

KSAC PRIORITY USAGE GUIDE

- **KESLER STUDENT ACTIVITIES CENTER (KSAC) HOURS**
 - 5:30 a.m. - 11:00 p.m. Monday thru Friday¹
 - 7:00 a.m. - 11:00 p.m. Saturday
 - 2:00 p.m. - 11:00 p.m. Sunday

- **KSAC FIELDHOUSE AND AEROBICS ROOM PRIORITY USAGE IN TERMS OF THE AMOUNT OF TIME ALLOTTED.**
 - Student (Faculty/Staff/Administration)
 - The KSAC is a facility designed for priority usage by Taylor University students. Therefore, there is more time allotted to the general student population. The facility will be scheduled for students in the following order of priority:
 - Academics
 - Intramurals
 - Miscellaneous activities
 - Intercollegiate Athletics
 - The KSAC is a facility designed for second level priority usage by the intercollegiate athletic department. The facility will be scheduled for intercollegiate athletic teams in the following order of priority:
 - In season sports
 - In season sports who need facilities due to inclement weather
 - Out of season sports
 - Community
 - The KSAC is a facility designed for 3rd level priority usage by community members. They are defined in the Membership Policy Section.

- **TIME BREAKDOWN FOR KESLER CENTER FIELDHOUSE/AEROBIC ROOM USE (Written in terms of priority usage— if any court, the track or Aerobics Room is open and the usage of the facility does not interfere with the priority user, then others will be allowed to use the open facilities in concert with the priority user.)**
 - 5:30 a.m. – 8:00 a.m. Community/Student/Faculty/Staff/Administration use
 - 8:00 a.m. – 3:00 p.m. Academics/Open Gym/Miscellaneous/Events¹
 - 3:30 p.m. – 7:30 p.m. Intercollegiate Athletic Use
 - 7:30 p.m. – 11:00 p.m. Student Use/Intramurals/Events

- **PRIORITY USAGE FOR THE WELL**
 - Students
 - 5:30 a.m. – 11:00 p.m. Monday thru Friday¹
 - 7:00 a.m. – 11:00 p.m. Saturday
 - 2:00 p.m. – 11:00 p.m. Sunday
 - Community Members
 - 5:30 a.m. – 8:00 a.m. and 7:00 p.m. – 9:00 p.m. Monday-Friday
 - At this point Community Members with proper identification are allowed to use The Well during students hours

¹ All KSAC facilities are closed for Chapel MWF 10:00 a.m. – 11:00 a.m.



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As of June 1, 2007, the Kesler Student Activities Center (KSAC) will be available for usage by the following people at the times listed:

1. FACULTY, STAFF AND ADMINISTRATION

Taylor University Faculty, Staff and Administration (and their immediate family members) will be able to use the KSAC facilities free of charge during the following times:

KSAC Aerobics Room and Fieldhouse (Track and Courts)

Monday-Friday: 5:30 a.m. – 11:00 p.m.^{1, 2}
Saturday: 7:00 a.m. – 11:00 p.m.
Sunday: 2:00 p.m. – 11:00 p.m.

KSAC Well (Fitness Center)

Monday-Friday: 5:30 a.m. – 11:00 p.m.¹
Saturday: 7:00 a.m. – 11:00 p.m.
Sunday: 2:00 p.m. – 11:00 p.m.

2. STUDENTS

Taylor University Students will be able to use the KSAC facilities free of charge during the following times:

KSAC Aerobics Room and Fieldhouse (Track and Courts)

Monday-Friday: 5:30 a.m. – 11:00 p.m.^{1, 2}
Saturday: 7:00 a.m. – 11:00 p.m.
Sunday: 2:00 p.m. – 11:00 p.m.

KSAC Well (Fitness Center)

Monday-Friday: 5:30 a.m. – 11:00 p.m.¹
Saturday: 7:00 a.m. – 11:00 p.m.
Sunday: 2:00 p.m. – 11:00 p.m.

3. COMMUNITY MEMBERS

a. Defined

Community Members are defined as citizens of Upland and the communities surrounding Taylor University (not including Alumni and retired faculty/staff/administration).

b. Annual Membership Fee

Community members are subject to an individual annual charge for usage of the facility to be paid at the time of application for membership. The current membership year runs June 1, 2015 - November 30, 2016. Community members who wish to add their spouse and minor children may do so provided that the family members reside with the said community member. Adult children 18-22 who are currently enrolled in college or trade school may also be included on the membership. Adding family members to a membership requires an additional annual fee.

¹ All KSAC facilities are closed for Chapel MWF 10:00 a.m. – 11:00 a.m.

² Monday-Friday 3:30 p.m. -7:30 p.m. is reserved exclusively for intercollegiate athletics. At other times if usage does not interfere with priority user, then facilities are open. Otherwise, usage is prohibited.



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KSAC & EICHLING 2015-2016 MEMBERSHIP RATES

	ID Fee(s)	KSAC Membership ONLY	KSAC plus Eichling ¹	Eichling Lap Pool Membership ONLY ^{1,2}	Morning Membership ³ (KSAC ONLY)
Individual	\$5 per person for all new or replacement ID cards	\$195	\$300	\$165 per person	\$145
Family	\$5 per person for all new or replacement ID cards	\$265	\$265 plus discounted rate of \$105 per pool membership	\$165 per person	\$190
Taylor University Faculty/Staff/Retiree & Spouse	n/a	annual fee waived	\$75 per person	\$75 per person	n/a
Alumni Membership	\$5 per person for all new or replacement ID cards	annual fee waived	\$105 per person	\$105 per person	n/a

c. Registration Requirements

The following items are necessary before a membership will be considered activated:

- i. A completed application form detailing pertinent personal and emergency contact information
- ii. Release of Liability and Agreement to Indemnify signed by each adult (18 years and up).
- iii. Parent/Legal Guardian Consent Form signed for and by each minor child.
- iv. Kesler Student Activities Center (KSAC) photo identification card

This card is obtained from the Taylor University Campus Police Department upon completion of the application process and prior to usage of the facility. Each member over 14 years of age must present their KSAC photo ID in order to access the facility. If card is lost or stolen, there will be a \$5 replacement charge.

d. Hours

KSAC AEROBICS ROOM AND FIELDHOUSE (TRACK AND COURTS)

Monday-Friday:	5:30 a.m. – 8:00 a.m. ¹
Monday-Friday:	7:30 p.m. – 9:00 p.m. ²
Saturday:	9:00 a.m. – 11:00 a.m. ¹
Saturday:	7:00 p.m. – 9:00 p.m. ²
Sunday:	7:00 p.m. – 9:00 p.m. ²

¹ During this allotted time slot, Community Members will have an equal right to use facilities with Taylor University Faculty, Staff, Administration and Students.

² During this allotted time slot, Community Members will be allowed to use the facilities provided their usage of the facility does not interfere with the priority user(s).

³ All KSAC facilities are closed for Chapel MWF 10:00 a.m.-11:00 a.m.



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KSAC WELL (FITNESS CENTER)--12 years old and up

Monday-Friday:	5:30 a.m. – 11:00 p.m. ^{2,3}
Saturday:	7:00 a.m. – 11:00 p.m. ²
Sunday:	2:00 p.m. – 11:00 p.m. ²

NOTE: If the number of users begins to overcrowd the facilities, then community members will be restricted to their time constraints. Until that time, community members may use the facilities in conjunction with the students, faculty, staff, and administration.

4. ALUMNI AND “TAYLOR FRIENDS”

- a. Alumni and Taylor Friends defined:
 - i. **Residential Alumni** are defined as those individuals who have graduated from Taylor University and plan on frequent repeated use of the facility. They may use the facility at the times designated below. There is no charge for their usage other than a \$5 charge for the photo ID card. Immediate family members of alumni need only to pay the \$5 charge for the photo ID card as well.
 - ii. **Visiting Alumni** are defined as those individuals who are revisiting Taylor and plan on infrequent use of the facility. They may use the facility at no charge.
 - iii. **Taylor Friends** are defined as the following and may use the facility at the designated times below:
 1. Retired Faculty/Staff/Administration member and spouse—no charge for photo ID card
 2. Loyal Servants—no charge for photo ID card
 3. Parents Cabinet Members—no charge for guest pass
 4. Parents of current students—no charge for guest pass
 5. University Donors who give \$100 or more per year may use the facility with membership fee waived.
 6. Volunteers to the University—Charges are paid by the department for which they volunteer.

5. GUESTS

Members are not permitted to bring guests unless given special permission by the Director.

MISCELLANEOUS POLICIES

1. YOUNG CHILDREN

Faculty/Staff/Administration and community members who wish to bring their children under the age of 14 may do so as long as the children are supervised by a parent or sibling who is above 14 years of age. No workers for the facility will be responsible for watching children. It is necessary for facility users above 14 years of age to present a valid KSAC id to access the facility.

MINIMUM age requirement for “THE WELL”

In an effort to help ensure safety, usage of the fitness center, also known as “The Well,” is limited to users who are 12 years of age and older. This minimum age limit policy will be enforced and children under 12 years of age will not be permitted in The Well. Please plan accordingly.

2. DRESS CODE

Dress code for the Kesler Student Activities Center aerobics room and fieldhouse is as follows: Men and women are to respect one another and dress in ways that are neither enticing nor provocative or offensive. Tight spandex and sports bras without loose fitting clothes over them are not acceptable dress. Shirts are required when using the facility. Due to the nature of the “shirts versus skins” basketball games and the style of some athletic teams’ practice attire, some leniency will be extended. Please be respectful of one another.



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3. USAGE BY OUTSIDE GROUPS

Outside groups will be charged a fee to use the facility as determined by the Controller's Office of Taylor University. Outside groups organized or coached by Taylor Faculty/Staff/Administration will be given a discounted rate as compared to those groups not organized by a Taylor employee.

4. EMPLOYEE AND FAMILY USAGE

Employees, both full-time and part-time, may use the facility whenever the KSAC is open for general use. The following stipulations apply to family members:

An employee's family member may use the facility for free (other than applicable Taylor University ID card charges) provided the said family member falls into one of the following categories:

- i. spouse
- ii. minor child residing at home
- iii. college student age 18-22 whose primary residence is the same as the employee

5. CLOSINGS DURING BREAKS AND SPECIAL EVENTS

The Kesler Student Activities Center (KSAC) hours reflect Taylor University break schedules. During campus breaks, the KSAC hours will be abbreviated and users can expect some closings. In addition to this, users can also expect an interruption in hours of usage when special events such as Special Olympics, Youth Conference, Commencement, etc. are hosted in the KSAC.

6. AFTER HOURS USAGE FOR KSAC FIELDHOUSE

The Kesler Student Activities Center (KSAC) allows for late night events to take place in the fieldhouse for different activities such as off-season athletic team sessions, club practices, and wing events. It is our policy that in order to schedule the fieldhouse for an after-hours event, an official KSAC request form is turned into the Director or to the Director's secretary. It is the responsibility of the group requesting the space to ensure a current KSAC worker (who is CPR certified) be working during the time of the said event. It is this worker's responsibility to ensure the building is shut down properly and to make sure any problems are handled and communicated to the Director. It is the responsibility of the requesting group to pay for whatever worker they use for their session and for them to have the appropriate funds transferred to the student wages line to cover the expense.

7. RESERVATION REQUESTS

Reservation requests by the general student population, student led groups, and any other Taylor non athletic and non-academic group must be submitted to the Director's office at least one week in advance of each time desired. For any particular request, the official KSAC FACILITY REQUEST FORM must be filled out in its entirety emailed to the Director's office. The reservation request is not approved until a confirmation email is sent to the requesting party. Reservation requests are limited to one hour blocks, unless otherwise approved by the Director's office.

For such constituents, in order to keep spaces available for other groups desiring space, recurring reservation requests (such as a group requesting a timeslot for a volleyball court for every Sunday night for a semester) are denied. The one exception to this policy is if there is a recurring exercise class in the aerobics room, as such classes require planning and consistency of schedule for attendees and instructors.

Reservation requests made by the Academic and Athletic Departments will be added (provided that the space and times are available and in keeping with our priority usage guide policies at the discretion of the Director's office. The official KSAC REQUEST FORM is not needed. A confirmation email indicates approval of requested timeslots.



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Please Note:

As the Kesler Student Activities Center continues to grow in its membership and activity usage, some policies may change as management adjusts to different circumstances.