

ADMINISTRATIVE DIVISION – Division of Student Affairs

POLICY NUMBER – SA 10.04

POLICY TITLE – Locker Rental, Upstate

SCOPE OF POLICY – USC UPSTATE

DATE OF REVISION – February 27, 2026

RESPONSIBLE OFFICER - Director of Campus Recreation, Joshua Gordon

ADMINISTRATIVE OFFICE – Campus Recreation

I. POLICY Statement

A. Locker Rental Program (Semester & Annual)

1. Eligibility & Registration

Lockers may be rented by currently enrolled students and eligible faculty/staff with active facility access.

2. Rental Terms

- Rentals are available on a semester or annual basis.
- Fees are published in the official Wellness Center fee schedule.
- The facility operates as a **cashless environment**; payments must be made via approved University payment methods.

3. Lock Service & Security

- Lock service (mechanical or smart-lock system) is included in the rental fee.
- Sharing lock combinations or access credentials is prohibited.
- Replacement fees will be assessed for lost, stolen, or damaged locks. Facility access may be restricted until fees are resolved.

4. End-of-Term Procedures

- Lockers must be cleared by the published semester deadline unless renewed.
 - Unrenewed lockers will be opened and contents inventoried.
 - Items unclaimed after 30 days will be donated, recycled, or discarded in accordance with University surplus and sustainability practices.
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B. Overnight Storage Policy

- 1. Overnight storage is not permitted without an active locker rental.**
2. Personal locks left on day-use lockers will be cut and removed.
3. Personal items will be removed and stored by Campus Recreation staff.
4. Confiscated items will be stored for **one academic semester**.
5. Unclaimed items after one semester will be donated or disposed of in accordance with University guidelines.

C. Day-Use Lockers

1. Day-use lockers are available free of charge on a first-come, first-served basis.
2. All day-use lockers must be emptied prior to facility closing.
3. Locks left overnight will be removed and contents transferred to secure storage.
4. A recovery fee may be assessed for improperly stored items.

D. Towel Service (If Offered)

1. Towel service may be available as an optional paid amenity.
2. Towels must be returned before exiting the facility.
3. Replacement fees will be assessed for lost or unreturned towels.
4. Repeated misuse may result in suspension of towel privileges.

II. LOCKER ROOM CONDUCT & SAFETY

To promote a safe, inclusive, and respectful environment, the following standards apply:

1. Safety & Facility Use

- Overnight storage without rental is prohibited (see Section II.B).
- Glass containers are not permitted in locker rooms or shower areas.
- Wet surfaces may be slippery. Patrons should use caution.
- Beverages are permitted only in re-sealable containers.
- Suspicious individuals or behavior should be reported immediately to the Front Desk or any Campus Recreation staff member.

2. Privacy & Technology

- Locker rooms are designated **no cell phone use areas**.
- The use of cameras, video recording, FaceTime, or similar technology is strictly prohibited.
- Violations may result in removal from the facility and referral through University conduct processes.

3. Children & Family Access

- Patrons bringing children should use the **Family Locker Room** when appropriate.

- Parents/guardians are encouraged to exercise discretion when bringing children into gender-designated locker rooms.
- Staff may assist families in accessing appropriate spaces.
- Concerns regarding privacy or locker room use should be reported immediately to the supervisor on duty.

4. Conduct Expectations

All locker room use must comply with the Student Code of Conduct and Campus Recreation Facility Policies. Disruptive behavior, harassment, misuse of facilities, or violation of privacy standards may result in suspension of privileges.

III. PERSONAL PROPERTY DISCLAIMER

The Campus Recreation Department is not responsible for lost, stolen, or damaged personal property. Patrons are encouraged to secure valuables and limit items brought into the facility.

IV. ACCESSIBILITY & INCLUSION

- ADA-accessible lockers and facilities are available.
 - Gender-inclusive and family facilities are provided in accordance with University nondiscrimination policies.
 - Accommodation requests may be directed to Campus Recreation professional staff.
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V. RESPONSIBILITY

The Director of Campus Recreation (or designee) is responsible for implementation, interpretation, enforcement, and periodic review of this policy.

HISTORY OF REVISIONS

- February 27, 2026 – Accessibility remediation