



Counseling Services
USC UPSTATE

Relaxation Room Policy

Purpose

The Relaxation Room is a dedicated space for students, faculty & staff to engage in rest, mindfulness, stress relief, and self-care. The room is intended to be a quiet, safe, and supportive environment.

Scope & Access

- Access is limited to USC Upstate students, faculty & staff.
- Use is by appointment / reservation only / or as per posted schedule.
- Time slots are limited to 30 minutes per person or per group.
- Capacity per time slot is capped at 3 persons to maintain quiet and comfort.

Respect for Privacy

- The Relaxation Room is located in the Counseling Building.
- All users must respect the privacy and confidentiality of individuals seeking counseling services.
- Do not ask about, approach, or share information regarding others you may see entering, exiting, or using the building.
- Photography, including selfies or video recordings, is strictly prohibited in and around the Counseling Building and Relaxation Room to protect the privacy of all individuals.

Hours of Operation

- Hours will be posted and may vary by semester.
- Same-day appointments may be allowed, depending on availability.

Check-In / Check-Out

- Users must check in with Counseling staff before starting the session.
- Upon leaving, users must check out.

Use of Equipment & Resources

- Available resources may include reclining chairs / cushions / meditation chairs / virtual reality headset(s) / audio tracks / sensory tools, etc.
- All devices borrowed from the room must be returned to the staff member who checked them out.
- Users must follow all posted instructions for equipment.

Conduct & Etiquette

- No drugs, alcohol, or weapons are permitted in the Relaxation Room or Counseling Building at any time.
- Maintain low noise; use of phones or devices in a way that disturbs others is discouraged or limited.
- Respect personal space and privacy of other users.
- No disruptive behavior; respect posted guidelines.

Food / Drink / Cleanliness

- No food, gum, or drinks allowed except water.
- Keep the space clean; discard trash appropriately, wipe down surfaces/devices if required.

Safety & Maintenance

- Any damaged or malfunctioning furniture/devices must be reported immediately to staff.
- Use equipment safely; for example, VR headsets should be used while seated if specified.

Limitations & Disclaimers

- The Relaxation Room is **not** a substitute for counseling or mental health services. If you are experiencing a crisis or severe distress, please contact USC Upstate Counseling Services.
- The institution is not liable for injuries, discomfort, or personal property loss within the room.

Violations

- Violations of policy may result in revocation of access or other disciplinary measures.

Updates & Review

- Policy subject to periodic review & revision. Notice of changes will be posted.

Relaxation Room

Disclosure Agreement

Name: _____

USC Upstate ID #: _____

Date: _____

By signing, I acknowledge and agree to the following:

1. Voluntary Use
My use of the Relaxation Room and its resources is voluntary.
2. Assumption of Risk & Release of Liability
 - I understand that use of equipment (e.g., VR headsets, chairs, audio/visual devices) carries potential risks (e.g., dizziness, motion sickness, minor injury). I accept responsibility for my participation.
 - I release USC Upstate, its employees, and agents from liability for injuries, damages, or losses arising from use of the Relaxation Room.
3. Health Conditions
I confirm that I am not aware of health conditions that would make my participation unsafe. If I do, I take responsibility to consult a medical professional before use.
4. Compliance with Policy
I will comply with the Relaxation Room Policy and instructions provided by staff. I understand that failure to comply may result in the immediate revocation of my access to the Relaxation Room.
5. HIPAA Disclosure & Privacy Statement
 - The Relaxation Room is not a clinical setting, and HIPAA protections do not apply to this space.
 - Any information voluntarily shared with staff is not part of a medical record.
 - Staff may share information if there is a concern for my safety or the safety of others.
 - For HIPAA-protected services, I will contact USC Upstate Counseling Services for clinical services.
6. Respect for Privacy of Others
I acknowledge the Relaxation Room is inside the Counseling Building. I agree to respect the confidentiality of others in or around the Counseling Center and will not disclose, approach, or discuss individuals seen in the building.
7. Acknowledgement of Understanding
I have read and understand this Waiver/Disclosure. I agree to the terms voluntarily.

Signature: _____ Printed Name: _____

USC Upstate Staff/Witness: _____