

Dear Students and CAB Members,


## Welcome to the CAB!

This brochure is designed to give you important information regarding usage regulations and policies for the Campus Activities Building Athletic Facilities.

Please take a few minutes to review and make yourself familiar with the important information included within this brochure.

If you have any input, questions or concerns regarding the information in this brochure or the facilities in general, my staff and I welcome your feedback. Please feel free to email me at [simpsonc@upstate.edu](mailto:simpsonc@upstate.edu), call the office at 464-5618, or stop by the office in the Upper Basement of the CAB.

Sincerely,



Chuck Simpson, MBA

Director, College Union & Campus Activities

### The CAGB

The Campus Activities Governing Board (CAGB) is the organization responsible for the direction, management and administration of the social, cultural and recreational programs for the benefit of all members of the Upstate Community. The CAGB is also responsible for implementing policy regarding the use of the CAB Athletic Facilities.

The CAGB is comprised of faculty, staff and students from all colleges of SUNY Upstate Medical University.

Have a new program or idea?  
Feel free to come to one of the CAGB meetings held the first and third Wednesdays of the month at 5:30pm in the CAB.



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## CAB Athletic Facilities Policies & Regulations





## Building Policies

- Persons wishing to use the CAB athletic facilities and athletic equipment must be prepared to present valid Upstate ID cards whenever they are in the building.
- Only those persons presenting valid Upstate ID cards will be allowed entrance to the CAB during weekday evenings and weekends.
- Guests using the facilities must be signed in by the member in accordance with guest policies.

## Membership Categories

Membership to use the CAB Athletic Facilities can be broken down into three categories:

- **Students:** all matriculated Upstate Students have paid the mandatory Student Activities Fee. Non-matriculated students may pay the full activities fee at the Bursar's Office.
- **Faculty/Staff/ Alumni/Retirees/Affiliates:** otherwise known as CAB members, this includes all individuals who have a valid Upstate ID Card and have paid the membership fee.
- **Dependents:** with the purchase of a family membership, this is a spouse, or a dependent child up to and including age 19, or a domestic partner who meets the NY State Guidelines for domestic partner benefits. Dependent children aged 18 & 19 may obtain their own membership card and utilize the facility without their parent's supervision. Children under the age of 18 must be accompanied by a parent and have parental supervision at all times.



## Membership Privileges

The following are privileges for students and members:

- may enter the CAB facilities alone
- may check out equipment
- may reserve court times
- may participate in CAGB events and purchase discount tickets
- may bring one guest per visit - up to 6 free guest passes included with membership

## Guest Policies and Passes

Each student and activities member has a guest pass on file in the Activities Office. This will allow each member to bring in one guest on six separate occasions. Each member must present his/her ID card and sign-in the guest at the Activities Office upon entering the athletic facilities. Guests will be admitted to the facilities only in the presence of the member and may remain in the facilities only as long as the member remains.

If a member uses his/her allotment of guest passes, additional passes may be purchased from the Bursar's Office, Room 200, CAB.

Please note that only members may bring in guests. Dependents are not allowed to sign in guests.

## Equipment Use

There is a minimum age limit of 14 for children to use exercise or workout equipment at the CAB.

## I Forgot My ID Forms

I Forgot My ID Forms are courtesy passes issued by the Office of Campus Activities when you have forgotten your ID and you want to work out. As a student or CAB Member, you have 6 courtesy passes on file for use for the membership year. Once you have used your allotment of passes, you will receive written notification, and then you **MUST** bring your ID to work out.

## Court Reservation Policies

Reservations for Courts may be made by calling the Office of Campus Activities at ext. 45618. Court reservations are made on a first come first serve basis and are reserved for one hour. You may make reservations for the current or next day, making reservations for dates further in the future is not allowed! When making a reservation you must give the office attendant both your name and your opponent's name. Players registered for a time slot must be the ones to use the court. Lastly, you may only reserve one court time slot per day.

## Alcoholic Beverages & Controlled Substances

No alcoholic beverages or controlled substances are permitted in the Upper or Lower Basements of the CAB.

