, "photographers, videographers, and filmmakers must obtain written permission to reproduce any image of the University, including its name, recognizable landmarks, building, or other representation" from the Associate Chancellor for Public Affairs, 304 Swanlund Administration Building, 333-5010. Please contact this office with questions regarding commercial access.

*Architectural/Constructional Access:* During the renovation and expansion of the IMPE building and the Campus Recreation Center East (CRCE), access will be given to persons to document Campus Rec facilities for bid and construction purposes. Once the renovation is complete, this type of access may be suspended. For Architectural and/or constructional access please contact Gary Miller at 333.0955.

UI CAMPUS RECREATION RESERVES THE RIGHT TO DENY ACCESS TO ANYONE AS IT DEEMS NECESSARY.

### Authorization Procedures

*Follow these procedures to gain access as outlined above.*

1. Contact Jayne DeLuce at 244.4002 or [jdeluce@uiuc.edu](mailto:jdeluce@uiuc.edu) for permission, in advance.
2. Once permission has been given and arrangements have been made, representatives must check in with Member Services upon arrival.
3. Member Services will issue your representative(s) a lanyard with ID badge that must be visible to staff and patrons while in our facilities. Appropriate identification (Driver's License, State ID, Employee ID, etc) must be left with Member Services until the Photo ID Lanyard is returned to Member Services.
4. For Commercial or Architectural/Constructional Access please follow guidelines listed above.

Note:

For access to the Outdoor Center and Ice Arena, please call for permission, in advance, and check in at the main desk in each location.

For access to areas not listed above, please contact Campus Rec to make appropriate arrangements.