

**ADMINISTRATIVE DIVISION – Division of Student Affairs**

**POLICY NUMBER – SA 10.70**

**POLICY TITLE – Spartan Rec Center Guest Access**

**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**

The Spartan Rec Center supports student success and holistic well-being by providing safe, inclusive, and responsibly managed recreation opportunities. Guest access is a privilege extended to eligible members and is governed by university risk management standards, safety protocols, and operational capacity guidelines.

Guests are welcome at the Spartan Rec Center but must be sponsored by an active member with an approved membership classification.

---

## **II. Eligible Sponsors and Membership Types**

Guests must be sponsored by an active member holding one of the following valid membership types:

- USC Upstate student
- USC Upstate faculty/staff
- USC Upstate affiliated members (including approved Alumni, Community, Senior, and Sodexo members)

All memberships must be active and in good standing at the time of guest entry.

---

## **III. Guest Registration and Check-In Procedures**

### **Sponsorship Requirements**

- Sponsors must present and temporarily surrender their valid USC Upstate ID or government-issued driver license at the front desk.
- Sponsors must complete digital check-in verification through the Campus Recreation management system.

## Guest Requirements

- Guests must be **18 years of age or older**.
- Guests must present a valid government-issued photo ID showing date of birth.
- Guests must complete the guest registration process (POS receipt), sign the required liability waiver (digital or written), and remit payment prior to entry.
- Guest fees are:
  - **\$3 Day Guest Pass**
  - **\$15 Week Guest Pass**

Both the sponsor's and the guest's IDs will be held at the front desk for the duration of the visit in accordance with facility security procedures.

Guest access credentials are valid only for the designated period purchased and are subject to facility occupancy limits.

---

## IV. During the Visit

- Sponsors must remain with their guest(s) for the entire duration of the visit.
- If the sponsor leaves the facility, the guest must exit at the same time.
- Sponsors are fully responsible for the conduct and actions of their guest(s).
- A maximum of **five (5) guests per day** may be sponsored by any one member.

Failure to remain with a guest or uphold sponsorship responsibilities may result in suspension of guest privileges.

---

## V. Guest Access Restrictions

Guests are permitted access to general recreation and fitness spaces only.

Guests may not participate in:

- Intramural sports
- Group fitness classes
- Sport clubs
- Outdoor recreation trips or programs
- Special programs or events requiring advance registration

Guests may not independently check out equipment. Sponsors may check out equipment on behalf of their guest(s) and assume full responsibility for its return and condition. The guest registration form serves as verification.

---

## **VI. Fees and Administrative Conditions**

- Guest registration forms and fees are non-transferable and non-refundable.
- Guest passes may not be shared or reassigned.
- Soliciting members or patrons to gain access to the facility is strictly prohibited.

The Department of Campus Recreation reserves the right to:

- Deny or revoke guest privileges due to policy violations, misconduct, or misuse of facility/equipment
- Modify guest access procedures based on safety, security, or operational needs
- Suspend sponsorship privileges for repeated or significant violations

Violations may result in immediate removal from the facility and referral to appropriate university offices.

---

## **VII. Administrative Authority**

The Department of Campus Recreation maintains authority to interpret and implement this policy in alignment with university policies, Division of Student Affairs standards, and institutional risk management guidelines.

### **HISTORY OF REVISIONS**

February 27, 2026 – Accessibility remediation