

# CHARLES HOSTLER STUDENT CENTER MANUAL

## Table of Contents

[Introduction](#)

[Chapter I - Personnel](#)

[Chapter II - General University Information](#)

[Chapter III - Charles Hostler Student Center Information and Policy](#)

[Chapter IV – Emergency Action Plan](#)

[Chapter V – General Information](#)

[Chapter VI – Facility Specific Area Guidelines](#)

[Chapter VII - Facility Rental Cost For Exclusive Use](#)

[Chapter VIII - Facility Specific Area Guidelines](#)

[Chapter IX - Facility Rental Cost for Exclusive Use](#)

[Appendix I - Rental of Facilities Costs](#)

[Appendix II - Membership Fees For Different Individuals](#)

[Back to Top](#)

(To download this policy in Word format, [click here](#))

For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).

Last updated on: June 20, 2011

## **Introduction**

### **[Section 1 - Purpose of the Manual](#)**

### **[Section 2 - University Sports Mission and Goals](#)**

---

#### **Section 1 - Purpose of the Manual**

The primary purpose of the CHSC Policy/Procedure Manual is to serve as a foundation resource and guide for all program operations and to provide the basic information that would normally be disseminated through routine informal or formal communications. While this document will serve as a guideline for staff to manage their respective areas of responsibility independently, it will be subject to ongoing review by the director of university sports, the dean of student affairs, and the higher administration, so that the appropriate changes and updates may be made annually as necessary.

Although the Charles Hostler Student Center (CHSC) Policy/Procedural Manual includes guidelines related to the variety of different programs, it does not supersede established university policy. Should a circumstance arise where the guidelines within the policy/procedure manual conflict with the university policy or procedures, the established university policy or procedures will always take precedence.

Finally, while it is difficult to fully answer all questions or to address every situation, it is intended that the manual will seek to provide a wide range of answers to commonly asked questions and that it will support the operation and management of a consistent, efficient, and well organized educational sports program and recreation facility, within the mission of the University. It is further expected that everyone will understand the intent of the guidelines therein and work within its “spirit.”

#### **Section 2- University Sports Mission and Goals**

##### **Mission**

Within the AUB mission ([see website](#)), the University Sports Program is founded on the philosophy of providing a wide range of sports activities and programs to meet the many needs of a diversified student population. Through a blend of competition, lifetime activities, and healthful living education, the program strives to encourage a continued participation in a healthy lifestyle throughout a student’s life.

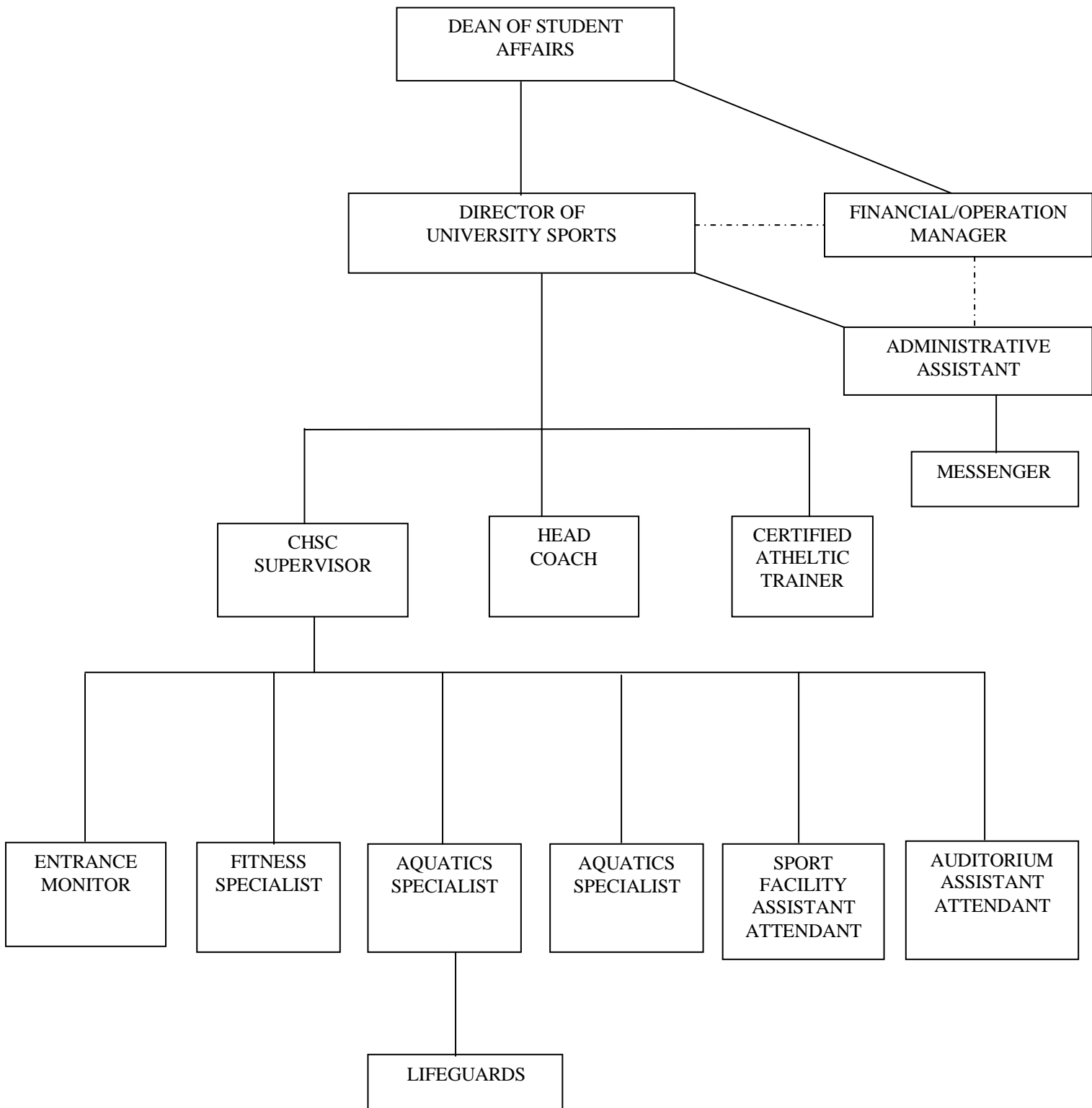
##### **Goals**

At the forefront, the mission of the University Sports Program is to emphasize, advocate, and promote the concept of (1) “opportunity to participate for all.” Other defining goals are (2) to accommodate student sport and fitness interests, (3) create and maintain an enjoyable educational sport and fitness atmosphere, (4) foster a sense of spirit, enthusiasm, and pride in the University and for physical activity as part of a routine balanced lifestyle, and (5) promote the image and reputation of AUB throughout the region, Middle East, and globe.

**[Back to Top](#)**

# CHAPTER I - PERSONNEL

## ORGANIZATIONAL CHART



[Back to Top](#)

## CHAPTER II - GENERAL INFORMATION

### [Section 1 - Director of University Sports](#)

### [Section 2 - Absence from Work](#)

### [Section 3 - New Employee Orientation](#)

### [Section 4 - Performance Evaluations](#)

### [Section 5 - Request for Leave](#)

### [Section 6 - Training and Meetings](#)

### [Section 7 - Search and Hiring of Casual Personnel](#)

### [Section 8 - Termination of Employment](#)

### [Section 9 - Health and Safety Regulations](#)

---

#### **Section 1 - Director of University Sports**

The director of university sports is responsible for all matters related to the CHSC and sport and recreation programs. As such, the director shall be kept well informed of important events and daily occurrences by the building supervisors.

#### **Section 2 - Absence from Work**

Employees who will be absent from a work assignment, for any reason, must inform the director of university sports immediately. Casual employees must make every attempt to secure a replacement to cover the missed assignment.

#### **Section 3 - New Employee Orientation**

New staff will complete all university and HR forms prior to beginning their assignment. Within the first week of employment, all new employees will be given a copy of the AUB Charles Hostler Student Center and Athletic Policy/Procedure Manual to review. Soon after, the new employees will be scheduled for an orientation meeting with the director of university sports, or the director's designee, to discuss the contents of the manual and operational procedures relative to their assignment.

#### **Section 4 - Performance Evaluations**

Full time university employees will be evaluated annually using the approved university form ([Form A1](#)), and casual employees will be evaluated on their performance annually using the End of Year Evaluation Form emphasizing the criteria listed below:

- 1. Relationships:** ability to develop a positive and enthusiastic relationship with students, colleagues, and the community, through a variety of leadership techniques, including but not limited to, effective role modeling, communications, exhibiting and encouraging ethical and professional behavior that will motivate others to exhibit the same qualities.
- 2. Cooperation:** ability to adhere to procedures, policy and guidelines of AUB, departments and other organizations with which the CHSC or athletic program is affiliated. Ability to plan and implement a well organized and efficient program and work with others toward common programmatic goals.

- 3. Knowledge:** effective knowledge of new trends, techniques, and training methods to instruct and develop students to their fullest potential.
- 4. Implementation of Sport Participation Philosophy:** evaluation of casual personnel is based on their ability to implement the five primary educational and fitness goals that are the foundation of AUB student sport participation.

[Back to Top](#)

### **Section 5 - Request for Leave**

Requests for personal leaves are made by completing and submitting a Leave Request ([Form A3](#)) online at the AUB website. The form must be approved by the director of university sports.

### **Section 6 - Training and Meetings**

All CHSC athletic staff are expected to maintain current knowledge of trends in their respective areas of expertise and assignment. Ongoing internal training will be through routine formal and informal discussion. There will be one “all-staff” meeting conducted in late September annually when new policy and procedures will be thoroughly introduced and discussed with employees of the CHSC or athletic programs. Ongoing additional formal staff meetings for the CHSC staff will also be conducted every other month thereafter, beginning in late November through August.

### **Section 7 - Search and Hiring of Casual Personnel**

For the hiring of all full-time personnel, the university hiring practice/procedure will be followed. While the guidelines below are for the purpose of hiring casual personnel, they will be used in coordination with university general policy for hiring. A consistent approach for the search and hiring of CHSC and athletic personnel will consist of the following:

1. The director of university sports will develop an appropriate vacancy announcement for the vacant job to include deadline for applying, qualifications, experience, etc.
2. The director of university sports will make the final selection for part time staff jobs and forward the recommendations to the dean of student affairs.

### **Section 8 - Termination of Employment**

Professional full-time personnel will be terminated following the approved university guidelines. Casual CHSC and athletic personnel will be terminated as per the [Policy on Selecting Professional Services](#) and the following conditions:

1. Circumstances beyond the department’s control, such as budget reductions, elimination of a specific program or activity, etc.

2. Consistent and/or purposeful:
  - a. Inability to adhere to department, university, or other professional guidelines and/or policy.
  - b. Consistent inability to be at work during assigned shifts on time.
  - c. Physical, verbal, or mental abuse of students and/or colleagues.
  - d. Displays of unprofessional, unethical, or immoral conduct and/or behavior.
  - e. Inability to successfully perform the tasks assigned to them.
  - f. Blatant or ongoing subtle insubordinate behavior toward their supervisor.
  - g. Detrimental comments and/or behavior that create a negative work atmosphere.
  - h. Harassment of students or colleagues, in any manner.
  - i. Being convicted of a crime.
  - j. Knowingly misuse university funds, violating rules, or university policy.
  - k. Consistent poor end of the year evaluations, with limited improvements.
  - l. The inability to support and/or foster all or some of the five philosophical components identified in the department sport participation philosophy.

## **Section 9 – Health and Safety Regulations**

1. CHSC assumes no liability for injuries or damages arising from the results of using CHSC premises, facilities, and services. CHSC is not responsible for personal property or valuables at any time.
2. Due to the strenuous nature of some activities, participants shall consult their physicians concerning fitness to participate.
3. All activities present certain inherent risks and hazards which the participant assumes. All participants using CHSC facilities do so at their own risk. CHSC is not responsible for accidents or injuries.
4. All CHSC users and visitors/guests should abide by the safety measures while on AUB premises.
5. The director of university sports shall coordinate with EHSRM to insure that all risks and liabilities are reduced to a minimum and to provide required insurance policies and all forms that release AUB from any responsibility.
6. CHSC shall impose safety, security, and liability requirements consistent with the use of the facility or area. It is clearly understood that approval for holding an event or activity in university facilities does not exempt the user from liability under the law. Non-AUB organizations wishing to use the CHSC facilities shall maintain the following insurance policies with appropriate cover for at least the term of their agreement with AUB:
  - a. Worker's compensation insurance covering staff accessing AUB property.
  - b. Liability insurance covering personal accidents (including food poisoning) and property damage (including theft) in relation to occurrences suffered or caused by the organization's participants and staff while on AUB's property.
  - c. Personal accident insurance to cover medical expenses, death, and disability.

- d. Health insurance to cover sicknesses and accidental medical expenses.
- 7. For events involving CHSC as a member/participant, EHSRM shall be informed in advance in order to secure proper insurance adequacy.
- 8. For events involving CHSC as an organizer/sponsor, EHSRM shall be informed in advance in order to secure proper insurance coverage.
- 9. Non AUB organizations and CHSC users/visitors and guests shall indemnify and hold harmless AUB, its trustees, officers, agents, and employees from and against all losses, expenses, claims, demands, and legal actions of every kind and character for death, personal injury, property damage, or any other liability arising out of or in any way connected with the performance of the event, access to and use of the CHSC facilities, or any other AUB property. The user agrees to indemnify AUB against any loss, liability, claim, damage, or expense of any nature (including legal fees) resulting from:
  - a. Any equipment, facilities, or items provided by the user or by third parties upon the request or for the account of the user.
  - b. Any misuse by the user, its employees, officers, representatives, or agents of equipment or facilities supplied by AUB.
  - c. Any failure by the user, its employees, officers, representatives, or agents to fully comply with AUB's policies and procedures which are applicable in relation to the event or function.
  - d. Any actions or omissions by the user, its employees, officers, representatives, or agents in connection with the event or function.
  - e. The user agrees to avoid all and any actions and conducts, causing or setting the risk to cause, whether for itself or AUB, claims, actions, suits, judgments, losses, damages, costs, charges, attorneys' fees, and other expenses of every nature and character as a result of the carrying out of the event or function.

The user hereby irrevocably releases AUB from any liability in respect of damages resulting from the performance of the event or function to the extent that such damages:

- i. are not due to the serious or intentional negligence of AUB or its officers, directors, agents, employees, or representatives, and as permissible by law.
  - ii. The user agrees and commits to abide by the directives provided by the CHSC representative(s) and EHSRM before and during set up and execution of the event.
  - iii. Warning signs posted throughout CHSC premises shall be abided by at all times.
10. CHSC shall use the following waiver and consents when needed:

- a. **Waiver of Liability:** I agree to abide by all rules of CHSC and its affiliated sponsors. I recognize and am aware that during my attendance and participation at its related activities, CHSC, its sponsors, and exhibitors will be providing various facilities and arrangements and that certain risks and dangers may occur, including, but not limited to, hazards inherent in the sport in which I will be training, preparing, and competing; negligence or other careless acts and omissions by CHSC, other participants, spectators, and the sponsors; and hazardous or dangerous conditions of facilities and grounds. Recognizing the possibility of physical injury associated with sports activities, and in consideration for CHSC accepting the registrant for its sports tournament, I hereby release, discharge, and/or otherwise indemnify AUB against any claim by or on behalf of the registrant as a result of the registrant's participation in CHSC and/or being transported to or from the same, which transportation I hereby authorize. The terms hereof shall in addition serve as a release, waiver, and assumption of risk for my heirs, executors and administrators, and for all members of my family, including any minors accompanying me.
  - b. **Consent to Medical Treatment:** in consideration and acceptance of my or my child's entry by the CHSC and the right to participate in related activities, I consent for myself or my child to receive any and all emergency medical treatment as may be deemed necessary or appropriate under the existing circumstances, as then determined by the tournament organizers or medical professionals.
  - c. **Consent to Photography, Video, and Sound:** I hereby give my consent to CHSC to take photographs, video recordings, and/or sound recordings of myself or my child in documenting the activities of CHSC and also give permission to use the negatives, prints, motion pictures, video/audio recordings, or any other reproduction of the same for educational and promotional purposes in manuals, on flyers, on the world wide web, or in other publications.
11. CHSC management reserves the right to refuse admittance to or eject from premises any person failing to comply with any of the above health and safety regulations.

[Back to Top](#)

## CHAPTER III - GENERAL UNIVERSITY INFORMATION

### [Section 1 - Discrimination and Harassment](#)

### [Section 2- Equipment Use and Office Procedure](#)

---

#### **Section 1 - Discrimination and Harassment**

AUB has a clear policy against discrimination and harassment of any kind by employees or students or visitors. For additional information and details, refer to the AUB website at <http://www.aub.edu.lb/pnp/generaluniversitypolicies/Documents/DiscriminationPolicy/Discrimination.pdf>. Incidents reported to the director of university sports will be immediately investigated and the results submitted to the appropriate university and community agencies.

#### **Section 2- Equipment Use and Office Procedures**

The following are general office procedures to be adhered to by all full and casual staff:

- 1. Outside Phone Calls:** there are telephones in each office and only authorized staff may use them to conduct business related to individual programs. Making calls outside of Lebanon are done through the campus operator and must have the approval of the director of university sports.
- 2. Computers:** office computers should never be disconnected for any reason. If you are experiencing a problem, please let the office administrative assistant know so the problem may be corrected.
- 3. Fax:** the fax machine is also available for authorized staff to conduct AUB business.
- 4. Office Security:** individual office doors should be locked when not being used. The building supervisor and area attendants shall ensure that this is done in cooperation with university protection personnel.
- 5. Photocopy:** AUB seeks to promote paperless transactions and record-keeping. Hard copy is to be avoided whenever possible. However, when photocopy is necessary, it should be limited to no more than five to ten copies of any one item. Larger quantities should be given to the administrative assistant to be processed through the Central Duplicating Office. The average “turn around” time for duplicating will be from two to five days, depending on their workload.
- 6. Secretarial Support:** the services of the department administrative assistant are to support all of the programs and activities of the CHSC and athletic programs. Assignments requested of this individual should be of a broad nature, and not routine tasks such as typing practice plans. At the very minimum, if such requests are made, a disk or USB port should be prepared with the information, so that the assignment will be less time consuming.
- 7. Written Communications:** all official correspondence, within or outside of AUB, must be done through the director of university sports, with the assistance of the administrative assistant, if necessary.

[Back to Top](#)

## CHAPTER IV - GENERAL FINANCIAL INFORMATION

### [Section 1 - Authorized Travel and Request for Advance Payments](#)

### [Section 2 - Purchasing](#)

---

#### **Section 1 - Authorized Travel and Request for Advance Payments**

For all university authorized travel inside or outside of Lebanon, the guidelines located on the AUB website at shall be followed:

<http://www.aub.edu.lb/pnp/generaluniversitypolicies/Documents/TravelPolicy/Travel.pdf>

#### **Section 2 - Purchasing**

There shall be no charging or direct purchase made (equipment or service) of any items from vendors or merchants, without first obtaining the appropriate approval. Approval is obtained by submitting the appropriate university forms to the director of university sports. Under no circumstances may a representative of the University charge equipment or services, including food, even if the representative or team members plan to pay for the equipment/services personally.

- 1. Authorized Purchase:** there is a specific budget allocation assigned to each program area, pending funds available and special needs in a given academic year. Adherence to budget guidelines is essential. For all university authorized purchases, the guidelines and official university forms located on the AUB website at shall be used: <https://www.aub.edu.lb/pnp/departmental/Documents/PurchasingManual/PurchasingManual.pdf>
- 2. Unauthorized Purchase:** items ordered, contracted for, or requested materials, equipment, or services not having been approved in advance or in the manner described above will become the responsibility of the person ordering. They may also be subject to disciplinary action for not adhering to established purchase guidelines.

[Back to Top](#)

## CHAPTER V - CHSC FACILITY INFORMATION AND POLICY

The facilities within the CHSC and adjacent areas include the following:

1. **Gymnasium:** three full size basketball/volleyball, handball and futsal courts for indoor sports with drop down curtain between each, and permanent spectator seating for 500 people.
2. **Indoor Pool:** 25-meter, 6 lanes, with spectator seating for 300 people.
3. **Fitness Areas:** supervised cardiovascular machine area and free weight area.
4. **Activity Room:** dance, yoga, martial arts, aerobics, and related activities
5. **Squash Courts:** two courts with spectator viewing area.
6. **Track:** six-lane, 400-meter track with spectator seating for 500 people and night flood lights.
7. **Green Field:** artificial turf field with spectator seating for 500 people and night lights.
8. **Outdoor Court:** recreation space for basketball, volleyball, mini-soccer, etc.
9. **Auditorium:** seating for 270 guests.
10. **Cafeteria:** with internet service and recreational space for table tennis.
11. **Amphitheater:** open air rooftop space for special events.
12. **Conference Rooms:** four various size rooms for group meetings and/or instruction.
13. **Tennis Courts:** four courts with night flood lighting.
14. **AUB Beach and Beach Volleyball:** open from May to October.

[Back to Top](#)

## **CHAPTER VI - EMERGENCY ACTION PLAN**

### **Section 1 - Plan Awareness**

### **Section 2 - Pertinent Contact Extensions**

### **Section 3 - Hospital Information**

### **Section 4 - Essential Emergency Equipment**

### **Section 5 - Personnel Training**

### **Section 6 - Emergency Action Plan for Injury**

### **Section 7 - Plan in the Absence of the Certified Athletics Therapist**

### **Section 8 - Recommendations for Lightning Safety**

### **Section 9 - Basic Emergency Care of Accident Victims**

### **Section 10 - Use "RICES" for Minor Strains and Sprains**

### **Section 11 - Heat Illnesses Recognition**

### **Section 12 - Heat Illness Treatment**

### **Section 13 - Emergency Action Plan for Disaster**

---

### **Section 1 - Plan Awareness**

The following individuals shall have copies of the CHSC Emergency Action Plan:

1. Dean of Student Affairs.
2. Chief of Protection.
3. Director of EHSRM.
4. Director of Physical Plant.
5. Director of University Sports.
6. Athletics Therapist.
7. CHSC Building Supervisors.
8. CHSC Area Attendants.
9. Head Coaches.

### **Section 2 - Pertinent Contact Extensions**

- |   |           |
|---|-----------|
| 1. AUB Medical Center                             | 6360      |
| 2. University Health Services                     | 3000-3005 |
| 3. Dean of Student Affairs                        | 3174      |
| 4. Chief of Protection                            | 2400      |
| 5. Environmental Health, Safety & Risk Management | 2360      |
| 6. Director of University Sports                  | 3204      |
| 7. Athletics Therapist                            | 3210      |
| 8. CHSC Building Supervisors                      | 3208      |
| 9. CHSC Gymnasium/Fitness Main Reception Desk     | 3208      |
| 10. CHSC Aquatic Reception Desk                   | 3213      |
| 11. CHSC Aquatic Attendant                        | 3214      |
| 12. CHSC Fitness Attendant                        | 3208      |
| 13. AUB Beach                                     | 3205      |

### **Section 3 - Hospital Information**

AUB Hospital - Emergency Entrance, Cairo Street, Beirut, Lebanon.

#### **Section 4 - Essential Emergency Equipment**

Fully stocked medical kits, splints, and an Automated External Defibrillator (AED) must be on-site for all events. Additional emergency equipment is accessible from the athletic training room adjacent to the gymnasium. AED machines should be mounted in visible sight in each building of the CHSC.

#### **Section 5 - Personnel Training**

With a few exceptions, all full time and some casual CHSC and athletic personnel shall be trained and possess current certification in CPR First Aid and the use of AED. Certifications shall be renewed and copies submitted to the director of university sports.

#### **Section 6 - Emergency Action Plan for Injury**

The Certified Athletics Therapists (CAT) is always on-site for all home events. For a serious emergency occurring during home practice sessions or events, the following must occur:

1. Locate the CAT on the two way radio ASAP.
2. Contact the director of university sports and campus protection.
3. In the rare instance where the CAT is not immediately available, call the ambulance service at 7777 and provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment rendered, specific directions to the injury site, other information as requested.
4. Send someone to meet and escort the ambulance to the accident scene.
5. Render the appropriate first aid treatment.
6. Assign other staff to control the accident scene by moving bystanders away from the victim.

#### **Section 7 - Plan in the Absence of the Certified Athletics Therapist**

While the CAT should never be absent from a planned event, it is possible that on occasion, the CAT may not be present. Under that circumstance, the following must occur:

1. Head coaches must be notified in advance so that they may plan their practice session accordingly. Per the department policy manual, there shall be no contact during practice in sports that require physical contact during competition.
2. In an emergency situation, the CAT may be contacted along with the director of university sports and Protection Office.
3. Follow steps #3 through #6 of the Emergency Action Plan above.

4. Coaches shall be selected upon signing the “Independent Contractor Agreement for Coaching Services”.
5. Coaches shall be present at all tournaments (Federation of Sports of Lebanese Universities/FSUL, Universities, and Invitational) where AUB is participating as a pre-set yearly schedule.
6. Coaches profile and credentials shall be set and approved by the director of university sports.

[Back to Top](#)

### **Section 8 - Recommendations for Lightning Safety**

1. Use the flash-to-bang count to determine when to go to safety. By the time the flash-to-bang count approaches **thirty seconds**, all individuals should already be inside a safe structure.

To use the flash-to-bang method, begin counting when sighting a lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the distance to the lightning flash. For example, a flash-to-bang count of thirty seconds equates to a distance of 10.5 km; lightning has struck from as far away as 10.5 km from the storm center.

2. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
3. Avoid being in the highest point in an open field, in contact with or proximity to the highest point. Do not take shelter under or near trees, flagpoles, or light poles.
4. Secure a place in a safe shelter and wait it out.
  - a. A safe building should have four solid walls, electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure.
  - b. A secondary choice is a fully enclosed vehicle with a metal roof and the windows completely closed. Do not touch any of the metal framework while inside the vehicle.
  - c. It is not safe to shower, bathe, or talk on landline phones while inside a safe shelter during thunderstorms (cell phones are OK).
5. Assume the lightning position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises. Do not lie flat on the ground.

### **Section 9 - Basic Emergency Care of Accident Victims**

In all instances, implement the Emergency Action Plan for practice and events. Additionally, the following should be done or known in each emergency situation.

## 1. Victims of a Lightning Strike:

- a. Survey the scene for safety.
- b. Victims do not 'carry a charge' and are safe to touch.
- c. If necessary, move the victim with care to a safer location.
- d. Perform CPR, if necessary.
- e. Evaluate and treat for hypothermia, shock, fractures, and/or burns.

## 2. Possible Head or Neck Injury Victims:

- a. Make sure there is absolutely **NO MOVEMENT** by the victim. Do not touch, pick up or move the individual.
- b. The victim should be instructed not to move and to try to remain calm.
- c. Signs of a possible head or neck injury are:
  - i. Victim is not breathing or has no pulse.
  - ii. Victim is unconscious or has altered level of consciousness.
  - iii. Victim has severe neck pain.
  - iv. Victim has bilateral neurological signs/symptoms (tingling, numbness, pain, etc...)
  - v. Victim has a loss or decrease in strength or movement.

## Section 10 - Use "RICES" for Minor Strains and Sprains

R = REST

I = ICE

C = COMPRESSION

E = ELEVATION

S = STABILIZATION

[Back to Top](#)

## Section 11 - Heat Illnesses Recognition

### Dehydration

Thirst  
Fatigue  
Irritability  
Loss of performance  
Muscle cramps  
Nausea  
Vomiting

### Heat Exhaustion

Dizziness  
Rapid pulse  
Headache  
Clammy skin/sweating  
Weakness  
Nausea  
Vomiting

### Heat Stroke

High body temp  
Disorientation  
Irrational behavior  
Drowsiness  
Nausea  
Lose consciousness  
Red, dry skin

## **Section 12 - Heat Illness Treatment**

1. Dehydration: stop activity; re-hydrate; cool down; if cramping stretch, massage, and possibly ice muscle.
2. Heat Exhaustion: stop activity for the day; replace fluids; rest in cool, shaded area; seek medical attention if symptoms do not subside or if worsen.
3. Heat Stroke: get out of heat, call 7777 immediately; fast cooling with ice bath, towels, or any other means.

## **Section 13 - Emergency Action Plan for Disaster**

In case of a disaster, CHSC staff must act quickly to move individuals to a safe location, depending on the nature of the disaster. In an emergency fire situation, all individuals in the center must vacate the premises, even if they are in the pool. No one is allowed to remain in the locker rooms, offices, or any other area of the complex.

[Back to Top](#)

## **CHAPTER VII - GENERAL INFORMATION**

### **[Section 1 - Introduction](#)**

### **[Section 2 - Hours of Operation](#)**

### **[Section 3 - Priority Use Section](#)**

### **[Section 4 - Exclusive Facility Use/Rental](#)**

### **[Section 5 - Facility General Guidelines](#)**

---

#### **Section 1 - Introduction**

The information below has been adopted as policy for use of the CHSC. All scheduling of the facility space is done through director of university sports offices, where additional information may be obtained if necessary (Tel. 01-374374, Ext. 3204). The offices are located on the third level adjacent to the gymnasium and the spectator seating section.

#### **Section 2 - Hours of Operation**

##### **1. Charles Hostler Student Center Buildings and Grounds Complex**

The CHSC facilities will be open as follows:

- |                          |                      |
|--------------------------|----------------------|
| a. Monday through Friday | 06:30 am to 10:00 pm |
| b. Saturday              | 10:00 am to 10:00 pm |
| c. Sunday                | 10:00 am to 07:00 pm |

The CHSC will be closed on the following days:

- i. January 1 - New Year's Day
- ii. Latin Easter Day
- iii. Greek Orthodox Easter Day
- iv. May 1 - Labor Day
- v. Commencement Day
- vi. November 22 - Independence Day
- vii. December 25 - Christmas Day
- viii. The first day of Eid Al-Fitr
- ix. The first day of Eid Al Adha

The CHSC will be open from 10 am to 6 pm on December 24 and December 31 and during special holidays or other days off announced by the university Human Resources Department.

Some facilities of the CHSC will be closed during competitive team competition.

##### **2. Pool Hours and Scheduled Activities**

The pool open hours and activities shall be posted on the web and in published materials.

### **3. Closed Hours**

No one is permitted in the buildings of the CHSC complex area from 11 pm to 6 am, unless authorized.

### **Section 3 - Priority Use**

The “priority use for facilities” outlined below will be used to avoid conflicts. All facility maintenance and special university ceremonial functions will take precedence over all other scheduling. The following is the priority order that will be used subject to the discretion of director of university sports:

1. AUB special events or functions authorized by the president, provost, or their designees.
2. AUB sponsored athletic teams currently in training.
3. AUB scheduled educational instruction, workshops, etc.
4. Scheduled athletic competitions with other institutions of higher education.
5. Scheduled recreations or intramurals events.
6. Other groups’ requests will be subject to the availability of the facilities.
7. The facilities shall not be reserved for birthday parties or private parties.

[Back to Top](#)

### **Section 4 - Exclusive Facility Use/Rental**

While the CHSC is primarily for student use, it may also be available for other groups and organizations to use based on the “priority use of facilities”. All scheduling of CHSC major facilities for exclusive use by a group will be managed through the director of university sports. The following guidelines will apply:

1. Requests for exclusive facility use in the CHSC are made at a minimum of two weeks in advance through the director of university sports office using the Facility Rental Agreement. Regular academic courses are exempted from rental fees while all other activities will be subject for rental fees as indicated at the website. In rare instances, exceptions may be made.
2. If the facility space requested is available and not currently scheduled, the requester’s group will be scheduled to use the facility in accordance with the “priority use of facilities” outline that has been adopted and associated to the facility use policy.
3. Occasionally, facility use is granted to groups or individuals with whom the University has a cooperative relationship. If contracts and billing are required, they will be generated through the director of university sports office.
4. A copy of the approved facility request form will be sent to the requesting group, the Protection Office, the Physical Plant Department, the CHSC Help Desk, the Comptroller’s Office, and the original to the director of university sports.
5. The University does not provide on-campus parking for external groups renting the facility.

6. With a few exceptions, and as a general rule, one supervisor is required for every 20 participants.
7. Groups will be responsible for the conduct of all members and spectators and for their compliance with the rules in the rental agreement as well as generally accepted standards of conduct, behavior, and use of university property. Groups will ensure that members and spectators abide by the requests of the AUB staff members who are acting in their official capacities.
8. Groups shall be responsible for the costs related to any vandalism, defacing of university property, malicious mischief, or other damages caused by participants in activities.
9. Occasionally, unforeseen circumstances occur in university programming that may cause a particular group who has scheduled a part of the facility to be “bumped”, based on the “priority use of facilities”. This should be a rare occurrence and every attempt will be made to inform the impacted group as quickly as possible.
10. The facilities of the CHSC shall only be rented to external groups at times when they are not scheduled for university use.

#### **Section 5 - Facility General Guidelines**

1. The CHSC is committed to student health and therefore is a smoke free environment. Smoking is not permitted anywhere within the complex (indoor or outdoor) at any time.
2. All individuals entering the CHSC must show the appropriate student or membership ID.
3. Area attendants shall maintain an accurate count of facility use in their areas and record it daily. The building supervisor shall collect all Weekly Usage Sheets and submit them to the director of university sports at the conclusion of the Sunday evening shift.
4. Equipment for use at the center may be checked-out from the appropriate attendant by submitting an AUB approved ID card that will be returned upon return of the equipment used.
5. Alcoholic beverages, glass containers, and pets are not permitted in the CHSC or outdoor areas.
6. All individuals using the CHSC do so at their own risk.
7. Children under the age of 13 are not permitted in the center without adult or parental supervision.
8. General lockers are for daily use and locks may not be kept on overnight. Locks left on a locker after closing will be removed by the CHSC building supervisor, and the items in the locker removed and stored for one week and then discarded.
9. Revenue collected for facility use by any employee must be submitted with appropriate forms to the Office of the director of university sports at the end of each work shift or the next morning for late evening shifts.

10. The building supervisor must report any incident or injury ASAP to the director of university sports so the appropriate Incidence Report ([Form B3](#)) may be filed.
11. During building closed hours, no one may use any of the facilities.
12. Safety of all individuals using the CHSC is a primary responsibility of all employees in the center. Hazardous equipment or abusive individuals should immediately be reported to the building supervisor and/or asked to leave, with the assistance of a campus protection officer if necessary.
13. All employees of the CHSC shall report any facility or equipment malfunctions to the building supervisor when detected, so that a Service Request may be submitted.
14. A courteous, pleasant, and friendly behavior is expected of all employees at all times. Disruptive individuals or groups will be asked to leave the CHSC, if necessary, with the assistance of a campus protection officer. Individuals suspected of being under the influence of alcohol or drugs shall not be permitted within the CHSC and shall be reported to the Protection Office. Those violating the published guidelines may be expelled from the facility and denied admittance and use of the facilities.

[Back to Top](#)

## **CHAPTER VIII - FACILITY SPECIFIC AREA GUIDELINES**

### **[Section 1 - Gymnasium, Activity Room, and Conference Rooms](#)**

### **[Section 2 - Fitness Areas](#)**

### **[Section 3 - Aquatic Area \(Pool\)](#)**

### **[Section 4 - Auditorium and Amphitheater](#)**

### **[Section 5 - Squash Courts](#)**

### **[Section 6 - Green Field and Track](#)**

### **[Section 7 - Tennis Courts](#)**

### **[Section 8 - AUB Beach](#)**

### **[Section 9 - Other Guidelines](#)**

---

#### **Section 1 - Gymnasium, Activity Room, and Conference Rooms**

1. Only white bottom non-marking tennis shoes, sneakers, and sportswear are permitted on the gymnasium or activity room floor. Outdoor footwear is not permitted on any indoor sport court surface.
2. The sport facility attendant must be physically present anytime there are individuals in the gymnasium, activity room, or conference rooms.
3. Food, gum, and beverages are not permitted in the gymnasium or activity room at anytime. Gum is not permitted in the conference room or auditorium.
4. The sport facility attendant on duty must maintain a clean and orderly gymnasium, activity room, conference rooms, and equipment room at all times. The area should be clear of personal items and the equipment stored in the appropriate areas when not in use.

#### **Section 2 - Fitness Areas**

1. Only white bottom tennis shoes or sneakers and sportswear are permitted in the fitness training areas. Outdoor footwear is not permitted on any indoor court surface.
2. The fitness specialist must be physically present anytime there are individuals in the fitness training areas.
3. Food and gum are not permitted in the fitness areas at anytime.
4. Children under the age of 13 are not permitted in the free weight or cardiovascular areas.
5. The fitness specialist should be especially aware of free weight exercises requiring the assistance of a “spotter” (i.e., squats, bench press, etc.).
6. Individuals using the fitness areas should have a towel to cover benches and/or equipment. After the use of equipment, they must wipe clean the benches and equipment used with the provided paper towel and spray disinfectant.
7. Appropriate clothing and sleeve shirts must be worn at all times.

8. The specialist on duty must maintain a clean and orderly fitness training area at all times. The reception desk and counter areas should be clear of personal items, weight stored in the appropriate racks when not in use (off the floor), etc. The last attendant on duty must wipe seats/chairs clean.

### **Section 3 - Aquatic Area (Pool)**

1. Only individuals with an approved bathing suit may use the pool facility. Swimming cap must be used for long hair individuals.
2. Individuals must shower prior to entering the pool to remove lotions, perfume, and other contaminants from the body that will cause disruption of pool clarity or functions.
3. The aquatic specialist must be physically present anytime there are individuals in the pool area. If a lifeguard is not available for duty on any given day, the pool may NOT be used. Should this occur, the building supervisor must be immediately informed. No one may be in the pool without certified supervision on duty. If the lifeguard on duty must leave the pool area for even a few minutes, the building supervisor must be on deck, otherwise the pool must be vacated and the doors secured.
4. With a few exceptions, floatation devices of any kind are not permitted in the pool.
5. If it appears that a person is not able to swim, they should be asked to stay in the shallow end of the pool and watched carefully. Children under the age of 13 must have parental or adult supervision when they are in the pool. Children under the age of 6 are not allowed into the pool.
6. Food, beverages, and glass containers are not permitted in the pool area at anytime.
7. Safety must be of primary concern at all times in the pool area. Hazardous activity in the water or on the pool deck should not be permitted.
8. Should there be an electrical power failure during open swim hours, all patrons must vacate the pool until electrical power is restored. At the aquatic specialist's discretion, the exception may be during daylight hours, with the sun shining brightly, and few individuals in the pool.
9. The lifeguard staff shall maintain a 25-patron to 2 lifeguards ratio at all times. If there are occasions when more than 25 patrons are in the pool, additional lifeguard staff must be secured to assist.
10. Individuals leaving the pool and changing area should be completely dry before entering any of the indoor buildings within the CHSC complex.
11. Individuals with any type of unrecognizable skin lesion, sores, or inflamed eyes, mouth, nose, or ear discharge, carrying any type of communicable disease or having any type of bandage, adhesive tape, etc., shall not be allowed in the pool.
12. Unsanitary behaviors in the water shall be strictly prohibited.

13. The aquatic specialist on duty must maintain a clean and neat area at all times. Equipment must be stored properly and maintained. The pool locker room doors and doors into the pool area must be secured and patrons asked to leave at the conclusion of the last swim session.

#### **Section 4 - Auditorium and Amphitheater**

1. The auditorium area attendant must be physically present in or around the auditorium or amphitheater anytime there is an event scheduled.
2. Equipment for use in both areas must be prepared for use and maintained by the attendant.
3. Food and beverages are not permitted in the auditorium, but are permissible in the amphitheater.

[Back to Top](#)

#### **Section 5 - Squash Courts**

1. Only white non-marking bottom tennis shoes, sneakers, and sportswear are permitted on the squash courts. Outdoor footwear is not permitted on any indoor court surface.
2. The fitness specialist must be physically present around the fitness areas or squash courts when there are individuals using the facility.
3. Food and gum are not permitted on the squash courts at anytime.
4. No more than four individuals may be on the courts at one time.
5. A limit of one hour per group shall be the rule of order for each court when there are other individuals signed-in and waiting to use the courts. For clarification, whether there is one or four people using a court for the hour in question, it is still just one hour before all four patrons must relinquish the court to the next group of waiting patrons, and not four people, four hours.
6. Use of the squash courts shall be on a “first come-first serve” basis, with no advance court reservations allowed. The reception desk attendant in the fitness/squash court area shall monitor the court use and sign-in process and resolve any problems in consultation with the fitness specialist as necessary.

#### **Section 6 - Green Field and Track**

1. All individuals using the Green Field or Track for recreational purpose must show the appropriate ID.
2. Only sportswear and non-marking footwear are permitted on the Green Field or Track. Cleats or spikes of any type or size are not allowed for general use.

3. The sport facility attendant must be physically present on or around the Green Field or Track at all times during open hours.
4. Food and beverages are permitted in the spectator sections, but not on the Green Field or Track.
5. Motorized vehicles of any type are not permitted on the Green Field or Track.
6. The sport facility attendant on duty must maintain a clean and orderly Green Field and Track area and properly care for and secure all equipment when not being used.
7. Children are not allowed at the Greenfield without adult supervision when the field is available.

### **Section 7 - Tennis Courts**

1. With the exception of athletic events, special functions, or rental groups, all patrons using the tennis courts need to contact the CHSC to arrange usage time and show the appropriate ID for use.
2. Only sportswear and white bottom non-marking tennis shoes or sneakers are permitted on the tennis courts.
3. The tennis attendant is most of the time physically present around the tennis courts when there are individuals using the facility.
4. Food and gum are not permitted on the tennis courts.
5. No more than four individuals may be on a court at one time.
6. A limit of one hour per group shall be the rule of order for each court when there are other patrons signed-in and waiting to use the courts. For clarification whether there is one or four people using a court for the hour in question, it is still just one hour before all four patrons must relinquish the court to the next group of waiting patrons, and not four people, four hours.
7. Use of the tennis courts shall be by reservation at the reception desk on a “first come-first serve” basis. No more than a maximum of three bookings per week can be made by a member. The reception desk attendant in the fitness/squash court area shall monitor the court use and reservation process, addressing conflict situations with the building supervisor.
8. For current AUB employees and their family, a student’s family, or alumni and their families with the appropriate identification, who do not elect a membership plan but may wish to use the tennis courts, the cost per hour per player will be as in [Appendix I](#).
9. Players requiring special tutoring may do so by contacting the University Sports Office to provide a tennis coach. The cost per hour per player will be as in [Appendix I](#).

[Back to Top](#)

## **Section 8 - AUB Beach**

The following guidelines shall be adhered to:

### **1. Category “A” (Please Refer to [Appendix I](#))**

- a. AUB students registered for the current summer session.
- b. Current full time AUB faculty and staff.
- d. Holders of CHSC current membership.

### **2. Category “B” (Please Refer to [Appendix I](#))**

- a. AUB students who were registered during the previous academic year, but are not attending the summer session.
- b. Spouses and dependent unmarried children of current regular AUB faculty and staff, provided they are living in the same household.
- c. Retired faculty and staff.

### **3. Category “C” (Please Refer to [Appendix I](#))**

- a. AUB graduates holding alumni ID cards issued by the Office of Development, their spouses, and their dependent unmarried children living in the same household.
- b. IC and ACS administrative and teaching staff, their spouses, and their dependent unmarried children living in the same household.
- c. IC and ACS currently registered students (students of 12 years of age or below must be accompanied by a responsible of the school).

### **4. Guests**

Members of Categories “A”, “B”, and “C” may invite guests at the cost as in [Appendix I](#). Guests must be accompanied by their hosts. All guests and paying customers shall receive a receipt.

## **Section 9 - Other Guidelines**

1. The area attendant must maintain an accurate count of facility use and report the daily usage to the director of university sports on the weekly report form.
2. The beach staff must be physically present anytime there are individuals in the beach area. If a lifeguard is not available for duty on any given day, the beach may NOT be used. Should this occur, the building supervisor must be immediately informed.
3. If it appears that a person is not able to swim, he/she should be asked to stay in the shallow end or the wading pool and watched carefully.

4. Safety must be a primary concern. Hazardous activity, cooking, and glass containers are not permitted at the beach at anytime.
5. The attendants on duty must maintain a clean beach area at all times. Loose stones should be swept and ongoing maintenance (sprucing-up) performed as necessary so the beach is always in a safe and pristine condition. Equipment must also be stored when not in use, and worn equipment replaced. Slippery areas must be scrubbed to become free from algae or other slippery materials on a daily basis or as needed. Slippery areas shall be closed and appropriate warning signs posted.
6. Upon request by the University Sports Department and the approval of the dean of student affairs, anyone violating the published swimming rules may be denied admittance and use of the facilities.
7. All policy and procedures outlines in the CHSC Manual shall apply to the AUB Beach.

[Back to Top](#)

## **CHAPTER IX - FACILITY RENTAL COST FOR EXCLUSIVE USE**

### **[Section 1 - Introduction](#)**

### **[Section 2 - Identification Uniform](#)**

### **[Section 3 - Illegal Substance Use Policy](#)**

### **[Section 4 - Membership Programs](#)**

---

#### **Section 1 – Introduction**

The facilities in the CHSC may be rented by groups for exclusive use. Occasionally, a facility may be assigned without a rental fee if there has been or will be a reciprocal agreement with an organization that may benefit AUB students. Only the director of university sports, with the approval from the administration, may authorize a “trade” agreement for facility use. Otherwise, the rental fees for individual facility use will apply. Any portion of an hour in excess of 15 minutes will be charged at the full hour rate. An additional 10 percent fee will be assessed for use of outdoor facilities after 5 pm. AUB assigned lifeguard staff are required for pool use and shall be paid directly by the user group. The cost to rent facilities at the CHSC is shown in [Appendix I](#).

#### **Section 2 - Identification Uniform**

With the exception of the management and the administrative assistant, all CHSC personnel shall wear the provided uniform shirt so that users of the facility know who the employees are should they need assistance.

#### **Section 3 - Illegal Substance Use Policy**

The use of any type of illegal or controlled substances in or around the CHSC will be cause for immediate and permanent expulsion from the facility and will be prosecuted to the full extent of the law. This will include, but not limited to, use, possession, or consumption.

#### **Section 4 - Membership Programs**

Registered AUB students may use the CHSC facilities without additional charge. Others who choose to join the CHSC membership program will also have access to all of the facilities at times when they are available for general use and in accordance with the established policy of the CHSC and the “priority use of facility” plan. Individuals with no direct affiliation with AUB, who also may wish to join, may do so by being sponsored by a current AUB employee. The following additional guidelines will apply:

1. Each member or family will complete a Membership Information Form:

Annual	July 1 - June 30 (AUB employees - Alumni).
Semi-Annual	July 1 - December 31(Alumni ONLY).
Semi-Annual	January 1 - June 30 (Alumni ONLY).

2. Because of the significantly reduced rate, only the annual membership option is available to AUB student families or employees and their families who may make their payment

through a payroll deduction plan (for employees) or at the Cashier's Office (for both, employees and students).

3. Non-AUB employees may process their application by making full payment at the Cashier's Office and having their photo ID card prepared at the ID Center.
4. Parking is not included as part of the CHSC membership program, but patrons may purchase a parking permit independently through the Auxiliary Services Office if needed. AUB employees, who are members of the CHSC and have car access to campus, may use the CHSC parking lot after 5:30 pm daily and on weekends.
5. For guests accompanied by a member, or for AUB employees and members and their immediate family, or a student's family with the appropriate identification who do not elect a membership plan but may wish to use the facility, a one day pass may be purchased per person at the Fitness Center Area Reception Desk and Pool Desk.

**A. Current Employees of AUB and Family** (includes student family)

Please refer to [Appendix II](#).

**B. Alumni/Retired Individual and Family**

Please refer to [Appendix II](#).

**C. External Individual and Families** (not affiliated with AUB but sponsored)

Please refer to [Appendix II](#).

**[Back to Top](#)**

## APPENDIX I

### RENTAL OF FACILITIES COSTS

(To download this appendix in Word format, click [here](#))

<b>Pool</b>	LL180,000/hour or LL1,440,000/per day + lifeguard
<b>Gymnasium Per Court</b>	LL120,000/hour or a maximum of LL960,000 per day
<b>Activity Room</b>	LL120,000/hour or a maximum of LL960,000 per day
<b>Squash Per Court</b>	LL45,000/hour or a maximum of LL360,000 per day
<b>400-Meter Track</b>	LL270,000/hour or a maximum of LL2,160,000 per day
<b>Green Field</b>	LL270,000/hour or a maximum of LL2,160,000 per day
<b>Tennis Court</b>	LL45,000/hour or a maximum of LL360,000 per day
<b>Auditorium</b>	LL150,000/hour or a maximum of LL1,200,000 per day
<b>Conference Per Room</b>	LL75,000/hour or a maximum of LL600,000 per day
<b>Tennis Courts</b>	LL15,000/hour per player
<b>Tennis Courts with Tutor</b>	LL30,000/hour per player in addition to the court rental fees

Additional expenses include:

- Twenty percent over the rental fee if electricity is used after 5:00 pm.
- Overtime for CHSC staff.

#### **AUB Beach:**

<b>Category “A”</b>	Free of charge with appropriate identification
<b>Category “B”</b>	LL3,000 per swim
<b>Category “C”</b>	LL10,000 per swim
<b>Guests</b>	Categories A, B, and C may invite guest at the cost of LL12,000 per swim. Guests must be accompanied by their Hosts. All guests and paying customers shall receive a receipt.

[Back to Top](#)

## APPENDIX II

### MEMBERSHIP FEES FOR DIFFERENT INDIVIDUALS

(To download this appendix in Word format, click [here](#))

#### A. Current Employees of AUB and Family

<u>Type</u>	<u>Single</u>	<u>Family</u> (defined as spouse and children living in the same household)
<b>Option I Annual</b> Full Payment – Reimbursement Permitted	LL504,000 + VAT	LL252,000 + VAT (each individual, maximum 4 members)
<b>Option II Annual</b> Payroll Deduction – Reimbursement Permitted	LL576,000 + VAT	LL288,000 + VAT (each individual, maximum 4 members)

#### B. Alumni and Family

<u>Type</u>	<u>Single</u>	<u>Family</u> (defined as spouse and children living in the same household)
<b>Annual</b>	LL1,200,000 + VAT	LL600,000 + VAT (each individual, maximum 4 members per semester)
<b>Semi-Annual</b>	LL600,000 + VAT	LL300,000 + VAT (each individual, maximum 4 members)

#### C. AUB Recent Graduates (First Year After Graduation)

<u>Type</u>	<u>Single</u>	<u>Family</u> (defined as spouse and children living in the same household)
<b>Annual</b> Full Payment - Reimbursement Permitted, maximum 2 members per semester)	LL600,000 + VAT	LL300,000 + VAT (each individual, maximum 2 members per semester)

#### D. AUB Residents

<u>Type</u>	<u>Single</u>
<b>Option I Annual</b> Full Payment - Reimbursement Permitted	LL300,000 + VAT
<b>Option II Annual</b> Monthly Payment - Reimbursement Permitted	LL360,000 + VAT

### **E. AUB Full Time Student Dependents**

<u>Type</u>	<u>Single</u>	<u>Family</u> (defined as spouse and children living in the same household)
<b>Annual</b>	LL “0”	LL324,000 + VAT (maximum 2)

### **F. Retirees and Family**

<u>Type</u>	<u>Single</u>	<u>Family</u>
<b>Annual</b>	LL648,000 + VAT	LL324,000 + VAT (each individual, maximum 1 members per semester)

### **G. Other External Individuals and Families (Not Affiliated with AUB, but Sponsored)**

<u>Type</u>	<u>Single</u>	<u>Family</u> (defined as spouse and children living in the same household)
<b>Annual</b>	LL1,500,000 + VAT	LL1,200,000 + VAT (each individual, maximum 2)

### **Documentation and Implementation Procedures for Memberships and Day Passes**

A new policy was adopted as of July 1, 2011 where members apply online, get an automated message to their email confirming approval of membership. Three methods of payment are considered:

1. Payment in cash at the Cashier’s Office.
2. Monthly deduction charged to the payroll.
3. One time payroll deduction.

Once money is collected, the ID card of the member will be automatically activated.

Two points of sale with swipe machines are installed at the entrances of the Main Gymnasium and the Aquatic Center to detect the activated cards for the members and the students.

Two cash registering machines are installed to collect cash money from guest passes and short term memberships (weekly and monthly). Money is collected at the entrances through cash registering machines. Two duplicate receipts will be issued, one of which goes to the customer. At the beginning of each working day, a summary of departmental cash receipts along with the money will be sent to the Comptroller’s Office.

[Back to Top](#)