

ACCESS CONTROL

Purpose: Policies and procedures relevant to the day-to-day operations of the Ramsey Student Center, including special events.

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

Policies:

I. ACCESS CONTROL

- a. The Ramsey Student Center is a controlled access facility. Members must access the Ramsey Student Center in the Main Lobby Entrance by using the iris scanners. An access gate is available for children under 16 and persons with special physical entry needs.
- b. Member privileges are not transferable. Anyone using their UGACard or UGACard ID Number in violation of UGA Policies is subject to referral to the Office of Student Conduct and/or University Police.
- c. The Department of Recreational Sports reserves the right to refuse admittance to those individuals who impede our ability to manage and operate recreational facilities. Membership privileges may be suspended, temporarily revoked, or permanently revoked when an individual patron impedes the Recreational Sports staff's ability to manage and operate recreational facilities and/or disrupt programs and services. Reasons for suspending/revoking membership may include, but are not limited to the following"
 - i. Failing to adhere to Recreational Sports policies
 - ii. Failing to follow written or verbal instructions from Recreational Sports staff/University staff
 - iii. Interfering with other patrons' use and enjoyment of the facility, and/or
 - iv. Violating the Student Code of Conduct
- d. All children who come into the facility must have a membership and must be directly supervised by an adult member at all times. Children under 16 are not allowed in the Strength & Conditioning facilities. Children under 16 are not allowed to use fitness equipment. Limited access is available for children under 16 years and:
 - i. On weekends during the academic year from 5pm on Friday through 11pm on Sunday
 - ii. Daily during summer facility hours
 - iii. During some University break and holiday periods
- e. Soliciting to gain access to the facility is prohibited.

- f. Entry to and exit from the Ramsey Student Center must be through the front entrance/exit only. Individuals entering or exiting through non-designated doors are subject to referral to the Office of Student Conduct or University Police. Other exits should only be used in an emergency.
- g. Recreational Sports reserves the right to refuse admittance to or to request individuals to leave the facility.
- h. Certain areas of the facility or the entire facility may be closed when warranted (i.e., special events, inclement weather, maintenance projects, etc.).

II. GUESTS OF THE FACILITY

- a. Ramsey Student Center Guest Passes may be purchased at the Admissions Desk during all open facility hours. Credit cards only at the admissions desk/ cash and check payments in the main office during business hours.
 - i. Individual Guest Pass Fees:
 - 1. Adult (18+ - valid photo ID required) - \$10
 - 2. Youth (under 16) – limited access policies apply
 - 3. Current fees-paid students and Ramsey Center Members may purchase up to two guest passes daily. A valid UGACard or valid UGACard number and valid photo I.D. are required.
 - 4. Registered students and current faculty and staff with an UGACard may purchase a self-sponsored Guest Pass.
 - 5. Guests of the Georgia Conference Center Hotel can sponsor themselves with evidence they are current patrons of the hotel.
 - 6. Alumni, who are not Ramsey Student Center Alumni Members, are not eligible to purchase any type of guest pass, including a self-sponsored pass.
 - 7. Guest passes are valid for issue day only and are non-transferable.
 - 8. Guests must be accompanied by their UGA sponsor at all times. Sponsors are responsible for their guest and any damages their guest may cause.
 - 9. Guests are not permitted to check out equipment, make court reservations or participate in organized Recreational Sports Programs.
 - ii. Spectators for Athletic & Recreational Sports events
 - 1. Anyone entering the facility for an event organized by the Athletic Association (volleyball, swim meet, etc.) must enter through the spectator lobby which is to the left of the main entrance.

2. Spectators will only be admitted for special events at Recreational Sports facilities in which the event contact person has made prior arrangements with the Facility Reservationist.
3. Non-members of Rec Sports are not allowed to freely spectate in Rec Sports facilities without signing-up for a tour, purchasing a Guest Pass, or being affiliated with a sanctioned event.
4. Spectators will attend events at their own risk.

Procedures:

I. ACCESS CONTROL

- a. Access Control is the first computer system of the Admissions Desk and should be staffed throughout any shift. Fusion is synced with the lobby iris-scanners and displays each patron's profile upon entry. A patron's profile indicates their:
 - i. Name
 - ii. Status (i.e. Student, Faculty, Staff, Alumni, Dependent)
 - iii. Relevant Personal Information (UGA ID, certifications, etc.)
- b. Access Control also indicated discrepancies and disallowed admissions including, but not limited to:
 - i. Pass-Back Violation:
 1. A patron has 'passed-back' their UGA ID Card to allow an individual into the facility who does not have access. These patrons must be asked to leave for their violation. Repeat offenses may result in suspension of facility membership
 - ii. No Membership: Fusion will indicate an individual's membership status and any discrepancies in the validity of that membership. Facility membership is gained through an opt-in student fee for Students and either monthly or annual payments for Faculty, Staff & Dependents. Fusion will indicate the general validity of an individual's membership and whether they have access. In situations that an individual lacks membership it is likely because they:
 1. have not paid the relevant fee
 2. have had their membership lapse
 3. have received a disciplinary suspension
 4. have a discrepancy with their university account that must be reconciled by Business Services

II. GUEST PASSES

- a. Patrons are welcome to purchase any of the following to allow non-members in:
 - i. Single-Day Guest Pass (good for the duration of the day of purchase)
 - ii. Single-Class Fitness Pass (good for entry to one F&W course)
 - iii. Single-Day Guest Pass – Youth (good for the duration of the day of purchase – only valid for individuals under 16 years old on weekends and during the Summer)