KEENE STATE
CAMPUS REC & FITNESS

2025-2026



FACILITY MEMBERSHIP HANDBOOK

Keene STATE COLLEGE Wisdom to make a difference.

KEENE STATE COLLEGE
CAMPUS RECREATION & FITNESS

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2025-2026

Table of Contents

Membership Information …….. Pg. 2-3

USNH Fitness Reimbursement program information …… Pg. 4

Department Phone Numbers ……... Pg. 5

Facility and Pool Hours …… Pg. 5

Facility Use Guidelines …….. Pg. 6

General Membership Information & Facility Use Policies
- Check-in …… Pg. 7
- Child Pass policy …… Pg. 7
- Guest policy …… Pg. 7
- Attire & Footwear …… Pg. 7
- Personal Conduct …….. Pg. 7
- Locker Use …… Pg. 7
- Personal Items – security …… Pg. 7
- Food & Beverages …… Pg. 7
- BodyWorks Fitness Center …… Pg.7-8
- BodyWorks Policies …… Pg. 8
- Recreation Gym …….. Pg. 8
- Jogging Track ……Pg. 8
- Pool Use Guidelines …… Pg. 8-9
- Special Equipment Pool Users …… Pg. 9
- Property/Equipment Damage …… Pg. 9
- Personal Phone Calls …… Pg. 9
- Emergency Telephones …… Pg. 9
- Clean Shoe Policy …… Pg. 9

Group Fitness Program …….. Pg. 10

Recreation Center & Spaulding Gym facilities …… Pg. 10

(REV. 7/14/2025)

KEENE STATE COLLEGE
CAMPUS RECREATION & FITNESS

MEMBERSHIP POLICIES & FACILITY REGULATIONS

2025-2026 - Membership Fee Schedule & General Information

Membership Type:

I. **RECREATION CENTER – Unrestricted - full access to all recreation facilities

***Full-Time & Part-Time Matriculated Students**	(Acad. Year)	**Student fees**
Extended Education Students	(Semester)	**$270**
#KSC Employees/(Spouse)	(Semester)	**$200/($160)**
#KSC Employees (incl. retired & Emeriti faculty)	(Annual-Jan.-Dec.)	**$500**
#Spouse of KSC Employees	(Annual-Jan.-Dec.)	**$300/$500**
(Pay $300 if KSC faculty/staff purchases a membership or $500 if F/S does not.)		
KSC Alumni	(Annual-Jan.-Dec.)	**$510**
Spouse/Partner of Alum membership holder	(Annual-Jan.-Dec.)	**$325**
KSC Alumni/(Spouse)	(Semester)	**$210/($170)**
(KSC Alumnus must purchase a membership for their spouse/partner to)		
Spouse of KSC Matric. or CE Student	(Semester)	**$125**
Summer Memberships – KSC Students/new grads.	(May-Aug.)	**$60**
Summer Memberships – College-enrolled students-KSC employees	(May-Aug.)	**$100**
Summer Memberships – KSC Employee & Spouse	(May-Aug.)	**$100**
Summer Memberships – KSC Alumnus & Spouse	(May-Aug.)	**$100**

#(Benefited faculty/staff or their spouse are eligible to use the **USNH Fitness Reimbursement benefit** if they are participants in the USNH medical plan administered by Cigna, see page 4 for details).

(**Emeriti faculty** are eligible to join the Recreation Center even though they are no longer teaching at the College. The College offers many benefits to retirees and joining our facility is one of them. Those who participate the USNH medical plan administered by Cigna can be reimbursed for their membership payment. See page 4 for more details. If they don't, then they must purchase or select one of our membership options as is, there will be no reduced price. Their spouse would also be eligible to join according to our spouse/partner policy. The emeriti faculty can sign up for any membership option.)

Membership Type – Restricted to specific facilities

II.	****Pool Membership (pool only)**	Annual	**No charge**
III.	****Walking Track/Group Fitness membership**	Semester	**$125**

Day Pass Policy **Daily** **$5.00/visit**

A KSC faculty or staff can sign up for a Day Pass at any time and pay $5 to work out in the facility without a facility member as their sponsor. **Cost is $5 every visit.** May come in more than one day per week. Must sign a **Participant Waiver form** on their initial visit only, then just initial and date that same waiver if they come in again. *See the guest pass policy on page 6.

*KSC students consist of full-time and part-time matriculated (undergraduate and graduate) students as determined by the Registrar's Office. **KSC Owl Cards are required every visit.** Extended Education students should secure a KSC Owl Card before purchasing membership and must remain registered in classes throughout the period of their membership to use the facilities.

KSC Alumni Facility Membership policy - KSC alumni must show their alumni card to the Campus Recreation desk staff when signing up for a membership to receive a membership card or to pay for a day pass.

KSC alumni and their spouse/partners may purchase a full year Recreation Center membership to utilize the fitness facilities of the Recreation Center and programs offered (i.e., group fitness classes, rec swimming, etc.). **The KSC alumnus must purchase the full membership for their spouse/partner to purchase one**.

KSC alumni and spouse/partners may sign up for the Pool Membership (pool during designated Campus Recreation swim time) membership at any time at no charge. All Campus Recreation policies regarding use of the swimming pool must be followed.

Alumni and their spouse/partner are eligible to purchase a summer membership (May to August) to use the Recreation Center as well. Alumni and their spouse/partner visiting the area or campus may purchase a day pass to use the facility.

PARKING PERMIT:

Alumni members can log into the Permit Store *(https://keene.thepermitstore.com/)* to create a new account if they do not already have one, then click on the 'Buy Permits' button. Scroll down the list of permits until they see "Temporary: Gym Membership". **Note the price for this permit is $5.00 (plus a $1.00 Permit Store fee) - $6.00.**
Click the [Add Item] button and follow the prompts.

Alumni, once the permit has been approved by the KSC Parking Office (will check the names against the list sent to them), then after receiving an approval notice from the Permit Store, they can log back into the Permit Store to print their permit. This permit will need to be displayed in the dashboard window so it can be clearly read by the parking attendant.

This permit will allow the Recreation Center members to park in the Spaulding Gym lot. Should an alum not wish to pay the $6.00, they are welcome to park in the Visitor parking lot for free, however they must register their contact and vehicle information via the QR code displayed at the entrances, each time they park.

Please note: parking is not guaranteed, and it might be difficult to find at certain times of the day. If you have any questions, please contact the Parking Office at 603-358-2227 or parkingservices@keene.edu.

KSC alumni may obtain a child pass for dependent children, age 17 and under, at no charge to use the pool and/or recreation courts depending on parent's membership. Children must always remain with the parent (facility member). Complete Child Policy is on page 6.

KEENE STATE COLLEGE
CAMPUS RECREATION & FITNESS

USNH Fitness Reimbursement administered by Cigna insurance (as of January 1, 2026, it will be Anthem Blue Cross, Blue Shield):

- The fitness reimbursement benefit is for up to $300 per calendar year for KSC employees and their dependents. This allows more flexibility in utilizing the benefits, which could be used by the employee and their spouse at the same facility or two different facilities.

- The Fitness Facility is not responsible for submitting documentation for reimbursement and no longer will be receiving direct payments for their members under the USNH Fitness Reimbursement Program.
  .
- **KSC employees can purchase the full Recreation Center membership of $500 as of January 1, 2026 – membership year goes until December 31, 2026.**

- Several options are available however:
  - Purchase full year $500 membership in January 2026 for the 2026 calendar year reimbursement cycle that ends December 31, 2026.
  - Employees can utilize payroll deduction - $20.83 per pay period ($41.66/month) – full year Recreation Center membership only.
  - Payment options – cash, check, payroll deduction, online payment via the online membership application
  - One-time reimbursement submission regardless of the method of payment
  - A USNH fitness reimbursement program form will be required as well as a KSC payroll deduction form if that method of payment is utilized by the employee.
  - The membership rate will be prorated if individuals choose to join later.
  - Individuals interested in purchasing the Recreation Center membership online, can go to the Campus Recreation & Fitness Membership web page: https://www.keene.edu/life/recsports/memberships/

- Individuals will then have to submit their payment receipt to Cigna and will be reimbursed through payroll (the fitness reimbursement is considered a taxable benefit per IRS regulations).

- If the employee's spouse uses the benefit, the reimbursement will still come via the employee's paycheck once the reimbursement form and payment receipt has been submitted to Cigna.

- KSC employees will be able to utilize the fitness reimbursement for the Walking Track/Group Fitness membership as well – for example, the employee can pay $125 in the spring and $125 in the fall and then submit the reimbursement form and payment receipt at that time. The one-time reimbursement submission still applies, and the reimbursement would come through the employee's payroll.

Campus Recreation & Fitness/Recreation Center Phone Numbers

Recreation Center Front Desk	**(603) 358-2826**
BodyWorks Fitness Center	**(603) 358-2800**
Facility Scheduling/Reservations	**(603) 358-2789**
BodyWorks Fitness Center Inquiries - Email	**Charity.Sweeney@keene.edu**
Recreation Center Inquiries - Email	**landrews@keene.edu**

RECREATION CENTER HOURS OF OPERATION

During the following recreational hours, students (full-time and part-time matriculated) and facility members (faculty, staff, and Extended Education students) may gain access to the Recreation Center by presenting a KSC Owl Card or membership card.

Academic Year - August–May	**All Areas Except Pool – subject to change**
Monday-Thursday	**6 a.m.–10 p.m.**
Friday	**6 a.m.-8 p.m.**
Saturday & Sunday	**8 a.m.-8 p.m.**

Winter Intercession & Spring Break	**All Areas Except Pool**
Monday–Friday	**6 a.m.–6 p.m. (subject to change)**
Saturday & Sunday	**Will be posted**

Summer – May-August	**All Areas Except Pool - (subject to change)**
Monday–Friday	**6 a.m.–6 p.m.**
Saturday & Sunday	**Closed**

POOL HOURS

Academic Year - August–May – subject to change

Monday-Friday	**noon-1 p.m.**	**Lap Swimming**
Monday–Wednesday	**7:30 p.m.-9 p.m.**	**Lap Swimming**
Saturday & Sunday	**noon-2 p.m.**	**Lap Swimming**

(Weeknight and weekend swim time may be preempted by home varsity swim meets.)

Winter Intercession & Spring Break – subject to change

Monday–Friday	**Will be posted if offered**

Summer – May-August – contingent upon lifeguards being available

Monday–Friday	**noon-1 p.m.**	**Lap Swimming**

Keene State College
Recreation Center/Spaulding Gymnasium
Facility Use Guidelines

To protect the health, safety and well-being of the KSC community, please be aware of the following policies for use of the Recreation Center:

- Be respectful of other participants in the facility:
    - Use personal headphones or ear buds to listen to own music
    - Personal music played in the facility is not permitted
    - Videotaping or taking photos cannot include others without their permission
    - Maintain good hygiene – please do not wear perfume or cologne
- **Wipe down fitness equipment before and after use**
- Wash hands before, during and after workouts.
- Stay home if not feeling well.
- Maintain distancing around you and others during all physical activity.
- Wear appropriate exercise attire and shoes to protect against injury, viruses and infections.
    - T-shirts that cover entire abdomen and chest area are recommended
    - Shorts or pants appropriate for exercising are required
    - Athletic footwear is required – preferably a separate, clean pair of athletic shoes
- Do not move benches or other equipment from marked/designated locations.
- Bring your own stretching/yoga mat to use.
- Cover nose and mouth with a tissue when need to sneeze or cough; wash face/hands before touching any equipment or returning to activity.
- Limit your workout time; one-hour time limit in BodyWorks fitness areas during peak hours of 3-8 p.m., Monday-Friday.
- Store belongings in cubby locker; do not leave belongings on floor as it is a safety hazard.
- Bring your own reusable water bottle; recycle disposable water/beverage bottles in marked cans.

General Membership Information and Other Facility Use Policies

Check-in: For security reasons, everyone must check in at the front desk upon entering the Recreation Center. To use any recreational activity space in either the Recreation Center or Spaulding Gymnasium, individuals must be a full-time or part-time matriculated student or KSC employee (including on-campus contracted vendors) or an Extended Education student, who have purchased one of the available memberships. **Students must present their KSC Owl Card, and employees must present their KSC Owl Card or membership card to the student staff at the front desk and in some individual facilities (e.g., pool) every time they use it.**

Child Pass Policy: Passes for dependent children ages 17 and under for access to the pool and recreation courts only are available to KSC students and unrestricted Recreation Center members.

- Pool Membership holders may obtain child passes for dependent children ages 17 and under to use the pool only.
- Children preferably should be brought to the facilities on the weekends.
- While using the appropriate facilities, children must always remain under parental supervision.
- Children must be toilet trained and completely out of diapers and should be old enough and tall enough to touch bottom of the shallow end to use the pool.
- Flotation devices may not be used in the pool, except by swimmers with disabilities. Child passes can be obtained from the front desk.
- The child pass must be brought each time to the facility and displayed at the front desk and then given to the lifeguards in the pool.
- Children, H.S. age and under of facility members, are not permitted on the jogging/walking track or in either fitness center area. Only enrolled KSC students age 17 & older may use these facilities.
- Dependent children, age 18 & older, of KSC faculty, staff or students are not eligible to purchase memberships to use the facilities in the Recreation Center during the academic year.

Guest Policy: Any full-time KSC student may bring one non-KSC affiliated guest per visit to use the recreation facilities, which include the pool, recreation courts, and track and fitness center.

- A daily fee of $5.00 per guest must be paid at the front desk. Guests must be 18 years or older to work out in the facility.
- The same guest may only come 5 times each semester, winter intercession and summer, regardless of if he/she has a different sponsor each visit.
- Recreation Center members may bring 5 non-KSC affiliated guests per semester (including spouse/partner) to use all recreation facilities; one guest per visit and they must pay a $5 guest fee. Pool Membership holders or Walking Track members may bring five non-KSC affiliated guests (including spouse/partner) per semester; one guest per visit at a $5 charge to use the pool or walking track.
- The sponsor and guest must sign a guest waiver at the front desk and follow all facility rules.
- A guest must present their guest pass to the student worker at most individual facilities (e.g., pool, free weight or cardio fitness areas).
- Children of Recreation Center and Pool members or students may not bring guests to the facility.
- The KSC sponsor is responsible for his/her guest at all times and must remain with the guest in all activity areas.
- A guest, who suffers an injury while participating in a physical activity, will be responsible for his/her own medical treatment, including but not limited to ambulance service, emergency room treatment, medical equipment, etc.
- Guest passes must be turned in at the front desk at the end of each visit.

Attire & Footwear: **A t-shirt with sleeves, shorts/pants and athletic shoes are required for working out in the Recreation Center. Sport bras only are not permitted. A proper, separate pair of clean athletic shoes is required**. Only non-marking soles are permitted on playing surfaces. Bare feet, socks, hard-soled shoes and open-toed shoes are not permitted. Street shoes should be changed prior to participating in an activity. Participants are encouraged to wear appropriate attire while participating in all activities and are required to wear athletic attire in the fitness center. Jewelry, baseball hats, and street clothing can be dangerous and confining while exercising.

Personal Conduct: **Abusive behavior, inappropriate conduct (i.e., spitting, vandalism, etc.) and use of profane language is unacceptable during all recreation activities**. The staff reserves the right to request that individuals leave the facility for such behavior. Participants will be billed for any damage caused to the facility and equipment through misuse. Individuals may also have their Recreation Center privileges suspended and their behavior reported to the Community Standards Office. Please be considerate of other members and follow the posted rules. Skateboards, inline hockey skates, roller blades, bikes or pets are not permitted anywhere in the Recreation Center and Spaulding Gymnasium.

Locker Use: Participants may register for a full locker in the men and women's locker rooms at the front desk and must supply their own lock. Only KSC students, facility members and employees may sign out a locker. Locks found on non-registered lockers may be removed at the owner's expense by the Recreational Sports staff. Individuals may not sign out a pool locker for permanent use, except for KSC varsity swimmers or swimmers with disabilities that require them to enter the pool at the 2nd floor level. Full-size lockers are not guaranteed to be available for facility members; locker sign-ups are on a first-come, first-served basis. Other regulations are listed on the locker registration form. Cubby-style storage lockers are available for daily use by swiping your Owl Card or turning over your membership card for a key at the front desk.

Personal Items: Individuals are responsible for their own personal belongings. Recreational Sports and Keene State College are not responsible for lost or stolen possessions. Items turned in to "lost and found" will be held at the first-floor front desk. Please report any lost or stolen items to the facility supervisor at the front desk or contact Campus Safety, 8-2228.

Food & Beverages: Food & beverages other than water are prohibited from all activity areas. Water/beverage bottles with closed tops are permitted in the fitness center & group fitness center only. **Chewing gum and all tobacco products are not permitted in any recreation activity area.**

BodyWorks Fitness Center: It is recommended that participants consult with the fitness center staff before starting a training program, use all the equipment properly and follow posted instructions. Personal training and fitness testing services are available at minimal cost to all Recreation Center members; please inquire with a staff member about these and other services. Please report any equipment malfunctions or medical emergencies to the staff. **Individuals, age 17 & under, other than enrolled KSC students, are not permitted to use either area of the fitness center.**

BodyWorks Policies:

- No personal music speakers or radios in the weight room; earbuds must be worn.
- Wear appropriate gym clothes. Shirts with sleeves, pants/shorts and athletic shoes are required. Jeans and work boots are not acceptable. Sandals or other open-toe shoes are not safe to wear in a weight room or on cardio fitness machines.
- Clean shoes must be worn to prevent undue "wear and tear" on the floors and equipment.
- Clean workout clothes and good hygiene including deodorant are essential. Remove any cologne or perfume that may affect asthmatic or allergy sufferers.
- Videotaping or taking photos of oneself or others while working out is not permitted.
- Spotters are recommended when doing the bench press and strongly suggested for any overhead

moves or challenging exercises. Your safety is our primary concern.
- Recommend a 30-minute limit on all cardiovascular equipment during busy times.
- **Wipe down equipment/benches/mats when you are finished at that station.**
- Remove weight plates from machines and bars when you are done. Return all dumbbells and barbells to their place.
- Avoid banging dumbbells together or dropping them on the floor.

Recreation Gym:

- Check out equipment will be available, but individuals are encouraged to bring their own.
- Practice appropriate and frequent hand washing before, during and after workouts.
- Cover nose and mouth with a tissue when need to sneeze or cough; wash face/hands before touching any equipment or returning to activity.
- Store belongings in cubby locker or leave at home.
- Please bring your own reusable water bottle.
- Please do not spit on the floors or walls in the recreation gym. Dispose of chewing gum and other trash in garbage cans; do not leave on floor.
- Water bottles/sports drinks with closed tops are permitted in the recreation gymnasium; food, all tobacco products and chewing gum are not.
- Clean athletic shoes, changed prior to entering the courts must be worn while participating in any activity in the recreation courts.

Jogging Track:

- Approximately 11 laps = one mile. The jogging track is for runners and walkers.
- All walkers should position themselves to the inside of the track; joggers in the middle lane; and runners in the outside lane.
- Signs indicate the daily directional flow of traffic.
- Please do not spit on the track, walls, windows or in the water fountains.
- Children, age 17 & under, are not permitted on the jogging/walking track at any time.
- ***Activities other than running or walking are not permitted on the track.***

Pool Use Guidelines:

- Bring and use personal equipment including but not limited to towels, swim caps, goggles, nose plugs, and ear plugs.
- Please bring your own reusable water bottle.
- Practice appropriate and frequent hand washing.
- Cover your nose and mouth with a tissue when need to sneeze or cough; dispose of the tissue; wash your face/hands before returning to your activity.
- Food, gum, beverages other than water are not allowed on the pool deck.

Property/Equipment Damage: Participants are responsible for any damage they cause to the facility or equipment. Damages should be reported immediately to the front desk supervisor.

AED Units: The Recreation Center/Spaulding Gymnasium have three AED (automatic defibrillation devices available – one in the first-floor lobby, one on the 2nd floor across from the main gym entrance and one on the 3rd floor next to the aerobics studio.

Emergency Telephones: There are several **"blue light" emergency phones** located in the facility. In the event of an emergency, please contact the front desk staff first. Use the "blue light" phone, which connects directly to Campus Safety, for medical & other emergencies only.

Clean Shoe Policy: **It is recommended that all participants in physical activities bring a second pair of clean athletic shoes to protect the wood floor surfaces and equipment in the Recreation Center**. Black-soled Street shoes may leave black marks or scuffs on the wood floor surfaces and should not be worn while participating in activities in the recreation gymnasium, aerobics studios, or multipurpose rooms. Please help us maintain the quality of the wood floors and cleanliness of the entire Recreation Center by adhering to the Clean Shoe policy.

Group Fitness Program

For specific information on the class schedule, stop by or contact the front desk at 358-2826. The Group Fitness class schedule is listed on the Group Fitness web page each semester, www.keene.edu/life/recsports/group-fitness-classes.

The Group Fitness Program (including hydrorobics) is open to KSC full-time and part-time matriculated students, Recreation Center members, and Walking Track/Group Fitness members.

Clean shoes, not worn outside, are required while participating in the group fitness classes. Please help us maintain a clean facility and the wood floor, by securing personal belongings in a cubby storage locker opposite the front desk or in a regular locker in the locker rooms. **Food and beverages other than water and all personal items must remain outside of the aerobics studio.**

Only activities conducive to the aerobics studio space will be permitted & approved.

Recreation Center & Spaulding Gym Facilities

The 46,000 square foot Recreation Center includes:

- 3 full-size, multi-Purpose Courts (basketball, volleyball, floor hockey, etc.) – recreation gym
- 3-lane elevated, banked Jogging/Walking Track – above recreation gym
- Two-level BodyWorks Fitness Center – weight training & cardiovascular areas
- Aerobics Studio – group fitness classes, dance classes, fencing club.
- Multi-Purpose Room #2 – has additional weights and fitness equipment.
- Multi-Purpose Room #3 – can be used for dance, martial arts or other appropriate activities.

Other Recreational Facilities - in Spaulding Gym and outdoors:

- 6 lanes, 25-meter indoor Swimming Pool
- Men's and Women's General Locker Rooms
- outdoor Sand Volleyball Court – behind Spaulding Gym
- 4 outdoor, lit Tennis Courts
- Two, half-court size outdoor Basketball Courts – behind Spaulding Gym
- 2-sets of cornhole boards – available for check out from front desk
- Athletic/Recreation Fields