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SECTION: Division of Student Affairs  
  
SUBJECT: General Information Policies -Wellness Center  
  
DATE: August, 2012  
  
Policy for: USC Upstate  
Procedure for: USC Upstate  
Authorized by: Dr. T. Moore  
Issued by: Campus Recreation

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## **I. Policy**

All University of South Carolina Upstate students that have paid current fees will gain access to the Wellness Center through use of their Student ID Card at the Front Desk. Faculty/staff members that have purchased a membership shall also enter the Wellness Center through the Front Desk using their employee ID. For your safety, a University of South Carolina Upstate ID is required to check information in the computer system.

## **II. Procedure**

### **A. In an effort to preserve the appearance of the facility:**

1. Food is not allowed in the Wellness Center.
2. Only beverages in plastic twist top or sport top containers are allowed.
3. Footwear is required in the facility for the safety and preservation of wood floors, non-marking athletic shoes are required.
4. Equipment or apparatus that may damage floors, mirrors, or glass are prohibited.
5. Bicycles, skateboards, roller blades, and other skates may not be worn or used inside the facility.
6. Animals or pets are not allowed, with the exception of guide/aid for individuals with a disability.

### **B. Reservations**

1. Reservations for the Wellness Center may be made by students, faculty, and staff by completing a preliminary facility reservation request form on the campus website page for Special Events.
2. Reservations require an advance notice of seventy-two (72) hours. Reservations for large events should be made at least thirty (30) days prior to the proposed event date.

### C. Fees

University department events may be charged facility usage fees as follows:

1. Additional fees may be charged for events requiring additional staffing or overtime.
2. Payment is required for damaged equipment or facilities as a direct result of user group's activities. The fee is in addition to fees outlined in (C1).
3. Event preparation and/or cleanup fees may be charged in addition to fees outlines in C1 and C2.
4. Fees will be set-up, reviewed, and agreed upon prior to signing the facility confirmation.

### D. Fields

1. Tobacco in any form is prohibited.
2. Alcoholic beverages are prohibited.
3. Animals or pets are prohibited on or within field areas with the exception of guide/aid animals for individuals with a disability.
4. Motorized vehicles are prohibited on fields.
5. Golf is prohibited on fields.
6. Metal cleats/spikes are prohibited.
7. Glass containers are prohibited on the fields.
8. Bicycles, rollerblades, and skateboarding are prohibited on field areas.