

## Student Activities Center Keycard Purchase Policies

Effective July 1, 2017, every user of the Student Activities Center must have their own St. John's College keycard or be an accompanied guest.

Gym members will be asked to swipe their key card at the front desk as proof of gym-use eligibility. Anyone without a keycard may be asked to leave the facility by security, gym staff, and/or other members of the Polity. Lending of cards is not permitted and may result in card use privileges being revoked.

See below for further details regarding access to the SAC.

### Who May Use the SAC

During normal operating hours, access to and use of the SAC is available for:

- St. John's College faculty, staff, and current students.  
*Spouses and legal partners of the above are also eligible for access.*
- Members of the following groups may purchase keycards annually for unaccompanied access to the gym during normal operating hours.
  - St. John's College Alumni
  - Children (16+ years) of current students, faculty, and staff
  - Accompanied guests of a gym user from one of the groups indicated above
- Any member may host up to two guests at any one time.
- Any guest(s) must depart the gym with their host.
- Every person using the gym, including each guest, must have a signed waiver on file.

### Periodic Restrictions

- The Fitness and Athletic Director, Executive Director of Student Engagement, Assistant Dean, or Dean may restrict any individual or group's access to the facility at any time. The St. John's College Santa Fe Student Handbook—available on the college's website—will serve as a general guide to acceptable behavior within the SAC.
- From time to time, the facility, or parts thereof, may be rented or reserved through the campus reservations office or the Fitness and Wellness Coordinator/Facilities Manager. At these times, general access to the gym may be restricted and individuals that are a part of the rental group may use the gym without keycards.



## Keycard Purchases

- Purchased keycards will provide access to the gym during normal operating hours.
- Keycards purchased for gym access cost \$200.00 annually. For recent graduates up to five years from their graduation date, the cost is \$100.00 annually. Purchased keycards will be active for the period of July 1–June 30, each year. The fee will not be prorated and purchased cards will turn off at 11:59 p.m. on June 30 each year, unless the cardholder has already paid for the next annual cycle.
- Irrespective of any payments received, gym access may be restricted or revoked for any individual or group when: the facility is rented, during official college events, or for any reason agreed upon by the Fitness and Wellness Coordinator, and the Assistant Dean, who will use the St. John's College Santa Fe Student Handbook. This handbook is available on the college website as a general guide to acceptable behavior within the Student Activity Center.
- Graduating seniors may use the gym without charge between their date of graduation and June 30 of the year of graduation. Graduating seniors should consult the Fitness and Wellness Coordinator to facilitate having their card remain active.
- Keycard purchases will be coordinated and approved by the Fitness and Athletic Director. Individuals must sign the gym waiver and pay the fee before receiving their card.
- To purchase a keycard, please contact the Fitness and Athletic Director, Mary Anne Burke. Visit in person at the SAC, by phone at 505-984-6150, or by email at [maryanne.burke@sjc.edu](mailto:maryanne.burke@sjc.edu).



## SAC Keycard Application

Name: \_\_\_\_\_ SJC ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Affiliation with St. John's:

☐ Undergraduate Alumnus

Year: \_\_\_\_\_ Campus: ☐ AN ☐ SF

☐ Graduate Institute Alumnus

Year: \_\_\_\_\_ Campus: ☐ AN ☐ SF

☐ Spouse or Legal Partner of Faculty, Staff, or Student

Spouse/Legal Partner Name: \_\_\_\_\_

☐ Child of Faculty, Staff, or Student

Birthdate: \_\_\_\_\_

Parent Name: \_\_\_\_\_

☐ Other

Describe: \_\_\_\_\_

☐ I acknowledge that I have received and read the Student Activities Center Admittance Policy, and I agree to be bound by its terms, including: a.) permission to use this keycard and the St. John's College athletic facilities may be revoked at any time at the discretion of the Fitness and Athletic Director, Executive Director of Student Engagement, the Assistant Dean, and/or the Dean, b.) keycard holders may bring up to two guests to the gym at any time, but that each guest must depart the gym with their host. c.) the keycard must be re-registered each year, and will turn off on June 30, unless another registration fee is submitted.

☐ In addition to the fee for gym access, I would like to donate to the college to support Student Life, student activities and athletics. I acknowledge that I am receiving no benefit for this donation and that the additional amount may be tax deductible.

Amount: \_\_\_\_\_ Designation: ☐ Where needed ☐ Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Amount Received: \_\_\_\_\_ Received by (SAC Staff): \_\_\_\_\_



## STUDENT ACTIVITIES CENTER POLICIES AND PROCEDURES

### St. John's College- Santa Fe

The Student Activity Center (SAC) policies are designed for the protection of members, employees, guests, facilities, and equipment. The SAC facilities include the soccer field, tennis and pickleball courts.

- All users of the SAC must sign [our waiver](#).
- Appropriate language is expected.
- Members may not interfere with employee duties, use obscene language, or engage in verbal or physical abuse of employees or other members.
- Members must observe all posted signs and verbal directions provided by the SAC staff.
- The SAC schedule is subject to change without prior notice due to the dynamic operation of the college. Any change, at any time, may result in restrictions on the use of some or all of the facility. Members and guests are expected to respect any such changes. Failure to do so may result in temporary or permanent loss of membership.
- Use of drugs, alcohol, and tobacco products are strictly prohibited at the SAC and program venues. Attendees or participants identified as impaired will be removed from the SAC or program activities.
- Attempts to use another member's SJC ID card, or providing an identification card for another's use violates SJC regulations. Consequences may include confiscation of the card and suspension from the SAC facility and/or program participation.
- Use of the SAC facility for personal gain violates college policy relating to facilities, services, or solicitations, and is prohibited at all program venues.
- Hiring or providing paid personal training or private instruction at the SAC is restricted to those individuals who are specifically employed by the SAC for this purpose.
- Hiring or providing paid tennis or pickleball lessons is prohibited.
- The SAC staff has the right to seek the help of Campus Security whenever they deem necessary. Members and guest(s) must comply with all directions given by the Campus Security officials. Failure to do so may result in revocation of the privilege to use the SAC.
- SAC membership and facility use may be revoked at any time at the discretion of

Christine Guevara, Executive Director of Student Engagement.