

Facility Admission Policy



Revised 8/12/2009

Who may use Virginia Tech Recreational Facilities?

All patrons of Recreational Sports at Virginia Tech must have one of the following forms of acceptable identification with them in order to access the facilities. Patrons must be prepared to present their I.D. to facility staff when requested.

McComas Hall

Currently enrolled students who have paid the Recreation Fee from:

- Virginia Tech (undergraduate and graduate)
- Edward Via Virginia College of Osteopathic Medicine (EVVCOM)
- Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM)

War Memorial Hall

The following patrons may gain access to War Memorial Hall:

- Currently enrolled Virginia Tech, EVVCOM, and VMRCVM Students
- Employees of Virginia Tech, EVVCOM, VMRCVM, the CRC, the VT Foundation, University Bookstore, and the Inn at VT
- Retirees of Virginia Tech
- Alumni of Virginia Tech
- Long-Term Guests and Dependents of Employees, Students, Alumni, and Retirees
- Other Individuals Associated with or Sponsored by Virginia Tech
- Day Guests of Employees, Students, Alumni, and Retirees
- Day Guests of the Inn at Virginia Tech
- Members of university-sponsored conferences, camps, and seminars

Outdoor Facilities

Facilities include tennis courts, softball fields, playing fields, etc. All users must have a valid Hokie Passport I.D. and/or be properly registered.

Age Requirements

Currently enrolled Virginia Tech students may use all facilities regardless of age.

The following age restrictions apply to **all** dependents and guests:

- **All facilities:** Must be at least 16 years old **OR** have direct parent/legal guardian supervision if 15 or under.
- **Weight Rooms and Fitness Centers:** Must be at least 16 years old. No one under 16 is permitted.
- **Pools:** Must be at least 18 years old **OR** have direct parent/legal guardian supervision if 17 or under.

What type of identification is needed and **How** is it obtained?

Students: Valid Hokie Passport
Employees: Valid Hokie Passport
Retirees: Valid Retiree Hokie Passport

Alumni: Valid Alumni Hokie Recreation Passport

How to Obtain:

1. Alumni must visit the Department of Recreational Sports main office with a photo I.D. card (i.e. Driver's License) during normal business hours.
2. A Department of Recreational Sports staff member will call the Alumni Office to verify the status of the candidate.
3. The candidate and the Department of Recreational Sports staff member will then complete the appropriate registration forms.
4. Upon completion of all appropriate registration forms the candidate will be given a verification form, allowing access to the facilities for that day only.
5. The candidate must take the verification form to the Hokie Passport Office, pay a \$15 processing fee and obtain a Recreation Passport photo I.D. for subsequent visits.

Notes:

- Alumni Registration Forms must be renewed annually on or after August 1st at the Department of Recreational Sports Main Office.

Long-Term Guests of Employees, Retirees, Alumni, and Students:

Valid Long-Term Guest Hokie Recreation Passport

Dependents (16 years or older) of Employees, Retirees, Alumni, and Students:

Valid Dependent Hokie Recreation Passport

Please note: Long-Term Guest and Dependent Registration Forms must be renewed annually on or after August 1st at the Department of Recreational Sports Main Office.

How to Obtain:

1. The Long-Term Guest/Dependent must visit the Department of Recreational Sports main office with a photo I.D. card (i.e. Driver's License) during normal business hours with their proposed Faculty/Staff, student, alumni, or retiree sponsor to verify eligibility.
2. The candidate, sponsor, and the Department of Recreational Sports staff member will then complete the appropriate registration forms, indicating that the sponsor assumes full financial and legal responsibility for their guest.
3. Dependents must be claimed as dependents on their sponsors' tax forms in order to qualify.
4. Upon completion of all appropriate registration forms the candidate will be given a verification form, allowing access to the facilities for that day only.
5. The candidate must take the verification form to the Hokie Passport Office, pay a \$20 card processing fee and obtain a Recreation Passport photo I.D. for subsequent visits.

Notes:

- Only one Long-Term Guest may be sponsored per valid Virginia Tech ID cardholder.

Dependents (15 and under) of Employees, Retirees, Alumni, and Students:

Hokie Recreation Privilege Card

How to Obtain:

1. Dependents must visit the Department of Recreational Sports main office during normal business hours with their proposed Faculty/Staff or student sponsor to verify eligibility.
2. The candidate and the Department of Recreational Sports staff member will then complete the appropriate registration forms.
3. Dependents must be claimed as dependents on their parents' tax forms in order to qualify.
4. Upon completion of all appropriate registration forms the Department of Recreational Sports will issue the dependent a laminated recreational privilege card.

Other Individuals Associated with or Sponsored by Virginia Tech Departments:

Valid Multi-Purpose Hokie Passport *with activation*

The sponsoring department or office must register individuals wishing to access War Memorial Gym. To register participants, send an e-mail to Sam Van Curen, Facility Manager – War Memorial Gym, at scuren@vt.edu that contains the following information:

- Name of each participant
- Hokie Passport ID# of each participant
- Start and end dates of the participant's affiliation with Virginia Tech

The participant's existing ID will then be activated for access to the gym.

Short-Term Guests

Inn at Virginia Tech/Skelton Conference Center Hotel Guests:

ID Required: Guest Pass

How to Obtain:

Guests staying at the Inn at Virginia Tech may utilize War Memorial Gym during normal operating hours by presenting a photo I.D. AND hotel room key to the equipment room staff and paying a \$5 guest fee. This fee entitles the participant to use the facility for the day on which it is purchased. Participants must be at least 16 years of age to utilize the facility on their own.

Members of University Sponsored Conferences, Seminars, Camps, etc.:

1) Individual Usage

ID Required: Guest Pass

How to Obtain:

Individual conference participants may utilize War Memorial Gym during normal operating hours by presenting a photo I.D. AND conference I.D. badge to the equipment room staff and paying a \$5 guest fee. This fee entitles the participant to use the facility for the day on which it is purchased. Participants must be at least 16 years of age to utilize the facility on their own.

2) Group Usage

Conference groups that wish to reserve a portion of the facility for a specific event or activity may contact the Facility Coordinator at 540-231-1855 for information on rates and availability. These facilities include 2 large gymnasiums, several multi-purpose studios and racquetball/squash courts. Groups interested in reserving

the pool may contact the Assistant Director for Aquatics at 540-231-5884. All requests must be submitted at least 2 weeks in advance.

Please note that in order to provide equal access for all of our patrons, more than 5 conference guests attempting to access the facility at the same time will be considered a group and may not be allowed access under the individual usage policy.

Daily Guests of Faculty/Staff and Students:

War Memorial Hall

Conditions:

1. Only valid Virginia Tech Hokie Passport holders may sponsor guests.
2. Valid Hokie Passport holders may sponsor only 2 guests per visit.
3. Sponsor must be 18 years of age or a Virginia Tech student with a valid VT ID to sponsor guests. Additional identification may be necessary to verify age.
4. High school aged guests may only be sponsored by immediate family members who possess a valid Hokie Passport.
5. Guests must remain with their sponsor at all times.
6. Guests are not permitted to check out equipment.
7. Guests under 16 may only be sponsored by a parent or legal guardian.

Procedures:

1. In order to obtain a guest pass, the guest and their Virginia Tech Sponsor must go to the Equipment Desk.
2. The guest must present a photo ID and the Equipment Room Attendant will complete a guest pass and give the guest one copy, which must be carried while using the facility.
3. The guest will then read and sign a participation waiver.
4. A guest pass is good for one calendar day and costs \$5.00.

McComas Hall

Conditions:

1. Only valid Virginia Tech Hokie Passport holders may sponsor guests.
2. Valid Hokie Passport holders may sponsor only 2 guests per visit.
3. Guests must be at least 16 years of age and possess a picture identification card (i.e. driver's license, school I.D., state identification card)
4. Guests must remain with their sponsor at all times.
5. Guests are not permitted to check out equipment.
6. The guest pass only allows participation in informal recreation. Guests may participate in additional departmental programs with appropriate permission and registration (swim lessons, fitness classes, etc.)

Procedures:

1. In order to register, the guest must present a photo I.D. card to the Control Desk Attendant.
2. The Control Desk Attendant will verify accuracy and document vital information including: Name, Address, Driver's License Number, etc.
3. The guest will then read a participation waiver and sign the guest log sheet.
4. The Control Desk Attendant will also record the sponsor's vital information in the guest logbook.
5. A \$5.00 fee will be charged per visit.

Other

Special Access Pass

There may be special situations granted by Recreational Sports staff. These patrons will receive a dated temporary pass to allow full usage in accordance with facility policies and regulations. These patrons must present the pass and an additional picture I.D. card for verification to the Facility Staff. Persons holding a Special Access Pass may check out equipment. The equipment room staff should retain the patron's driver's license until the equipment is returned.

Special Event Access:

There may be patrons who will require entry into War Memorial Hall and McComas Hall that will not possess a Virginia Tech I.D. card. A roster of names for each situation or event will be available at the control desk or monitor stations. These patrons must present a picture identification card, which the Control Desk Attendant or Facility Monitor will crosscheck against the roster list. Among the possible patrons without I.D. cards include members from the following groups:

Recreational Sports Extramural Sports Clubs
Recreational Sports Instructional Program participants
Master's Swim Program
Recognized Student Organizations who have reserved facility space

Other:

Situations that are not described in this section must be presented to the Facility Managers. "Other" situations will be handled on a case by case basis by these staff members only.

Non-Enrolled Students:

The intent of this policy is to provide access to student recreational sports facilities and programs for those students who experience a one-semester enrollment break or are in the Cooperative Education Program. Students in between enrolled semesters must fully intend to return the following semester, be in good standing, and be actively seeking a degree. Students electing to utilize the recreational facilities and programs will pay the same fee as other students.

Procedure:

1. Upon completion of the Certification Form and remittance of the current full semester recreation fee, certain categories of students not enrolled for a single semester may be allowed access to the recreational facilities and programs.
2. Categories of students allowed this privilege would normally be limited to the following:
 - A) Cooperative Education Program**

This category would include students formally engaged in the Cooperative Education Program. Students would have normally paid the term co-op fee. Payment of the co-op fee does not entitle a student to use the auxiliary services offered by the university.
 - B) Summer Semester Breaks**

This category would include those students who follow the traditional pattern of attending classes only during the fall and spring semester over the course of four years.
 - C) Personal hardship**

This category would include those students who by reason of personal hardship, such as health or lack of financial resources, are forced not to enroll for a semester to alleviate the hardship.
 - D) Appeals**

Students not falling into one of the above categories may choose to submit a written appeal to the main administrative office of Recreational Sports requesting that their situation be reviewed. The final decision on appeals is the responsibility of the Vice President of Student Affairs. To ensure sufficient time to review appeals, written requests should be submitted at least two weeks prior to the beginning of the desired semester of facility use.
3. Students must be in good standing. Students who are not currently enrolled because of probationary actions will not be allowed to use the recreational facilities or participate in recreational programming.
4. Eligibility to use the recreational facilities under this policy will not be extended to a second consecutive semester unless specifically approved through the appeals process.
5. Completion of the Certification Form and payment of the eligibility fee will be accomplished in the main administrative office of the Department of Recreational Sports Main Office.