



# Contents

Mission Statement: .....	3
Hours of Operation .....	3
Fall and Spring Semesters .....	3
Summer Semester.....	3
Breaks Between Semesters.....	3
Holidays/No Class Days .....	3
Spaces in The REC .....	3
Student Lounge .....	3
Flexible Classroom .....	3
Gym/Fitness Center .....	3
E-Sports .....	3
Arcade .....	3
Bistro Area.....	3
Accessing The REC.....	3
Student ID .....	4
Orientation.....	4
Registration .....	4
Access.....	4
Guest Policy.....	4
Sign-In Procedure.....	4
Current Students.....	4
Guests .....	4
Expectations.....	5
General Conduct .....	5
E-Sports Conduct.....	5
Arcade Conduct.....	5
Fitness Center .....	6
Emergencies at The REC.....	6
Medical Emergencies .....	6
Fire or Evacuation .....	6
Severe Weather .....	6
General Safety.....	6
Children at The REC.....	7
Renting The REC.....	7
The REC Staff and Main Contacts.....	7

## Mission Statement

At PTCC's student recreation center, The REC, our mission is to create a vibrant and inclusive student environment that focuses on recreation, education and community. The REC welcomes students to promote relaxation, fun, and peer networking, improving their overall wellbeing and college experience. The REC is dedicated to the growth of our students academically, socially, and personally.

## Hours of Operation

### Fall and Spring Semesters

- Monday-Thursday: 10:00 AM - 10:00 PM
- Friday: 10:00 AM - 4:30 PM

### Summer Semester

- 10AM-4:30PM
- Hours may vary based on student employee availability.
- Please check for specific hours during the summer session.

### Breaks Between Semesters

- Monday-Friday: 10:00 AM - 4:30 PM

### Holidays/No Class Days

- Closed

## Spaces in The REC

### Student Lounge

A relaxed and comfortable space for students to unwind, socialize, or catch up on studying. The Student Lounge offers cozy seating, TVs, and a welcoming atmosphere for informal gatherings.

### Flexible Classroom

A versatile space designed for both academic and extracurricular activities. The Flexible Classroom can be easily adapted to accommodate various teaching styles, workshops, group projects, and other campus needs.

### Gym/Fitness Center

Equipped with state-of-the-art exercise equipment, the Gym/Fitness Center provides students and employees with a dedicated space to focus on physical wellness.

### E-Sports

A high-tech gaming environment where students can compete in organized E-Sports competitions or simply enjoy gaming with friends. The E-Sports area is outfitted with top-of-the-line gaming PCs, consoles, and comfortable seating.

### Arcade

A fun-filled space featuring a variety of arcade games, from classics to modern favorites. The Arcade offers a nostalgic gaming experience, perfect for unwinding between classes or hanging out with friends.

### Bistro Area

A casual space where students can enjoy a food with friends. The Bistro Area offers a selection of basic supplies for students to refuel during the day. Vending machines and pizza ovens are available for student use.

## Accessing The REC

PTCC students who pay student life fees will be able to access and utilize The REC. This includes regular undergraduate students and PSEO students.

## Student ID

Ensure you have a current student ID card, as it is required for entry.

- Important notes about Student ID cards:
  - If you were issued a student ID prior to August 14, 2024 you will need to request a new one. Student IDs can be requested using the online form, or by visiting the PTCC Library.
    - [www.pine.edu/id-card-request](http://www.pine.edu/id-card-request)
  - If you were issued a student ID on August 14, 2024 or later, you will not need to request a new one.

## Orientation

Before gaining access to The REC, you must complete a mandatory orientation session. This brief orientation will be provided to familiarize you with the facilities, rules, and safety protocols.

Sign up for an orientation session at [www.pine.edu/REC](http://www.pine.edu/REC)

## Registration

Once you complete orientation and submit the necessary waiver, your student ID will be registered with the PTCC IT Department to gain access to The REC. This is a one-time process.

## Access

Once registered, simply swipe your student ID at the entrance to enter The REC during operating hours, and sign-in at the main desk.

If you have any questions or need assistance, the staff at The REC are always available to help.

## Guest Policy

Current students are permitted to bring guests to The REC. To do so, students must request a visitor pass from a REC staff member.

- All guests are required to sign-in upon arrival.
- Guests must present a valid form of identification, such as a school ID or driver's license.

## Sign-In Procedure

All students and guests must sign in at the front desk upon entering The REC. This procedure will ensure that both students and guests can easily access The REC while maintaining necessary security and accountability. A Sign-In Kiosk will be located at the main reception desk.

## Current Students

- Name
- Star ID
- Reason for visiting The REC (Select one):
  - Student Lounge
  - Fitness Center
  - Arcade
  - E-Sports
  - Club Meeting
  - Other

## Guests

- Guest Name
- Name of the Student You're Visiting With
- Guest Email Address

- Guest Phone Number
- Guest Address (City, State, Zip)
- Guest High School Graduation Year (Past or Future)
- Reason for visiting The REC (Select one):
  - Student Lounge
  - Fitness Center
  - Arcade
  - E-Sports
  - Club Meeting
  - Other
- Acknowledge Release and Waiver (Form provided)

## Expectations

Students are expected to follow PTCC's Student Code of Conduct and adhere to the guidelines below while using The REC. These expectations help maintain a positive and welcoming atmosphere at The REC for all students.

### General Conduct

- **Respect:** Treat everyone with courtesy and respect.
- **Cleanliness:** Clean up after yourself, including disposing of trash and wiping down equipment after use.
- **Public Displays of Affection:** Keep public displays of affection to a minimum, as excessive displays are not appropriate in The REC.
- **Group TV Use:** Watch only appropriate and non-offensive content on the group TV to ensure a comfortable environment for everyone.

### E-Sports Conduct

The guidelines below help create a respectful and enjoyable environment for everyone using the E-Sports Room.

- **Gaming Limits:** Share the space by limiting group gaming sessions so everyone has a chance to play. Include others and avoid forming exclusive groups.
- **Respect Equipment:** Handle all gaming equipment with care to prevent damage.
- **No Food or Beverages:** Keep food and open drinks in the Bistro area.
- **Cables and Connections:** Do not add, remove, or modify cables from computers or wall plates.
- **Personal Gear:** You may use your own unmodified controllers or headsets.
- **Furniture:** Keep all furniture in the room.
- **Noise Level:** Maintain a reasonable volume; no yelling.
- **Language:** Use appropriate language; swearing or profane language is not allowed.
- **Account Security:** If you use your own online accounts, remember to log out. PTCC is not responsible for accounts left logged in.

### Arcade Conduct

These guidelines ensure a fun and fair experience for everyone enjoying the arcade at The REC.

- **Game Usage:** Treat arcade games with care; avoid abuse or damage. Follow any posted rules for specific games.
- **Be Courteous:** Respect others by being mindful of your actions and words.
- **Respect the Machines:** Play games as they are intended. Stay behind the line in Big Buck Hunter, and avoid hitting or roughhousing with machines like the hockey dome.

- **Share the Fun:** Don't monopolize machines. If someone is waiting for a turn, step aside and allow them to play. Be patient and wait your turn.
- **Report Issues:** If a machine isn't working properly, notify a staff member—don't attempt to fix it yourself.
- **Clean Up:** Pick up after yourself and keep the arcade area tidy.
- **Mind Your Volume and Language:** Keep noise levels reasonable and use appropriate language.

## Fitness Center

These guidelines ensure a fun and fair experience for everyone enjoying the fitness center at The REC.

- **Weights:** Re-rack all weights after use to keep the area organized and safe for others.
- **Cardio Machines:** During peak times, limit your use of cardio machines to 30 minutes to allow everyone a chance to exercise.
- **First Come First Served:** all machines are operated on a first come, first served basis. No reserving of equipment is allowed.
- **All Equipment:** Wipe down equipment after use to maintain cleanliness and hygiene.
- **Proper footwear is required:** no open-toed shoes, and no outdoor shoes. Soles of shoes need to be cleaned prior to using fitness center, or carry in a clear pair.
- **No food or drinks are allowed:** with the exception of water in a closed container.

## Emergencies at The REC

These emergency procedures are designed to keep you and others safe in case of an emergency at The REC. Always be aware of your surroundings and follow the instructions provided by staff and emergency personnel.

### Medical Emergencies

- **Immediate Response:** If someone is injured or experiencing a medical emergency, call 911 immediately.
- **Notify Staff:** Alert a REC staff member as soon as possible.
- **First Aid:** First aid kits are located at the front desk. Use them as needed until emergency responders arrive.
- **Stay Calm:** Keep calm and follow the instructions of emergency personnel and REC staff.

### Fire or Evacuation

- **Alarm Activation:** If you hear the fire alarm, stop all activities immediately.
- **Exit the Building:** Proceed to the nearest exit in an orderly manner. Do not use elevators.
- **Assembly Area:** Gather at the designated assembly point outside the building. Do not re-enter the building until cleared by emergency personnel.
- **Assist Others:** Help those who may need assistance in evacuating the building.

### Severe Weather

- **Shelter in Place:** If there is a severe weather alert, such as a tornado, move to the designated shelter areas (typically interior rooms or hallways away from windows).
- **Stay Informed:** Follow any instructions provided by REC staff or over the PA system.
- **Remain in Shelter:** Stay in the shelter area until the all-clear is given by authorities.

### General Safety

- **Know Your Exits:** Familiarize yourself with the location of all exits, fire alarms, and first aid kits.
- **Report Suspicious Activity:** Immediately report any suspicious behavior or objects to a REC staff member.
- **Stay Informed:** Pay attention to any safety drills or announcements made by REC staff.

## Children at The REC

To ensure a safe and secure environment for all, children are not allowed in The REC.

## Renting The REC

Renting The REC will not be available at this time. However, groups may be invited to host meetings at The REC at the discretion of the college. Rental options may become available in the future.

## The REC Staff and Main Contacts

### The REC Main Desk

320-321-0161

[rec@pine.edu](mailto:rec@pine.edu)

### Stacy O'Rourke

Student Experience Coordinator

320-629-5175

[stacy.orourke@pine.edu](mailto:stacy.orourke@pine.edu)