

AMIE L. MATHY CENTER for
RECREATION AND EDUCATION

ADMINISTRATOR HANDBOOK

BUILDING TOMORROW TODAY...
A Partnership for Youth



Revised August 2017

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I. FACILITY OVERVIEW

A. INTRODUCTION

STATEMENT OF PURPOSE

The purpose of the Amie L. Mathy Center Administrator Handbook is to provide a comprehensive policy and procedural manual for the administrators, joint board, and patrons of the facility.

MISSION / HISTORY

The mission of the *Amie L. Mathy Center* is to promote the physical, recreational, and educational development of students of all ages.

In the late 1990s, Viterbo University announced that it was building a recreational center for its students and for the kids of the south side. At the same time, the Boys and Girls Clubs of Greater La Crosse were looking either to buy a building or land on which to construct a similar facility. When Dan Gelatt, a member of Viterbo's National Advisory Council and a member of the Club's Board of Directors, realized that the two organizations had a common goal, he proposed that both organizations to come together and jointly fund-raise and jointly construct one facility that would be used by both organizations. The separate dreams of each organization merged conceptually into a single dream in autumn of 2000 when the staffs of the two organizations began meeting on a common goal. In June of 2001, representatives of the two organizations met to determine the scheduling and to determine whether or not a single facility could be used jointly by both groups.

In the spring of 2002, representatives of the Board of Trustees of Viterbo University and representatives of the Board of Directors of the Boys and Girls Clubs of Greater La Crosse began meeting on the Viterbo campus. Their goal was to fashion an agreement which became known as the "Lease and Shared Use Agreement." Among those involved in these meetings were Sister Celesta Day, Anita Froegel, Dan Gelatt, John Desmond, Rob McMahan, Scott Mathy, David Russell and Bill Medland.

On July 8, 2003, the two organizations announced that a new recreational and educational center would be built on the Viterbo campus---the first of its kind between a university and a club. A campaign was launched to raise \$7.5 million under the leadership of co-campaign chairs, John Desmond and Scott Mathy. Less than two years later the campaign was brought to its successful conclusion.

The Mathy Center Board was established with two representatives from each organization as well as one community representative. With the roar of engines, two giant backhoes owned by Mathy Construction, broke through the blacktop on the land that would become the future *Amie L. Mathy Center for Recreation and Education*. Construction essentially remained on schedule with substantial completion of the project done by September 2, 2005. Then on September 9, a benefactor dinner was held with the grand opening taking place on September 10.

B. GENERAL INFORMATION

LOCATION / ADDRESS / CONTACTS

Street Address:

Amie L. Mathy Center
811 8th Street South
La Crosse, WI 54601

Mailing Address:

Amie L. Mathy Center
900 Viterbo Drive
La Crosse, WI 54601

Website: www.viterbo.edu/mathy-center

Email: mathycenter@viterbo.edu

General Inquiries	(608) 796-3121
Boys & Girls Club – Front Desk	(608) 784-5656
Boys & Girls Club – Site Director	(608) 784-6065
Viterbo Rec Sports Department – General	(608) 796-3121
Viterbo Rec Sports Department – Director	(608) 796-3120
Viterbo Rec Sports Department – Assistant Director	(608) 796-3126
Viterbo Rec Sports Department – Other	(608) 796-3123
Reservations & Scheduling	(608) 796-3120

Directions: A map showing the location of the Amie L. Mathy Center is available on our website (www.viterbo.edu/mathy-center). A small marquee sign is available for use at our facility and can be placed just outside the multipurpose room entrance to direct attendees.

Parking: Users may park on the street adjacent to the building. To avoid being ticketed and or towed please do not park in the Viterbo University parking lots.

Restrooms: Restrooms are located on the 1st and 2nd levels of the building.

Cleaning: Rooms and spaces should be left in the same condition as prior to the event. All trash and equipment will be removed by the event personnel promptly after use.

Supervision: Individuals must be age 21 or older to enter into any Mathy Center Facility Lease Agreement.

HOURS OF OPERATION

Normal Facility Hours:

<u>Day</u>	<u>Hours of Operation</u>
Sunday	2:00pm – 9:00pm
Mon-Thu	6:00am – 11:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 7:00pm

SEASONAL HOURS

Holidays: The facility will be closed on predetermined holidays. Internal user groups reserve the right to program the facility during these predetermined holidays. No outside user groups will utilize the facility on predetermined holidays.

Summer Hours:

<u>Day</u>	<u>Hours of Operation</u>
Mon-Thu	6:00am – 6:00pm
Fri	6:00am – 4:00pm
Sat-Sun	Closed

Regular Program Hours: Program hours may be modified as programs necessitate

1. BGC

- a. **Traditional program hours** are 2:30 – 8:00pm during academic calendar year.
- b. **Traditional summer hours** are 7:30am – 5:00pm during the weekdays and closed on the weekends.
- c. **Holiday hours** are usually 10:00am – 5:00pm. These hours traditionally apply for non-school days unless otherwise indicated.

2. VU

- a. **Traditional league hours** for Intramurals are 7:00pm until facility closing time or shortly after.
- b. **Traditional summer hours** are mostly informal recreation and Athletics Department camps.
- c. **Holiday break usage** is mostly informal recreation.

FACILITY ACCESS

The Amie L. Mathy Center has two, separate entrances for Viterbo University and the Boys and Girls Club. The *Boys and Girls Club Front Desk* is located on Eight Street at the western side of the facility. The *Viterbo Welcome Center* is located on Viterbo University's campus at the northeast end of the facility. Patrons of the facility are to utilize the respective entrance to the building.

ADA Access: Mathy Center is ADA accessible.

Check In/Check Out: Check-in and checkout will occur at the *Viterbo Welcome Center or Boys and Girls Club Front Desk* prior to using the shared spaces, and promptly after the event.

FACILITY PROFILE

BGC Dedicated Spaces

1. BGC Administrative Offices (BA1,BA2, & BA3)
2. BGC Welcome Center (BWC)
3. Computer Lab (LAB)
4. Teen Center (TCR)

5. Kitchen (KIT)
6. Vending Area (VEN)
7. Art Room (ART)
8. Computer Lab (TEC)
9. Game Room (GAM)

VU Dedicated Spaces

1. Fitness Center (FIT)
2. Locker Rooms (MLR, WLR)
3. Athletic/Recreational Sports Offices (ARO)
4. Viterbo Welcome Center (VWC)
5. Viterbo Director's Office (VDO)

Shared Spaces

1. Gymnasium/Courts (CT1, CT2, CT3 or CTA)
2. Multi-Purpose Room (MPR)
3. Walking/Running Track (WRT)
4. Conference Rooms (CF1, CF2)
5. First Aid Room (FAR)
6. Storage Areas (SA1, SA2, SA3, SA4, SA5, SA6)

II. EMERGENCY RESPONSE PLAN

A. Emergency Contacts

1. In the event of any emergency, it is important to call immediately. A call to any of these numbers will activate response from the appropriate emergency response operation(s):
 - a. Police Department 911
 - b. Fire Department 911
 - c. Campus Safety 3911 from a Viterbo phone; 608-796-3911 or 608-780-1582 from a non-Viterbo phone.
2. Provide the location of the building involved and your exact location. This is especially critical if calling from a cell phone.
3. Provide a thorough description of the incident to ensure that proper resources are dispatched. Do not hang up until the dispatcher tells you to.

B. Basic Response to any Emergency / Medical Emergency

1. If necessary, call 911.
 - a. Provide information to dispatcher on type of emergency, location of victim, condition of victim, and any dangerous conditions.
 - b. Stay on the line until the dispatcher has completed questioning on victim's location, consciousness, breathing and chief complaint to determine appropriate response.
2. Call Campus Safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.

3. Those trained to perform CPR and first aid can act within their expertise. Those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.
4. Have someone stand outside the building to flag down LCPD or ambulance when they arrive.
5. Complete a written accident/incident form.

C. Alcohol or Drug Overdose

1. If you are concerned about a person's safety, call 911.
2. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. Check the person's breathing. If it is slow or irregular, or their skin is cold, call 911 for medical attention.
4. If someone has passed out, try to wake the person. If you cannot wake them, call 911 for medical attention.
5. Turn the person on his or her side. Never put an intoxicated or drugged person to bed to sleep it off.
6. Do not leave the person alone.

D. Suicide/Mental Health or Psychological Emergency

Suicide

1. In the event of threat to self or others, call 911.
2. Call Campus Safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. Try to calm and isolate the individual.
4. Do not leave the individual alone. Stay until professional help arrives.

Mental Health or Psychological Emergency

1. A psychological crisis may exist when an individual is delusional, out of touch with reality, or threatening harm to self or others. The crisis may be manifested as paranoia, disruptive behavior, hallucinations, complete withdrawal, uncontrolled behavior, anger, yelling, or self-injury. When encountering such situations, one should:
 - a. Determine if there is a risk of the individual harming him or herself (i.e., attempting suicide, alcohol overdose, self-injury, etc.) or others and refer appropriately.
 - b. Listen carefully before offering options.
 - c. Offer encouragement and provide helpful tips.
 - d. Encourage counseling, support from friends and family, seeking assistance with life goals, and/or seeking assistance with income and accommodations.
2. If the individual is aggressive, violent, harmful to self or others, call 911. Do not attempt to handle the situation alone.
3. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
4. All suicide attempts should be reported to 911 and campus safety immediately.

E. Abduction or Missing Person

1. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
2. If you are aware of an abductions, call 911 immediately.
 - a. Be prepared to provide police with number, description, demands, and instructions of abductor; name(s) of person(s) abducted.
 - b. If vehicle is involved, attempt to identify C-color, Y-year, M-make, B-body (two-door or other vehicle type), A-anything else of importance, L-license number (CYMBAL).
 - c. If you are abducted, follow the instructions of the abductor. Remain calm. Treat the abductor with respect. Ask permission to speak, do not argue or make suggestions.
3. Viterbo will notify :
 - a. Law enforcement and emergency contact if a student living on campus has been missing for 24 hours.
 - b. Custodial parent or legal guardian if a student under the age of 18 and living on campus has been missing for 24 hours.

F. Child Abuse and Neglect Reporting

Viterbo University and the Boys and Girls Club employees are mandatory reporters of suspected child abuse. In addition to reporting suspected child abuse, the employees should follow the procedures established by their organization.

G. Physical or Sexual Assault/Fight

Sexual Assault

1. Call 911 if there is a medical emergency or immediate threat.
2. Stay with the victim. Do not leave the victim at any point in time.
3. There may be hidden physical injuries of which the victim is not aware. A medical evaluation is needed whether or not the victim decides to take legal action.
 - a. Assist in preserving evidence. Tell the victim NOT to change clothes, shower, douche, comb hair, brush teeth, eat, drink, or urinate (unless absolutely necessary).
 - b. Tell the victim not to disturb the crime scene and to take a change of clothes to a hospital emergency room.
 - c. A sexual assault nurse examiner will be contacted to provide support, explain procedures and options.
4. Encourage reporting the crime to Viterbo campus safety 608-796-3911, the La Crosse Police Department 608-785-7241 as soon as possible. Reporting can be done anonymously and does not obligate the individual to take legal action.
5. Encourage the victim to get emotional help from Franciscan Skemp 608-791-9720 or 1-800-362-5454, ext. 2291 or Gundersen Lutheran 608-775-5950 or 1-800-362-9567, ext. 5950.

Physical Assault or Fight

1. Call 911. Calmly provide location of incident and whether weapons are involved.
2. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. If possible, defuse the situation.

H. Intruder, Suspicious Person, Hostage Taker or Disturbance

Intruder, Suspicious Person, or Hostage Taker

1. An intruder or suspicious person is any unauthorized person.
2. If you are aware of a hostage situation, call 911 immediately. Be prepared to provide the individual's features, clothing, vehicle, where he/she is located in the building, - whether he/she is carrying a weapon or package, etc.
3. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
4. If you choose to approach an intruder or suspicious person, ask someone to join you. Politely greet the intruder and identify yourself. If the purpose of their visit is not legitimate, ask the intruder to leave.
5. If you are taken hostage, follow the instructions of the abductor or hostage taker. Remain calm. Treat the abductor with respect. Ask permission to speak, do not argue or make - suggestions.

Civil Disturbance or Riot

1. Call 911. Provide the address, location, and all possible details to dispatcher.
2. Call Campus Safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. Do not become involved in the situation.
4. In the event of a civil disturbance, Viterbo administration may cancel or delay activities; remove, contain, or isolate disruptive persons; request police intervention; lock buildings for safety; etc.

I. Shooting or Weapons

1. Call 911 immediately if you are aware of any weapons on campus – guns, knives, rifles, etc.
2. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. If you witness an individual shooting, hear gunshots, or are notified of a shooter on campus:
 - a. GET OUT – If the shooting is in your building, get out if you are able. If you see the shooter, run in the opposite direction. Put distance between you and the shooter. (Provide assistance to those with disabilities/special needs and/or provide their location to emergency responders.)
 - b. CALL OUT – When it's safe, call 911. Give the location of the incident, the number of shooters and description. Do not make other calls to allow the dispatcher to call you back as needed.
 - c. HIDE OUT – If you can't get out of the building, hide under a desk, in a closet, behind a door and stay quiet. Be prepared to identify yourself to responding law enforcement officials.
 - d. KEEP OUT – Deny the shooter access by locking or jamming the door shut. Create a - barrier. Block windows to rooms.
 - e. TAKE OUT – If there is no other option available then, distract the shooter by throwing something at them or attack the shooter. Attempt to disarm with any means available.

J. Hazardous Materials, Spills, or Leaks

1. Only trained and authorized personnel are permitted to respond to hazardous material incidents.
2. For major spills or leaks, immediately evacuate the area, closing doors behind you. For minor spills or leak, follow departmental protocol.
3. Call 911 and calmly state your name, phone number, type of emergency, the building, and exact location.
4. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
5. Contact physical plant at 608-769-3402.
6. Do not attempt to clean up the spill yourself. If available, provide clean-up/rescue personnel with appropriate materials, safety sheets and other pertinent information.
7. If someone is splashed with a chemical, immediately flush the contaminated area with water and obtain medical assistance.
8. If evacuation is ordered by the emergency responders, dispatcher, etc.:
 - a. Clear the area immediately and provide assistance to those with disabilities/special needs and/or provide their location to emergency responders.
 - b. Leave upwind of vapors and hazardous materials site. Do not use cell phones until you have left the building.
 - c. Take note of and report anyone missing.

K. Flooding/Failed Plumbing or Power Outage

Flooding, Failed Plumbing

1. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
2. Contact physical plant at 608-796-3920.
3. Cease using all electrical equipment.
4. Avoid contact with the water.
5. Evacuate the building.
6. Provide assistance to those with disabilities/special needs. If assistance is not possible, provide their location to emergency responders.
7. When possible, turn off the water at the “Emergency Water Shut Off” location in the BGC storage on the BGC court.

Power Outage

1. Contact physical plant at 608-769-3402.
2. Call campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
3. Evacuate the building if the fire alarm sounds or upon instruction by authorized emergency
4. Follow instructions of emergency personnel.
5. Provide assistance to those with disabilities/special needs and/or provide their location to emergency responders.

L. Fire, Smoke, or Explosions

1. If not sounding, manually activate the fire alarm.
2. Locate persons with disabilities/special needs and provide assistance and/or provide their location to emergency responders. Notify fire personnel if you know someone is trapped.
3. If safe to do so, immediately exit the building, closing doors behind you. Do not use elevators and keep fire doors closed.
4. Call 911 and calmly provide your name, the building and location of fire, the nature of the emergency.
5. Evacuate building using designated evacuation route or proceed to nearest exit. All emergency exits can be used.
 - a. Evacuate to the Assisi Courtyard, Physical Plant parking lot or the FAC lobby (weather permitting).
6. If caught in smoke, drop to your knees and crawl to the closest safe exit. Breathe through nose. Cover it with a towel or shirt if possible.
7. If trapped in a building, close all windows and doors. Place wet or dry cloth material under door to prevent smoke from entering. Attempt to signal people outside of the building. Call 911 to notify responders of your location and signal from window.
 - a. Shelter in Place locations for a fire includes the three stairwells in the building. The stairwells are located at the northeast end of the building, off of the Viterbo entrance; the southeast end of the building, between the Mathy and the VAC; and the southwestern end of the building, off of the BGC entrance.
8. Never reenter a building until given an okay by the fire department.

M. Bomb Threat, Suspicious Mail or Packages

1. If you see a foreign device or suspicious package do not touch it, tamper with it, or move it. Call 911 immediately and report to campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone.
2. If you receive a bomb threat by phone, try to keep the caller on the phone. If possible, write a note to have a co-worker call 911 from another phone. Also, check for Caller ID information.
 - a. Do not hang up. Further instructions may be given.
 - b. Remain calm and courteous.
 - c. Write down caller's exact words and the time of the call.
 - d. Ask lots of questions. Use this checklist:
 - i. When bomb will explode?
 - ii. Where is right now?
 - iii. What does it look like?
 - iv. What will cause the bomb to explode?
 - v. Did you place the bomb and why?
 - vi. What is your address?
 - vii. What is your name?
 - viii. Write down exact wording.
3. If you receive a bomb threat in written form, call 911 and be prepared to tell police about location of bomb and when it is to explode. Do not hang up; further instructions may be given.
4. Evacuate the building using areas and exits that are NOT near the device. When evacuating, leave everything as is. Leave room doors unlocked.
 - a. Evacuate to the Assisi Courtyard or the FAC lobby (weather permitting) through emergency exits.

- b. Notify others of evacuation using landline phone system, hardwired PA system, or personal messenger. (Do not use cell phones, radio, or fire alarm system due to risk of activating the device.
 - c. When evacuating, leave everything as is. Leave room doors unlocked.
- 5. To recognize letter and parcel bombs, be cautious of:
 - a. Excessive postage, handwritten or poorly typed address
 - b. Excessive weight
 - c. Foreign mail, air mail, or special deliveries
 - d. Incorrect titles
 - e. No return address
 - f. Oily stains or discoloration on package
 - g. Protruding wires or tinfoil
 - h. Restrictive markings such as “Confidential” or “Personal”
 - i. Rigid, lopsided, or uneven envelop
 - j. Visual distractions
- 6. If you see suspicious mail or packages:
 - a. Move away from suspicious items.
 - b. Do not move, open, cover, or interfere with the package.
 - c. Do not use a cell phone as it can trigger an explosive device.

N. Weather Emergencies

Severe Thunderstorms

1. A SEVERE THUNDERSTORM WATCH means conditions are conducive to the development of severe thunderstorm conditions in and close to the watch area. If you are in a watch area, monitor the weather closely and be prepared to take the necessary steps to protect your life and property.
2. A SEVERE THUNDERSTORM WARNING means severe thunderstorm activities have actually been sighted by spotters or indicated on radar and are occurring or imminent in the warning area.
 - a. Move to a place of safety immediately.
 - b. Provide assistance to those with disabilities/special needs and/or provide their location to emergency responders.
 - c. Do not rely on sirens to alert you to a severe thunderstorm warning.
 - d. Use landline phones only for emergencies. Cell phones are not safe to use.
 - e. Unplug appliances and other electrical items such as computers and air conditioners if possible.
 - f. Draw blinds and shades over windows. If windows break due to objects blown by the wind, the shades will prevent glass from shattering into your home.
3. Report any injuries or damage by calling campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone. In addition, contact the appropriate MERT professionals.
4. DO NOT call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. The 911 lines need to be kept open and available for emergency calls.

Snow or Severe Cold

Information regarding weather closings and delays are announced:

1. On local radio and television stations.

2. By text if registered for school closing notifications through one of the news stations.
3. Call 608-796-3080 if you are unable to access information using any of the previous methods.
4. For the BGC, contact the BGC hotline.
5. If Viterbo is closed, then the Mathy Center is closed.
6. If the La Crosse schools are closed, then the BGC is closed for the day.

Tornado

1. A TORNADO WATCH means conditions are conducive to the development of tornado conditions in and close to the watch area. If you are in a watch area, monitor the weather closely and be prepared to take the necessary steps to protect your life and property.
2. A TORNADO WARNING means tornadoes have actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.
 - a. Move to a place of safety immediately. Designated shelter area in the building are:
 - i. First floor bathrooms and locker rooms
 - ii. First floor conference room
 - iii. Athletics and Recreational Sports staff offices
 - iv. Back hallway between the Amie L. Mathy Center and Varsity Athletic Center.
 - b. Provide assistance to those with disabilities/special needs and/or provide their location to campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone
 - c. DO NOT activate fire alarm as this will result in people going outside
 - d. Do not rely on sirens to alert you to a tornado warning
 - e. Supervisory personnel and classroom instructors, etc., make certain everyone vacates room(s). Take note of and report anyone missing. The last person out is to close doors
 - f. Report any injuries or damage by calling campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using a non-Viterbo phone. In addition, contact the appropriate MERT professionals.
 - g. DO NOT call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.

O. Evacuation, Lockdown, or Shelter in Place

Evacuation Procedures

1. Evacuation is used in the event of fire, smoke, explosion, bomb threat, flooding, etc. It may be used for spills, leaks, power outages, etc.
2. Begin evacuation immediately upon hearing an alarm or official announcement.
3. Determine the nearest exit to you: location and the best route to follow. If time permits during the evacuation, secure the area and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If there is a hazardous material release, flooding or other major incident, it may be necessary to relocate to a safer location.
4. Use designated corridors to fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
5. Provide assistance to those with disabilities/special needs. If assistance is not possible, provide their location to emergency responders.
6. Notify others on the way out.
7. Close doors, turn off lights and electronics (i.e. computers, TVs, etc.) behind the last person out.
8. Report missing or trapped persons to authorized emergency personnel.
9. Move at least 300 feet away from the building.

10. Do not reenter a building until given an okay by emergency personnel.

Evacuating Persons with Disabilities/Special Needs

1. Instructors and supervisors should be proactive and be aware of people who will need assistance.
 - a. Assisting the blind/visually impaired:
 - i. Clearly announce the type of emergency.
 - ii. Offer your arm or hold the person's hand to help guide the individual.
 - iii. Tell the person where you are going and alert him/her to obstacles along the way.
 2. Assisting the deaf/hearing impaired:
 - a. Gain the person's attention.
 - b. Indicate directions with gestures or written note.
 3. Assisting the mobility-impaired/wheelchair users:
 - a. Elevators should not be used to move people with disabilities/special needs.
 - b. Seek volunteers to assist persons with physical disabilities to the nearest enclosed stairway or designated areas for rescue.
 - c. Others should advise emergency personnel of the location so the evacuation can be completed.
 - d. If an imminent dangerous situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person according to his/her instructions.

Lockdown Procedures

1. A preventive lockdown is a means to rapidly enhance the level of security in a facility. By locking all exterior doors and main interior doors, it can be made more difficult for an intruder near the building to gain access to individuals inside. This type of lockdown allows for activities to continue in a limited fashion.
2. An emergency lockdown is a response to an actual emergency situation. This type of lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking exterior and interior doors, employees can make it more difficult for dangerous person(s) in the vicinity of the facility to access individuals inside. This type of lockdown further requires that all individuals inside seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.
3. When a preventative lockdown or an emergency lockdown occurs, will be notified in one or more of the following methods: email, voicemail broadcast, Viterbo website, text message, or two-way radios.
4. If an emergency lockdown occurs, secure an area as follows:
 - a. Move immediately to the nearest room you feel is safe. Quickly encourage others to join you.
 - b. Lock and barricade the door.
 - c. Cover all windows with blinds, curtains, etc.
 - d. Keep back from windows and doors.
 - e. Lie flat on the floor and take cover out of sight.
 - f. Turn off cell phones except to report injured people.
 - g. Keep calm and quiet.
 - h. If a fire alarm sounds, DO NOT respond normally as fire alarms may be a ploy by armed intruder. Remain calm in lockdown secure area if safe to do so. In case of a fire, follow fire/evacuation procedures.
 - i. Stay in room until police arrive. Remember it may be several hours before you can be safely evacuated.

5. If some is injured, follow these steps when safe to do so:
 - a. Call 911 or campus safety at 3911 if using a Viterbo phone; 608-796-3911 or 608-780-1582 if using from a non-Viterbo phone (use a landline phone if possible).
 - b. Place a sign on an exterior window to identify the location of injured people.
 - c. When contacting authorities, report the following:
 - i. Your specific location, the building name and office/room number,
 - ii. The number of people at your specific location,
 - iii. If there are injuries, the number and type of injuries, and
 - iv. If you have seen the assailant or identified a threat:
 1. Location and number of suspects
 2. Direction of travel
 3. Clothing and description
 4. Suspect's identity (if known)
 5. Any weapons or accessories (e.g., backpack), and
 6. Any unusual or threatening sounds (e.g., gunfire or explosion).
6. Take note of and report anyone missing.
7. Remain in shelter areas until "all clear" signal is given by law enforcement or emergency officials.

Shelter in Place Procedures

1. Shelter in place is used for severe thunderstorm warnings, tornado warnings, etc. It may be used for spills, vapors, etc.
 - a. These spaces include:
 - i. First floor bathrooms and locker rooms
 - ii. First floor conference room
 - iii. Athletics and Recreational Sports staff offices
 - iv. Back hallway between the Amie L. Mathy Center and Varsity Athletic Center.
 - v. BGC Custodial Closet and Storage Room.
2. Move indoors and remain there. Avoid windows and areas with glass.
3. If available, take a radio or television to the room to track emergency status.
4. Keep telephone lines free for emergency responders. Do not call 911 for information.
5. If hazardous materials are involved:
 - a. Select room(s) which is easy to seal has a water supply and access to restrooms.
 - b. If you smell a gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it as normal as possible.
6. Take note of and report anyone missing.
7. Remain in shelter areas until "all clear" signal is given by law enforcement or emergency officials.
8. Contact professional staff as soon as possible.

P. Additional Considerations

MATHY EMERGENCY RESPONSE TEAM (MERT)

Jake Erickson – Executive Director Boys & Girls Club Of Greater La Crosse Area	Cell: 608-385-1583 Office: 608-784-3735
Andy Kiel – BGC Site-Director / Mathy Center	Cell: 608-344-0589 Office: 608-784-6065
Marci Kuhrt – Director, VU Rec Sports / Mathy Center	Cell: 608-498-5844 Office: 608-796-3120
Amanda Meyer – Assistant Director, VU Rec Sports	Cell: 507-951-7823 Office: 608-796-3126

Emergency situation evaluation

1. **Remain calm.**
2. Refer to the Emergency Situation Guidelines specific to the emergency to determine action that must be taken.
3. After evaluating the situation, take immediate action.
4. Contact MERT
5. Complete appropriate accident/incident reporting forms.

Phone communications and responses

When discussing an emergency situation with 911 or other emergency personnel, give out pertinent information and answer their questions to the best of your knowledge. Give them clear and precise information regarding the location of the situation.

Media interaction and communication

1. Follow the protocol of the respective organizations (i.e. VU policy, BGC policy)
2. When media arrive at, **do not let them enter the area.**
3. Let all media people know, **“A Viterbo University or Boys & Girls Club representative will answer your questions as soon as possible.”**
4. Never answer any of their questions, refer back to the quote listed in the above statement.
5. Be courteous and respectful.

Call MERT with these situations:

1. Any 911 Call
2. Bomb Threat
3. Child Abuse Issues
4. False Alarm Fire
5. Fire
6. Gas Leak
7. Lost Child
8. Medical Emergency
9. Power Outage
10. Theft
11. Water Emergency

Q. Resources or Warning/Notification

VITERBO UNIVERSITY CAMPUS EMERGENCY PHONE NUMBERS

Monday – Friday 8:00am – 4:30pm

Reason	Phone #	Contact Person
Emergency	911	Local Response Person
Security / Emergency	796-3911	Security Officer Campus Phone
Security / Doors	796-3913	Adam Malin, Director of Campus Safety & Security
Physical Plant Emergency	796-3920	Linda Kneifl, Office Coordinator
Physical Plant Emergency	796-3921	Gene McCurdy, Director
Physical Plant Emergency	796-3929	Rob Armstrong, Maintenance Supervisor
Physical Plant Emergency	796-3922	Greg Erpenbach, Custodial Supervisor
Catastrophic/Crisis	796-3856	Todd Ericson, VP Finance & Administration
Catastrophic/Crisis	796-3801	Rick Trietley, VP Student Affairs

AFTER HOURS, WEEKENDS AND HOLIDAYS

Reason	Phone #	Contact Person
Emergency	911	Local Response Person
Security / Emergency	796-3911	Security Officer Campus Phone
Security / Emergency	796-3912	Security Officer Office Phone
Physical Plant Emergency	769-3402	Maintenance Cell Phone
Physical Plant Emergency	769-3400	Custodial Cell Phone

COMMUNITY RESOURCES

Agency	Phone Number
Department of Family & Children's Service	608-785-6054
Mayo Franciscan Healthcare	608-785-0949
Mayo Franciscan Healthcare Behavioral Health	608-392-9555
Mayo Franciscan Safe Path Domestic Abuse and Sexual Assault Services	608-392-7804
	or 1-800-362-5454 ext.7804
Mayo Franciscan SANE – Sexual Assault Nurse Examiner	608-392-9720
	or 1-800-362-5454 ext. 2292
Great Rivers 211 – Information, Referral, and Crisis Hotline	Dial 211 or 1-800-362-8255
	or 1-866-884-3620
Gundersen Medical Center	608-782-7300
Gundersen Sexual Assault Services 24-hour Crisis Line	608-775-5950
La Crosse Fire Department	608-789-7264
La Crosse Police Non-Emergency Dispatch	608-785-7241
La Crosse County Emergency Management	608-789-4811
New Horizons Shelter for Battered Women	608-791-2600
National Response Center (Report Toxic Chemical and Oil Spills)	1-800-424-8802
Poison Control Center	1-800-222-1212

Automatic External Defibrillators (AEDs)

The facility houses two Automatic External Defibrillators (AEDs). There is one AED on each floor, next to the elevator. Viterbo University Recreational Sports and Boys and Girls Club staff will be certified to use the AED.

Warning and Notification

Any one or a combination of these methods of communication may be used for notification in the event of an emergency on the VU campus. These communication methods are tested annually. An asterisk indicates notification system is shared between Viterbo and the BGC at the Mathy Center.

1. Email communication
2. Fire alarms*
3. Flyers (e.g., in residence halls, apartments, and Student Union)*
4. Public address systems in Todd Wehr Memorial Library, Bonaventure, and Marian Residence Halls
5. Special announcements posted on Viterbo Campus Safety website*
6. Telephone tree (i.e., calls within departments, supervisors calling subordinates, etc.)
7. Television display
8. Text messages*
9. Viterbo website
10. Two-way radios*

III. OPERATIONAL POLICIES

A. Activity Attire

Appropriate attire is to be worn at all times while using facility. Clothing with inappropriate logos or advertising are not permitted in the Mathy Center (i.e. alcoholic beverages, tobacco, profanity, etc.)

Proper footwear must either be worn or carried and changed into.

- Only tennis shoes or soft-soled shoes permitted in the fitness center, gym, multipurpose room and track.
- No open-toe, hard-soled, or black-soled shoes permitted. Only non-marking shoes may be worn.

Shirts that cover the entire back, shoulders, chest and torso must be worn at all times in the Fitness Center. Sports-bras, bathing suit tops, tank tops, etc. are not acceptable. Cutoffs, tank tops, etc. are acceptable in the Gymnasium, Multipurpose Room and on the Walking/Running Track. Individuals cannot be shirtless at any time.

Participants not dressed appropriately may be asked to change or leave the Mathy Center.

B. Alcohol, Tobacco and Other Drug

Smoking and Tobacco Policy

The use of tobacco products is not permitted in the Mathy Center at any time. The use of tobacco products is restricted to smoking which is permitted only in designated outdoor smoking areas on the Viterbo campus.

Policy on Alcohol and Other Drugs

The following is prescribed as prohibited behaviors:

1. Use, possession, sale, manufacturing or distribution of alcoholic beverages, marijuana, heroin, narcotics, prescribed drugs, or other controlled substance.
2. Use, sale, advertisement or distribution of tobacco products (i.e. cigarettes, chewing tobacco, cigars, etc.) in the Mathy Center.

Alcoholic beverages are not permitted in the Mathy Center except by prior approval by the Mathy Center Joint Board.

C. Food and Beverage

No food, gum or beverages, other than water, are allowed in the gymnasium, multi-purpose room, fitness center, first aid room, and indoor track area. Water must be contained in a lid covered, re-sealable, plastic container. Special events may be considered exempt.

Food and beverages are permitted in both of the conference rooms. Any leftover food or beverages brought in for an event are to be removed immediately after the scheduled event. No items are to be left in the refrigerator.

Dining Ware: Conference room users will be responsible for supplying their own dining ware (cups, plates, utensils, napkins, etc.) and removing any excess immediately after the scheduled event.

D. Firearms, Weapons and Explosives

The possession or use of firearms, weapons, fireworks or explosives is strictly prohibited. This policy also prohibits members from bringing guests to the Mathy Center who violate this policy.

1. All members are prohibited from possessing or using weapons, fireworks or explosives in the Mathy Center. This includes carrying weapons on their person, in their clothing, a purse, backpack, locker, or office.
2. A weapon shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property; an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A weapon may include, but is not limited to: any firearm; air soft gun; BB gun; paint gun; pellet gun; ammunition; bow and arrow; cross-bow; slingshot; cross-knuckles; club; knuckles of lead, brass or other metal; any bowie knife, dirk, dagger or similar knife; switchblade or other knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance.
3. Exception: This prohibition does not apply to authorized security or law enforcement personnel.

E. Members and Guests

Patrons of the Mathy Center include Viterbo students, employees, alumni, affiliates (FSPA, FSPA employees, Aramark Food Services, Follett Bookstore, Per Mar), the Boys and Girls Club, and the community. Not all patrons may gain access to all areas of the facility and some may be limited to special events.

Behavior / Discipline

Members and guests should conduct themselves in an appropriate manner and should be courteous and respectful to facility staff and other members.

Profanity, destructive or aggressive behavior will not be tolerated and members engaging in such behavior may be asked to leave.

The Mathy Center reserves the right to refuse admission and suspend privileges based on inappropriate behavior or for violation of the Mathy Center guidelines.

Boys and Girls Club

Members of the BGC include those people who are in K-12 grade and have filled out the proper paperwork and paid their annual dues. Individuals may come to the BGC for a trial period, never extending more than a week, but need to fill out the proper paperwork after that point.

Viterbo

Viterbo Rec Sports serves the Viterbo University community, which consists of the students, employees, alumni, affiliates, and Plus One members. All Viterbo students and employees are granted full access to the Shared and Viterbo spaces, at no charge, when presenting a valid Viterbo identification card at the Viterbo Welcome Center. Restrictions are as follow for all other Viterbo members.

1. Affiliates

- a. Affiliates are the entities associated with Viterbo in capacity. The affiliate groups include:
 - i. Aramark Food Service
 - ii. FSPA and St. Rose employees
 - iii. Follett
 - iv. Per Mar Security
- b. Affiliates are granted full access to the Shared and Viterbo spaces and Rec Sports programs after completing required Business office forms, making payment, and receiving a Viterbo identification card from the Physical Plant.

2. Guests

- a. Guests are permitted to enter the Mathy Center with **limited** access.
- b. Restrictions are as follows:
 - i. Members must accompany a Guest on a 1:1 ratio.
 - ii. Guests must pay a fee.
 1. Noon basketball pass: \$2 per visit
 2. College student pass: \$5 per visit
 3. Non-student pass: \$8 per visit
 - iii. Guests are permitted to access the entire facility.
 - iv. Noon basketball guests are limited to the **Gym, Track, Locker room** use ONLY
 - v. All other guests have full access with the exception of the fitness center from 2 – 7p.m., Monday through Friday during the academic year.

3. Noon-ball Members

- a. Noon-ball Members are a fixed number of community members who pay an annual fee and have limited access to the Mathy Center.
- b. Restrictions are as follows:
 - i. Monday – Friday 12 – 2pm
 - ii. **Gym, Track, Locker room** use ONLY
 - iii. NO ACCESS to the **Fitness Center**
- c. New Noon-ball members may be granted entry in as a former member leaves the group.
 - i. Membership will be limited to twenty community individuals.
 - ii. Establishment of new members will be decided between the Mathy Center Director and two selected Viterbo employee Noon-ball members.
 - iii. The criterion to become a new member is that the individual **must be frequent guests for six months to one year**. This means they come to participate in noon-ball, **pay the guest fee, and participate at least twice a week**.
 - iv. New membership will be decided in August of each year.

4. Viterbo Alumni Members

- a. Viterbo Alumni are permitted to visit or join the Mathy Center for a fee.
- b. Viterbo Alumni receive full access to Shared and Viterbo spaces with the purchase of a day pass or a membership.
- c. Viterbo Alumni receive access to Rec Sports programs and are subject to additional program fees.

5. Viterbo Plus One Members

- a. Viterbo employees, alumni members, and students are permitted to have a partner or spouse join the Mathy Center for a fee.
- b. Plus One members receive full access to the Shared and Viterbo spaces, including the fitness center.
- c. Plus One members receive access to Rec Sports programs and are subject to additional program fees.

6. Official Visitors

- a. Conferees and other official university visitors are permitted to purchase a pass to access the facility for the duration of their visit to campus.
- b. Full access to the Shared and Viterbo spaces is granted with verification of participation and appropriate identification.

All Viterbo patrons are to enter and check in at the designated entrance, across for the clock tower.

F. Usage Guidelines

BGC Dedicated Spaces

The equipment, computers, & furniture are property of the BGC, & will be used by the BGC administration as well as the BGC program staff.

1. Art Room (ART)

Security/Supervision: The BGC program staff, administration, & Art Coordinator will control access to the ART. The ART will remain locked while not in use. In the case of an emergency the BGC program staff will follow the Emergency Response Plan.

Types of Programs/Usage: The Art Coordinator & BGC program staff will provide supervised formal & informal activities including: Art Club, Drawing Club, Clay Club, instructional courses, and classes through VU.

Usage Guidelines:

- a. Members are only allowed in with staff supervision.
- b. Members may utilize any of the materials with staff approval.
- c. A variety of activities will be offered for all members of the BGC.

2. BGC Administrative Offices (BA1,BA2, & BA3)

Security/Supervision: BGC administration & program staff will have access to BA1, BA2, BA3. All offices will be locked during meetings, special events, & remain locked when not in use or after hours.

Types of Programs/Usage: BA1, BA2, BA3 will house the BGC Director, Activities Coordinator and Program Director.

Usage Guidelines: The equipment, computers, & furniture are property of the BGC, & will be used by the BGC administration as well as the BGC program staff.

3. BGC Welcome Center (BWC)

Security/Supervision: BGC administration, program staff and workers will have access to the BWC.

Types of Programs/Usage: The BWC will house the activity schedule, BGC membership data and game room equipment.

Usage Guidelines: The equipment, computers, & furniture are property of the BGC, & will be used by the BGC administration as well as the BGC program staff.

4. Game Room (GAM)

Security/Supervision: The BGC professional staff & administration will control access to the GAM area. In the case of an emergency the BGC staff will follow the Emergency Response Plan.

Types of Programs/Usage: The BGC professional staff & volunteers will provide supervised formal & informal activities including; tournaments, leagues, etc.

Usage Guidelines:

- a. Members are only allowed in with staff supervision.
- b. Members may check out any of the equipment from the Welcome Center.
- c. A variety of activities will be offered for all members of the BGC.

5. Kitchen (KIT)

Usage Guidelines: BGC program staff & administration will control access to the KIT. The KIT will remain locked when not in use. In the case of an emergency the BGC staff will follow the Emergency Response Protocol.

Types of Programs/Usage: The BGC professional staff will provide supervised formal & informal activities including: Cooking Club, snack, & lunches.

Usage Guidelines:

- a. Members are only allowed in with staff supervision.
- b. Members may utilize any of the materials with staff approval.
- c. A variety of activities will be offered for all members of the BGC.
- d. Staff and members MUST clean up everything if they chose to use the Kitchen.

6. Computer Lab (TEC)

Security/Supervision: The TEC Coordinator, BGC program staff, & administration will control access to the TEC. The TEC will remain locked while not in use. In the case of an emergency the BGC staff will follow the Emergency Response Plan.

Types of Programs/Usage: The TEC Director & BGC staff will provide supervised formal & informal activities including; Computer Club, Homework Help, & instructional courses.

Usage Guidelines: All computers & furniture are property of the BGC. All clubs & courses will follow pre-established programming guidelines set forth by TEC Coordinator and administration.

7. Teen Center (TCR)

Security/Supervision: BGC program staff & administration will control access to the TCR. The TCR will remain locked while not in use. In the case of an emergency the BGC program staff will follow the Emergency Response Plan.

Types of Programs/Usage: The TCR will host supervised formal & informal activities.

Usage Guidelines:

- a. Members are only allowed in with staff supervision.
- b. Members may utilize any of the materials with staff approval.
- c. A variety of activities will be offered for all members of the BGC.

8. Vending Area (VEN)

Security/Supervision: The VEN is an unsupervised area, yet the person in the GAM will keep an eye on this area when members are eating snack.

Types of Program/Usage: Snacks will be eaten in the vending area under the supervision of the BGC staff that is in the GAM.

Usage Guidelines: All food & beverages must be contained and consumed in the VEN area. Any food or beverage left unattended in the VEN will be disposed of by BGC program staff.

VU Dedicated Spaces

1. Athletic/Recreational Sports Offices (ARO)

Security/Supervision: Rec Sports Staff, Viterbo Athletic Coaches, and Athletic Student staff will have access to the ARO. Individual office doors should remain locked when not in use.

Types of Programs/Usage: The ARO will house Viterbo Athletic coach's offices as well as Rec Sports and Athletic Department program staff, including students and interns.

Usage Guidelines: The equipment and furniture in the ARO is the property of the Rec Sports and Athletic Departments.

2. Fitness Center (FIT)

Security/Supervision: Fitness Center Attendants are on duty to enforce all rules and prevent misuse of the equipment. Attendants are NOT instructors, and are not authorized to give instruction on the equipment.

Volunteer spotters are recommended when using free weights. Fitness Center staff will not spot users.

Types of Programs/Usage: The FIT is available to all Viterbo University Mathy Center Members. For purposes of FIT usage, Mathy Center Members also includes all full-time staff of the local Boys and Girls Clubs of Greater La Crosse. Members may participate in individual and group training sessions. Personal training services may also be available. Interested individuals should check with the FIT attendant for additional information.

Usage Guidelines:

- a. All strength and cardiovascular equipment in the Fitness Center is funded by the Student Government Association Student Activity Fee.
- b. The goal of the Fitness Center is to provide exercise opportunities for all Viterbo students and employees.
- c. Although all approved constituents are eligible to use the Fitness Center, varsity teams are requested to utilize the Varsity Athletic Center Strength Training Room whenever possible and when functioning as a group or teams. FIT may not be reserved as a team, but may be used as individuals.
- d. In order to enter the Fitness Center you must be 18 years of age or older or a Viterbo University student or employee
- e. Shirts that cover the entire back, shoulders, chest and torso must be worn at all times. Sports-bras, bathing suit tops, tank tops, etc.. are not acceptable.
- f. Only athletic type shoes are allowed in the weight room (no sandals or flip-flops).

- g. Re-rack all plates and dumbbells when finished. Be considerate by allowing others to work in between your multiple sets or repetitions.
- h. Do not remove plates or dumbbells from Fitness Center. Wipe down equipment after each use.
- i. There may be a 30-minute time limit on cardiovascular equipment if others are waiting to use the same equipment.
- j. All weights and equipment are to be returned to the proper location after use.
- k. Chalk use is not permitted in the Fitness Center.
- l. Be aware of others around you. Don't stand where you block the equipment. Be patient when waiting for equipment and be efficient when using equipment while others are waiting.

3. Locker Rooms (MLR, WLR)

Security/Supervision: The main doors to the MLR and WLR will remain open during normal building operational hours.

Types of Programs/Usage: The MLR and WLR will be open to Viterbo University Mathy Center Members and Sponsored Guests. Usage by the Boys and Girls Club of Greater La Crosse may be considered for special events.

Usage Guidelines:

- a. Users are expected to honor the personal privacy and belongings of the MLR and WLR users.
- b. Lockers are available for free (day use only) or for a rental fee (semester-long use).
- c. Any type of locking device left on free lockers will be removed each night and the items in the locker will be moved to the Viterbo Welcome Center.
- d. Viterbo University is not responsible for lost or stolen items. Secure all personal belongings.

4. Viterbo Director's Office (VDO)

Security/Supervision: The VDO will be locked when not in use.

Types of Programs/Usage: The Mathy Facility Director for Viterbo/Rec Sports Director will be housed in the VDO.

Usage Guidelines: The equipment and furniture in the VDO is the property of the Rec Sports Department.

5. Viterbo Welcome Center (VWC)

Security/Supervision: Viterbo Administration, Athletic Coaches, Rec Sports Staff and Athletic Student Staff, will have access to the VWC.

Types of Programs/Usage: The VWC will house the facility activity schedule, Rec Sports sporting equipment, facility user handbooks, etc. The VWC will be staffed during all facility operational hours.

Usage Guidelines: The equipment, computers, & furniture are property of the VWC, & will be used by Viterbo Administration, Athletic Coaches, Rec Sports Staff and Athletic Student Staff.

Shared Spaces

1. Conference Rooms (CF1, CF2)

Security/Supervision: When not in use, the conference rooms will be locked.

Types of Programs/Usage: Space programming includes meetings, seminars, educational discussions, presentations, etc. The conference rooms will not be used as daily lunch room for staff. However, departmental meetings with food may be held in the conference rooms.

Equipment:

If requested, and as time and availability permit, Mathy Center staff will set-up standard conference room equipment. Otherwise, equipment set-up and operation will be left to the conference room users.

For basic instructions for the operation of standard equipment contact the appropriate staff member. All users must first complete the mandatory orientation prior to using the Mathy Center conference room facilities.

Mathy Center staff will not assume responsibility for setting-up or operating outside equipment brought in by conference room users. Any outside equipment must be removed immediately following the event.

2. First Aid Room (FAR)

Security/Supervision: The FAR will be locked when it is not staffed appropriately.

Types of Programs/Usage/: The FAR is furnished with standard first aid equipment, an examination table, ice machine and capabilities for a computer workstation.

Usage Guidelines: Mathy Center users may gain access to the FAR via the respective Welcome Center Desks. Equipment is not to be taken from the FAR unless otherwise authorized.

Storage Areas (SA1, SA2, SA3, SA4, SA5, SA6)

Storage areas in the gym to be split 50/50 between VU and BGC.

3. Gymnasium/Courts (CT1, CT2, CT3 or CTA)

Security: When the facility is closed, all doors will be locked and armed.

Types of Programs/Usage: Activities include both formal and informal programming including, but not limited to basketball, volleyball, and special events such as the Viterbo Community Health Fair.

Usage Guidelines:

- a. No dunking or hanging on the rims.
- b. Appropriate attire is to be worn at all times while using facility.
- c. Clothing with inappropriate logos or advertising are **NOT** permitted in the Mathy Center (i.e. alcohol, tobacco).
- d. Only athletic-type shoes may be worn in the gymnasium.
- e. **NO food or beverages** are permitted in the gymnasium.
- f. Please refrain from using profanity in the Mathy Center.

4. Multi-Purpose Room (MPR)

Security: When not in use, the MPR will be locked.

Types of Programs/Usage: Activities include formal and informal fitness classes, group sessions and team training exercises.

Usage Guidelines:

- a. Use of the MPR for Informal programs will be limited to **60 minutes**.
- b. Formal programs should be limited to a time appropriate for the activity but **no more than 2 hours at a time**.
- c. All instructors and program supervisors using the MPR are responsible for the care of the MPR equipment and they will secure the MPR and storage area upon completion of any program.

Storage Area: The MPR storage area will store VU and BGC equipment associated with MPR activities and programs. When not in use, equipment will be properly stored in the MPR storage area

Equipment:

TVs, DVD player and stereo equipment are shared between the BGC and VU. BGC staff, VU fitness instructors and VU staff will have access to the equipment. When the equipment is not in use, it is to be turned off, remotes are to be stored in the stereo box and the stereo is to be locked.

For basic instructions for the operation of standard equipment contact the appropriate staff member. All users must first complete an orientation prior to using the multipurpose room equipment.

Mathy Center staff will not assume responsibility for setting-up or operating outside equipment brought in by multipurpose room users. Any outside equipment must be removed immediately following the event.

5. Walking/Running Track (WRT)

Security/Supervision: Users of the WRT should be aware that multiple groups may be using the WRT at various times of the day. The elevator and the northeast VU staircase will be open throughout the day for regular access to the WRT.

BGC members will be supervised by a program staff member at all times during WRT program usage. A recommended ratio of supervisors for the BGC is **10:1**. Congregation or group discussions will occur at or near the southeast area of the WRT to reduce the incidence of interaction between VU and BGC members.

Usage Guidelines:

- a. The track may be used for walking, jogging, or running.
- b. The distance of the track is 1/8 mile. (8 laps = 1 mile)
- c. Approved footwear is required
- d. Track users promote safe track conditions by cooperating and using designated speed lanes and direction.
- e. Please do not jog, walk or run more than two abreast and block lanes.
- f. Exercise caution when entering the track.
- g. Please stretch at one of the areas off the track.
- h. Spectators are not permitted on the track at any time.

IV. OPERATIONAL PROCEDURES

A. Access Control and Key Distribution

Program Directors will be responsible for identifying staff members and creating access control and key distribution policies within their respective programs.

Both Program Directors will have full access to all areas within the Mathy Center.

Entrances and User Access

All BGC and VU users will enter the facility at the appropriately designated entrances.

BGC usage of the Mathy Center is expected to include the following:

1. Supervised Formal
2. Supervised Informal

VU usage of the Mathy Center is expected to include the following:

1. Supervised Formal
2. Unsupervised Informal – VU Rec Sports Staff will check-in with the users on a periodic basis to ensure the safety of users and activity. Unsupervised VU users will check-in at the Viterbo Welcome Center to gain access to the MPR.
3. Unsupervised Formal (Walking/Running Track Only)

B. Equipment

VU and BGC programs will purchase and maintain separate sports and program related equipment inventories unless otherwise outlined in a separate purchase agreement.

New or replacement equipment purchases for shared equipment will be determined by the BGC and VU program directors.

C. Lost & Found

There will be two separate locations for Lost and Found in the Amie L. Mathy Center. These two locations will be the Viterbo Welcome Center and at the BGC Welcome Center.

The Rec Sports Department will hold items for a maximum of 60 days. All remaining items will be donated to a local non-profit agency such as the Club, Goodwill, etc.

D. Maintenance

1. Long Term

(Viterbo University/Boys and Girls Club Lease and Shared Use Agreement p. 3)

2. Short Term (Daily)

Viterbo University Physical Plant personnel will provide for the setup and takedown of required special event equipment including gymnasium floor coverings, tables, chairs, and other necessary event apparatus.

3. Facility Alterations

(Viterbo University/Boys and Girls Club Lease and Shared Use Agreement p. 5)

E. Scheduling

The mission of the *Amie L. Mathy Center* is to promote the physical, recreational, and educational development of students of all ages. The intent of the scheduling policy is to provide guidelines to assist in the scheduling of the shared spaces. The overall goal of the directors is to ensure the primary users have the ability to access and utilize the facility through scheduled programs or open recreation. The directors will work to ensure this goal is met.

Daily Activity Schedules will be posted for all facility spaces the respective control desk areas. VU Program Director will maintain the EMS scheduler for all shared spaces which will be mutually determined by regular communication with the BGC site director.

1. Classification of Events

a. Internal Regular Events and Activities:

1. Boys and Girls Club and VU Rec Sports Dept. programming
2. Boys and Girls Club and VU Rec Sports drop-in use
3. All other university programming

b. Internal Special Events or Activities:

1. Boys and Girls Club and VU Rec Sports tournaments
2. Boys and Girls Club and VU Rec Sports special events and practices
3. All university and Boys and Girls Club recurring events
(i.e. Viterbo Community Health Fair)

c. All External Users

All scheduling will be done as a collaborative effort between VU Program Director and BGC Site Director.

2. **Priority**

Priority is defined as the order to which user groups may initially schedule the shared spaces. This does not mean a user higher on the priority list can overtake a reserved time by another user group.

- a. Boys and Girls Club and VU Rec Sports Dept. programs and events
- b. Viterbo University student drop-in use (open times which will be left unscheduled).
- c. All other Viterbo University events and user groups.

3. **Requests**

For regular request (e.g. programs, practices, activities) to use the shared spaces are to be made at least 10 business days prior to the event. Requests made less than ten business days prior to the event are accommodated when possible. Reservation requests will be made at mathycenter@viterbo.edu. Written confirmation is provided after a request has been approved. If confirmation is not received within five business days, contact mathycenter@viterbo.edu.

a. **Gymnasium Special Event Requests**

All Mathy Center special event requests (e.g. tournaments, leagues) from the Boys and Girls Club, VU Athletics and VU Rec Sports are due by set deadlines. All special event requests will be evaluated at one time by both the VU Program Director and BGC Site Director. Request deadlines are as follows:

Academic Year (Sept. 1 – May 31): First Monday of August

Summer (June 1 – Aug. 31): First Monday of March

A schedule for the designated timeframe for a decision should be available in seven business days.

For all other special event requests, a minimum of 30 day notice must be provided. These requests will be evaluated as they are received. Written confirmation will be provided within five business days. The facility lease form must be completed for all external requests (See Appendix VII).

Changes to approved requests are to be submitted to the VU Program Director at least five business days in advance. Requests made less than five business days prior to the event will be accommodated when possible.

Supervision fees may apply.

For any external requests, concessions are not permitted to be sold or served without prior approval.

4. **Reservation Guidelines for Gymnasium/Court : September - May**
 - a. **3-Court (Full Gym) WEEKEND-Regular Program Hours Reservation**
From Friday 4pm – Sun 4pm, each user group may reserve and program the 3 courts for no more than 25 days.
 - b. **3-Court (Full Gym) WEEKDAY -Regular Program Hours Reservation**
TBD between Site Directors as events warrant.
 - c. **2-Court Regular Program Hours Usage**
VU premium programs hours are defined as Sun 4-C, M-Th 3-C
BGC premium program hours are defined as M-F 3-7pm
 - d. **Dedicated Court Plus Court, Outside User Group Event Hosting**
Use of the dedicated court plus additional courts by outside user groups requires the approval of both program directors unless the time specified is within the predetermined peak program hours and court allocation already assigned to the respective internal user group.
5. **Reservation Guidelines for Gymnasium/Court : June – August**
No single group may reserve all three courts for use over an extended period of time.

There may be scheduling request conflicts and exceptions to the scheduling policy which will be evaluated by VU Program Director with the assistance of the Boys and Girls Club Site Director on a case-by-case basis.

6. **Cancellations**

If the event is cancelled / changed, charges are assessed as follows:

- Eleven business days or more prior to event: No charge
- Three to ten business days prior to event: 50% of the fees
- Less than three business days prior to event: 100% fees

7. **Early Access & Extended Hours**

Requests requiring access to the building beyond standard hours of operation require notice of at least 14 business days prior to event.

An additional fee may be charged for facility use beyond scheduled event.

F. Security Camera Access and Viewing Policy

The purpose of this policy is to regulate access to the VU security camera live view and playback systems in the Mathy Center by VU and the BGC.

The VU Director, VU Assistant Director, BGC Site Director and BGC Director of Operations will have access to view live or archived camera recordings for the cameras installed throughout the facility. Viewing live or archived camera recordings may be used in events including, but not limited to, physical altercations, theft, unauthorized access, personnel issues, possible missing BGC club member, and post event review.

The only other parties authorized to access and view live or archived camera recordings from the cameras installed throughout the facility are: on duty law enforcement officers investigating an incident that took place in/near the facility, employees of the VU IIT Department, and the Campus Safety Department.

If there is a situation which impacts both the VU and the BGC, at a minimum the investigating party is to contact their counterpart. If the severity of the situation warrants it, both parties may review the pertinent camera recording(s). VU Campus Safety is to be notified immediately any time law enforcement/911 is contacted.

In addition, the Campus Safety Director will be notified by e-mail as well as a log entry made each time the security camera live view or playback system is accessed by the VU Director, VU Assistant Director, BGC Site Director, or the BGC Director of Operations. At minimum, the log entry will include the date and time of access, name of the viewers, rationales for access, as well as the date and time the Director of Campus Safety was notified by e-mail.

If the VU Director, VU Assistant Director, BGC Site Director or BGC Director of Operations needs a copy of a security camera recording an e-mail request is to be sent to the VU IIT Department, while also sending a carbon copy to the Campus Safety Director. Any such request is to include:

- Date of security camera recording
- Time of security camera recording
- Specific camera (name or number)
- Number of copies requested
- Rational for copies

The recording will be copied onto a DVD and distributed to the requester as soon as the request can be met. The VU Director, VU Assistant Director, BGC Site Director or BGC Director of Operations are not authorized to release copies of security camera recordings. Copies of camera recordings obtained for their files are to be stored in a secure filing system (locked or password protected). If a law enforcement agency requests a copy of a camera recording, forward that request to the Director of Campus Safety.

G. Club Member Removal and Reinstatement

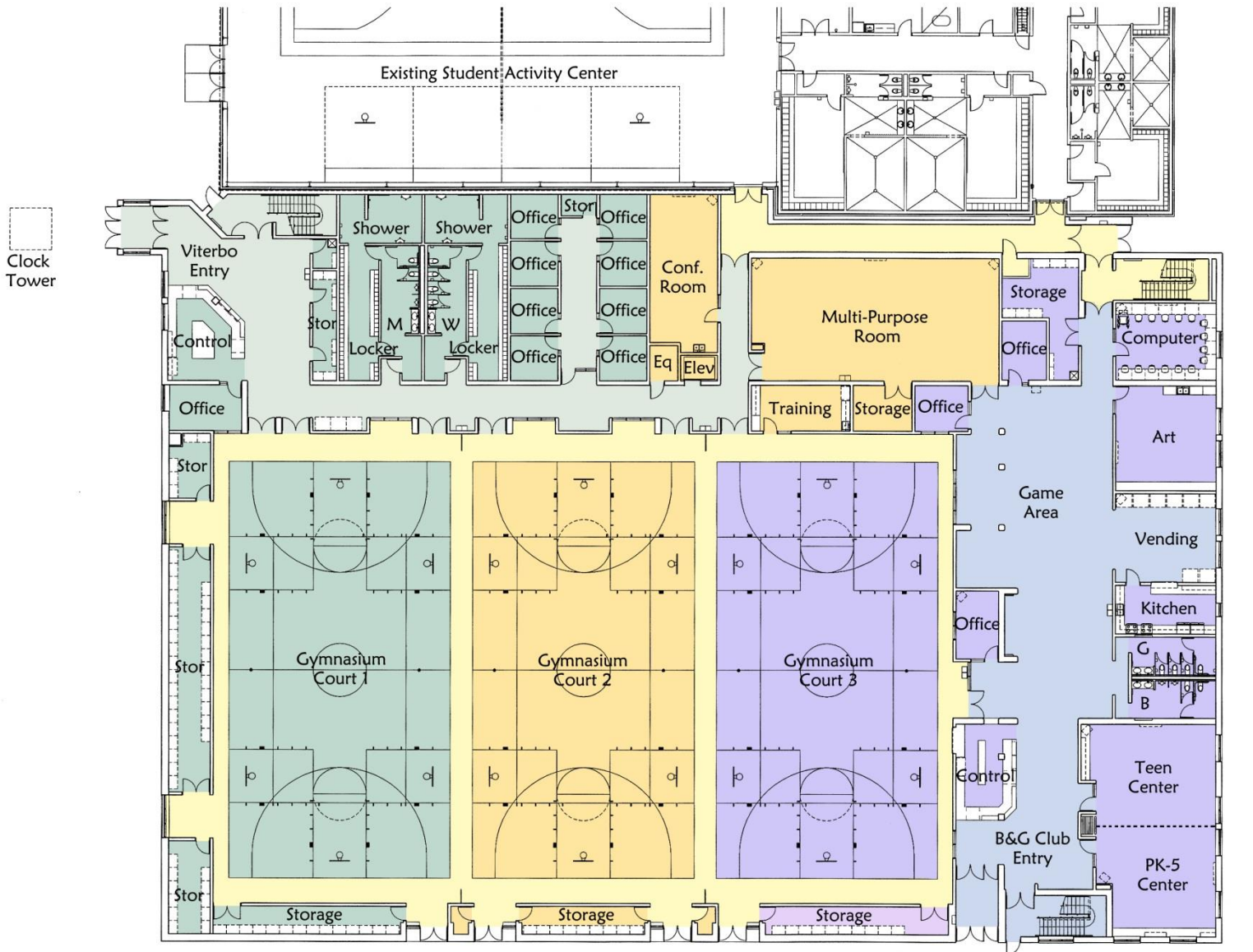
When a BGC club member is removed from the Mathy site, regardless of duration, the individual is also no longer permitted on the VU campus. VU campus safety is to be contacted to be made aware of the situation. If the individual does not comply with the request to leave the premises, the police may be contacted for trespassing. If the police are unavailable, campus safety may be contacted to respond.

When a BGC club member is suspended, the individual is also suspended from VU property. The club's parameters surround suspensions are as follows. A club member is suspended indefinitely until meeting the requirements outlined by the BGC. When a BGC club member is suspended, at minimum VU campus safety will be notified of the suspension and the plan in place for the individual.

A trespassing letter may be issued to suspended BGC club members by the VU Vice President for Student Affairs (VPSA). When trespassing letters are issued a meeting is held between VU campus safety and BGC site director. A trespassing letter will remain in effect indefinitely.

If a suspended BGC club member meets requirements set forth by BGC personnel, they may have the trespassing ban lifted. A meeting to review the status of the trespassing letter will be held between the VU Campus Safety Director, VU Director, BGC Site Director, and BGC Social Worker to discuss the case. Topics of discussion may include the altercation(s) which led to the suspension, the steps that have already been taken, the plan for reintegration, concerns related to reintegration, and answer any questions. The recommendation of the parties will be presented to the VU VPSA. A letter confirming or denying the lifting of the trespassing notice will be provided by the VU VPSA to the VU Campus Safety Director, VU Director, BGC Site Director, and BGC Social Worker.

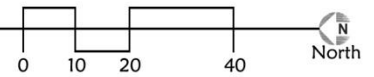
I. Mathy Center First Floor



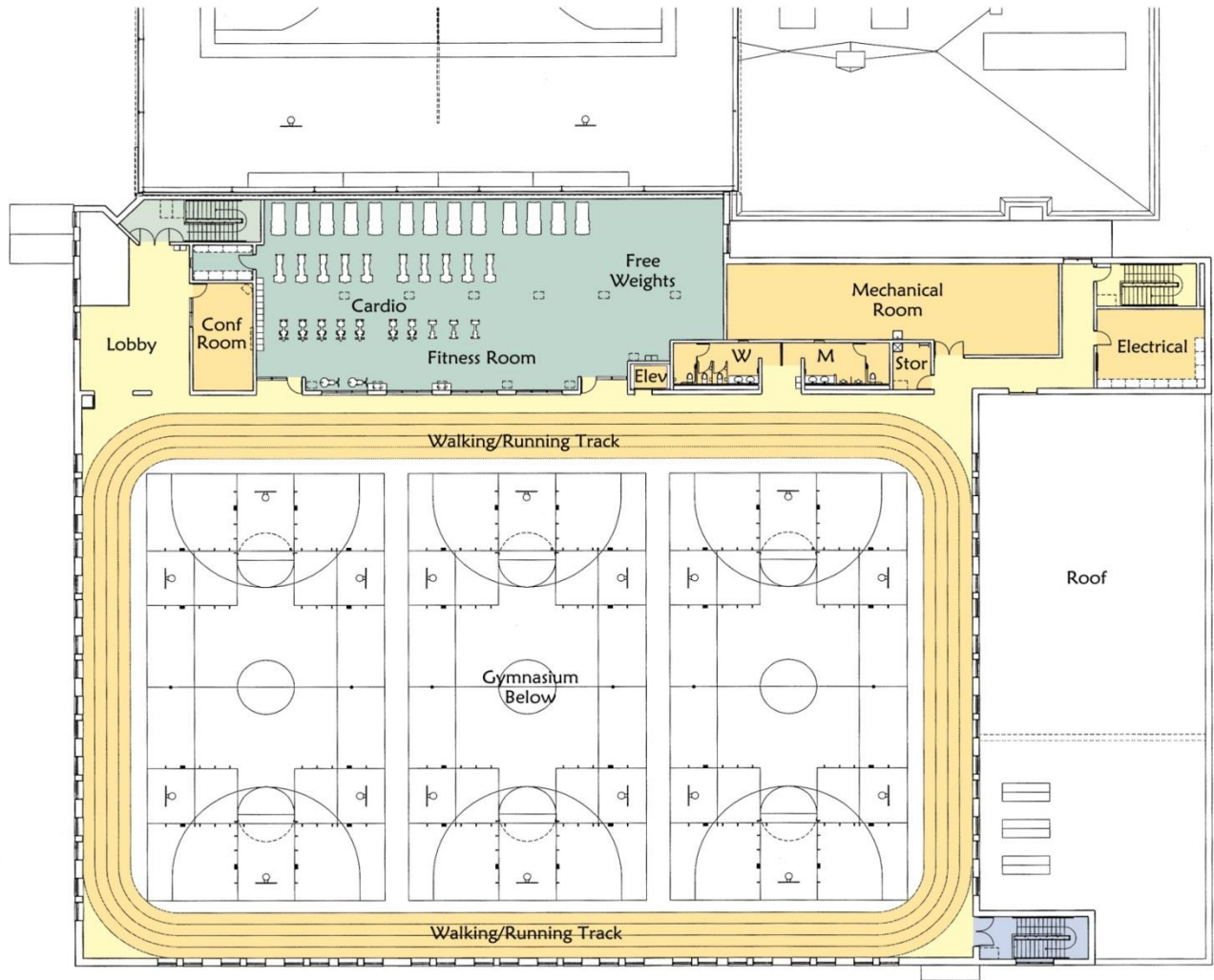
Main Level Plan



Amie L. Mathy Center for Recreation & Education
 Viterbo University/Boys & Girls Clubs of Greater LaCrosse



II. Mathy Center Second Floor



Upper Level Plan



Amie L. Mathy Center for Recreation & Education
Viterbo University/Boys & Girls Clubs of Greater LaCrosse



III. MATHY CENTER EVACUATION AND GATHERING MAP

Boys and Girls Club Members will exit the southwest and/or southeast exits of the building and will proceed with Boys and Girls Club Staff Members to Parking Lot M (during warm, dry conditions) or to the Fine Arts Center Lobby (during cold or wet conditions). Boys and Girls Club Staff Members will assemble all Boys and Girls Club Members and determine accurate headcounts and injury needs.



IV. LOCATION AND DIRECTIONS

From the North (Eau Claire, Rice Lake)

Take Hwy. 53 south to La Crosse. Follow signs to Hwy. 16. Turn right onto Hwy. 16. Hwy 16 becomes Losey Blvd. Stay on Losey Blvd. until State Road. (Kmart is on the left). Turn right onto State Road (not State Street), which becomes Jackson Street. Follow Jackson Street to Eighth Street. Turn Right on Eighth Street. The Mathy Center will be on your right.

From the North and West (Minnesota - Twin Cities area)

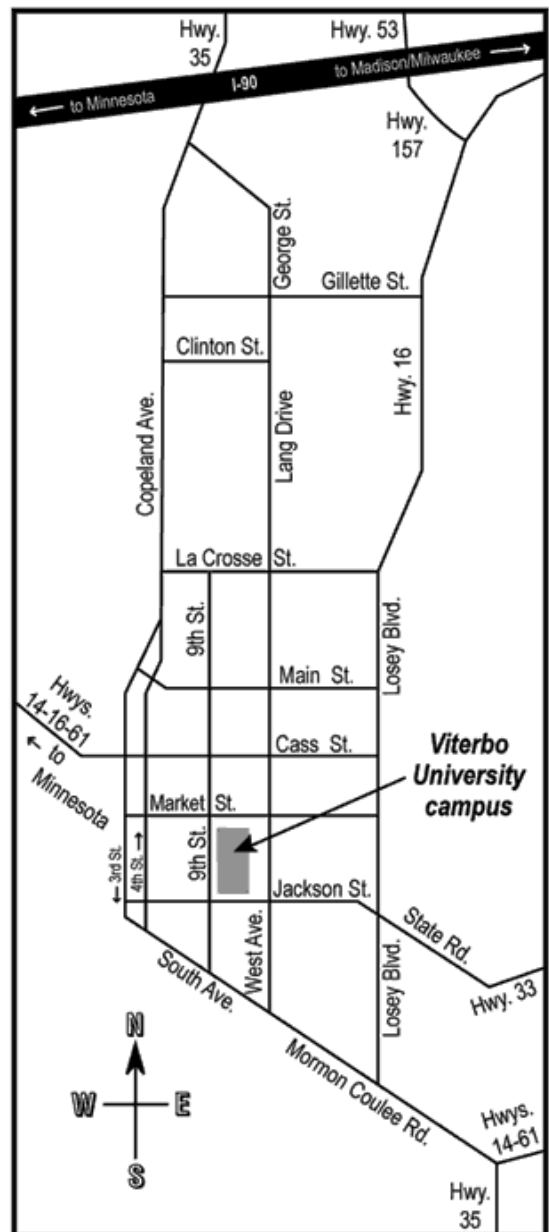
Follow I-90 east to Exit 4 (La Crosse/Onalaska). Turn right at lights and take SR-157 to Hwy. 16. Turn right onto Hwy. 16 and follow as it turns into Losey Blvd. Stay on Losey Blvd. until State Road. (Kmart is on the left). Turn right onto State Road (not State Street), which becomes Jackson Street. Follow Jackson Street to Eighth Street. Turn Right on Eighth Street. The Mathy Center will be on your right.

From the Southeast (Madison, Milwaukee, Illinois)

Take I-90/94 north, following I-90 west to La Crosse. Take Exit 5 (Onalaska, West Salem). At the light, turn left onto Hwy. 16. Hwy 16 becomes Losey Blvd. Stay on Losey Blvd. until State Road. (Kmart is on the left). Turn right onto State Road (not State Street), which becomes Jackson Street. Follow Jackson Street to Eighth Street. Turn Right on Eighth Street. The Mathy Center will be on your right.

From the South (Dubuque, Richland Center)

Take Hwy. 35 or Hwy. 14/61 north to La Crosse. Hwy. 35 joins Hwy. 14/61 south of La Crosse and becomes Mormon Coulee Road. Stay on Mormon Coulee Road to West Avenue. Turn right onto West Avenue and go to Jackson Street. Turn left on Jackson Street, and follow to Eight Street. Turn Right on Eighth Street. The Mathy Center will be on your right.



V. FACILITY USER INFORMED WAIVER AND CONSENT

(for use with Viterbo Members and External Users)

All Amie L. Mathy Center for Recreation and Education members, class participants and guests must read and sign an informed consent prior to using the facility.

I understand that the activities, programs and classes offered by the Viterbo University Department of Recreational Sports (Rec Sports), The Boys and Girls Clubs of Greater La Crosse (BGCGL), and the use of its facilities, may involve strenuous physical exertion. I acknowledge that injuries or other complications associated with exercise or other physical activities may result from my participation. I will consult my physician if I am concerned about any of the risks to my health or well-being that may result from my participation in activities at the Amie L. Mathy Center or otherwise offered by Rec Sports or BGCGL.

I acknowledge that it is my responsibility to follow instructions for any activity or use of equipment, and to seek help from the staff if I have any questions. In exchange for being presented the opportunity to participate in the activities, programs and classes offered by Rec Sports and BGCGL, and to use the facilities of the Amie L. Mathy Center, and in acknowledging that I am aware of and willing to assume the risks associated with these activities, I knowingly and voluntarily agree to waive and release Viterbo University and The Boys and Girls Clubs of Greater La Crosse and any and all of its trustees, directors, officers, employees and agents (together, the "University and Clubs and the Amie L. Mathy Center Board Members") from any and all claims of liability or demands for compensation that I may acquire against the University and Clubs as a result of injuries I may suffer or damages or losses I may incur as a result of my participation in any of the activities offered by Rec Sports or the BGCGL or that take place in the Amie L. Mathy Center for Recreation and Education.

Printed Name

Signature

Date

Guardian

Date

VII. FACILITY LEASE AGREEMENT

(for use with all External User Leasing Groups)

A. INSURANCE

The Leasing Group is required to submit a certificate of insurance at the time of the facility *Lease Request Form*. This certificate must indicate and state that the liability coverage is in force during the term of the agreement. This policy must cover bodily injury, including death and property damage, and must have Viterbo University and the Boys and Girls Clubs of Greater La Crosse and the Amie L. Mathy Center Board listed as an additional insured. The policy coverage must meet the following minimum:

\$2,000,000 – SINGLE –LIMIT LIABILITY COVERAGE

B. CANCELLATION POLICY

The Leasing Group shall notify the Mathy Center representative of the cancellation of its intended use at least 10 days in advance of the event. The Mathy Center shall notify the Leasing Group of any conditions which jeopardize the use of the facility at least 10 days in advance of the event.

C. SUPERVISION

The Leasing Group shall provide adequate, competent adult supervision at all times during facility use. The Leasing Group will also assume all responsibility for the supervision of persons under 21 years of age. Additionally, the Mathy Center and its staff will not be held responsible for lost or stolen property

D. DAMAGES

If the facility, premises or equipment used during the Facility Lease Agreement is damaged by the act, default or negligence of the Leasing Group, the Leasing Group will pay upon demand a sum necessary to restore the facility, premises or equipment to original condition.

E. CLEAN-UP

Following the event, the Leasing Group shall restore facility, premises and equipment to original condition. This includes but is not limited to picking up trash, storing equipment, turning off room lights, etc.

F. FEES

All fees should be made payable to the Mathy Center.

G. DEPOSITS

A 50% security deposit will be required of all fee-based bookings. This deposit is non-refundable within 10 days of the event date.

I/We agree to comply with all rules and regulations set forth in Amie L. Mathy Center Lease Agreement.

Leasing Group Authorized Signature

Mathy Center Authorized Signature

Date

Date

VIII. OCCUPANCY CAPACITY

ROOM/SPACE	SQUARE FOOTAGE	CAPACITY
First Floor		
VU Entry & Lobby (102 104)	755	127
VU Welcome Center (103) & VU Director’s Office (175)	510	6
VU Men’s & Women’s Locker Rooms (108 117)	1535	98
VU Offices & Work Area (118 – 123)	1210	13
Shared Conference Room (129)	530	20
Shared Multipurpose Room (133)	1510	40
Shared First Aid Room (134)	225	12
BGC Offices (136 137)	255	3
BGC Computer Lab (142)	400	20
BGC Art Room (143)	535	27
BGC Vending (145)	450	10
BGC Teen Center (144)	1235	62
BGC Kitchen (146)	250	5
BGC Director’s Office	145	2
BGC Front Desk/Control (156)	290	3
BGC Entry & Lobby (153 155)	535	70
BGC Game Room (151)	650	33
BGC PreK – 5 Center (152)	636	32
BGC Court (158)	5975	150
Shared Court (159)	5975	150
Viterbo Court (160)	5975	150
Second Floor		
Shared Lobby (201)	595	98
Shared Conference Room (203)	300	8
VU Cardio Room (204)	2130	50
VU Weight Room (205)	1690	30
Shared South Track (215)	1515	10
Shared East Track (216)	2050	10
Shared North Track (218)	1515	10
Shared West Track (217)	1430	10
Total Occupant Load for Amie L. Mathy Center		1251

IX. DEFINITIONS

Host

Refers to either VU or B&G Club when hosting an event involving outside user groups.

Supervised Activity

Program staff/instructors in the room/space or leading activities.

Unsupervised

No program staff/instructors available in the immediate space.

Formal Program

Certified program instructors lead class, session, seminars.

Informal Program

Group activity with informal program or curriculum.

Mathy Center Members

Mathy Center Members: VU students, faculty, staff, alumni (fee), partner members (fee), BGC members and full-time staff.

Internal Users

Mathy Center Members or Member Groups

External Users

All Users not identified as **Internal Users**.

Sponsor

Internal User who brings a guest into the facility per sponsor/guest guidelines

Sponsored Guest

Visitor accompanying a sponsor per facility sponsor/guest guidelines

Community Group

Pre-Identified group of external users

Dedicated Court

South Court = BGC / North Court = VU