



Activities & Recreation Center Policies and Procedures

Questions regarding the ARC's policies and procedures may be directed to the ARC team at arcinfo@uw.edu.

Accessibility:

Individuals with a disability requiring an accommodation to participate in an ARC event can contact ARC staff at arcinfo@uw.edu. It is preferred that arrangements are made 10 days prior to the event. Assisted listening headsets are available in meeting room ARC-121 and the second floor Overlook event space.

Alcohol:

The use of alcohol for events within the ARC requires permits/forms to be submitted four weeks prior to event. In order to obtain a banquet permit for an event on campus, event organizer must complete the [on-campus form](#) as well as the [state form](#). Both of these forms must be posted during the event. The event organizer is responsible for following all campus and state guidelines and regulations regarding the use of alcohol during the event.

Animals:

Animals are not permitted within the ARC, with the exception of service animals. More information regarding service animals is available at:

- Cascadia: http://www.cascadia.edu/advising/sassresources/DSS_StudentHandbook3-2011.pdf
- UW Bothell: <http://www.washington.edu/admin/rules/policies/APS/46.06.html>

Building Hours: July 2018 to June 2019

Fall, Winter, & Spring Quarter Hours:

	Fitness Center	Levels 1 and 2
Monday-Thursday	7am – 11pm	8am – 12am
Friday	7am – 9pm	8am – 10pm
Saturday	12pm – 6pm	Closed
Sunday	12pm – 8pm	Closed

Academic Breaks

	Fitness Center	Levels 1 and 2
Monday-Friday	7am – 5pm	8am – 6pm
Saturday	12pm – 6pm	Closed
Sunday	Closed	Closed

Summer

	Fitness Center	Levels 1 and 2
Monday-Friday	7am – 8pm	8am – 9pm
Saturday	12pm – 6pm	Closed

Sunday	12pm – 6pm	Closed
--------	------------	--------

The ARC will only be using “Break” and “Summer Quarter Hours” when both Cascadia and UW Bothell are on break and summer quarter, respectively. The ARC will be closed for two weeks for training, maintenance, and cleaning: September 17-21, 2018 and June 17-21, 2019.

Building Managers:

ARC Building Managers are staffed during evening and weekend hours and are responsible for informing guests of building policies and procedures, ensuring the safety of guests and the building, and providing support to guests in the building (including serving as ARC point of contact for events in the building). Monday-Friday, Building Managers can be found on the First Floor Lobby or reached by phone at 425-352-3878. Saturday-Sunday, Building Managers can be found at the Fitness Center front desk or reached by phone at 425-352-3580.

Candles:

Open flame candles (such as Sterno’s) may only be used in the ARC to heat food (or with prior approval, on a case by case basis, by the Director of the ARC), with the following guidelines:

- Candles may not be left unattended while burning.
- Candles must be of low flame variety and must be placed in a sturdy, non-combustible container.
- Candles should be completely enclosed in a tip-resistant non-combustible container constructed so as to be self-righting if placed in a freestanding position when possible. The container, if tipped, must be capable of containing the entire candle, dripping wax, and convected heat within the container.
- All readily combustible materials, such as drapes, curtains, or blinds, must be secured at least three feet away from the open flame.
- Candles must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that heat or smoke might activate the device.

Incense is prohibited inside the ARC, except by prior approval from the Director of the ARC. Lighting devices such as tiki lamps, oil lamps, torches, etc. are prohibited inside the ARC. Electronic “candles” welcomed.

Commercial Use:

The ARC may not be used for private or commercial purposes such as sales, advertising, charitable solicitations, or promotional activities unless such activities serve an educational purpose as determined by the Director of the ARC.

Damage, Theft, Vandalism:

All individuals using the ARC facilities are expected to take reasonable steps to ensure proper care of the building and equipment. Any costs related to repair and/or replacement of ARC facilities and/or equipment due to damage, misuse, or vandalism (whether accidental or intentional), shall be the responsibility of the individual and/or sponsoring organization of the specific event, subject to review of the ARC professional staff. The ARC is not responsible for lost, stolen, or damaged personal property.

Emergencies:

In the event of an emergency, guests of the ARC shall comply with all instructions from building staff and campus officials.

- Bothell Fire & Police: dial 911 from any campus phone
- Campus Security: dial 25359 from any campus phone (425-352-5359 from off campus)
- ARC Information Desk: dial 23878 from any campus phone (425-352-3878 from off campus)

Event Decorations:

- No holes, paint or markings of any kind, size, or location that may permanently damage the facility are permitted. Please use blue painters tape to hang decorations. No decorations may be affixed with duct tape, nails, tacks, or staples to any moveable wall or painted wall surface.
- All exits must be free of barricades; no objects may be blocking exits or placed within six feet of an exit.
- Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed in any way.
- The use of confetti or mylar cutout/sprinkle type decorations is prohibited.
- Helium mylar balloons are not permitted as event decorations. Event planners using other types of helium balloons are responsible for securing balloons with weights. Removing stray balloons or replacing damaged caused by balloons tangled in fans, will be charged to the event planner and/or their organization. Please refrain from popping balloons in the ARC.
- Decorations must be removed by the end of a group’s reservation, including those decorations placed outside or near the ARC.

Event Policies and Reservations:

- First priority for reserving event space in the ARC shall be given to the organizations that have been allocated student fee programming dollars.
- Second priority for reserving event space in the ARC shall be given to Cascadia and UW Bothell affiliated groups. Reservation fees and restrictions apply. Please see Event Reservation Fees below.
- Last priority for reserving event space in the ARC shall be given to external clients when both Cascadia and UW Bothell are not in academic session or on weekends. Reservation fees and restrictions apply. Please see Event Reservation Fees below.
- Students interested in displaying classwork, group projects, or multi-day displays can contact the Student Facilities Advisory Committee for case-by-case basis approval. Please allow at least two weeks before desired installation date. A short description of the installation can be emailed to the Director of the ARC at ecarman@uw.edu.

Event Reservation Fees

Organizations that have been allocated student fee programming dollars:

	Rate
Events occurring during normal ARC Operating Hours	\$0
Events occurring outside of normal ARC Operating Hours	\$40/hour

Cascadia and UW Bothell affiliated groups:

	Rate	Minimum	Daily Max.
Monday-Friday before 5pm	\$87.50/hour	3 hour	\$700/day
Monday-Friday after 5pm	\$137.50/hour	3 hour	\$700/day
Saturday-Sunday before 5pm	\$137.50/hour	6 hour	\$1100/day

Saturday-Sunday after 5pm	\$175/hour	6 hour	\$1100/day
---------------------------	------------	--------	------------

External groups:

	Rate	Minimum	Daily Max.
Monday-Friday before 5pm	\$175/hour	3 hour	\$1400/day
Monday-Friday after 5pm	\$275/hour	3 hour	\$1400/day
Saturday-Sunday before 5pm	\$275/hour	6 hour	\$2200/day
Saturday-Sunday after 5pm	\$350/hour	6 hour	\$2200/day

Event rate includes one standard event setup (ie a set up utilizing furniture currently in ARC inventory) and standard A/V setup (ie a setup utilizing equipment currently in ARC inventory, run by ARC A/V Tech Crew). Event rate does not include parking, furniture/equipment not in ARC inventory, or fees for excessive cleaning or damage to the facility. For more information, please contact arcevent@uw.edu.

Event Reservation Cancellations

For Cascadia College and UW Bothell affiliated groups:

Event planners may cancel their reservation by providing ARC staff a written notice of termination.

- If notice is received more than 60 calendar days prior to event, no reservation fee will be charged.
- If notice is received 14-59 calendar days prior to event, a \$100 administrative fee will be charged.
- If notice is received less than 14 calendar days prior to event, the full reservation fee will be charged.

Event Reservations for Rain Back Up

For Cascadia College and UW Bothell affiliated groups:

The ARC event space may be reserved as a rain backup location, with the following considerations:

- Event planner must provide the "go/no go" rain call 3 business days prior to event.
- A \$100 administrative fee will be charged if event space is not used; the full reservation fee will be charged if the event is hosted in the ARC.

Fitness Center: General Policies

- The ARC Fitness Center is available for use by currently enrolled students, faculty and staff of the University of Washington Bothell and Cascadia College.
 - Students - ARC Fitness Center access is granted to currently enrolled students who have paid the Activities and Recreation Center fee (typically paid as a part of tuition and fees). Students who are not paying the Activities and Recreation Center fee are welcome to purchase a membership to utilize the ARC Fitness Center and resources.
 - Faculty and Staff – are welcome to purchase a membership to utilize the ARC Fitness Center and resources.
- Although a University of Washington Bothell or Cascadia College photo identification is preferred, a form of identification with a photo must be provided upon check-in.
- Unauthorized access of the ARC Fitness Center is prohibited. Unauthorized access can be described as attempting to access the facility with identification other than your own or failure to check-in at the ARC Fitness Center front desk.
- Day use lockers are available for use by all ARC Fitness Center members.

- The ARC is not responsible for lost, stolen, or damaged personal property. The front desks cannot hold a member's personal property and will not be responsible for items left unattended.
- Any unidentified items left in the lower level lobby or fitness center will be reported to campus safety to confiscate.
- Proper attire must be worn in order to utilize the ARC Fitness Center.
 - For your safety, closed-toed athletic shoes are to be worn at all times throughout the ARC Fitness Center.
 - A T-shirt, tank-top or alike covering the midsection is required in the ARC Fitness Center to promote a comfortable and inclusive environment and limit the exposure to sweat-borne pathogens.
 - Clothing with zippers and/or abrasive material that may damage equipment is prohibited.
- Only water is permitted in a resealable, non-breakable bottle.
- As a courtesy to other members, limit cell phone conversations to the lower level lobby when using the ARC Fitness Center.
- Consuming beverages other than water and food is encouraged to be done in the lower level lobby when using the ARC Fitness Center.
- All participants in the ARC Fitness Center must adhere to guidelines specific to each activity area.
- All users must comply with the University of Washington Bothell Policy on the Use of University Facilities and the Use of Joint University of Washington, Bothell and Cascadia College Facilities policy.

Fitness Center: Locker Room

- Day use lockers are available for use by all ARC Fitness Center members.
- The ARC is not responsible for lost, stolen, or damaged personal property.
- All incidents and/or injuries should be reported to the ARC Fitness Center front desk staff immediately.
- As a courtesy to other members, limiting the use of cell phone conversations in the ARC Fitness Center locker rooms is highly encouraged.
- Avoid the use of personal cameras in the ARC Fitness Center Locker Room for the safety and privacy of other members.

Fitness Center: Strength Equipment Area

- Proper attire must be worn in order to utilize the ARC Fitness Center.
 - For your safety, closed-toed athletic shoes are to be worn at all times throughout the ARC Fitness Center.
 - A T-shirt, tank-top or alike covering the midsection is required in the ARC Fitness Center to promote a comfortable and inclusive environment and limit the exposure to sweat-borne pathogens.
 - Clothing with zippers and/or abrasive material that may damage equipment is prohibited.
- Only water is permitted in a resealable, non-breakable bottle.
- As a courtesy to other members, avoid cell phone conversations while on the fitness floor.
- For your safety and the safety of others dropping and/or slamming of weights is not permitted.
- Walkways on the fitness floor should remain clear of all personal belongings.

- Sanitizing equipment before and after use is highly encouraged.
- All equipment should be re-racked after use.
- For your safety, utilizing collars for all barbell lifts is highly encouraged.

Fitness Center: Cardio Equipment Area

- Proper attire must be worn in order to utilize the ARC Fitness Center.
 - For your safety, closed-toed shoes are to be worn at all times throughout the ARC Fitness Center.
 - A T-shirt, tank-top or alike covering the midsection is required in the ARC Fitness Center to promote a comfortable and inclusive environment and limit the exposure to sweat-borne pathogens.
 - Clothing with zippers and/or abrasive material that may damage equipment is prohibited.
- Only water is permitted in a resealed, non-breakable bottle.
- As a courtesy to other members, avoid cell phone conversations while utilizing cardio equipment.
- All walkways and space between cardio machines should remain clear of personal belongings.
- Sanitizing equipment before and after use is highly encouraged.
- During peak hours, limit use of cardio equipment to 30 minutes if members are waiting.
- For assistance with cardio equipment, please see staff at the ARC Fitness Center Front Desk.

Fitness Center: Fitness Studio

- Proper attire must be worn in order to utilize the ARC Fitness Center.
 - For your safety, non-marking, closed-toed athletic shoes are to be worn at all times throughout the ARC Fitness Center.
 - A T-shirt, tank-top or alike covering the midsection is required in the ARC Fitness Center to prevent exposure from harmful bacteria and promote a comfortable and inclusive environment.
 - Clothing with zippers and/or abrasive material that may damage equipment is prohibited.
- Only water is permitted in a resealed, non-breakable bottle.
- As a courtesy to other members, avoid cell phone conversations while using the studio.
- Sanitizing equipment before and after use is highly encouraged.
- Cardio bikes designated for the studio must remain in the studio.
- Avoid interrupting fitness classes or other scheduled activities in progress.

Glitter:

Glitter or mylar confetti is not allowed in the ARC.

Hallway and Stairways:

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items.

Information Desks:

The ARC First Floor Information Desk is staffed during weekday building hours and can be reached at:

- 425-352-3878
- arcinfo@uw.edu
- ARC First Floor Lobby

The ARC Lower Level Fitness Desk is staffed during fitness center hours and can be reached at:

- 425-352-3580
- arcinfo@uw.edu
- ARC Lower Level Fitness Center

Involvement & Leadership Office (ILO):

ILO General Policy

- This space, including computers and workstations [and small meeting rooms] in the ILO are for paid student leaders and club members specifically for student leader work only.
- ILO operating hours are Monday through Friday from 8 AM to 7 PM, where the space will be available for business; After 7 pm, access to ILO is limited to authorized student employees with card swipe access.

ILO Use Expectation

- For students who wish to meet up with friends, do homework, or eat, please use the Overlook on the 2nd floor of the ARC.
- Students working in the ILO are held accountable for behavior by other students
- Monitor your noise level and keep voices at a respectful level
- It is the responsibility of all users of the ILO to self-regulate policy within the space. Make sure to monitor your peers and provide reminders when it comes to eating, sleeping and doing homework in the ILO.
- Clean your workspace, put away supplies, and dispose of trash each day
- Clean and organize ILO (ARC-130) and ARC workroom (ARC-135) according to cleaning schedule posted on the wall in the ARC-130
- Request replenishment of supplies when low, from your advisor.
- Report broken or missing equipment, supplies or technology to your advisor.
- Hide/lock up valuable items; the ILO is not a secure workspace.
- For questions about the ILO, please email arcilo@uw.edu.

ILO Event Staging Area

- Event Staging & Club Supply Pickup Area
- This is a storage area for supplies for upcoming events.
- Limit storage to no more than one (1) week prior to the event and remove all items within two(2) days after the event.
- Keep event/activities staging area (silver shelves in the back of the ILO and lockers) organized and put stuff away after your event is over
- Lockable cabinets are for event use only and can be reserved by emailing studentprograms@cascadia.edu, UWBclubs@uw.edu
- Mark every item or box with the name of your organization and the date of the event.
- Clubs can pick up items left for them by staff or Club Council here. Return items to this area when finished.

ILO Fridge

- Event Staging & Club Supply Pickup Area
- This is a storage area for supplies for upcoming events.

- Limit storage to no more than one (1) week prior to the event and remove all items within two(2) days after the event.
- Keep event/activities staging area (silver shelves in the back of the ILO and lockers) organized and put stuff away after your event is over
- Lockable cabinets are for event use only and can be reserved by emailing studentprograms@cascadia.edu, UWBclubs@uw.edu
- Mark every item or box with the name of your organization and the date of the event.
- Clubs can pick up items left for them by staff or Club Council here. Return items to this area when finished.

ILO Workroom (ARC-135)

- This room is only for use by student leaders, ARC employees, and club members.
- This room and the supplies in it are only for student leader work, not for class work or personal use.
- If supplies are low or empty, please email arcilo@uw.edu to request more supplies.

ILO Copiers/Printers

- UWB/CC Copiers/Printers
- Copiers and printers are only for use by student employees in the ARC.
- UWB Copiers and printers require a code, which is available from your adviser.
- Cascadia Copiers and printers require your employee ID card
- Copiers and printers are only for use for student leader work, not for class work or personal use.
- If copier is not working, please ask for help in ARC-140 or email arcilo@uw.edu.

ILO Sink

- Wipe down sink and counters after each use
- Clean up all food and paint materials immediately after use
- Do not leave anything in the sink
- Items left near the sink to dry overnight need to be removed after two (2) days

ILO Work Stations

- Work stations
 - Use desktop signage at workstations to indicate what group is in the office working - this signage is not intended to save a workstation.
 - No messy food at workstations, please clean up after yourself.
 - At the end of each shift, dispose of any trash and return items to their proper location
- Computers
 - Student leader work only, no homework
 - Lock your computers if you step away from them for less than 15 minutes
 - Log off of computers if you are gone for more than 15 minutes
- Accessing Files
 - Save to Share drive or U Drive, not in documents or desktop

ILO Lockers

- Lockers are meant for storing your personal belongings while you are working - not while you are in class
- Locker check out is for Student Employees working in the ARC only

- Locks can be checked out at the ARC front desk
- Lockers are for day use only, do not leave your belongings here overnight
- If you have any questions, email arcilo@uw.edu

ILO Doors

- The main doors to the ILO will remain closed to help decrease the noise level from outside.
- The doors will remain unlocked during business hours of 8AM-7PM, Monday - Friday; after 7 PM access to ILO is limited to authorized student employees with card swipe access.

ILO Glass

- Office hours listed on side panes
- Student leaders will update for their group
- Have student logos as placeholders

ILO Small Meeting Rooms

- Are for student leaders/club use
- Use whiteboards outside of doors: name, name of group, time out
- Can be reserved through myarc.uwb.edu
- When space is not reserved, priority use will be given to student employees working club or organization projects
- Are not intended for studying, non-organization projects, or napping.

ILO Food

- Food is allowed in ILO as long as non-messy at computer
- Any kind of food allowed in back of ILO at worktables
- Clean up after yourself completely
- Wipe down table surface after you are finished eating
- These areas will not be cleaned by professional staff or Facilities Services.

ILO and ARC Front Desk

- Each student group will be responsible for making sure the ARC Info Desk has your information and business cards
- Check out keys for lockers

Lost and Found:

Items turned into the Information Desk will be delivered to Campus Safety on a routine basis.

Posting Policies:

In order to effectively serve our campus, the ARC has combined the posting policies for [Cascadia College](#) and [UW Bothell](#), so that marketing created for other spaces on campus may be posted in the ARC. Questions regarding posting policies may be directed to arcinfo@uw.edu or to the First Floor Information Desk.

The ARC welcomes campus-affiliated marketing, with the following considerations:

- The poster identifies the event sponsor and lists contact information.
- The poster contains institutional non-discrimination/equal opportunity statement and event accommodation request information.
- Event sponsor shall monitor and remove outdated materials.

- Posters shall be affixed to tackable surfaces using pushpins, provided at the first floor information desk.
- Number of posters for the building currently limited to 6 total for the ARC; max size of 11x17" posters. Requests to post additional or larger posters should be directed to arcinfo@uw.edu.
- Materials shall comply with institutional code of conduct.
- Posting is prohibited on doors and trim, elevators, windows, building signage or maps, building exteriors, vending machines, emergency devices, or painted surfaces.
- Posting is prohibited that promotes services and products that are not officially affiliated with or sponsored by Cascadia College or the University of Washington Bothell
- The above policies apply to digital signage in the ARC. Digital signage submissions can be submitted to arcinfo@uw.edu.

Reserving Meeting and Event Space:

- Reservations for space in the building will be coordinated through myarc.uwb.edu. Questions may be directed to arcevent@uw.edu.
- ARC meeting rooms (ARC-110, ARC-121, ARC-210) may only be reserved in advance by student clubs and organizations to hold their regularly scheduled meetings. However, should the room be available, it can be used day-of on a first-come, first-serve basis for other purposes.
- ARC mini meeting rooms (ARC-021, ARC-131a, ARC-131b, ARC-141a, ARC-141b) are for internal use only, and are designated as private space for professional staff, student employees, and club officers to conduct meetings and/or business.

Smoking: Smoking is prohibited in the ARC. This includes vaporizers.

Windows, Doors, Floors: nothing may be affixed to the windows, doors, and floors of the ARC without authorization. This may include paint, posters, signage, stickers, flyers, writing with markers, and other items.

ARC Policies and Procedures Last Updated: September 2018