

## 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 through the Main Lobby Entrance by using the hand scanners, or displaying a UGACard. Entry gates are ADA accessible.
- 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 old:
  - i. On weekends during the academic year from 5pm on Friday through 11pm on Sunday
  - ii. Daily during summer facility hours
  - iii. During University breaks 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 Main Lobby Entrance 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. Guest Passes may be purchased in the Business Office Monday – Friday from 8:30am to 4:30pm. Cash is not accepted.
  - i. Guest Pass Policies:
    1. Adults (18 and older) will be charged \$12 per guest pass.
    2. Youth (under 18) will be charged \$5 per guest pass. Limited access policies apply.
    3. Current fees-paid students and Ramsey Center Members may sponsor guests. A valid UGACard or valid UGACard number must be provided by the sponsor, and a valid photo I.D. must be provided by the guest(s).
    4. All guests of the facility (adult & youth) must provide a valid form of identification that includes their name, picture, and date of birth. If valid identification is not presented at the time of purchase then the guest pass cannot be sold.
    5. If a youth guest (under 18) does not have a valid form of identification, they must be accompanied by a Parent or Guardian who has an active Ramsey membership. The Parent or Guardian must stay with the youth guest for the duration of their visit.
    6. Any member sponsoring more than 10 guests at once must complete a Facility Reservation Request. Fees will apply.
    7. Guests of the Georgia Conference Center Hotel can sponsor themselves with evidence that they are current patrons of the hotel.
    8. Guest passes are valid for issue day only and are non-transferable.

9. Guests must be accompanied by their UGA sponsor at all times. Sponsors are responsible for their guest and any damages their guest may cause. Sponsors with guests that fail to adhere to facility policies may be referred to the Office of Student Conduct or University Police.
10. Guests are not permitted to check out equipment, make court reservations, or participate in organized Recreational Sports Programs.
11. All guests participating in informal recreation activities such as volleyball, basketball, pickleball, indoor soccer, etc. must not monopolize the court/space, and will be asked to share with others. Ramsey Student Center Members will take first priority.

ii. Fitness Passes:

1. Should a non-member want to gain entry to the facility for a Fitness & Wellness Group Fitness class, they may purchase a Single-Class Fitness Pass for \$10.

iii. Spectators / Special 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 to special events at Recreational Sports facilities in which the event contact person has made prior arrangements with the Facility Reservationist.
3. Spectators are not permitted to utilize other areas of the facility without purchasing a guest pass.
4. Non-members are not allowed to freely spectate in Rec Sports facilities without purchasing a Guest Pass or being affiliated with a sanctioned event.
5. 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 hand 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. 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. FITNESS PASSES

- a. Should a non-member want to gain entry to the facility for a Fitness & Wellness Group Fitness class, they may purchase a Single-Class Fitness Pass for \$10.