



Policies and Procedures Committee
October 13, 2026 | 12:00pm
Student Chambers (SUN-3305)
<https://csusb.zoom.us/j/82643030258>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. September 8, 2026
4. Open Forum
5. Adoption of Agenda

Old Business

PC 01/27 Election of Policies and Procedures Committee Chair (Action, Del Rossi)

New Business

PC 03/27 Review and Approve 1st Round of Restated Operations Policy Manual (Action, Kinnally)

Announcements

Adjournment



Policies and Procedures Committee
September 8, 2026 | 12:00 p.m.
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/82643030258>

MINUTES

Members Present: Yazhini Elanchezhian, Dra. Lorena Marquez, Jalonis Taylor, Katie Wallen

Doctora Lorena Marquez arrived at 12:30 p.m.

Members Absent: Maria Millan

Staff Present: Vilayat Del Rossi, Elizabeth Junker

Call to Order: The meeting was called to order at 12:06 p.m.

Roll Call: A verbal roll call was conducted. Quorum was met.

Approval of Minutes: M/S Wallen/ Elanchezhian; motion to amend the typo under PC 21/26, reads “motion to open PC 20/26”. It should read “motion to open PC 21/26”.

M/S Jalonis/Wallen; motion to adopt agenda as amended.
Motion approved unanimously.

Open Forum: No guests present for open forum.

Adoption of Agenda: M/S Wallen/Taylor; motion to adopt agenda for September 8, 2026 as presented.
Motion passed.

NEW BUSINESS

PC 01/27 **Elections of Policies and Procedures Committee Chair (Action, Del Rossi)**

M/S Taylor/Wallen; motion to open PC 01/27 Elections of Policies and Procedures Committee Chair.

The Committee discussed the election of a Chair for the Policies and Procedures Committee.

Jalonis nominated Yazhini, and Yazhini nominated Jalonis. Staff clarified the responsibilities of the Chair, the support available to assist the selected student leader, and the expectation that additional student members would be appointed to the Committee. Following discussion, the Committee agreed to defer the election until additional student members were confirmed, allowing a broader group of eligible members to be considered for the Chair position. The committee moved forward with a roll call vote to table PC 01-27 Election of Policies and Procedures Committee Chair.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 0 Abstentions
Motion passed.

**PC 02/27 Review of Policy and Procedure Committee Charge & 2026-2027 Priorities
and Assignments (Discussion, Del Rossi)**

Vilayat provided an overview of the Committee's responsibilities, including reviewing and recommending policy updates to maintain alignment with Board requirements, CSU requirements, legal changes, and organizational needs. Planned work for the year includes review of operational and facilities policies, fiscal and administrative policies, continued revisions to the SMSU bylaws, the conflict of interest and commitment form, and other governance matters as needed.

Discussion also addressed the student employment grade eligibility policy and its potential alignment with the University's academic recovery process. Vilayat noted that staff and subject-matter experts will prepare proposed policy revisions, while Committee members will focus on reviewing the materials, providing feedback, and ensuring policies are clear, effective, and responsive to student needs.

Announcements

- Vilayat announced that the San Manuel Pow Wow will take place September 18 – 20, 2026, celebrating its 30th anniversary. The organization helps with planning and hosting the event, which runs from Friday through Sunday. Members can volunteer for 5-hour shifts, which include a free T-shirt and meal. Vilayat encouraged everyone to attend or volunteer, emphasizing that the Pow Wow brings over 20,000 people and is the largest Pow Wow in the region.
- Elizabeth reminded members that Board and committee packets will be posted in OnBoard. Members who have not yet created an account or who experience access issues were asked to contact her for assistance. Additional materials will continue to be posted on the organization's website.

Adjournment

M/S Wallen/Marquez; motion to adjourn meeting at 12:40 p.m.
Motion passed.

Reviewed and respectfully submitted by:

Committee Chair

Date

Restated Operations Policy Manual

Date: 10.5.26

Body: Santos Manuel Student Union Board of Directors / Policies

Proposed By: *Sean Kinnally, Interim Director of Recreation and Wellness*

Background: SMSU and Recreation and Wellness operations are supported by policies, procedures, and administrative practices developed over time across changing organizational, campus, and regulatory environments. A restated manual is needed to consolidate current operating expectations, clarify accountability, strengthen consistency, and provide a practical reference for staff, student employees, committees, and Board oversight. The item is coming forward now to establish one current framework for implementation and ongoing review.

Proposal: Approve the SMSU/RecWell Restated Operations Policy Manual as the department's consolidated operational framework. The manual will define the purpose, scope, roles, decision authority, standards, documentation expectations, compliance requirements, and review process for SMSU and Recreation and Wellness operations.

Recommendation:

Recommendation Source: [X] Staff/Management

Rationale:

- Improves clarity, consistency, and accountability for staff and student employees.
- Supports student success, service quality, risk management, and effective Board oversight.
- Aligns operations with SMSU/CSU requirements and provides a sustainable process for future review.

Budget Impact: No fiscal impact

Timeline: Policy once passed

Chartfield / Funding Source: NA

Recommended Committee / Board Action: Approve the proposed SMSU/RecWell Restated Operations Policy Manual effective upon Board approval and authorize staff to implement it and make non-substantive administrative edits as needed.

Attachments: [List supporting materials such as quotes, analyses, draft policies, diagrams, or other documents. Include only what is needed to support the decision.]

- Attachment A: Policy attached
- Attachment B:

SANTOS MANUEL STUDENT
UNION OF
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

RESTATED OPERATIONS POLICY MANUAL
Effective:



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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 101; Manual Administration and Facility Coverage

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.;
CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish a single Operations manual for Santos Manuel Student Union (SMSU) reservable spaces and Recreation & Wellness managed facilities.

Scope:

Applies to the SMSU buildings, Student Recreation & Wellness Center (SRWC), Aquatic Center, Leadership Challenge Center, the Retreat, and related reservable areas managed under SMSU or Recreation & Wellness.

Policy Statement:

Facility operations shall be administered through one consolidated Operations manual. Facility-specific rules remain applicable within the spaces they govern, and posted operating hours or operational notices control day-to-day access.

Procedures:

- SMSU facilities operate under the policy direction of the SMSU Board of Directors and support the educational and co-curricular mission of CSUSB.
- Recreation & Wellness manages the SRWC and related program spaces under the direction of the Recreation & Wellness Director, with policy direction from the SMSU Board of Directors and advice from the Recreation & Wellness Committee.
- Building hours, service levels, and operational notices may be adjusted and shall be posted or otherwise communicated by the responsible office.
- Where a rule applies only to one facility or program area, that limitation shall be stated in the procedure or area-use policy.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 102; Authorized SMSU Users and Eligibility for Use

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.

Purpose:

To define who may reserve and use SMSU facilities.

Scope:

Applies to all SMSU reservable spaces, public areas, and SMSU-managed event support services.

Policy Statement:

SMSU facilities may be reserved only by eligible user groups. Access and pricing are based on the user classification assigned to the reserving party.

Procedures:

1. Group I users include: (a) the SMSU Board of Directors and regularly funded SMSU programs and services; (b) Associated Students, Inc., the Office of Student Leadership and Engagement, New Student Orientation and Family Programs, and the Vice President's Office in the Division of Student Affairs; (c) chartered student clubs and organizations officially recognized by the University; and (d) officially recognized faculty and staff groups, departments, schools, and administrative units conducting University business.
2. Group II users include: (a) students, faculty, staff, and alumni reserving space for private use; and (b) off-campus organizations and individuals.
3. No organization may reserve space on behalf of another organization, sell a reservation, sublease reserved space, or transfer a reservation without authorization.
4. The reserving organization must remain the primary sponsor of the event and may be asked to provide documentation that the event is being legitimately planned and implemented by the requesting entity.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY**

SUBJECT: Operations Policy 103; Priority of Use and Scheduling Hierarchy

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.;

CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish advance reservation windows and the order of priority for competing requests.

Scope:

Applies to scheduling decisions for SMSU and Recreation and Wellness reservable spaces.

Policy Statement:

Facilities shall be scheduled to maximize service to students and the University. When conflicts occur, the documented priority order and reservation windows control.

Procedures:

1. For SMSU scheduling, requests are accepted on a first-come, first-served basis within the applicable priority group.
2. SMSU advance windows are: Group I users up to one year in advance; recognized student groups may request recurring meetings up to six months before the beginning of the semester requested; Group II users up to six months in advance.
3. If a scheduling conflict occurs in SMSU space, priority is: Group I-A, Group I-B, Group I-C, Group I-D, Group II-A, then Group II-B.
4. During academic periods, Recreation and Wellness use priorities are: (1) activities approved by the University President; (2) unscheduled informal member use, with CSUSB student members receiving preferential ranking; (3) organized Recreation & Wellness programs; (4) SMSU programs; (5) on-campus clubs and organizations; (6) academically related departments; (7) auxiliary organizations; and (8) off-campus organizations.
5. Short-term events that benefit and interest a large number of students may bump previously scheduled activities when approved through the applicable Recreation and Wellness reservation process.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY**

SUBJECT: Operations Policy 104; SMSU Reservation Requests, Changes, Cancellations, and Reassignment

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.

Purpose:

To govern how SMSU reservations are requested, confirmed, changed, canceled, and reassigned.

Scope:

Applies to all reservations for SMSU rooms, public areas, and event-related services.

Policy Statement:

A request becomes a reservation only after written confirmation is issued. SMSU may reassign, cancel, or modify reservations as needed to protect facility operations, safety, and the broader University interest.

Procedures:

1. On-campus and off-campus entities may search for availability and request space through the EMS WebApp or other approved scheduling method.
2. To qualify as a student organization sponsored event, more than 50 percent of intended attendees must be CSUSB students, student organization officers must be the primary contacts and organizers, and the student organization must be solely responsible for all event charges.
3. Ordinary confirmation timelines are: meetings at least five days in advance, minor events at least two weeks in advance, and major events such as dances, banquets, and concerts at least four weeks in advance.
4. Requested changes must normally be submitted at least five working days before the event.
5. Recurring chartered student organization meetings may not exceed three hours per meeting. Regular weekly meetings may be scheduled up to six months before the semester requested.
6. Cancellation deadlines are five business days before a meeting or minor event and ten business days before a major event. Labor charges may still be assessed when physical setup costs have already been incurred.
7. Failure to relinquish unused space twice in one semester results in loss of scheduling privileges for the following ten academic weeks.
8. Multiple tentative dates for the same event may be held for up to four weeks. If no confirmed date is provided by that time, SMSU may cancel the held dates.
9. SMSU may cancel an event or modify services because of utility interruptions, campus emergencies, imminent danger, acts of God, or other operational necessity.

Effective: **xx-xx-xxxx**

Updated: **xx-xx-xxxx**

Supersedes: SMSU & RecWell Facility Policy Manual

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10. The Executive Director or designee may reassign space in order to serve the greatest number of students and the University.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 105; Fees, Deposits, Billing, and Co-Sponsorships

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.;
CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish how facility charges, deposits, waivers, and co-sponsorship support levels are administered.

Scope:

Applies to chargeable use of SMSU facilities and to SRWC rentals or group bookings.

Policy Statement:

Facility use fees, staffing charges, equipment charges, and deposits shall be assessed according to the approved rate structure and the user's support level or sponsorship category.

Procedures:

1. For SMSU Group II users, deposits equal to estimated room rental charges are due within ten business days after reservation. If the event is less than ten business days away, payment in full is due immediately. Payment in full is otherwise due ten business days before the event.
2. SMSU Group I users are billed after the event or reservation activity and payment is due within 30 days of the invoice date.
3. Damage deposits may be required when there is a reasonable judgment that damage to, misuse of, or theft of SMSU property may occur.
4. Room rental fees may be waived by the Executive Director or designee for events of general interest to students when no admission is charged and campus-wide publicity is provided. Denials may be appealed to the Executive Committee of the SMSU Board of Directors.
5. SMSU co-sponsorship support levels distinguish between hard costs and soft costs. SMSU self-produced programs are generally not charged; SMSU co-sponsored programs may receive soft-cost waivers; student organization, campus department, and off-campus programs are charged according to the approved support level and rate sheet.
6. SMSU facility and equipment charges shall be reviewed and approved by the SMSU Board of Directors annually or whenever the Executive Director submits revisions.
7. For Recreation and Wellness rentals, a cleaning and maintenance deposit equal to 50 percent of the rental is required at the time of request, unless otherwise authorized.
8. Recreation and Wellness rental rates are reviewed annually by the Recreation Committee and any rate changes must be approved by the SMSU Board of Directors.

Effective: **xx-xx-xxxx**

Updated: **xx-xx-xxxx**

Supersedes: SMSU & RecWell Facility Policy Manual

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9. Student organizations may reserve Recreation and Wellness spaces during non-prime time without room rental charges if the organization does not charge fees to participants and no additional staffing is required. Setup, staffing, and cleaning charges may still apply in special circumstances.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 106; User Responsibilities, Damages, Indemnification, and Insurance

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To allocate responsibility for conduct, damages, and risk transfer associated with facility use.

Scope:

Applies to all groups and individuals using SMSU facilities or participating in Recreation & Wellness programs.

Policy Statement:

Users are responsible for their conduct, compliance with applicable rules, and payment for damage or loss. When required, users must provide indemnification and evidence of insurance before use is allowed.

Procedures:

1. Groups reserving SMSU facilities are responsible for the conduct of members and guests and must follow campus policies, SMSU procedures, and all conditions of approval.
2. Groups and individuals are liable for damages or theft caused by their members, guests, or participants.
3. SMSU users agree to indemnify, defend, and hold harmless SMSU, CSUSB, the Trustees of the California State University, the State of California, and their officers, employees, and agents for claims arising from use of the facilities, subject to the terms required by SMSU.
4. Organizations and individuals in Group II must generally provide a certificate of insurance naming SMSU, CSUSB, the Trustees, and the State of California as additional insureds, with general liability coverage of at least \$2,000,000 per occurrence and \$4,000,000 aggregate.
5. Insurance is also required when an off-campus entity co-sponsors an event or when any outside entity assists with event setup or production, unless expressly waived.
6. Evidence of required insurance must be provided at least one week before the event. Insurance may be purchased through SMSU for a fee when available.
7. Individuals participating in Recreation & Wellness programs do so at their own risk, and Recreation & Wellness does not provide participant insurance. Participants are encouraged to secure adequate health and accident coverage.
8. Failure to comply with responsibility, insurance, or indemnification requirements may result in loss of scheduling or participation privileges.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 107; Event Support Services, Staffing, Security, Parking, and Outside-Hours Use

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To define required operational support, staffing, security review, and parking coordination for SMSU events.

Scope:

Applies to SMSU events, meetings, programs, and any use outside normal operating hours.

Policy Statement:

Facility setup, staffing, security, parking coordination, and after-hours access shall be controlled by SMSU and campus safety officials to protect users and maintain service standards.

Procedures:

1. Event support services include table and chair setup, stage setup, dance floor setup, audiovisual setup and operation, special lighting, and custodial services. These services should ordinarily be arranged at least one month before the event.
2. Only authorized SMSU personnel may perform facility setup, teardown, repairs, and maintenance work. User groups may not provide their own setup or cleanup in order to reduce charges unless specifically authorized.
3. Use of SMSU audiovisual equipment requires an SMSU audiovisual technician when specified by the facility. Custom room setups may result in additional charges.
4. Holiday staffing is billed at one and one-half times the normal rate with a four-hour minimum.
5. The Event Service Manager or designee determines the level of staff and equipment required to maintain the service level and image of the facility.
6. The University Police Department shall be advised of all events expecting more than 150 guests and of all events where alcohol will be served. Police or security staffing will be determined by the Associate Vice President/Dean of Students, University Police, and other designated officials.
7. Police or security services must be provided through University Police unless the Chief authorizes off-campus security. Security assignments are billed to the sponsoring organization, generally with a four-hour minimum per assigned officer or community service officer.
8. Student events promoted off campus require advance approval through the Office of Student Leadership and Engagement and University Police, including any required security plan.

Effective: **xx-xx-xxxx**

Updated: **xx-xx-xxxx**

Supersedes: SMSU & RecWell Facility Policy Manual

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9. Parking Services must be consulted at least 14 days before SMSU events. Event parking shall follow the University Parking Policy and any directions issued by Parking Services.
10. Use of SMSU spaces outside normal operating hours requires the staffing determined by SMSU, including Student Building Managers and custodial coverage, and all related charges will be billed to the client.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 108; Equipment, Specialized Spaces, and Use of SMSU Assets

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.

Purpose:

To govern use of specialized equipment, shared public spaces, and SMSU-owned assets.

Scope:

Applies to dance floors, stages, audiovisual equipment, public areas, food hall spaces, and off-premises use of SMSU equipment.

Policy Statement:

Specialized equipment and high-demand common spaces shall be used only for approved purposes, within the limits established by SMSU Operations.

Procedures:

1. The SMSU-owned dance floor may be used only within SMSU facilities and is available to student organizations, University departments, faculty, staff, and off-campus groups subject to the approved charge schedule.
2. Generally, only SMSU-owned portable stages may be used in the facility. SMSU stages may not be used outside the SMSU. Student organizations do not pay a stage rental fee inside the SMSU but may be charged for setup and teardown.
3. SMSU audiovisual equipment is intended primarily for events scheduled in SMSU facilities and may be operated only by SMSU audiovisual technicians when required.
4. The Pub Garden and SMSU food eateries are intended for public use and as permanent SMSU spaces. Other on-campus groups may schedule these areas in consultation with Campus Dining Services.
5. The Main Lobbies may be scheduled only when the Events Center and Conference Center is not in use, unless used together with the Events Center or Conference Center or approved by the Associate Director of Operations. The Fourplex Patio may be scheduled only when the Fourplex is not in use, unless similarly approved.
6. From Monday through Friday, the main lobbies, Fourplex patio, social stairs, outdoor areas, and atrium may generally be scheduled only after 6:00 p.m., with setup beginning no earlier than 4:00 p.m. Weekend, term break, and summer scheduling may be less restricted.
7. If amplified sound is approved in a public area, SMSU staff may monitor and adjust sound levels. Main Lobby use is ordinarily limited to one event per organization per semester.
8. SMSU equipment such as tables, chairs, stages, and dance floors is generally not available for use away from SMSU premises, except for approved SMSU-sponsored activities, special events

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Updated: **xx-xx-xxxx**

Supersedes: SMSU & RecWell Facility Policy Manual

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consistent with the SMSU mission, or limited tabling exceptions administered by Operations staff.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY**

SUBJECT: Operations Policy 109; Food Service and Alcohol Service

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.; California Education Code sections 89031 and 89035, as cited in the source manual for alcohol service.; California Business and Professions Code / Alcoholic Beverage Control Act, as cited in the source manual for alcohol service.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To govern catering and alcohol service within SMSU-managed facilities.

Scope:

Applies primarily to SMSU spaces and Recreation and Wellness facilities.

Policy Statement:

Food service and alcohol service must be managed in a way that protects safety and the campus environment.

Procedures:

1. All food and beverages served in the SMSU and SRWC must be provided through Campus Dining Services unless a waiver has been granted.
2. Alcohol service in SMSU and SRWC is limited to beer and wine and may be allowed only for eligible non-student group events under approved permit conditions. Alcohol may not be sold, served, or consumed at events sponsored by student organizations.
3. An Alcohol Use Permit must be obtained through the campus special events process and approved by the appropriate University authority. If an on-campus group sponsors the event, a full-time CSUSB management employee, administrator, designee, or faculty member must apply, assume responsibility, and remain present during alcohol service.
4. Notice of intent to serve alcohol must be submitted at least one month before the event. Alcohol may only be served by Campus Dining Services and must remain within a designated area. Additional insurance and University Police staffing may be required.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 109B; Decorations, Posting, and Advertising

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.; California Education Code sections 89031 and 89035, as cited in the source manual for alcohol service.; California Business and Professions Code / Alcoholic Beverage Control Act, as cited in the source manual for alcohol service.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To govern decorations, posting, displays, banners, and advertising within SMSU-managed facilities.

Scope:

Applies primarily to SMSU spaces and Recreation and Wellness facilities.

Policy Statement:

Décor, and public communications materials must be managed in a way that protects safety, property, and the campus environment.

Procedures:

1. Only SMSU personnel may affix materials to walls, floors, or leased space using nails, screws, glue, paint, or similar means. Taping and decorations require advance approval. Confetti, glitter, rice, oil lamps, and open flames are prohibited.
2. Decorations may not block exits, entrances, fire equipment, or other safety devices. If ladders or lifts are required, SMSU staff assistance is required and labor costs may be charged.
3. Banner placement on interior beams or railings must be approved by the Associate Director of Operations or designee. Banners must relate to current or upcoming events or services of broad campus interest, include the sponsoring organization, meet size limits, and be installed and removed by SMSU personnel.
4. Posters, flyers, notices, and similar materials may be posted only in authorized location after approval by the SMSU Information Desk or SMSU Marketing Department. Materials must include the sponsor name, reflect good taste, and comply with size and duration limits.
5. A-frames and sandwich boards may be used only by SMSU centers, tenants, and CSUSB departments in accordance with the approved size, number, placement, and removal requirements.
6. Unauthorized sales, advertising, or promotional activity in the SMSU and SRWC are prohibited.

7. SMSU Marketing, or its designee, shall administer scheduling, posting, removal, and review of display content in a content- and viewpoint-neutral manner. CSU/SMSU policy, accessibility requirements, facility operations, and public safety needs; emergency, safety, and operational notices may take priority over scheduled advertising.
8. Requests to use SMSU digital advertising displays shall comply with the applicable SMSU standard operating procedure, approved rate schedule, submission requirements, technical specifications, posting limits, billing requirements, and any other administrative controls established by SMSU. SMSU may decline, remove, or require revision of submitted materials that do not meet legal, accessibility, technical, safety, operational, or policy requirements.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 110; Building Access, Minors, General Conduct, and Emergency Response

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; CSU Executive Order 1108, Systemwide Smoke and Tobacco Free Environment, as cited in the SRWC policies.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To establish baseline conduct and building safety expectations for SMSU spaces.

Scope:

Applies to the SMSU building and surrounding controlled areas, and to wheeled-device restrictions in SRWC access areas

Policy Statement:

Building access shall be managed in a manner that protects safety, preserves facility condition, and aligns with applicable campus policies.

Procedures:

1. Individuals under 18 years of age, except registered CSUSB students, may use SMSU facilities only when accompanied by and under the immediate supervision of a CSUSB student, faculty member, staff member, or adult community member age 18 or older.
2. SMSU follows campus policies addressing alcohol and other drugs, tobacco, and animals on campus. Events or activities involving non-service animals require prior approval.
3. Amplified sound is generally prohibited unless approved for a scheduled event. Approved sound may not exceed 90 decibels measured at 30 feet from the source on a B scale, and SMSU staff may monitor compliance.
4. Complete attire, including shirt and shoes, must be worn in the SMSU at all times.
5. Storage areas are limited to authorized staff or the assigned office occupants, as applicable.
6. Bicycles, skateboards, roller skates, roller blades, scooters, and hoverboards may not be ridden inside the SMSU or within covered walkways, patios, or the atrium. Bicycles, scooters, and hoverboards are not allowed in the building. The Executive Director or designee, in consultation with University Police, is responsible for emergency procedures and evacuation decisions. Outside regular weekday hours, this responsibility is assumed by Student Building Managers or Operation Managers unless otherwise directed.
7. Upon activation of evacuation procedures, all occupants must leave the facility as instructed and may not return until appropriate clearance is given.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY**

SUBJECT: Operations Policy 111; SRWC Membership Privileges and Entrance Controls

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To define SRWC membership categories, privileges, access requirements, and membership status rules.

Scope:

Applies to entry and participation privileges for the Student Recreation & Wellness Center and associated Recreation & Wellness facilities.

Policy Statement:

Use of the SRWC is limited to members, eligible affiliates, approved guests, and approved visitors who satisfy membership and entrance-control requirements.

Procedures:

1. SRWC membership privileges include entry during normal operating hours, participation in non-credit group exercise classes, intramural sports for student and associate members, use of the Aquatics Center during operating hours, and reduced prices for designated outdoor equipment rentals and programs.
2. Student members are regularly enrolled CSUSB students who pay the Student Union fee and therefore do not pay an additional membership fee for SRWC access.
3. Associate member categories include faculty, staff, retired or emeritus faculty and staff, continuing students, visiting faculty, and active CSUSB Alumni Association members, subject to verification and payment of applicable fees.
4. Affiliate member categories include spouses, domestic partners, roommates, adult dependents, and College of Extended Learning students who meet the relationship or residence criteria established by the policy.
5. A member may sponsor one guest per day. Guests must be at least 18 years old, provide valid photo identification, sign a waiver, purchase a day pass, and remain accompanied by the sponsoring member during the entire visit.
6. Visitors and conference groups may access the facility only through prior arrangements approved by the Recreation & Wellness Director or designee.
7. Except for regularly enrolled CSUSB students, participants in supervised youth programs, and approved youth events or tours, persons younger than 18 may not become SRWC members or guests.

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Updated: **xx-xx-xxxx**

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8. All members and guests must enter and exit through the turnstiles adjacent to the Membership Services desk. Use of alarmed doors is prohibited except during emergency evacuations.
9. Members must remain in good standing to retain privileges. Membership may be placed on hold for documented medical reasons, and limited prorated refunds may be granted in the approved circumstances described by the policy.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 112; Recreation and Wellness Health, Safety, Conduct, and Discipline
REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.; CSU Executive Order 1108, Systemwide Smoke and Tobacco Free Environment, as cited in the SRWC policies.

Purpose:

To establish health, safety, and conduct expectations for Recreation & Wellness participants.

Scope:

Applies to all members, guests, visitors, and participants in SRWC and Recreation & Wellness programs.

Policy Statement:

All users must act in a safe, respectful, and community-minded manner. Recreation & Wellness may deny service, require a participant to leave, or suspend privileges when conduct or safety rules are violated.

Procedures:

1. Members and guests are strongly encouraged to complete a medical examination before participating in Recreation & Wellness programs or using facilities.
2. If a fire alarm sounds, all users must exit immediately by the safest posted route and cooperate with staff during any evacuation or drill.
3. Unsafe or destructive activity is prohibited, including unauthorized traditional field sports in inappropriate indoor spaces, unsafe equipment use, and unapproved combative activity.
4. All injuries, accidents, unsafe conditions, or equipment concerns must be reported to staff immediately.
5. Spitting, profanity, abusive language, harassment, hazing, verbal abuse, and physical abuse are prohibited.
6. Recreation & Wellness is an alcohol- and drug-free program. Persons suspected of being under the influence may be directed to leave the facility or program.
7. No weapons or firearms are allowed in the SRWC.
8. Unauthorized use of the facility, misuse of identification, or attempts to bring non-members in without authorization are prohibited.
9. Disorderly conduct, vandalism, fighting, attempts to fight, or retaliatory aggression may result in immediate suspension of Recreation & Wellness privileges and referral to Student Conduct and Ethical Development or law enforcement.
10. Smoking and tobacco use are prohibited in accordance with CSU Executive Order 1108.

Effective: **xx-xx-xxxx**

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11. Management may suspend privileges pending investigation whenever a potential policy violation, threat, or safety concern is under review.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 113; SRWC Attire, Equipment Checkout, Lockers, and Personal Property

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To govern dress code, equipment checkout, personal property handling, and general use conditions inside the SRWC.

Scope:

Applies to all SRWC members, guests, and visitors.

Policy Statement:

Users must maintain appropriate attire and manage equipment and personal belongings in a manner that supports safety, hygiene, and orderly facility operations.

Procedures:

1. Appropriate clothing must always worn. Exercise attire is required in activity spaces, shirts or sports tops are required, bottoms must adequately cover the buttocks, and clothing likely to damage equipment is prohibited.
2. Closed-toe and closed-heel athletic footwear is required in activity areas unless a specific exception applies to yoga, martial arts, swimming-pool areas, locker rooms, or similar approved uses.
3. Lendable equipment such as basketballs and volleyballs may be borrowed through designated service desks. Borrowers are responsible for replacement cost if equipment is damaged or not returned.
4. Except in the lobby and hallway, food, gum, and drinks are not permitted in SRWC activity areas. Non-breakable leak-proof bottles containing water are allowed. Glass containers are prohibited.
5. Day-use and bring-your-own-lock lockers are available under the conditions stated by the facility. Personal locks will be cut and lockers emptied at the end of each day unless the locker is part of an approved semester rental program.
6. Personal belongings may not be stored on activity floors. Users are responsible for securing their own property, and Recreation & Wellness is not responsible for lost or stolen items.
7. Photography, video recording, and similar device use are prohibited in locker rooms and restrooms. Limited recording elsewhere is allowed only when it does not create a safety hazard or violate privacy expectations, and media or academic recording requires advance approval.

Effective: **xx-xx-xxxx**

Updated: **xx-xx-xxxx**

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8. Phone and electronic device use is permitted only to the extent it does not create a safety hazard, deny others access to amenities, or compromise privacy.
9. Animals are not permitted in the SRWC except in accordance with CSUSB Policy.
10. Reasonable accommodation requests should be made at least five business days in advance when possible.
11. Lost and found items are handled according to SMSU policy and procedures.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 114; Recreation and Wellness Reservations, Booking Priorities, and Rental Conditions

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To govern scheduled use, event booking, rental conditions, and reservation appeals for the SRWC.

Scope:

Applies to all requests for reserved use of SRWC areas, including pool event requests.

Policy Statement:

Reserved use of the Recreation and Wellness Spaces shall support the primary mission of Recreation & Wellness and may be approved only when member service standards, safety, and facility design are not compromised.

Procedures:

1. The Recreation & Wellness Director or designee is responsible for day-to-day reservation decisions and may approve only activities compatible with the design and intended use of the facility.
2. Groups are defined as six or more people engaging in an activity together. Requests should be submitted at least two weeks before the desired date through the approved request process.
3. Recreation and Wellness reservations are generally limited to seven days in duration.
4. Outside groups may be scheduled only if member service standards are not compromised and the event does not occur during prime time.
5. Pool events or group use requests must be submitted through the campus special events process at least two weeks in advance, require Kinesiology approval, then Recreation & Wellness approval, and must include required lifeguard staffing.
6. Rental rates, deposits, and staffing costs shall follow the currently approved rate schedule. The rental rate includes use of the approved room plus access to designated support amenities as described by the policy.
7. Use of the Recreation and Wellness facilities for unauthorized personal, commercial, or monetary gain, including unauthorized tournaments, coaching, instruction, tryouts, or programs duplicating Recreation & Wellness services, is prohibited unless previously approved.
8. When a reservation or lease request is denied, the requesting party may submit a written appeal within forty-eight hours in accordance with the appeal process established by Recreation & Wellness.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY**

SUBJECT: Operations Policy 115; Fitness Floor and Group Exercise Studio Use

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish safe and orderly use rules for the Fitness Floor and Group Exercise Studios.

Scope:

Applies to all persons using fitness equipment, studio spaces, and related support equipment in the SRWC.

Policy Statement:

The Fitness Floor and Group Exercise Studios must be used only for their intended recreational and instructional purposes, with due regard for safety, equipment care, and equitable access.

Procedures:

1. Proper athletic attire and shoes are required, except for approved class-specific exceptions such as yoga, martial arts, or certain wellness classes.
2. Users may not leave bags or personal items on the floor. Valuables should be secured in lockers
3. Equipment must be used only as intended. Users may not drop weights, stand on benches, stack boxes, or operate machines with damaged or loose parts.
4. Weights and plates must be returned to their racks after use, and weights are to remain in the Fitness Floor area. Bumper plates may be used only on the Olympic platform, and back squats must be performed in squat racks rather than on the Olympic platform.
5. When others are waiting, cardio equipment use is limited to 30 minutes.
6. Users must wipe down equipment after use with designated cleaning materials.
7. Chalk use is prohibited. In group exercise spaces, members must follow the instructor's class plan, avoid disruptive conversation, return equipment neatly, and clean equipment high-contact points after use.
8. Use of studio sound equipment and microphones is limited to approved classes, sports clubs, and authorized events. Music and lights should be turned off when the room is vacated, as applicable.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 116; Multipurpose Gym, Locker Room, and Sauna Use

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish conduct and area-use rules for the gym, locker rooms, and sauna.

Scope:

Applies to all persons using the SRWC multipurpose gym, locker rooms, and sauna.

Policy Statement:

Shared recreational areas shall be used in a manner that protects participant safety, encourages respectful co-use, and preserves the condition of the facility.

Procedures:

1. Intramural use and approved reservations take precedence over free play in the multipurpose gym. Courts are otherwise available on a first-come, first-served basis subject to posted schedules.
2. Proper athletic attire and appropriate non-marking athletic shoes are required on gym courts. Food is prohibited; water or sports drinks in sealable bottles are allowed.
3. Dunking, hanging on rims or backboards, rough play, slide tackling, unauthorized throwing or pitching, and use of weights or dumbbells on the courts are prohibited.
4. Indoor soccer is permitted only with an indoor soccer ball, and soccer play may not endanger windows, goals, or other patrons.
5. Locker rooms must be used respectfully. Users should clean up after themselves and follow the modesty, child-supervision, and all-gender restroom guidance stated by the policy.
6. Sauna use is limited to healthy individuals who follow posted rules, including appropriate attire, no amplified sound or phones, and reasonable time limits. Users should cool down between sessions and may be removed from the facility for noncompliance.
7. Do not cover sensors in the sauna.
8. No shoes are allowed. Shower shoes are allowed.
9. Sauna users must sit on a towel
10. Do not pour excessive water on rocks

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 117; Climbing Wall and Leadership Challenge Center Use

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To establish specialized safety and supervision rules for the climbing wall and Leadership Challenge Center.

Scope:

Applies to all participants, belayers, staff, and program users in these areas.

Policy Statement:

Use of the climbing wall and Leadership Challenge Center is conditioned on trained supervision, approved equipment, and strict compliance with area-specific safety procedures.

Procedures:

1. Climbing wall staff must be present for top-rope climbing or Auto Belay use. Participants must complete required checks and tests before earning the applicable climbing privileges.
2. Participants must wear appropriate fitness attire and approved footwear. Injuries, equipment damage, loose holds, unsafe conditions, and related incidents must be reported immediately.
3. Users must follow standard climbing commands, tie-in, belay, spotting, route, and equipment rules established by the climbing wall staff. Unauthorized teaching of belay techniques is prohibited.
4. Open bouldering is limited to designated height limits and check-in procedures. Auto Belay use is limited to approved climbers during approved hours and only under staff connection procedures.
5. Access to the Leadership Challenge Center is by approval of the Challenge Course Manager. Staff directions must be followed at all times, and a waiver is required before participation.
6. Challenge Course staffing ratios, inspection requirements, safety briefings, transfer procedures, clip-in requirements, equipment controls, and zip-line restrictions shall be enforced as stated in the area policy.
7. Program modifications or exceptions must be approved by the Challenge Course Manager before the activity begins.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 118; Aquatics Center Use

REFERENCE: CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.

Purpose:

To govern use of the Aquatics Center and pool areas.

Scope:

Applies to swimmers, non-swimmers, spectators, youth participants, and staff in the Aquatics Center.

Policy Statement:

Use of the Aquatics Center is permitted only in accordance with lifeguard direction, membership or pass requirements, and posted health and safety rules.

Procedures:

1. SRWC members are admitted to the pool without additional admission charges. Other users may purchase an approved pass when available. During the academic year, community and child access is limited as stated on our website.
2. All persons entering the pool area, whether swimmers or non-swimmers, must check in and have the required waiver on file.
3. Children under 13 must be supervised by an adult, and minors in the water must remain within arm's reach of an adult unless they pass the Deep-Water Swim Test or staff otherwise authorize participation.
4. Proper swim attire is required. Non-disposable swim diapers are required for children who are not toilet trained.
5. Users must comply with posted prohibitions on running, glass containers, unsafe diving, disruptive behavior, inappropriate toys or flotation devices, prolonged breath holding, and use of equipment for unintended purposes.
6. Lifeguards may limit use, require swim tests, close the pool because of weather or hazards, and remove anyone from the pool area for safety or policy violations.
7. Patrons should follow posted public health guidance, including refraining from pool use when ill or when open wounds or communicable conditions are present.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION
OPERATIONS POLICY

SUBJECT: Operations Policy 119; Comments, Complaints, Appeals, Accessibility, and Administrative Review

REFERENCE: Santos Manuel Student Union, Facilities Use Manual, SMSUBOD 8.18.21.; CSUSB Recreation & Wellness, Student Recreation & Wellness Center Policies, approved 5.1.2024.; Applicable CSUSB policies referenced in the source manual, including policies addressing alcohol and other drugs, tobacco, parking, and animals on campus.

Purpose:

To identify the primary channels for policy interpretation, comments, complaints, accessibility requests, and appeals.

Scope:

Applies to users of SMSU facilities and Recreation & Wellness managed spaces.

Policy Statement:

Users may seek clarification, submit comments or complaints, request accommodations, and appeal designated decisions through the processes established by the responsible office.

Procedures:

1. Appeals related to the SMSU Facilities Use policies may be directed to the Executive Director of SMSU or designee.
2. A Recreation & Wellness member may dispute discipline when the claim concerns a misapplication of a rule or a misinterpretation of Recreation & Wellness policies and procedures must be submitted in writing to the Director of Recreation & Wellness or designee.
3. An appeal of a Recreation and Wellness or SMSU facility or program suspension must be submitted in writing to the SMSU Executive Director or Designee.
4. If an SRWC facility reservation or lease request is denied, a written appeal may be submitted within forty-eight hours to the Director of Recreation & Wellness, who may evaluate the appeal and forward appropriate matters to the SMSU Board of Directors.
5. Questions, concerns, service suggestions, praise, and complaints may be submitted to SMSU or Recreation & Wellness staff, through approved comment processes, or through the main SMSU or Recreation & Wellness email process identified by the department.
6. Accessibility accommodation requests should be directed to SMSU or Recreation & Wellness at least five business days in advance when feasible.