**Purpose:** Policies and procedures relevant to the operations of the Batting Cages at the Recreational Sports Complex,

**Scope:** Policies and procedures listed apply to all UGA Recreational Sports student staff trained in the Facility Operations at the Recreational Sports Complex.

**Policies:**

I. BATTING CAGES

a. Entry to the batting cages is on a first come, first service basis. One (1) person is allowed in the batting cages at a time;
b. Patrons enter the batting cages at their own risk;
c. To use the batting cages, patrons must be at least 48” tall;
d. Children are allowed to use the batting cages on weekends, pursuant to Departmental facility access policy for children of facility members. Access begins following cage opening on Friday afternoons and ceases with cage closure on Saturdays;
e. Food, drink, or chewing gum is strictly prohibited in the batting area;
f. Backpacks, book bags, fanny packs, purses, or gym bags may not be brought into the batting cages:
   a. Patrons are responsible for all valuable and personal items;
g. Time limit of 3 tokens (~10 minutes) applies when others are waiting to use the cage;
h. The Department of Recreational Sports reserves the right to adjust the Batting Cage schedule when necessary;
i. Batting cages are closed for use on all UGA Game Days.

**Procedures:**

I. BATTING CAGES

j. UGA Batting Cages are open to both University and Community members and should be overseen by Facility Operations Staff trained at the Recreational Sports Complex.
k. Batting Cages are available for use, following purchase of cage tokens. All tokens must be purchased from the Batting Cage Office at the Recreational Sport Complex.
l. Use of the Batting Cages requires the use of a Batting Helmet.
m. Staff are expected to be knowledgeable of the operational and maintenance requirements of the Batting Cages including the operations of both slow- and fast-pitch machines, conveyor belt, Batting Cage Office computer, and Batting Cage Office register.
n. Questions regarding proper operations of the pitching machines should be referred to the supervising Graduate Assistant.
o. Operations and Maintenance should be fulfilled according the guidelines set in the Operations & Maintenance Manual provided by the pitching machine manufacturer.
p. Staff are expected to be knowledgeable in the reconciliation of the Batting Cage register.

II. BATTING CAGE SALES
q. All payments should be made in Cash. Checks, Debit Cards and Credit Cards.
r. Every cash transaction must be rung up on the cash register using the procedures in the next section
s. Any overage or shortage must be documented by the Batting Cage attendant on duty. Reconciliation forms should explain the reason for the cash discrepancy.