

INSTRUCTION TO TOWEL ROOM EMPLOYEES

1. Keep the towel room clean and orderly.
2. Only the man scheduled for duty should be in the towel room. No one else has any business there. The towel room is not a recreation parlor - it is a place of business.
3. Do not leave the towel room until your relief man has arrived. This means punctuality is absolutely necessary on the part of every employee.
4. Keep an accurate and careful record of all equipment checked in or out. Be sure to record the hour equipment is checked out, and time returned.
5. See that all equipment is ready for use at all times. Any damage should be reported immediately to the supervisor.
6. Assigning baskets:

Procedure:

- (a) Call for the student's towel room deposit card and student receipt.
- (b) Give him a white class record card to fill out and don't forget to mark at the bottom of the card the fee (\$2.25 for 3 towel tickets; \$1.75 for one towel ticket). This fee is paid at the Business Office.
- (c) Write his name in the book after the first blank basket number in the class hour in which he is enrolled. If not enrolled in any regular class, use the extra numbers.
- (d) If he has paid the \$2.25 gym fee give him the green towel ticket marked "A". If he has paid the \$1.75 then give him the yellow ticket marked "C" (that is all he is entitled to). However, the man who has a ticket marked "A" which has expired or has been lost, is entitled to ticket "B", and after that, ticket "C".

NO TICKET -- NO TOWEL! Enforce this strictly. No student should be given a towel if he does not present his towel ticket.

7. After you have checked out the basket and towel, take the towel ticket and punch it at once to record the towel you have checked out; then place the ticket in its correct alphabetical section in the container.
8. If an emergency situation arises and you find it impossible to keep to your schedule, be sure to notify the supervisor in advance and make the proper arrangements.
9. Failure to appear at the scheduled hour for work without an adequate reason may mean dismissal.
10. The above regulations should be adhered to by the towel room employees; persistent laxity toward these regulations will result in dismissal.