SIMON FORUM

Policies and Procedures

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Forum and Athletic Center

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Simon Forum Hours

Academic Hours

Monday – Friday*	7:00am – 11:00pm
Saturday	10:00am – 9:00pm
Sunday	1:00pm – 9:00pm

**The issue desk will open at noon on these days.*

Seasonal Break Hours (Winter & Summer)

Monday – Thursday:	7:00am – 7:00pm
Friday	7:00am – 1:00pm
Sunday	closed

Please check Drew.edu/Recreation for break dates.

Simon Forum Policies

- Current students, faculty and staff have free access to the Simon Forum. Must present valid ID at the Front Desk. If you fail to produce an ID—you can be denied admittance.
- Dependents (up to age 22), spouses and partners of current students, faculty and staff are also permitted to use the facility. To obtain a free Drew ID card they must be accompanied by their host to the Business Office in Holloway Hall during their business hours.
- Trespassing laws are in effect for all University facilities.
- Restitution for damages will be expected from individuals for acts of vandalism and/or theft.
- Children under the age of 13 must be accompanied by an adult in the facility at all times.
- Children under the age of 16 are not permitted in the weight room, fitness room, squash courts, or racquetball courts without supervision.
- Use of tobacco, alcoholic beverages and illegal drugs are prohibited in all areas.
- Individuals are responsible for personal belongings.
- Shirts and shoes must be worn throughout the building with the exception of the pool area.
- Intercollegiate contests and practices, physical education classes, Department of Recreation sponsored events and activities, Theatre department classes and other Drew hosted campus events have priority scheduling to spaces in this facility.
- Facilities may be closed, hours of operation changed, or reservations canceled if University conditions require such action. Please check Drew.edu/Recreation for updates.
- Non-marking sneakers and athletic clothing must be worn in all fitness areas (including fitness room, weight room, dance studios, courts and track.) Prohibited clothing includes, but is not limited to: jeans, sports bras without shirts, flip flops, sandals, boots etc.
- Food and drinks, other than water & sports drinks, are prohibited in all fitness areas (weight room, fitness room.) Please properly dispose of bottles once finished.
- No hanging on basketball rims or nets.
- When building is closed athletes must use the Mud Room entrance or Athletic Trainer's entrance.
- The Baldwin Gym is for NCAA team use or by permission from the Athletics Department.
- Private lesson instruction by non-NCAA sanctioned coach or assistant coach is prohibited.

Weight Room and Fitness Room Policies

- All patrons must clean equipment immediately after use. Sanitizing cleansers are available throughout the fitness areas.
- Use extreme caution when lifting weights to avoid potential injury to yourself or others.
- Spotters are required for all overhead lifts using free weights.
- Do not drop dumbbells, weight stacks or weight plates.
- Return all equipment to its proper storage place (including plate weights and dumbbells to its designated racks)

- Olympic lifts that are performed above the head are permitted only under the supervision of a spotter. (Snatch, Clean and Jerk)
- It is recommended to bring a clean, dry towel for use while using any equipment in the fitness areas
- Music must be 'clean' (without offensive language) and must be played at an appropriate volume.
- The Power Corner in the Simon Forum can only be used with permission of a coach or athletic trainer. You must be under the supervision of a spotter. You must relock all of the equipment.

Recreational Open Swim Hours

Academic Hours

Monday – Friday	7:30am – 9:30am
	11:00am – 2:00pm
	7:30am – 9:30pm
Saturday – Sunday	1:00pm – 4:00pm

Summer Hours

Monday – Friday	1:00pm – 4:00pm
Saturday – Sunday	closed

If you have any questions regarding recreational open swim hours, please contact the Aquatics Supervisor at: 973-408-3002.

Simon Forum Pool Policies:

Patrons must follow direction of lifeguard / pool manager at all times

1. Any person showing evidence of any communicable skin diseases, sore or inflamed eyes, cold, nasal or ear discharges, or any other communicable diseases shall be denied admission.
2. Any person with excessive sunburn, open blisters, cuts or bandages shall be denied admission.
3. Do not enter the water if you are experiencing or recovering from diarrhea or have had any signs or symptoms of a gastrointestinal (stomach) disease in the past seven days.
4. All children in diapers must wear plastic pants with snug fitting elastic waist and leg bands. Do not wash out soiled diapers in the bathing water.
5. Children should be encouraged to use the restroom before entering the water. Immediately report any "accidents" you observe in the bathing waters to a lifeguard.
6. No animals, except for service animals, shall be allowed in the swimming pool, wading pool, hot tub, or spa area, dressing rooms, or other parts of the enclosure.
7. Glass containers are prohibited in pool area.
8. All persons shall shower before entering the water.
9. Conduct which endangers the safety and comfort of others shall be prohibited.
10. Bathing shall be prohibited during an electrical storm.
11. Persons suspected of being under the influence of drugs and alcohol shall be prohibited from entering the water.
12. Prolonged underwater swimming for time and/or distance, competitive and/or repetitive breath-holding is not permitted
13. Anyone under the age of 16 needs to be accompanied by an adult
14. Use of Coast Guard approved and labeled personal floatation devices (PDF) may be used at the guard/managers discretion
    - Non Swimmers must be accompanied in the water within arm's reach of an adult at all times
    - Floatation devices such as, bubbles, water wings, are for instructional use only and must be accompanied in the water within arm's reach of an adult at all times
15. No diving allowed. Diving blocks / boards are for competitive use only. Bathers should use a feet first entry at all times.
16. Non-swimmers need to stay in the shallow end of the pool
17. All swimmers with shoulder length & below hair must wear a swim cap while swimming. No Hair Clips or bobby pins permitted
18. Children and adults of all ages must use the pool locker rooms to change into and out of swimming attire.

19. No changing on the deck.
20. Food, gum, and drinks not allowed in pool area
21. WALK on the pool deck.
22. Do not walk in fins on the pool deck.
23. No holding/hanging on lane line
24. Failure to abide by the rules may result in patrons being asked to leave

In case of an emergency, follow the lifeguards to the designated area.

Guest Policy

Guest passes are valid for one day ($5.00) and should be dated on the front of the card. One week passes ($20.00) are available to summer conference members that are approved by HCH.

All valid ID holders in the Drew community are extended the privilege of bringing one guest at a time. All guests must be accompanied by a valid ID holder and must register at the Simon Forum Front Desk. Present your ID card to the Front Desk Attendant. Guests are required to fill out the "Awareness, Acknowledgment and Assumption of Risk Agreement" and pay the guest fee (Checks should be made out to: *Drew University*, with the "Simon Forum G*uest Pass*" in the memo line. Please make sure that the name and address are on the top, left-hand corner.)

A guest pass will then be issued with the following information: Guest's Name, Host's Name, Host's Drew ID #, Date, and signature of Desk Attendant. Guests should **hold onto their guest pass**.

Guests must adhere to the general rules of the building as they relate to proper attire and behavior!

Please Note:

1. Drew ID holders under 18 are not eligible to sponsor guests
2. Children (ages 13+), spouses and domestic partners of students, faculty and staff are able to use the Simon Forum without their host present if they possess a valid Drew ID card. To obtain a free Drew ID card they must have to be accompanied by their host to the Business Office in Holloway Hall during their business hours.

Special Needs: Other groups and individuals having special needs not addressed by policies should contact the Director of Recreation at x3444 to verify their eligibility to use the recreational facilities. To ensure sufficient time to review special requests users should submit their inquiry at least two weeks prior to the desired usage date.

Alumni Membership

Gym memberships are offered to alumni, as well as their spouses and children.

Annual memberships expire one year from date of purchase. Pricing is as follows:

- Young Alumni (5 years of graduation date) ~ $150.00
- General Alumni ~ $300.00
- Spouse Membership (alumni must also have valid membership) ~ $150.00
- Child/Dependent Membership (13-22 years old at time of purchase) ~ $150.00
- Family Membership (includes 2 adults [at least one must be an alumni] and any dependents ~ $550.00

Simon Forum Membership cards are issued by the Business Office in the presence of the paid member with valid Simon Forum Membership.

Children under the age of 13 do not need a membership card, but must be accompanied by an adult member while using the facility.

Membership applications must be completed in the Alumni Relations Office located at the Alumni House on Madison Avenue. Payment for membership should be made at the Business Office in the Tilghman House during their business hours after approved by the Alumni Relations Office.

Please contact the Alumni Relations Office here: Alumni@drew.edu or 973-408-3229.

Locker Rooms and Locker Policy

1. General Men's/Women's Locker Room: (1st floor)
Large lockers are for day use only. Locks and belongings must be removed daily. Any items left overnight may be deemed abandoned.

Small lockers may be used as overnight lockers by valid Drew ID holders. All overnight lockers must be registered at the issue desk near the Simon Forum floor. Lockers must be re-registered prior to beginning of each academic semester.

2. General Visitor Locker Area (1st floor-outside the pool)
This is a non secure area between the men's general locker room and the entrance to the pool. This area is designated for use by non-Drew visiting recreational users such as senior swimmers, summer campers, etc. These medium lockers may be used as overnight lockers by valid Drew ID holders. All overnight lockers must be registered at the issue desk near the Simon Forum floor. Lockers must be re-registered prior to beginning of each academic semester.

3. Visiting Team Locker Rooms (1st floor)
The men's and women's visiting team locker rooms are reserved for use by visiting athletic teams and are designated as Drew Men's and Women's Varsity locker rooms during the winter basketball season.

4. Drew Varsity Team Locker Rooms (forum floor)
These are for seasonal use of the Drew Varsity teams only.

5. Athletic Staff Locker Rooms (2nd floor)
These men's and women's athletic staff locker rooms are for use of athletic/physical education staff/ and officials only. Users must reserve a locker thru the Associate Athletic Director.

Outdoor Tennis Courts

The tennis courts may be booked by the varsity tennis teams or for clinics and camps. Indoor tennis courts must be reserved in advance at issue desk. The Drew NCAA Tennis teams have priority scheduling of indoor tennis courts when they are in season.

Current Students, Faculty and Staff

- Current Drew students, faculty and staff have free use of the courts with valid Drew ID.
- If lights are needed, light tokens may be purchased for $1.00 each from the Front Desk Attendant or Tennis Court Attendant. Tokens are good for 1-hour of light per court with a light curfew of 10pm.

Non-Drew Users:

- First hour ~ $20.00 per court (singles) or $30.00 per court (doubles)
- Each additional hour ~ $15.00 per court

- Season Passes may be purchased for $125.00/person and are valid from June 1 – August 31 each season

Drew Alumni:

- Free with valid Simon Forum Membership
- Non-Member Fees:
  - First hour ~ $5.00 per person
  - Each additional hour ~ $5.00 per court

Emergency Action Plan (EAP)

Emergency Communication –Public Safety

- All red phones automatically connect to Public Safety when picked up
- For all other campus phones dia:l x4444, or from cell phone dial: 973.408.4444

In case of injured person:

- Designate specific individual to make phone call.
- **Information necessary for Public Safety**
  A. Your name
  B. Type of emergency situation
  C. Type of suspected injury
  D. Present condition for injured person
  E. Current assistance being administered to the injured person
  F. Location of injured person.
  G. Exact location of emergency and how to enter facility
- Make sure someone is at a visible position to direct the ambulance upon its arrival
  A. Open appropriate gates or doors
  B. Designate individual to "flag down" EMS and direct to scene
  C. Scene Control: limit scene to first aid providers and move bystanders away from area

In case of fire emergency:

- Immediately exit the building via the nearest exit. **YOUR SAFETY IS MOST IMPORTANT!**
- As you are exiting the building, pull any fire alarm switches that you see.
- As you are exiting the building, loudly inform any Forum occupants to exit the building.
- When you are a safe distance from the building, call Public Safety with information regarding the fire including: location, extent and occupancy of the building.

In case of facilities emergency (broken glass, electrical wires, flooding, bodily fluids etc.):

- Move yourself a safe distance away from the emergency.
- Keep all Simon Forum occupants away from the emergency.
- If it is between the hours and 9 a.m. and 5 p.m. call the Facilities main office line to inform them of the emergency: 973-408-3510.
- If it is between after 5 p.m.—call the emergency facilities number at: 973-408-4444.

Phone Numbers

Campus Departments

Department of Recreation	973.408.3444
Athletic Office	973.408.3441
Public Safety ~ Emergency	973.408.4444
~ Non-Emergency	973.408.3379
Bookstore	973.408.3097

Business Office	973.408.3114
Career Center	973.408.3710
Facilities	973.408.3510
Financial Aid	973.408.3112
Food Services	973.408.3468
HCH	973.408.3103
Health Services	973.408.3414
Human Resources	973.408.3223
Library	973.408.3125
Mail Room	973.408.3412
MRC	973.408.3342
Payroll	973.408.3484
Registrar	973.408.3025
Shakespeare Theatre (Drew Forum)	973.408.5600
Student Activities	973.408.3924
Telecom	973.408.3333

Simon Forum Phones

Upper Level

Front Desk	x3200
Inside Baldwin Gym	x1764
Recreation Office	x3444
Outside Rec Office	x1783
Manager's Office	x3666
Bob Clarke Lounge	x1499
Fitness Room	x2816
Near Elevator	x1778
Elevator	x1750

Lower Level

Pool Deck	x1990
Racquet Courts	x1186
Women's Locker	x1771
Weight Room	x1754
Issue Desk	x1758
Track – Court 1	x1036
Track – Court 4	x1298
Near Elevator	x1785
Elevator	x1750