

BLUE FCU RECREATION AND ATHLETICS COMPLEX (RAC) USE SUPPLEMENTAL GUIDANCE

DEFINITIONS

- RAC Open Building Hours: When the RAC building is unlocked for classes, athletics activities, and student or employee recreational use.
- After-hours: Hours outside of regular operating hours when the building is locked.
- Athletics Director: Athletic Director and Recreation Director
- Assistant Athletic Director: Assistant Athletic Director and RAC Facility Manager.
- RAC Scheduling Managers: Directors or managers with facility scheduling authority.
 - Athletic Director and Recreation Director
 - Assistant Athletic Director and RAC Facility Manager
 - Kinesiology and Health Promotion Program Director
 - Outreach and Workforce Program Manager
- RAC Locations:
 - Competition Gym (RAC 100)
 - Carol's Café (RAC 115)
 - Dining Services Food Prep (RAC 115A)
 - Group Exercise Room (RAC 126)
 - Auxiliary Gym (RAC 131)
 - Fitness Center (RAC 132)
 - Weights Room (RAC 134)
 - Kinesiology Lab (RAC 135)
 - Champions Lounge (RAC 206)
 - Classroom (RAC 207)
 - Classroom (RAC 208)
 - Combined Classroom (RAC 207/208)

1) SPACE SCHEDULING TYPES AND PRIORITIES: See ATTACHMENT 1.

2) RAC SPACE SCHEDULING

- a) Coursedog Room Scheduling
 - i) Employees will submit reservation requests in Coursedog or by communicating with Facilities & Events Staff
 - (1) Coursedog reservation requests automatically go to Facilities & Events staff for approval.
 - ii) Kinesiology & Health Promotion classes will be loaded in the class scheduling system and transfer into Coursedog room schedules.
 - iii) Life Enrichment non-credit classes will be loaded into the class scheduling system and transfer into Coursedog room schedules.
 - iv) Assistant Athletic Director will email athletic competition, practice, and event schedules to Facilities & Events staff to be entered into Coursedog.
 - v) Athletic staff will submit other scheduling requests in Coursedog or by communicating with Facilities & Events.
- b) Specialized Classroom Room Scheduling (RAC 207 and 208).
 - i) Kinesiology & Health Promotion and Athletics will be the primary schedulers of classes and activities in these classrooms.
 - (1) Other academic classes will not be scheduled in the classrooms.
 - ii) When a class requires one classroom, the class will be scheduled in RAC 207.
 - iii) If a class is added to RAC 207 or RAC 208 and conflicts with an activity, the activity will be moved to a different location.
- c) To ensure all RAC stakeholders are informed, Facilities & Events staff will periodically email a RAC events schedule to stakeholders for review.

3) RAC BUILDING OPEN HOURS

- a) RAC Building Open Hours will mirror LCCC Campus Open Hours.
- b) Open Hours Spaces
 - i) Weight Room and Fitness Center will be dedicated to RAC Building Open Hours.
 - (1) During RAC Building Open Hours, academic classes, non-credit classes, and athletic teams may utilize the Weight Room and Fitness Center but will share with recreation and fitness users.
 - ii) If class and athletic schedules allow, the Group Exercise Room, Auxiliary Gym, and Racquetball Courts will be open for recreation and fitness use.
- c) Employees utilize RAC during Building Open Hour
 - i) Employees will be required to pay a fee to utilize RAC
 - ii) Athletics will determine the fee and process

4) FACILITY SECURITY: See ATTACHMENT 2

- a) RAC Staffing Requirement
 - i) During RAC Building, RAC Facility Staff: RAC facility staff are required to be on duty when the building is unlocked.
 - (1) RAC facility staff will check ID, monitor cameras, respond to emergencies, perform cleaning, and other duties as assigned.
 - (2) RAC Facility Manager will be responsible for hiring, training, and supervision of RAC facility staff.
 - (a) Wages will be funded by the Recreation and Fitness.
 - ii) RAC Event Staff
 - (1) Events after-hours: Event staff are required to on-duty during events scheduled after-hours.
 - (2) Events during Open RAC Building Hours: Campus and community events scheduled during RAC Open Building Hours may be required to hire RAC events staff.
 - (3) Event staff will monitor event participants, monitor facilities, execute event services, and respond to emergencies.
 - (4) The Facilities & Events Manager will be responsible for hiring, training, and supervision of RAC events staff.
 - (a) Wages will be funded by Facilities & Events and charged back to the customer.
- b) Check-in
 - i) Students and employees will be required to check-in with RAC facility staff and show their LCCC student ID or employee ID.
 - ii) Life Enrichment non-credit students do not have a LCCC ID. Life Enrichment will issue students temporary badges to authorize them access to the RAC space where their class is scheduled.
 - (1) Life Enrichment students are restricted to using facilities tied to the course they are registered to attend.
- c) Exterior Doors
 - i) Facilities & Events staff will program the automated exterior door unlock and lock schedule.
 - ii) Entrance 1 and Entrance 5 (RAC to SC) will be unlocked during RAC Building Open Hours.
 - iii) West Entrance 3 will be unlocked during soccer practices, soccer competitions, and events scheduled on the soccer field.
 - iv) Entrance 2 and Entrance 4 will remain locked.
- d) Interior Doors
 - i) RAC facility staff will be responsible for unlocking and locking interior doors.
 - ii) RAC facility staff or RAC events staff will be responsible for unlocking interior doors for after-hours events.
 - iii) Campus Safety will be responsible for unlocking interior doors for after-hours Life Enrichment classes and special requests.
- e) Competition Gym
 - i) The Competition Gym will be locked unless it is scheduled for an athletic activity.
 - ii) Athletics staff will be required to submit scheduling requests through Coursedog or email requests to Facilities & Events staff.

- iii) A coach or trainer must be present for athletes to utilize Competition Gym.

5) FOOD, BEVERAGE, AND ALCOHOL SALES

- a) LCCC Dining Services will have first rights of refusal for food, beverage, and alcohol sales in RAC facilities.
 - i) Requests from community organizations to sell food or beverages must be approved by the Dining Services Director.
 - (1) If approved, an email approval is required for documentation.
 - ii) Community organizations may distribute free beverages or food items, without Dining Services approval.
 - iii) Community organizations selling or disturbing food or beverages will be required to sign a liability waiver releasing LCCC and LCCC Dining Services from liability related to food sales or distribution.
 - iv) Profit organizations are required to obtain and post a Laramie County Public Health Department, Temporary Food Establishment License.
 - v) Community organizations may bring in food trucks without Dining Services approval.

6) CHAMPIONS LOUNGE

- a) Admittance
 - i) During Athletics competitions, the Champions Lounge will be open exclusively for Flight Crew members.
 - ii) Flight Crew members will be required to wear identification badges, issued by Athletics or the Foundation.
 - iii) Special arrangements may be made through Athletics or the Foundation to admit guests.
 - iv) Prior to admittance, RAC staff will check Flight Crew identification badges.
 - v) The Athletic Director or Assistant Athletic Director will be on-site and available by cell phone.
- b) Champions Lounge Alcohol Service
 - i) Alcoholic beverages will not be taken outside of the Champions Lounge.
 - ii) LCCC Dining Services will provide cash bar services for Athletic competitions, Flight Crew, athletic events, and Foundation events for sponsors and donors.
 - iii) LCCC Dining Services will submit an annual Alcohol Exception Request to serve alcohol during Athletic competitions, Flight Crew events, Athletic events, and Foundation events.
 - (1) An approved request will authorize LCCC Dining Services to provide alcohol service for 12 months July 01 – June 30.
 - (2) The Foundation will pay the cash bar setup fee.
- c) Scheduling the Champions Lounge for Campus and Community Events.
 - i) Campus or community reservation requests will be submitted in Coursedog or by communicating with Facilities & Events.

7) INTRAMURAL PROGRAM

- a) Athletics will develop and implement an Intramural Program.

8) SCHEDULING COLLEGE AND COMMUNITY EVENTS:

- a) RAC scheduling managers will act as liaisons between Facilities & Events staff and RAC internal stakeholders.
- b) RAC facility scheduling requests with elevated risk and must be approved by both the LCCC Risk Manager and Athletic Director or Assistant Athletic Director.
- c) College Event Scheduling
 - i) Campus organization scheduling requests will be submitted in Coursedog or by communicating with Facilities & Events staff.
 - ii) Rental fees do not apply to LCCC organizations.
 - iii) With approval from applicable Scheduling Manager(s), College events may interrupt classes or athletic activities.
 - iv) Student organizations or college academic program events require a club advisor or faculty to be present.

Serve With RAC Facility Manager approval the employee scheduling the campus event may serve as RAC events staff, i.e., advisor or faculty.

d) Community Event Scheduling

- i) RAC events staff are required to monitor events scheduled outside of RAC Building Open Hours.
- ii) Community organizations or individuals must provide a Certificate of Liability Insurance that meets LCCC's coverage thresholds and names LCCC as additional insured.
 - (1) Each community member participating is required to sign a liability waiver.
 - (a) Signed waivers will be saved in a digital format in the Facilities & Events office.
- iii) Employees may submit requests to schedule community youth team short-term activities or one-time private events for immediate family.
 - (1) With RAC Facility Manager approval, full-time employees scheduling private activities may act as RAC events staff.
- iv) Profit organization scheduling requests will be evaluated on a case-by-case basis.
 - (1) Profit organizations whose events generate revenue may be required to pay LCCC a percentage of the earnings.

e) Community Youth Team Scheduling

- i) Athletic staff may sponsor community youth teams for one-time activities or reoccurring practices.
 - (1) Rental fees will be waived for athletics sponsored teams.
- ii) To qualify for sponsorship, the sponsoring coach must be scheduling a youth team activity or activities, that serve as recruiting or fundraising tool for their program.
- iii) Athletic staff scheduling the activity are required to be present during sponsored youth team activities.

f) Community Adult Team Scheduling

- i) Adult community recreational teams one-time practices or reoccurring activities will not be scheduled in RAC facilities

g) Prohibited Activities

- i) Sports using baseballs, softballs, or other equipment that may damage walls.
- ii) Gas powered vehicles.
- iii) Dunk tanks or other event equipment that hold substantial amounts of water
- iv) Bouncy houses or trampolines.

9) EVENT SETUP

- a) Campus and Community reservations requests will include set-up and teardown times.
- b) Three working days prior to the start of an event setup, Facilities & Events staff will email a gym closure reminder to RAC internal stakeholders. A notice of closure will be posted on applicable doors and at the RAC exterior entrances.
- c) Setup: Events scheduled in Competition Gym and Auxiliary Gym requiring tables, chairs, or a stage necessitate laying the floor covering.
- d) Teardown: The gym will be available for use when the floor covering has been completely removed.
- e) Champions Lounge Setup
 - i) Due to existing furnishing, limited setup configurations are possible.
 - ii) To accommodate special requests, folding tables and chairs may be temporarily added to the space.

10) RAC SOP REVIEW 25/SP

- a) During the 25/SP semester the RAC SOP Development Team will meet and review the RAC SOP.
 - i) Changes and updates will be made as required.

ATTACHMENT 1 SCHEDULING TYPES AND SCHEDULING PRIORITIES

SPACE SCHEDULING TYPES	
Schedule Type: Dedicated - Approval Required	
A space dedicated to one or more program(s). Other program’s scheduling requests require approval from the space scheduling manager(s).	
Schedule Type: RAC Specialized Classrooms	
RAC specialized classrooms will be primarily scheduled for Kinesiology & Health Promotion classes and athletic activities Not available for general academic class scheduling.	
Schedule Type: Dedicated - Not Available to Other Programs	
Spaces are not available to other programs for scheduling.	
Schedule Type: General Purpose	
Program with 1 st Rights schedules the space first. Programs with 2 nd Rights schedules around the program with 1 st Rights. After scheduling is complete, if a program with higher Rights requires the space and there is a conflict with a program with 2 nd , 3 rd , 4, or 5 th , Rights the program with lower rights will be required to find an different location.	
SPACE SCHEDULING PRIORITIES	
RAC 100 – Competition Gym	
Schedule Type: Dedicated - Approval Required	
1 st Rights	Athletic Competitions
2 nd Rights	Athletic Activities and Events
3 rd Rights with Approval	Life Enrichment Summer Camps
4 th Rights with Approval	Campus Events
5 th Rights with Approval	Community Events
RAC 115 Carol’s Café	
Schedule Type: General Purpose	
(During athletics competitions dedicated to LCCC Dining Services)	
1 st Rights	Campus Events
2 nd Right	Community Events
RAC 115A Concession Food Prep Area	
Schedule Type: Dedicated - Approval Required	
1 st Rights	Campus Events
2 nd Rights	Community Events
RAC 126 - Group Exercise Room	
Schedule Type: General Purpose	
1 st Rights	Kinesiology & Health Promotion Classes
2 nd Rights	Non-Credit Classes
3 rd Rights	Athletic Activities
4 th Rights	Campus Events
5 th Rights	Community Events
RAC 127 and RAC 128 Racquetball Courts	
Schedule Type: General Purpose	
1 st Rights	WHP Classes (3 weeks per semester)
2 nd Rights	Kinesiology & Health Promotion Classes
3 rd Rights	Life Enrichment Classes
4 th Rights	Athletic Activities
5 th Rights	Campus Events
6 th Rights	Community Events

ATTACHMENT 1 SCHEDULING TYPES AND SCHEDULING PRIORITIES

<p>RAC 131 - Auxiliary Gym Schedule Type: General Purpose Fall and Spring Academic Semesters (August 01 through last day of Spring Semester)</p>	
1 st Rights	Kinesiology and Health Promotion Classes
2 nd Rights	Children's Discovery Center (CDC) <i>Motor Skills Sessions M-Th 9 - 11 am, CDC will use the AUX gym on harsh weather days.</i>
3 rd Rights	Life Enrichment Classes <i>Early mornings, evenings, and weekends</i>
4 th Rights	Athletic Activities
5 th Rights	Campus Events
6 th Rights	Community Events
<p>RAC 131 - Auxiliary Gym Schedule Type: General Purpose Summer Semester (First day after spring semester ends through July 31)</p>	
1 st Rights	Life Enrichment Summer Camps
2 nd Rights	Athletics Camps
3 rd Rights	Campus Events
4 th Rights	Community Events
<p>RAC 132 - Weight Room Schedule Type: Dedicated Dedicated to RAC Building Open Hours</p> <p>Classes and athletic teams may use the space, but will share with RAC Building Open Hours users.</p>	
<p>RAC 134 - Fitness Center Schedule Type: Dedicated Dedicated to RAC Building Open Hours</p> <p>Classes and athletic teams may use the space, but will share with RAC Building Open Hours users.</p>	
<p>RAC 135 - Kinesiology and Health Promotion Lab Schedule Type: Dedicated</p> <p>Not available for scheduling.</p>	
<p>RAC 206 Champions Lounge Schedule Type: General Purpose</p>	
1 st Rights	Athletics, Foundation, and Flight Crew
2 nd Rights	Athletics
3 rd Rights	Life Enrichment Classes
4 th Rights	Campus Events
5 th Rights	Community Events
<p>RAC 207 - Flexible Classroom Schedule Type: Specialized Classroom (1st choice for classes)</p>	
1 st Rights	Kinesiology & Health Promotion Classes
2 nd Rights	Athletics
3 rd Rights	Life Enrichment Classes
4 th Rights	Campus Events
5 th Rights	Community Events
<p>RAC 208 - Flexible Classroom Schedule Type: Specialized Classroom (1st choice for Athletics)</p>	
1 st Rights	Kinesiology & Health Promotion Classes
2 nd Rights	Athletics
3 rd Rights	Life Enrichment Classes
4 th Rights	Campus Events
5 th Rights	Community Events

ATTACHMENT 1 SCHEDULING TYPES AND SCHEDULING PRIORITIES

RAC 207 and RAC 208 Classrooms Combined
Schedule Type: Specialized Classroom

1st Rights	Kinesiology & Health Promotion Classes
2nd Rights	Athletics
3rd Rights	Life Enrichment Classes
4th Rights	Campus Events
5th Rights	Community Events

