General Facility Policies and Procedures

The following guidelines apply in all activity areas of Dillon Gym:

- Water, or sports drinks, in closed, re-sealable containers are allowed. All other drinks and glass containers are not permitted.
- Drugs, alcoholic beverages and tobacco products are strictly prohibited.
- Bicycles, skateboards and roller blades are prohibited. All bicycles must be locked in designated areas outside the facility.
- Animals are not permitted (except guide / aid animals)
- Appropriate shoes and attire are required in all activity areas. Non-marking athletic shoes are required on all wood surfaces, including the main gym floor and all other activity rooms. For health and sanitary purposes closed-toe athletics shoes and shirts are required while using the facility.
- The use of cameras and camcorders (unless approval has been granted) is strictly prohibited.
- Unauthorized lessons of any kind are strictly prohibited within Dillon Gym.

ID Requirements

Verification of eligibility to use Dillon Gym and/or take part in all recreational programming is required. The following guidelines apply:

- All patrons must swipe a current and validated student ID card or a facility membership card at the card reader upon entrance into Dillon Gym.
- Giving your ID/membership card to another, so that person may gain unauthorized access to Dillon Gym, is prohibited.
- Patrons who forget or lose their ID will be denied access to facilities or programs.

Guest Passes

Patrons are eligible to purchase guest passes as a membership privilege. Passes may be limited or prohibited at any time due to availability of space and/or at the discretion of Princeton Campus Recreation.

The following guest pass guidelines apply:

- A student or facility member may sponsor up to two guests per day. Sponsors must accompany their guest(s) at the time of purchase and it is expected that all members remain in the facility with their sponsored guest(s) during their visit. The sponsor will be held responsible for actions or behavior of their guest. Solicitation of sponsors is a violation of this privilege.
• **Please see the Dillon Gym Youth/Children Policy for more information on guests 18 years of age of under.**

  Daily guest passes cost $10.00 per guest. Payment may be made by cash, check, credit card or student account. No bills larger than $20 will be accepted at the ID desk. Exact change is always appreciated as the ID desk staff may not be able to make change for cash transactions. NO REFUNDS will be given for guest passes.

  The sponsor requirement is waived for all current Faculty/Staff of Princeton University. The $10 guest fee would still apply.

  The sponsor requirement would also be waived for alumnus of Princeton University and the $10 guest fee would apply.

  All guests must show a current / valid photo ID. Proof of age will be required. No one under the age of 18 (with the exception of current Princeton University students) may sponsor a guest. Please see policies on youth/children for guidelines regarding youth/children access.

  Departmental Guest Passes are available for purchase upon request by any University Department. Please contact the Business Office directly at 258-8549.

  One-Time Group Fitness passes are also available and pricing is as follows:

  - One-Time Group Fitness Pass for Students/Members: $10
  - One-Time Group Fitness Pass & Guest Pass: Staff/Faculty: $15 (self-sponsored)
  - One-Time Group Fitness Pass & Guest Pass: Community Member: $20 (must be sponsored by member)

**Locker Room Usage**

The Department of Recreation has a number of options available to members for locker room use (rental and daily use lockers).

The following guidelines apply for lockers:

  - Lockers and locks are available on a yearly and daily basis (free of charge) at the ID desk. *IDs must be left at the ID desk in exchange for daily use locks.*
  - Members are prohibited from using personal locks on lockers.
  - Daily use lockers are located in the locker rooms (full length). These lockers are available on a first-come first-serve basis and are not intended for overnight usage.
  - Members are prohibited from placing items in an unsecured day locker.
• Do not leave items unattended while using the locker room facilities. If you are taking a shower, be sure to lock your belongings in a locker. **REMEMBER:** When placing items in a day locker, always secure them with an issued Campus Rec lock. Using a lock at Dillon Gym is just as important as bringing your ID.

• Leave all valuables at home or the office.

• Individuals are responsible for emptying their locker at the end of the academic year. The deadline for emptying lockers is generally the end of the business day the last Friday June (date subject to change). Dillon Gym would be closed for Locker Cleanout the next day, the last Saturday in June (date subject to change). All contents of lockers not emptied by the posted date will be removed and held for a period of approximately 30 days, at which point they will be donated to the appropriate charity. A $10 recovery fee will be charged for all patrons wishing to retrieve their items after the posted date.

**Lost and Found**

All lost and found items found in Stephens Fitness Center will be stored in a secure location in Stephens Fitness Center. All items found in the remaining areas of Dillon Gym will be stored in a secure location at the ID desk. All items will be stored for a total of at least 30 days and then donated to charity if unclaimed.

**Main Gym Floor**

Varsity Athletics, Groups Fitness, Instructional Programs, Intramural Sports and Sport Clubs have scheduling priority in Dillon Gym including the main gym floor. All recreational facility hours are subject to frequent change.

All general Dillon gym policies apply to the Main Gym Floor including:

• The Main Gym Floor is reserved for informal/open recreation basketball weekdays from 4pm until closing and all day on weekends, unless noted on the Dillon Gym facility schedule.

• “Noon-Hoops” is held Mondays, Wednesdays and Fridays 11:30am-1:30pm

• Shoes and equipment that mark court surfaces are not allowed.

• Equipment being stored on the main gym floor is not available for patron use unless rented at the ID desk. Badminton poles are only to be moved using the rollers on the base. Assistance will be provided by ID desk staff if there are problems with court setup.

• Basketballs, volleyballs, soccer balls, footballs and badminton equipment are available for rental at the ID desk. **IDs must be left at the ID desk in exchange for all equipment.**

• All activity areas shut down 15 minutes prior to the close of the building and the locker rooms.
Dillon Squash Courts

In order to ensure the safety of our squash patrons, all general Dillon gym policies apply to the Dillon Squash Courts including:

- Dillon Squash Courts are to be used for one-on-one recreational squash match-play ONLY.
- Non-Campus Rec sponsored squash instruction or lessons are strictly prohibited.
  - Note: squash instruction or lessons are defined as any activity taking place within the courts for skill development outside of recreational match-play.
- All court reservations are made by members on a first-come-first-serve basis on the reservation board just outside the squash court entrance.
  - Reservations can be made approximately one week in advance.
  - Patrons are limited to ONE reservation per day.
  - Individual reservations are ONE hour in length.
- Shoes and equipment that mark court surfaces are not allowed.
- Protective eye-guards are strongly recommended for use when playing either racquetball or squash in the Dillon Squash Courts. Eye-guards are available for use free of charge at the ID desk. IDs must be left at the ID desk in exchange for all racquetball or squash equipment.
- Individual court lights are to be turned off after use.
- All activity areas shut down 15 minutes prior to the close of the building and the locker rooms.

All Other Activity Rooms/Areas

The Group Fitness and Multi-Purpose Rooms are not available for drop-in use.

The recreational Table Tennis (Squash Court #16) and Indoor Golf (Squash Court #15) areas are available for first-come first-serve drop-in use during normal facility hours schedule permitting.

- Specific squash court keys must be checked out at the ID Desk. An ID must be left at the ID Desk in exchange for all keys. Two IDs will be required in exchange for the Table Tennis Court.

Martial Arts and Dance Studios are also available for first-come first-serve drop-in use during normal facility hours schedule permitting. The following guidelines apply:

- Appropriate footwear is required. Only non-marking, athletic shoes may be worn.
- Use of the stereo system is prohibited unless on approved stereo usage list. Individuals are permitted to bring their own source of music or rent a stereo from the ID Desk.
• “Groups” are not permitted to use this space without prior approval. Three or more people practicing together are deemed a “group.”
• Dance Studio and Martial Arts Room keys must be checked out at the ID Desk. An ID must be left at the ID Desk in exchange for all keys.

Please remember that the above guidelines are designed for the protection of members, employees and facilities. All members are expected to act appropriately and be respectful of others while participating in programs and/or using the facilities. Members may not interfere with employee duties, use obscene language, or engage in verbal or physical abuse of employees or fellow members. All members must observe all posted signs and verbal directions provided by the Campus Recreation staff. Princeton University Campus Recreation reserves the right to remove individuals from any facility and to suspend/revoke a membership based on the actions of that individual.