

ADMINISTRATIVE DIVISION – Division of Student Affairs

POLICY NUMBER – SA 10.06

POLICY TITLE – Campus Recreation Memberships & Access & Facility Use

SCOPE OF POLICY – USC UPSTATE

DATE OF REVISION – February 27, 2026

RESPONSIBLE OFFICER - Director of Campus Recreation, Joshua Gordon

ADMINISTRATIVE OFFICE – Campus Recreation

I. Student Eligibility & Membership Terms

1. All students enrolled in good standing at the University of South Carolina Upstate are eligible to use the Spartan Rec & Wellness Center during the semester(s) for which they are enrolled. Students must be actively enrolled and paying fees to USC Upstate. Student enrollment will be verified prior to access.
 2. USC Upstate students enrolled during the spring semester and pre-enrolled for the fall semester, who are not enrolled in summer school, may access the facility **free of charge** during the May–August summer break.
 3. **Membership Terms**
Membership is divided into three terms reflecting the academic calendar: **Fall, Spring, and Summer**. The Summer term includes both Summer I, Summer II, and Maymester courses.
 - Fall membership begins on the Sunday prior to the start of fall classes.
 - Spring membership begins on the Sunday prior to the start of spring classes.
 - Summer I membership begins the Monday following May commencement.
Summer II membership begins on the first day of the Summer II term.
 - Membership ends the day prior to the beginning of the next term.
 4. Membership entitles students to use the Spartan Rec Center facility. Organized programs and services—including group exercise classes, intramurals, sports clubs, and equipment check-out—are included at no additional cost. Optional programs (e.g., outdoor adventure trips, locker rentals, outdoor equipment rentals) may incur additional fees.
 5. Facilities and services are generally available on a regular basis but may be discontinued due to University directives, major maintenance projects, or unforeseen circumstances.
 6. Students must present a valid USC Upstate ID at check-in. Membership will be recorded in the access database and expires at the end of each semester unless the student is enrolled for the upcoming semester.
-

II. Faculty & Staff Membership

1. All permanent full-time faculty and staff of USC Upstate are eligible for membership to the Spartan Rec & Wellness Center.

2. Faculty and staff membership entitles users to the use of the Spartan Rec Center facility. Organized programs and services—including group exercise classes, intramurals, sports clubs, outdoor adventure trips, locker rentals, and equipment checkout—are available to members.
 3. Memberships are non-transferable and non-refundable.
 4. Facilities and services will be available on a regular basis but may be discontinued due to University directives, major maintenance projects, or unforeseen circumstances. Memberships are not prorated for such interruptions.
 5. Employment status will be verified with the Human Resources Department. Membership will be cancelled upon separation from university service.
 6. Membership fees for faculty and staff can be found in the Spartan Rec Center webpage. Fees begin when payment is received and must be paid online through our webpage. Membership fees are subject to change.
-

III. ID Enforcement & Facility Access

- A strict ID policy is enforced. All individuals must present a valid USC Upstate ID or approved digital credential to enter activity areas.
 - IDs used for illegal entry will be confiscated.
 - Non-compliance with Spartan Rec Center policies may result in removal from the facility and revocation of privileges.
 - All participants must check in at the Front Desk or designated access points. Access is non-transferable.
-

IV. Facility Standards & Expectations

1. **Food & Beverages**
 - Food and open, non-sealable beverages are prohibited in activity areas.
 - Food and drinks are allowed only in designated food service areas.
 - Glass containers are prohibited throughout the facility.
2. **Attire & Footwear**
 - Shirt and shoes must be worn in activity areas unless otherwise posted.
 - Non-marking athletic shoes are required.
 - Clothing must be safe, appropriate, and respectful.
3. **Equipment & Property Care**
 - Only Spartan Rec Center staff may move facility equipment.
 - Modifying equipment beyond its intended use is prohibited.
 - Injuries, accidents, or equipment failures must be reported immediately.
 - Users are responsible for cleaning equipment after use; damage may result in fees.

4. Mobility Devices & Personal Transport

- Bicycles, skateboards, scooters, and rollerblades are prohibited inside the facility.
- ADA-approved mobility devices are permitted.

5. Animals

- Service animals for individuals with disabilities are permitted; all other animals are prohibited.

6. Child Supervision & Locker Rooms

- Parents/guardians must remain in the facility while their child participates in programs.
- Children 4 years and older may not enter the locker room of the opposite sex; staff assistance is provided as needed.

7. Conduct & Safety

- Members are expected to behave consistent with USC Upstate and Spartan Rec Center standards.
- Harassment, discrimination, or unsafe behavior is prohibited.
- Campus Recreation is not responsible for lost or stolen items.

8. Tobacco & Alcohol

- Tobacco, vaping products, and alcohol are strictly prohibited throughout all facilities.
-

V. Reservations & Event Scheduling

- Facility reservations are made via the official USC Upstate online event system.
 - Advance notice: 72 hours for standard reservations; 30 days for large events.
 - Reservations may require staffing, equipment, risk assessment, and security review.
 - Confirmation is contingent on compliance with all policies.
 - Hybrid and wellness programs must comply with facility and safety guidelines.
-

VI. Fees & Financial Responsibility

- Fees may apply for departmental or external events based on space, duration, staffing, and equipment.
 - Additional fees may apply for overtime, setup/cleanup, or damage.
 - Fees must be agreed upon prior to confirmation.
 - Groups are responsible for damages caused by their activities.
-

VII. Outdoor Fields & Recreational Spaces

- Tobacco, vaping products, and alcohol are prohibited.
 - Animals prohibited except approved service animals.
 - Motorized vehicles, golf, and activities that damage turf are prohibited.
 - Metal cleats/spikes prohibited unless authorized.
 - Glass containers prohibited.
 - Bicycles, scooters, skateboards, and rollerblades prohibited.
 - Fields may be closed due to maintenance, weather, or safety.
 - Organized activity requires prior approval.
-

VIII. Health, Safety & Emergency Protocols

- Campus Recreation may suspend operations during emergencies or unsafe conditions.
 - Users must provide health information and assume inherent activity risks.
 - Injuries or emergencies must be reported immediately.
 - AEDs and first aid equipment are available throughout the facility.
-

IX. Policy Review

- Reviewed biennially by Campus Recreation and Division of Student Affairs.
- Ensures compliance with university policies, state/federal regulations, NIRSA standards, and current trends in collegiate wellness and recreation.

HISTORY OF REVISIONS

- February 27, 2026 – Accessibility remediation