

NUMBER: SA 10.04
SECTION: Division of Student Affairs
SUBJECT: Locker Rental – Wellness Center
DATE: August, 2012
Policy for: Upstate Campus
Procedure for: Upstate Campus
Authorized by: Dr. T. Moore
Issued by: Campus Recreation Department

I. Policy

A. Locker Rental and Towel Service

1. Lockers may be rented through Campus Recreation annually or by the semester. Rentals will be issued through the front desk at the Wellness Center. Cash or checks are accepted. Checks should be made payable to USC Upstate. Locker fees can be found in the Wellness Center fee schedule.
2. Lock service is included with your locker rental. The member will select an open locker and be issued a combination lock.
3. There is a charge for a lost or stolen lock. ID's will be held and/or facility admission will be prohibited until the replacement cost is paid.
4. Rented lockers must be cleared out at the end of each selected term. The lock must be returned to the front desk if the patron does not renew the rental service. Belongings will be removed and may be claimed at the front desk. Items left for more than one (1) term once removed from lockers will be donated to charity.

B. Day Use Lockers

1. Day use lockers used free of charge. Day use lockers are any of those not currently being used whether they are full, half or quarter sized.
2. Day use locks or unidentifiable locks will be removed at the close of each day and the contents will be confiscated.
3. Patrons leaving items will be assessed a storage/recovery fee to reclaim items. Items left over 4 weeks will be donated to charity.
4. There is a charge for a lost or stolen towel. ID's will be held and/or facility admission will be prohibited until the replacement cost is paid.

C. Glass containers are prohibited in the locker room and shower areas to prevent injuries.

D. The Campus Recreation Department is not responsible for lost, damaged, or stolen items.