

Campus Recreation User Manual

2024-2025

This policy manual contains user policies of Campus Recreation, associated facilities, departments, programs, and services.



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Section 1: Campus Recreation Access & Accessibility

1.1 Access

- a. The Student Wellness Center (SWC) is a controlled access facility. Only authorized Users are allowed entry and must check in at the welcome desk. Campus Recreation reserves the right to restrict or suspend access to users.
- b. All users must present their Cat card or Fusion Go App for identification at the welcome desk to enter the SWC.
- c. Use of another user's ID is prohibited. Doing so will result in confiscation of ID. Other disciplinary action may consist of a two-week suspension by both the card user and the card owner. Multiple offenses may result in a month-long suspension and/or referral to the Dean of Students Office.
- d. All users of the SWC must be at least 18 years old, except for any currently enrolled Montana State University students under 18.
- e. Students enrolled in 7 credits or more and assessed student fees will be eligible to access Campus Recreation.
- f. Student fee associated access dates Academic Year 2024-2025:
 - i. Fall semester: August 5- December 31, 2024
 - ii. Spring semester: January 1 – May 18, 2025
 - iii. Summer semester: May 19- August 10, 2025
 - iv. Student enrolled in 6 or less credits may opt in to stud
- g. In the event of a university suspension/expulsion, The Associate Director of Operations will suspend membership for the duration outlined by the Dean of Student Office. Suspended/expelled students will not be allowed access to the SWC or to participate in any SWC programs and services during this time. The Associate Director of Operations will be notified by the Dean of Students Office when a student is eligible to resume membership. Retroactive memberships, or any other kind of membership access is not permitted during university suspensions.
- h. Access to membership of the Campus Recreation Center is restricted to MSU students and affiliates per [Montana Law 20-25-332](#). The law is further clarified in a [Montana University System Commissioners Directive](#) effective in March 2018. This Directive prohibits university fitness centers from competing with for profit fitness centers in the community.
 - i. MSU Retirees are ineligible for affiliate membership of the Campus Recreation Center.

1.2 Unauthorized Access

- a. The following is strictly prohibited and may lead to suspension or termination of membership:
- b. Use of the facility during non-operational hours.
- c. Attempting to gain or attempting to provide access to the SWC with a membership account other than your own, including via screenshot, cat card, and/or barcode.
- d. Attempting to utilize or use an emergency exit door to gain access or allow access to users, unauthorized individuals, or non-users.
- e. Exiting through emergency exit doors in what is not declared as an actual emergency.
- f. Unauthorized entry into the facility or assisting in an unauthorized entry will be grounds for immediate removal and suspension of facility privileges or membership.
- g. All facility spaces must be vacated according to operating hours or on the direction of facility staff.

1.3 Membership Eligibility

- a. Students taking 7 or more credits automatically receive a Campus Recreation membership through student fees
- b. The following individuals are eligible to purchase a Campus Recreation membership
 - i. MSU Students taking less than 7 credits
 - ii. MSU Affiliates: Faculty, Alumni, Staff & Official Volunteers
 - 1. Sponsored Guests of Affiliates (2)
 - iii. Community Pool (Membership limited to pool. 18+ only)
- c. Member Services
 - i. Locker Rentals & Day-Use Lockers
 - ii. Lockers can be rented by Users. They are rented on by semester on a first come, first serve basis
 - iii. All locker sales are non-refundable and non-transferable. Lockers cannot be re-assigned or sublet to other users.
 - iv. If membership is canceled or not continued for any reason, the locker rental is automatically canceled.
 - v. Users must use the locks provided by Campus Recreation
 - vi. All lockers rented by Campus Recreation are the property of the University. Campus Recreation reserves the right to alter the rental agreement if a locker or membership is deemed misused for any reason.
 - vii. Upon expiration of a locker, it will be cleaned out by Campus Recreation staff and any unclaimed items will be placed in lost & found for two weeks. Campus Recreation is not responsible for any items left in expired lockers.
 - viii. Day use lockers are available on a first come, first served basis. These lockers are only available for the day, any items left behind will be removed at the end of the day by facility staff and placed in lost and found for two weeks. Campus Recreation is not responsible for items left in day use lockers
 - ix. No food or drink may be stored in lockers at any time.
 - x. Wet or soiled items should not be stored in lockers.
 - xi. Users are responsible for any damage found to the lockers and will be held responsible for repair or replacement.
- d. Equipment Checkout
 - i. Any user checking out equipment should present a valid cat card
 - ii. All items must be returned in the same condition as rented, within reason. Campus Recreation staff have the authority to determine what is considered reasonable wear and tear.
 - iii. Equipment will be considered late if not returned prior to facility closure.
 - iv. All equipment checked out is the user's responsibility. Users will be charged a replacement fee for any late, lost, damaged, or missing items.
 - v. Users with an outstanding balance for lost or damaged equipment will not be permitted to check out additional equipment or may have their membership suspended until the outstanding balance is corrected.
- e. Towel Service
 - i. Towels are provided for a fee at the front desk. Participants should return towels to the towel drops after use.

1.4 Guest Policy

- a. Current users can sponsor a maximum of 2 guest(s) to use the SWC.
- b. Guests must be 18 years of age or older and pay a daily fee to enter the facility with their sponsor present.
- c. Payment for guest use is only available at the welcome desk and must be made through the payment portal provided via credit card.
- d. The visit ends at closing on the date of purchase.
- e. Sponsors of guests are responsible for their guests' conduct while in the facility.

1.5 Spectator Policy

- a. Spectators may access the facility 30 minutes prior to the start time for various activities, programs, and events at no cost as determined by Campus Recreation staff.
- b. All Spectators must check in at the front desk and sign the Spectator Agreement and Campus Recreation Notice of Risk Waiver.
- c. Any spectator under 18 must be accompanied by an adult.
- d. Spectators are not permitted to utilize any equipment or participate in any programming.
- e. Campus Recreation staff reserves the right to ask any spectator to exit the facility at any time if found violating any policies or guidelines.

1.6 Assumption of Risk

a. Student Wellness departments attempt to provide a safe and enjoyable atmosphere for all users. Each user is responsible for making good choices in relation to their skills and health. b. Participation in programs, services and activities is voluntary. By voluntarily electing to use the MSU SWC, participants assume all risk for any harm or injury sustained. c. Please take responsibility for your actions. Do not take risks or participate in activities that may not be appropriate for you. Furthermore, please do not engage in activities that may harm or injure others. d. In exchange for participating in activities within the Student Wellness Center, participants do so at their own risk. e. Participant agrees to assume all risk of personal injury or loss, bodily injury, damage to or loss of, or destruction of any private property resulting from or arising out of participation in activities or attendance of the Student Wellness Center.

Section 2: General Policies, Rules & Regulations

2.1 Food & Drink

- a. Water and sports drinks are allowed in sealable, shatterproof containers; all other food and drinks are prohibited.
- b. Food is not permitted in any activity space without prior approval.
- c. Gum is not permitted at any time in the facility.

2.2 Attire & Footwear

To promote safety, inclusivity, reduce the spread of communicable diseases, and prevent additional wear and tear on the equipment, all participants are asked to wear appropriate athletic clothing in all areas of the facility.

- a. Appropriate clothing can be defined as but not limited to:
 - i. Campus Recreation staff have the authority to determine what is appropriate attire.
 - ii. Shirts must be worn except in designated areas like pool or sauna.
 - iii. Shorts must be long enough to cover the buttocks and groin.
 - iv. Vulgar and/or offensive screenings on attire is not acceptable.

- v. Closed-toed & closed-heel shoes must be worn except in designated areas. All shoes should be free of mud and debris, with non-marking soles.
- vi. Cleats should only be worn while in the Multi-Activity Court.
- vii. No face coverings that cover more than half the face are allowed.

2.3 Outside Instruction

Personal training, instruction, or coaching may be provided only by Campus Recreation approved personnel. Violation of this policy can result in a suspension of Campus Recreation facilities and programs.

2.4 Lost & Found and Stolen Items

Student Wellness lost and found will be maintained at each department in accordance with MSU Lost and Found policy.

- a. Users are asked to report any lost or stolen items to the departmental front desk or contact University Police Department to file a report.
- b. All found items are logged and are stored in a secure location within the department.
- c. Participants can claim items at the front desk of the department that they lost their items, by providing identification.
- d. Unclaimed objects will be donated monthly. Water bottles are subject to be donated on a bi-weekly basis.

Section 3: Designated Area Policies & Guidelines

3.1 Locker Rooms

- a. MSU University Police Department may access locker room for any reason.
- b. Consistent with university nondiscrimination guidelines, individuals may use restrooms and locker rooms consistent with their gender assigned at birth.
- c. Single user restrooms are available throughout the facility
- d. Due to privacy concerns, cameras in the locker room are strictly prohibited.
- e. Campus Recreation is not responsible for lost, stolen, or damaged belongings.
- f. Perishable food and drink are not permitted in lockers.
- g. A swimsuit is the only item that should be placed in the water extractors.
- h. Users right to locker room use may be revoked due to misuse of locker room utilities or amenities.

3.2 Swimming Pool

- a. Users are expected to comply with the directions of the aquatic staff. If unwilling to comply, their access can be suspended and/or terminated.
- b. Only Campus Recreation approved Personal Swim Instructors can conduct Swim Lessons.
- c. Do not swim if you have infectious, communicable diseases, people with active diarrhea, or who have had it within the previous 14 days.
- d. Clean swim attire is required in the pool. Cut-offs, undergarments and street clothes are prohibited.
- e. Users are required to shower before entering the pool.
- f. Only approved flotation devices are allowed.
- g. Circle swimming is required in all lap swim lanes that have more than 2 people in them.
- h. Users are not permitted to swim repeated lengths of the pool underwater or participate in prolonged breath holding.
- i. Diving off the blocks or in the shallow end is prohibited. Starting block use is restricted to approved activities only.
- j. Sitting or standing on the walls within the pool is prohibited.

- k. Running, rough play, or excessive noise is prohibited.
- l. Spitting, spouting of water, or blowing nose in the pool is prohibited.
- m. Hanging on the lane lines and basketball rims is prohibited.
- n. Climbing or hanging on railings is prohibited.

3.2.1 *Vortex Pool*

- a. No jumping or diving into the Vortex Pool from the side of the pool.
- b. Always follow the direction of the current. Do not go against, stop or impede the flow of the Vortex Pool.
- c. Floatation devices permitted in the Vortex Pool at the discretion of the lifeguard staff.
- d. Guests who are pregnant, have neck or back problems, heart conditions, are prone to motion sickness or any other medical limitations may not use the Vortex Pool.

3.2.2 *Sauna*

- a. Individuals with medical conditions, such as heart disease, high blood pressure, respiratory problems, or pregnancy should not use the sauna
- b. If experiencing nausea, dizziness, hot flashes, cold chills, headaches, or other discomfort leave the sauna at once
- c. Clean, swimsuit-like attire required in saunas
- d. No excess clothing, such as a sweat suit or rubberized suit, may be worn at any time
- e. Food and drink, except for water, is prohibited
- f. Tampering with sauna controls is prohibited
- g. Recommended maximum use is 10 minutes per sitting
- h. Do not leave sauna door open
- i. Sexual behavior is prohibited

3.3 Climbing Area(s)

- a. Climbing is inherently dangerous, always use caution before climbing or belaying.
- b. Climbing wall staff reserve the right to remove anyone from the climbing areas that they deem to be a risk to themselves, the equipment or others.
- c. Only climbing gear approved by staff can be used.
- d. Do not climb past belay bars or over the top of the boulder wall.
- e. Approved closed toed and closed heel shoes are required on the climbing wall.
- f. The climbing area is for climbing, approved programing, and instruction only.
- g. All users must be completely dry before climbing.
- h. Any unsafe conditions should be immediately reported to staff.
- i. No loose chalk is permitted in the climbing area.
- j. Only rock climbing holds should be used to climb.
- k. Only approved route setters should move, adjust, or change climbing holds.
- l. Always be respectful to other users and staff within the facility.

3.3.1 *Roped Climbing*

- a. Users must check in at the climbing wall desk before beginning to climb.
- b. All users wishing to belay or lead climber must have a current skills check-off on file before being allowed to participate in said activity.
- c. Be aware and avoid fall zones and swing zones.
- d. Only approved lead ropes can be used for lead climbing.

- e. Belay devices must be attached with locking carabiner.
- f. Users must tie in directly to their harness tie-in points using a figure-eight follow through knot with the appropriate tail length.
- g. Rope climbing is only allowed while staff are present.
- h. Users must perform partner checks before climbing.
- i. Climbing lessons-in-progress have priority use of wall areas. Staff may ask users to move to another area at any time.
- j. Headphones are not allowed in the roped climbing area.

3.3.2 Bouldering

- a. Bouldering is allowed only on the boulder walls, not in the top rope area.
- b. Bouldering on the “pipestone” wall in the common area is allowed any time the facility is open.
- c. The “City” bouldering wall in the roped climbing area is only open when the roped climbing area is operating, and a staff is present.
- d. Always down climb when possible.
- e. Users are not allowed on top of the boulder wall for any reason.

3.4 Bike & Ski Shop

- a. All users must check in
- b. Bikes and skis MUST NOT be left in the shop unattended for any period.
- c. Removing tools from the bike and ski shop for any reason is prohibited.
- d. Work areas and tools must be cleaned up and returned to their original state before leaving.
- e. Users are responsible for mounting, adjusting, or repairing any ski bindings. Bike and ski shop staff will not assist with ski bindings.
- f. Users are expected to follow reasonable time limits while working on their equipment and share the space with other users
- g. Users should consult with a staff technician if they are unsure of how to use a certain tool or repair a certain component

3.4 Courts/Gymnasiums

- a. Outside of reservations, use will be on a first come, first served basis.
- b. Users must respect the inclusion of an additional drop in participants.
- c. Dunking is allowed; however excessive hanging on rims or nets is prohibited and may result in financial responsibility to the member for any damage incurred.
- d. The following sports are prohibited in all court (not including the MAC court) locations:
 - i. Soccer
 - ii. Hockey
 - iii. Baseball
 - iv. Softball
 - v. Lacrosse
 - vi. Football

3.5.1 Multi-Activity Court (MAC)

- a. Leaning on the dasher boards is prohibited.
- b. No metal cleats or toe spikes are permitted on the turf.

3.5.2 Indoor Tracks

- a. The track is intended for walking and running exercises.
- b. Throwing and kicking of objects is prohibited.

- c. Equipment of any kind is not permitted on the track.
- d. Spectating on the track is not allowed.
- e. Walkers and slower moving traffic should keep to the inside lane (No more than two people wide). Faster moving traffic should pass on the outside lane.

3.6 Fitness Spaces

- a. Equipment may not be modified or used in a way not intended by the manufacturer.
- b. Users are expected to clean equipment after each use.
- c. Return equipment to appropriate storage areas and racks.
- d. Report damaged or malfunctioning equipment to the Welcome Desk.
- e. Weight equipment is prohibited on cardio equipment.
- f. Personal items are not allowed on the fitness floor and must be stored in provided storage areas.
- g. Users may not bring personal fitness equipment into the Campus Recreation Facility, including barbells, dumbbells, kettlebells and other large fitness equipment.
- h. Report any equipment misuse or misconduct to a Campus Recreation staff member.
- i. If you are unaware of the proper usage of equipment, please ask.
- j. The use of a spotter in heavy lifts is encouraged.
- k. Weight plate lifting is allowed in designated areas only.
- l. Maintain control of weights at all times. Slamming, dropping and throwing of weights and/or equipment is prohibited.
- m. Weight collars are required on barbells.
- n. Athletic closed toes and closed heel shoes must be worn at all times.
- o. Equipment must stay in the designated area, moving of equipment is prohibited.
- p. No stepping or standing on adjustable and flat benches.
- q. Please avoid monopolizing equipment during heavy usage times by limiting equipment use to 30 minutes. Vacate weight machines between sets. Allow others to "work in" if you are performing more than one set.
- r. Equipment is prohibited on the fitness ramp and stairs.
- s. Turf strip is intended for moving exercises only, stretching is prohibited in this area.

3.6.2 Group Fitness Studios

- a. Fitness studios are available on a first-come first-served basis outside of the hours of scheduled programs or reservations. Users must respect the inclusion of additional drop in participants.
- b. Campus Recreation dress code must be followed. *Barefoot permitted based on class format.
- c. All shoes should be free of mud and debris, with non-marking soles.
- d. Any equipment that may cause damage to the hardwood floors is not permitted.
- e. Bags and personal items must be placed in designated storage spaces.
- f. Report any equipment misuse or misconduct to a Campus Recreation staff member.
- g. Equipment may not be modified or used in a way not intended by the manufacturer.
- h. Users are expected to clean equipment after each use.
- i. Use of headphones/earbuds is required when using a personal device for music, workout video, etc.
- j. Audio & visual equipment may be manipulated by Campus Recreation employees only. Amplified music and sound from a personal device are only permitted in reservable spaces with approved use.

3.7 North Dome Turf

- a. North Dome access is available for Campus Recreation members and fee eligible users. Access to facility align with Campus Recreation and Student Wellness user access policy outlined in section 1 of this manual.
- b. North Dome will be available for drop in during specified open hours
- c. North dome is available first-come first-served outside of scheduled programs or reservations.
- d. Users must respect the inclusion of an additional drop in participants.
- e. Food & Drinks are not permitted on the turf field at any time, excluding water.
- f. No metal cleats or toe spikes are permitted on the turf.
- g. Tackling is not permitted on synthetic turf field without prior approval.
- h. Hitting or throwing balls into the net or curtain is not permitted unless it is part of the normal course of play.
- i. Hanging on the goals or nets is prohibited.
- j. All trash and personal items should be taken after use.
- k. Use of the garage is prohibited.
- l. When entering the facility, ensure that no more than one pressurized door is open at a time.
- m. Report any equipment misuse or misconduct to a Campus Recreation staff member.

3.8 Yurt

- a. The MSU yurt is located at Crosscut Mountain Sports Center, accessible via Crosscut's [parking lot B/C](#). Access to the yurt is only available through prior approval.
- b. The yurt is available for rental at \$100/day. No overnight use is permitted.
- c. All users must sign an MSU Facility Use Agreement prior to use.
- d. All non-MSU affiliated groups will need to provide a certificate of insurance, listing the State of Montana and Montana State University as additionally insured.
- e. If users plan to utilize the Crosscut trail system (anything outside of the yurt, the parking lot and path to and from the lot to the yurt), users must receive additional approval from Crosscut.
- f. Users are expected to clean and lock the yurt prior to departure.

3.9 Dobie Lambert Complex

- a. Parking in the service drive is strictly prohibited except for facility staff and emergency vehicles. Campus Recreation staff reserve the right to report any unauthorized vehicles to MSU Parking Services and University Police for removal.
- b. Food & Drinks are not permitted on the turf field at any time, excluding water. Users should keep all food and drinks in the pavilion area of the Lambert Turf Complex.
- c. Inclement Weather
- d. Campus Recreation Staff have the authority to stop or cancel outdoor activities due to inclement weather. Users should reference individual program policies regarding cancellations and rescheduling.
- e. University policy states that dogs, other than service dogs for the disabled, are not permitted in buildings on campus. All dogs must be on a leash and may not be left unattended. All dog owners will be subject to the relevant ordinances of the City of Bozeman.
- f. No animals are allowed on the turf field at any time.

Section 4: Facility Reservations

4.1 SWC Facility Reservation Policies

Coming Soon

Section 5: Risk Management

Campus Recreation aligns with Risk Management policies of Student Wellness

Section 6: Program Policies & Guidelines

6.1 Aquatics Programs

6.1.1 Swimming Lessons – Coming Soon

6.2 Fitness Programs

6.2.1 Group Fitness

- a. Pre-registration is recommended but not required for all group fitness classes.
- b. Classes begin on time, please arrive 5 minutes to start time
- c. All users must check in for class.
- d. Consistent no-shows to group fitness classes will result in a loss of access to participate or an incurred fee.

6.2.2 Personal Training

- a. Users can register for personal training online.
- b. Personal Training sessions must be scheduled and canceled a minimum of 24 hours in advance.
- c. Personal training users will communicate directly with their trainer about appointments, cancellations and meeting location.
- d. Personal training sessions are non-transferable, non-refundable and expire within one year of purchase.

6.3 Competitive Sports

6.3.1 Intramural Sports

- a. Membership Eligibility
 - i. All fee-paying Students, Faculty, and/or Staff with an eligible Campus Recreation membership can purchase a semester or annual IM Play Pass. The Play Pass gives members access to all Intramural sports in a given semester or for the full academic year.
 - ii. All IM participants must present a physical, valid Cat Card to a Competitive Sports Supervisor to participate.
 - iii. For more information on Intramural policies, please reference the [Intramural Sports User Manual](#)

6.3.2 Club Sports

- a. Becoming a Club Sport
 - i. All Club Sports teams at Montana State University must be approved by the Club Sports Executive Board and the Senior Coordinator of Competitive Sports. Groups requesting Club Sports status will be asked to present their requests before these individuals with the requirements [listed here](#).
- b. Team Responsibilities
 - i. Membership for Club Sports is only open to current students. 100% of club members must be current students.
 - ii. Faculty and Staff members may interact with the club in a club advisor role.

- iii. Alumni events must be sponsored by Campus Recreation and approved by the Senior Coordinator of Competitive Sports.
- iv. All Club Sports Program members must participate in accordance with the club's league's regulations.
- v. All students trying out for Club Sports must be judged on verifiable, objective criteria. Some examples of such criteria include league eligibility and sport experience.
- vi. For more information on Club Sports policies, please reference the [Club Sports Officer Manual](#)

6.4 Outdoor Recreation Rental Shop

- a. Rental Eligibility
 - i. Student Pricing is available to those who paid the ASMSU activity fee for the current semester.
 - ii. Faculty, Staff, and Community Members are eligible to rent at the non-student rate.
 - iii. Refunds and Cancellations
 - iv. Cancellations made 7 days or more prior to pick-up date will receive a 100% refund.
 - v. Cancellations made between six and two days of pick-up date will receive a 75% refund.
 - vi. No refunds for cancellation less than 48 hours before rental period.
 - vii. Refunds will not be granted due to lack of use of equipment, early returns, or inclement weather conditions.
- b. Rental Period
 - i. Rental Rates: Rental prices are available on the website, prices vary based on eligibility, holidays, and other demands.
 - ii. All gear must be returned by 6:00 pm while shop is in operation to avoid additional charges. [Shop hours](#) can be found on our website. Users are not allowed to leave equipment outside of open hours.
- c. General Rental Policies
 - i. Rentals may be reserved and paid for with a credit card or Catcard through our online reservation portal.
 - ii. Upon renting customers must sign a rental agreement online.
 - iii. Users must come prepared to transport and securely fasten the rented items; staff members will not assist in securing gear for transport.
 - iv. Users are responsible for checking the condition of gear prior to leaving the facility. Users assume the risk of any defect in design or use of equipment. User agrees to accept responsibility of examining equipment prior to use, finding it suitable to their needs and in good condition.
 - v. Excessively worn or unreturned gear will incur a fee for the user. Users are responsible for paying the fee.

6.4 Outdoor Recreation Trips, Clinics and Events

- a. Cancellations and Refunds
 - i. Cancellations made 7 days or more prior to the course start date will receive a 100% refund.
 - ii. Cancellations made between six and two days of course start date will receive a 75% refund.
 - iii. No refunds for cancellation less than 48 hours before course start date.
 - iv. When available, a direct transfer from one program to another during the same semester will receive no penalty.
 - v. If a trip is cancelled due to unsafe weather conditions or lack of enrollment, participants will receive a full refund.

- vi. Long-term programs (Spring Break trips, Expeditions MSU programming) will have their own cancellation policy. Details are available on the registration page for these programs. Expeditions MSU [Refund Policy](#) can be found on the Expeditions MSU Frequently Asked Questions List.
- vii. Based on program demand some trips, clinics, or events may be available to non-members at a competitive rate.

6.5 Youth Programs – Bobcat Summer Youth Camp

a. Registration and Cancellation

- i. Payment is due at the time of registration. Registration is through the Campus Recreation registration portal.
- ii. A full refund will be given for cancellation with notice two weeks before the start of the camp week. No refunds will be given with less than two weeks' notice, but weeks can be transferred if space allows.
- iii. Weeks will not be prorated.
- iv. When registering, a participant's parent or guardian must sign the Bobcat Summer Youth Camp waiver and Acknowledgement of Risk.
- v. Participant Grade Groups – designated by the grade the participant will be entering in the Fall
- vi. Kits: 1st-2nd Grade
- vii. Jr. Cats: 3rd-4th Grade
- viii. Bobcats: 5th-6th Grade
- ix. All updated Bobcat Summer Youth Camp information, including all policies and procedures, can be found on our [website](#).