



Division of Student Affairs

**Department of Campus Recreation**  
Georgia Tech Campus Recreation Center  
750 Ferst Drive  
Atlanta, Georgia 30332-0110 U.S.A.  
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FAX: 404 • 894 • 9981  
<http://www.crc.gatech.edu>

To: Swim Atlanta/Atlanta Dive Coaches/Rainbow Trout/Peachtree Tri Club  
From: Campus Recreation Center Management  
Subject: 2012-2013 Policies  
Date: August 17, 2012

Welcome to the Georgia Tech Campus Recreation Center. Thank you for choosing our facility for your organization's needs. Please take this opportunity to get a refresher on our policies. It is important that the following information is reviewed and implemented in a timely manner so that we are able to offer our groups outstanding service here at the Campus Recreation Center.

**\*EVERYONE MUST HAVE A BUZZCARD TO GAIN ACCESS TO FACILITY**

#### **Procedure to obtain an initial Prox BuzzCard for Participants**

1. All coaches must submit a request to the Member Services department.
2. We need the participant's full name as it appears on his/her driver's license and/or a birth certificate. We also need the participant's date of birth (mm/dd/yyyy) and male/female status.
3. After coach submits information, the BuzzCard center will process request within 24 hours, or the following workday. At this time a GTid is generated and the participant is added to the group roster.
4. Participants then come to the Member Services desk to have their picture taken and at that time will need to complete a BuzzCard action request form.
5. The cost of an initial BuzzCard is \$30 and \$ 30 for all replacement cards. Payment is to be made at Member Services upon completion of the BuzzCard action request form. We accept MC, VISA, or checks.
6. BuzzCards will be ready for pick up the next business day after 12:00 p. m.
7. Hours of operation for the CRC BuzzCard satellite office is M/F 10:00 a.m. to 4:00 p.m. and T/W/TR 10:00 a.m. to 8:00 p.m.

#### **Returning Participant Policy**

1. Individuals currently possessing BuzzCards do not need to get a new BuzzCard. All coaches must notify Flo Gotham at Member Services to deactivate or renew participant privileges. Please contact Flo at Florence [Gotham@crc.gatech.edu](mailto:Gotham@crc.gatech.edu)

#### **Lost Cards**

1. Participants who have lost their existing BuzzCards will need to pay for the new prox card and the cost will be \$30.00.
2. Participants can purchase a new card at the CRC BuzzCard satellite office. Please see steps 4-8 under "procedure to obtain an initial BuzzCard."
3. Lost cards that are found will no longer work if a replacement card has been issued.

Thank you,  
Georgia Tech Campus Recreation Center

## Directions to the GA Tech Campus Rec Center (CRC)

The address for the Campus Rec Center (CRC) is:

750 Ferst Drive

Atlanta, GA 30332

[www.crc.gatech.edu](http://www.crc.gatech.edu)

**Traveling South on 400 or 85** – You will miss most of the traffic if you take the 17th Street exit and go right. You will pass Atlantic Station on your right. Travel about 1 mile and you will pass IKEA on your left. Take a left at the light on Northside Drive. Stay on Northside Drive and you will pass McDonalds, Burger King, and 10th street. At the fork, stay left on Tech Parkway and the CRC will be on your left. You can park on Tech Pkwy in the W06 area if you have a permit and walk around the corner to the front of the building. If you do not have a permit go to the next light and go left(Means). This street dead ends into Ferst Drive in 100 feet.

**Entrance to CRC:** Take a left on Ferst Drive and the entrance to the CRC will be on your left.

**Entrance to Parking Lot:** Take a right on Ferst Drive and the entrance to the visitor pay parking lot will be on your left. This lot charges \$1.50 per hour.

**You must have a permit to park on Tech Parkway. If you do not have a permit, park in the visitor lot off of Ferst Drive.** You may get a parking ticket if you park some place else. If you park on Tech Parkway, you will have to walk around the building to the front entrance or if you park in the visitor lot you will have to walk across the street to the front of the CRC. It is a short 5-minute walk.

**If you are traveling on 75 South from Marietta,** exit at Northside Drive and go right.

Stay straight and you will pass McDonalds, Burger King, and 10th street. At the fork, stay left on Tech Parkway and the CRC will be on your left. You can park on Tech Pkwy in the W06 area if you have a permit and walk around the corner to the front of the building. If you do not have a permit go to the next light and go left(Means). This street dead ends into Ferst Drive in 100 feet.

**Entrance to CRC:** Take a left on Ferst Drive and the entrance to the CRC will be on your left.

**Entrance to Parking Lot:** Take a right on Ferst Drive and the entrance to the visitor pay parking lot will be on your left. This lot charges \$1.50 per hour.

Walk into the front of the CRC. The member service desk will be on your left. Continue walking straight to the desk by the turnstiles.

Use your BuzzCard to enter the turnstiles. If you do not have a BuzzCard, tell them you are with Atlanta Diving Association at the turnstiles and they will grant you access through the turnstiles and downstairs onto the pool deck.