

GEORGIA COLLEGE & STATE UNIVERSITY

Fall 2023

WELLNESS AND RECREATION

User Policy Manual

2023 - 2024

User Policy Manual

Georgia College & State University
Department of Wellness and Recreation

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Section 1

INTRODUCTION

The User Policy Manual is intended to provide guidelines for student users and members of the Wellness and Recreation Center. The expectation of users is to uphold the core GCSU values of Reason, Respect, and Responsibility and act in accordance with the GCSU Code of Conduct and GCSU rules and regulations.

Disclaimer

This manual provides guidelines for users of the Wellness and Recreation Center (WRC) and its program areas. The facility rules and regulations have been instituted for your health and safety. The WRC staff reserves the right to make the final decision on matters and items not covered in this manual.

Code of Conduct

In order to maintain an elevated level of service to our users, the department of Wellness and Recreation enforces a Code of Conduct that all participants must follow. The WRC appreciates your cooperation in creating a friendly and positive environment for wellness opportunities in all areas of our facility.

Use of the WRC facilities and participation in all programs are privileges. Individuals not cooperating with established policies may be asked to leave and may have their privileges revoked. All users who participate in activities or who utilize the facility agree to adhere to the following Code of Conduct:

Participants are expected to:

1. Treat the WRC staff and facility with respect.
2. Act with character and courtesy while respecting the rights, welfare, and dignity of all other users in the WRC.
3. Refrain from vulgar language and offensive conduct. Such language that is deemed offensive to others will not be tolerated.
4. Adhere to the policies in this document and those set by the WRC and Georgia College and State University.
5. Act in a safe, responsible manner regarding self and others.

Student employees are the initial point of contact for the WRC. Student workers are responsible for ensuring the behavior and conduct of all participants. Consequently, they are authorized to remove anyone from the facility. Participants engaging in inappropriate behavior or violating WRC policies may be subject to having their privileges of participation revoked, and may face University disciplinary action in accordance to the GCSU Student Honor Code and Code of Conduct.

General and Emergency Phone Numbers

Member Services Desk	478-445-7777
Intramurals	478-445-0664
Counseling Services	478-445-5331
Student Health	478-445-5288

Emergency Phone Number:

GCSU Public Safety/Campus Police	478-445-4400
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Assumption of Risk

Participation in WRC programs is completely voluntary. Participants may suffer physical and/or mental injury, including but not limited to, sprains, bruises, aches, strains, broken bones, cuts, scrapes and/or death from participating in these or similar activities. Individuals participate at their own risk and assume responsibility for their own health and safety. The State of Georgia, University System of Georgia Board of Regents, Georgia College & State University, and the Department of Wellness and Recreation are not liable for injuries sustained during participation in any programs and/or services in or outside of the facility. It is strongly recommended that all participants use caution, be aware of potential health risks, and consult a physician and/or have a physical exam prior to participation. Georgia College & State University does not provide personal accident/health insurance; therefore, participants are urged to secure their own insurance.

Location and Hours of Operation

Wellness and Recreation Center and Intramural Fields
134 West Campus Drive
Campus Box 125
Milledgeville, GA 31061

Hours of Operation

Reduced hours of operation (including closure) are in effect during semester breaks, University holidays and other scheduled breaks.

All hours are subject to change due to the academic calendar, seasonal sports, staff training, unforeseen circumstances and/or maintenance. Please consult our website (<https://gcsu.edu/wellnessrec>) for the latest information pertaining to hours of operation.

General Operation Hours for Fall 2023 – Summer 2024

(Subject to change. See Website for Current Hours)

Fall/ Spring	Facility	
	Monday – Thursday	6:00 am – 10:00 pm
	Friday	6:00 am - 8:00 pm
	Saturday	9:00 am - 6:00 pm
	Sunday	12:00 pm – 10:00 pm
	Pool	
	Monday	7 am – 10 am, 11 am – 1 pm, 4 pm – 6 pm
	Tuesday – Friday	7 am – 10 am, 11 am – 1 pm, 5 pm – 7 pm
	Saturday	Closed
	Sunday	4 pm – 7 pm
	Climbing Wall	
	Sunday – Thursday	6:00 pm – 9:30 pm
Summer	Facility	
	Monday – Friday	7:00 am – 10:00 pm
	Saturday & Sunday	Closed
	Pool	
	Monday - Friday	9 am – 1 pm, 5 pm – 6:45 pm
	Saturday & Sunday	Closed

Commonly Observed Holidays & Campus Closures

Winter Break	New Year's Day	Martin Luther King, Jr. Day
Easter Day	Spring Break	Memorial Day
Juneteenth	Independence Day	Labor Day
Fall Break	Thanksgiving	Christmas Day

Section 2

FACILITY ACCESS, ENTRANCE & EXIT

Facility Access Policy

The WRC is a controlled access facility. Only authorized users are allowed entry. The WRC is intended for current GCSU students and other authorized members only. The Member Services desk processes all first-time user registrations. WRC users must be 18 or older, except fully enrolled GCSU students who are not yet 18.

GCSU students must present their valid Bobcat ID to register and upon each entry. Faculty, staff, and non-GCSU members must present a valid government-issued photo ID (such as a Driver's License). Photos of ID's are not acceptable. If the photo, name and/or ID number(s) are not visible on the card, the card is not considered valid. ID cards of any kind are non-transferable and for the exclusive use of the person named on the card. ID cards will be confiscated if presented by anyone other than the rightful owner. Involved parties will be subject to disciplinary action.

Non-members, suspended members, or expired members will not be allowed access to the WRC. Any misuse of valid ID's and /or improper entry is subject to disciplinary action including immediate removal and/or suspension from WRC facilities and programs.

Outside Guests & Vendors

Outside guests meeting with WRC staff, and vendors must check in at the Member Services desk before entering past the controlled access point.

GCSU Athletic Team

GCSU Athletic Team training activities are not to be held at WRC facilities without prior arrangements. Athletics may contact WRC pro-staff to inquire about special arrangements or reservations. All reservations must be submitted and approved through the University space reservations system.

Tour Groups

Tour groups led by an official GCSU personnel or student ambassador do not have to sign in at the Member Services desk. Lay people entering alone must sign in upon entering and sign out when exiting.

Facility Entrance & Exit Policy

Entry and exit for the Wellness and Recreation areas (courts, classroom, fitness floor, aquatics, etc.) must be through the designated main entrance. The main entrance is equipped with ADA compliant doors and provides access to the 2nd floor elevator.

Entry and exit for Counseling and Student Health Services is strongly encouraged to use the designated west entrance, although students may also use the main entrance.

Emergency Exit Policy

Professional Staff, Graduate Assistants, or Student Supervisors will direct all emergency evacuation procedures. All individuals must exit a university facility during any emergency evacuation.

Do not use the elevator during a fire alarm. Once outside University representatives or emergency personnel will provide further instructions. Patrons may not reenter the facility until an all clear is given.

Service Animals

Service animals are the only animals permitted inside the WRC. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on campus, including WRC facilities. The ADA defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities.

Section 3

MEMBERSHIPS

Member Eligibility

Membership to the WRC for current GCSU students is included in the mandatory student fees. Memberships are available to GCSU students exempt from student fees, GCSU employees, and community patrons 18 years and older. Segmented memberships are not available (i.e., pool only, track only, etc.). All memberships require proof of ID and signed Waiver of Liability forms. WRC reserves the right to approve or deny any membership.

Membership Categories

GCSU Student Memberships

Currently enrolled GCSU students paying mandatory student fees are eligible for WRC membership at no additional charge. Optional student memberships are available for non-fee-paying students (Fall/Spring Semesters) and for students not enrolled over the summer. (May – August).

Fall/Spring Semesters	Currently enrolled, fee-paying	Membership included in Fees
	Currently enrolled, non-fee paying	Optional membership \$175/Semester. <i>Does not include Student Health Services</i>
Summer Semesters	Currently enrolled, fee-paying	Membership included in Fees
	Currently enrolled, non-fee paying	\$50/Summer, includes Student Health
	Not currently enrolled, returning in the Fall	Health

GCSU Employee Memberships

The GCSU employee membership is \$25/per month and is available to current full-time, benefit eligible GCSU employees. Membership requires valid ID and employment verification.

Recurring, No End Date	Recurring, No End Date	Per Month Membership
Paid by Credit/Debit Card	Paid by Payroll Deduction	Paid by Credit/Debit Card
\$25/month	\$25/month	\$25/month
1 st month pro-rated	1 st month pro-rated and due at time of purchase	Available for 1, 3, 6, 9 or 12 months
Card on file billed monthly	Membership fee deducted from paycheck	Starts on day of purchase and ends automatically

Community Memberships

The term Community refers to GCSU employees not eligible for benefits, employee spouses/partners, retirees, alumni, and any person(s) not affiliated with GCSU. Minimum age of 18 years. Valid photo ID required.

Recurring, No End Date	Per Month Membership	1-Day Membership	GCSU Retiree Membership
Paid by Credit/Debit Card	Paid by Credit/Debit Card	Paid by Credit/Debit Card	Paid by Credit/Debit Card
\$50/month	\$50/month	\$10/day	\$25/month
1 st month pro-rated	Available for 1, 3, 6, 9 or 12 months		May choose Recurring or Per Month Membership
Card on file billed monthly	Starts on day of purchase and ends automatically	Starts on day of purchase and ends at end of business same day	Retiree Bobcat ID Card is Required.

Memberships, Other

Worker's Compensation Membership

The WRC allows payment by check for community members whose membership fees are being paid by their workers compensation claim. Worker's compensation memberships are not available for purchase at the Member Services desk or online and must be processed by the Director, Administrative Manager, or their designee.

Guests

GCSU Employee Members and Community Members do not have free guest passes, but a one-day membership is available.

Student Guest Pass

Current GCSU students will be awarded four (4) complimentary Guest Passes to use at their own discretion. The student's WRC membership account will deduct the number of remaining passes at time of use. Free guest passes are not transferable and expire on expected graduation date.

Students must accompany their guest for registration at the WRC Member Services desk. Guests must be at least 18 years old. Valid ID is required. Students must remain in the facility until the time their guest leaves. Guests must be registered and sign Waiver or Liability form(s). Guests are subject to specific program eligibility policies were applicable.

Official University Visitors

Special requests for Official University Visitors will be handled on a case-by-case basis and must be submitted one week in advance to the Director or their designee.

Non-Participation Policy

On occasion, the WRC allows current members to bring guests for various activities and programs that may be open for non-participatory spectators. Spectators must sign in with the Member Services desk and sign out when leaving. The WRC staff reserves the right to ask any person to exit the building at any time.

Payment

The WRC accepts payment at the Member Services desk by Credit or Debit Card only. Payments by check or internal funds transfer are processed by the Director, Administrative Manager, or their designee.

The WRC does not accept cash or payment via digital platforms (Ca\$hApp, PayPal, etc.)

Recurring Monthly Membership - Credit/Debit Card

Recurring memberships requires valid credit/debit card information to be saved on account for monthly billing. Memberships active on the 1st of the month owe that month's membership fee. Billing is processed on the 2nd of the month. If the 2nd falls on a weekend, holiday or campus closure, billing will be processed on the next business day.

Should any member's payment decline on 3 separate occasions, the member will be restricted from continued purchase of the recurring membership option. Member may continue their membership by choosing the monthly or daily membership options

Each member understands that they are responsible for satisfying the membership dues each month and may be charged \$25 for insufficient funds. Unpaid memberships are subject to immediate cancellation.

Recurring Monthly membership – Payroll Deduction

Payroll deduction is available to current GCSU employees only. Membership fees will automatically be deducted from the employee's bi-weekly or monthly paycheck. For employees paid on a 12-month cycle, deductions will be continuous until member submits a Membership Cancellation Form.

10-Month Employees

For employees paid on a 10-month cycle, membership will end when member submits a Membership Cancellation Form, or on June 30, whichever comes first. 10-month employees may pay for July and August by credit/debit card, and restart payroll deduction with their August paycheck.

Cancelations & Length of Membership

All memberships are eligible for cancelation at any time, except GCSU student memberships paid via the mandatory student fees. It is the member's responsibility to check personal financial statements for accuracy and that charges have been canceled. Once a membership is canceled, there is no guarantee that it may be reinstated. The Membership Cancellation Form is available on our website, or by request from the Members Services desk.

Memberships paid by credit/debit card, that canceled on or after the 1st day of the month are not eligible for full or partial refund. Members will have continued access until the month's end, with the cancelation taking effect before the 1st day of the following month.

Employee Payroll Deduction membership cancelation will take effect the following pay period. Members will have continued access until the day before the next pay period. Payroll deduction memberships for 10-month employees will end on June 30.

Section 4

General Policies & Procedures

Accidents and Injuries

Any accident, injury or incident occurring within Wellness and Recreation facilities and/or programs should be reported immediately to a WRC employee. The senior staff member on duty is responsible for completing an incident form. If appropriate, trained WRC staff may offer to provide basic first aid care, contact emergency services, or take other emergency actions as needed.

First Aid/AED/CPR

In case of an emergency, first aid kits and automatic external defibrillators (AED's) are located at the Member Services desk, across from the Fitness desk, and at the pool deck, and may be used by WRC and/or University employees. Monthly AED inspections are performed by university personnel.

Damages

Participants utilizing the WRC facility and equipment assume the liability of and agree to compensate the WRC for any damage beyond normal wear and tear while being used.

Ejection

Noncompliance with any University or WRC policy is subject to ejection. Individuals ejected or removed from the facility or grounds for any reason are suspended from all WRC facilities, grounds and programs until they have met with the appropriate professional staff or designee of the Wellness and Recreation Center.

Equipment Check-Out

Members may check out equipment, free of charge, at the Member Services and Fitness Assistant desks.

- Unless otherwise specified, equipment is for use inside the WRC only, and should be returned to the appropriate checkout location before leaving the area or facility.
- Members must provide their Bobcat ID or Driver's License to be held by WRC staff until the equipment is returned.
- The person checking out the equipment is responsible for the item(s). If the equipment is lost, damaged, or not returned, the individual is responsible for the cost to replace the equipment. *This does not include normal wear and tear.*

If equipment is not returned, the WRC may suspend the participant's membership and charge the equipment replacement fee to the member's WRC account. If charges exceed \$50, fees may be charged to the student's GCSU account. The participant cannot regain membership privileges until the fee is paid.

Food and Beverages

- Food is not allowed in any activity area. Food may be allowed in the lobby and/or classroom with prior approval from WRC professional staff.

- Water and sports drinks in resealable containers are the only beverages allowed in WRC activity areas. Cups without lids, carry-out cups and cans are not allowed. Glass containers are prohibited at all times.
- Special events or programs that involved food and beverages require prior approval from WRC professional staff, as well as arrangements to protect and clean floor surfaces and trash removal.
- All containers are subject to checking at any time by WRC staff.

Dress Code

WRC staff reserve the right to determine the acceptability of all exercise attire. Staff decisions concerning appropriate clothing will be final. Failure to dress properly will result in denial of facility use and/or participation in Wellness and Recreation activities, programs, and services.

- Shoes, shirts, shorts/pants must be worn at all times.
- Jewelry that may cause equipment damage or pose a risk of injury should be removed.
- Swimsuits are not permitted to be worn outside of aquatic areas.
- Shoes that mark floors, have open toes or heels, high heels, and/or turf shoes are prohibited in activity areas.
- Full athletic footwear (closed toe and heel) must be worn when participating in activities outside of the aquatic and group fitness areas. (courts, fitness floor, track, etc.)

Appropriate exercise attire is required in activity areas/fitness floor.

- Denim, zippered, metal riveted, and cargo pants/shorts are prohibited due to the risk of ripping equipment upholstery and risk of injury.
- Clothing with offensive language, designs, and/or pictures or which others may find offensive is not acceptable, in accordance with the GCSU Code of Conduct.
- Shorts must be long enough to cover the buttocks and groin, and shirts must cover the nipple when the participant exercises or moves.

Also see: Area Specific Policies, for specific dress code policies based on activity area.

Locker Use and Rental

Wallet lockers are located across from the Fitness desk. Tokens are available free of charge from the Fitness Assistant. Tokens must be returned when the locker is no longer in use.

Each locker room has lockers available for day-use or rental. Day-use locker contents must be removed before closing each day. Locker Room locker rentals are available per semester. Contents must be removed from rented lockers at the end of each semester unless rental is extended. Unrented lockers found with contents will have lock cut off and items removed. No compensation will be provided for lock or items removed. Items will remain in WRC Lost and Found. Unclaimed items will be donated. See Lost and Found Policy. Prior approval from WRC staff is required if a member prefers to use a personal lock.

The Member Services desk manages all locker rentals.

Lost and Found

Found items should be turned in at the Member Services desk. Items will be recorded in the Lost and Found log. Inquiries regarding lost items should be made at the Member Services desk. Items not claimed in 7 days will be donated. High value items, as determined by WRC professional staff, may be securely stored until the rightful owner is found or the item is turned over to GCSU Public Safety.

Wellness and Recreation is not responsible for lost or stolen items.

Parking

Parking is enforced by GCSU Parking and Transportation. The WRC is not responsible for parking fees. Vehicles are required to park with the back-license plate showing. Backing in and pulling through parking spaces is prohibited. Parking enforcement occurs Monday – Friday from 7:30 a.m. until 5:00 p.m.

GCSU students and employees must obtain parking permits from the Department of Parking and Transportation and park in the lot(s) that correspond with their parking permit. Spots designated as Service spaces are for use by authorized personnel only. Employee designated spaces are reserved for GCSU employees who have purchased an employee parking permit.

Community members of the WRC are offered guest parking privileges at no charge. Community members are responsible for registering their vehicle(s) at the Member Services desk and updating vehicle information as needed. Vehicles must be re-registered annually. Community member parking is in the “Perimeter” (P) parking lot near the GCSU Softball field. If space allows, community members may also park in the lot directly behind the WRC.

Handicapped parking is available in the lot directly behind the WRC.

Photo/Video Policy

WRC staff reserves the right to obtain photos and/or videos of participants in or at WRC facilities, programs, activities, etc., for promotional and media postings.

Persons captured in photos/videos in activity and common areas by other participants must give prior verbal consent to appear in the photo or video. WRC staff reserve the right to determine if a photo/video is allowed based on individual circumstances. Photos/videos are prohibited in the locker rooms, restrooms, athletic training room and similar areas of the WRC.

Postings

University approved promotional materials may be displayed in designated WRC areas. A WRC professional staff member can provide current designated posting areas. Adhesive is not permitted to be used on any painted surface within the WRC.

Material, including decorations, signs, etc., must not disguise, cover or interfere with any safety device, including fire safety equipment, fire extinguishers, exit signs, sprinkler heads, and fire alarm pull stations.

Solicitation

No solicitation shall be conducted in or around WRC facilities or on the GCSU campus, except by employees of the University acting in the scope of their agency or employment, or by established student organizations, in accordance with university policy.

Substance Free Policy

Wellness and Recreation facilities are substance-free. Tobacco, electronic smoking/vaping devices, alcohol, and drugs are strictly prohibited. Students, GCSU employees or community members who violate this policy will be subject to disciplinary action and penalties in accordance with the Honor Code and Code of Conduct.

Towel Policy

Towel services are not available at the WRC. However, disinfectant wipes are located throughout the fitness area. Members are expected to clean each piece of equipment immediately following use.

University Phone & Computer Use

WRC computers, desk phones, iPads, 2-Way Radios and other electronic and/or communication devices are for the use of WRC Staff and University business only. Emergency situations are the only exception.

Miscellaneous Policies

- WRC facilities may not be used for private or commercial purposes unless such activity has prior approval from the WRC Director or their designee. Examples of prohibited activities includes but is not limited to, private instruction, personal training, sales, etc.
- Use of informal activity areas when not scheduled or reserved is first come, first served.
- The WRC is not responsible for lost or stolen property.
- Personal items shall not be left or placed on the floor or on equipment. Individuals may utilize the locker rooms, wallet lockers and cubbies provided throughout the facility.
- Staff members are not permitted to hold equipment, valuables, or bags for participants.
- Members should report any facility and/or equipment concerns to a WRC staff member as soon as possible.
- Areas within the WRC and equipment shall be used for intended purposes only.
- Weights and equipment are not to be taken outside of their designated areas. (Group Fitness Studio, Cardio, etc.)
- Weight bars and dumbbells are intended for the weight floor surface only.
- Bicycles or scooters are not allowed in the WRC. Bike racks are located outside the main entrance.
- Skateboards may not be ridden in the WRC. Storage is available in the locker room lockers.
- Roller blades may only be worn on the multi-purpose court.
- Personal speakers and other electronic devices are only allowed when used with headphones.
- WRC televisions and display boards are set and/or changed by WRC staff only.
- Questions concerning these policies should be directed to WRC professional staff.

Section 5

Area Specific Policies

Aquatics

The Leisure/Therapy Pool is a warm water shallow pool for fun, relaxation, and therapeutic use. Capacity: 27 persons. The Competition/Recreation Pool is a 25-yard, 8-lane recreational pool for lap swimming, water aerobics classes and recreational activities such as water basketball, inner tube water polo, and competitive swim meets. Capacity: 100 persons.

Dress Code

- Appropriate swimwear is required. Swimsuits are designed to be quick-drying and are generally made from smooth polyester or nylon material.
- Gym/basketball shorts, athletic wear, cut-offs, cargo shorts, and other similar materials are prohibited.
- Lifeguard apparel is prohibited due to liability purposes

Sanitation

- A shower is required before entering the pool.
- No one with sores, open wounds, bandages, or infections may enter the water.

Safety

- Glass containers are prohibited.
- No food or gum allowed on the pool deck or in the pool.
- Enter the water only when a lifeguard is on duty and is present on the pool deck in the guard stand.
- No running allowed on the pool deck.
- No riding or standing on shoulders.
- No tennis shoes, street shoes, dress shoes, etc., allowed on pool deck.
- No hanging or dunking on water basketball rim.
- It is recommended that weak or non-swimmers stay behind the black shallow depth marker and wear a U.S. Coast Guard approved floatation device. The WRC does not provide such equipment. Individuals may bring their own.
- Personal inflatable devices are not allowed in the pool.
- Kickboards, pull buoys, and running belts are allowed, but the lifeguard may limit their use if the pool is crowded, or they are not being used for the intended purpose.
- Horseplay or inappropriate equipment usage in the pool will not be tolerated.
- No hanging or sitting on the lane lines.
- Staff are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it is necessary.

Lap Swim

- Be considerate of other swimmers in the lanes.
- Circle swim when necessary.

Water Aerobics

Aerobic classes take precedence over the area of the pool they are utilizing. Please be considerate of the classes while they are in progress.

Meter Diving and Patron Responsibility

- One person allowed on board at a time.
- Divers may take only one bounce on the board.
- Divers must dive or jump straight off the end of the board. Forward dives and jumps only.
- Divers must exit the water by swimming as far away from the board as possible and then swim to the side of the pool where an exit ladder is accessible, unless otherwise instructed by the lifeguard(s).
- No floatation devices, masks, goggles, or other equipment allowed when on boards.
- No inward dives.
- Divers are not permitted to change the fulcrum settings.

Aqua Climb

- Experienced swimmers only.
- Only one climber per wall at a time.
- There should be no swimmers in the drop zone while climbing.
- No diving. Feet first entry only.
- Floatation devices not permitted.

Inclement Weather

Wellness and Recreation reserves the right to close the pool due to inclement weather.

Based on the National Lightning Safety Institute recommendations of lightning safety at indoor pools, activities will be suspended, and participants will be evacuated when lightning is detected within 10 miles of the facility. Activities may be resumed 30 minutes after the last detection of lightning.

Climbing Wall

Climbing is prohibited outside of scheduled climbing wall operations.

Rules of the Wall

The following policies are to be observed during any programs or open climb sessions at the climbing wall.

- All climbers must check in at the Member Services desk before checking in with Climbing Wall staff.
- No food, drink, gum or candy are allowed in the climbing wall area.
- Loose jewelry and/or glasses must be secured, and all objects must be removed from pockets before climbing.
- Personal items should be stored in the bench shelving. No personal items should be on the climbing wall surface.
- Climbers may not use personal gear except for climbing shoes and chalk.
- Only climbing shoes are allowed on the WRC climbing wall.
- No climbing shoes may be worn outside of the climbing area.
- Only chalk balls/socks allowed. No loose chalk. Clean up after yourself.
- Communicate! Talk to your climber/belayer/spotter!
- When bouldering you must stay below the marked maximum height; spotters are recommended.
- No one is permitted to belay or tie themselves into a rope until they pass the WRC Climbing Wall Basic Belay Test.
- All belayers must stand. Sitting or lying down while belaying is not permitted.

- Lead climbing and Lead belaying are not allowed without first passing the WRC Climbing Wall Lead Test.
- Tightening, loosening, or moving holds is not allowed without WRC Climbing Wall staff authorizations.
- Please report loose holds, bad wear spots on ropes, or any issue you believe to be a safety hazard.
- Please be courteous and respectful to other participants. Vulgar or obscene language will not be tolerated.

Courts 1, 2 & 3

- Water and sports drinks in sealable, screw-top containers may be allowed on court sidelines and bleachers. No food allowed.
- Proper exercise attire is required. See DRESS CODE
- Non-marking shoes only. No heels or boots.
- No dunking or hanging on rims or nets during free play.
- No deliberate abuse of the walls, doors, ceilings, equipment, etc.
- No kicking or throwing of a basketball and/or other equipment towards the ceiling, track and/or adjacent courts.
- Disassembling or moving equipment requires prior approval; contact Member Services desk for assistance with equipment.
- Users are not to turn the lights or tamper with the panel boxes. Requests or problems should be referred to member services.
- Limited equipment is available for checkout at the Member Services desk.
- Only one sport may be played at a time on court 3/multi-purpose court.
- Volleyball must have at least 6 players for set-up/take-down volleyball standards.
- Informal use of courts when not schedules/reserved, is first come, first serve.

Fitness Area

- Water and sports drinks in sealable, screw top containers are the only beverages allowed.
- No food allowed in Fitness Area.
- Proper exercise attire is required. See Dress Code.
- To reduce participant injury risk, all loose jewelry, bracelets, or loop earrings should be removed before equipment use.
- Wellness and Recreation is not responsible for any valuables left unattended.
- All personal items/belongings must be stored in a day use or rented locker, wallet locker or cubby.
- Backpacks, book bags and large personal items are not allowed in any fitness activity areas.
- The use of cell phones other than for music use with headphones, is prohibited in activity areas while actively participating.
- Participants are not allowed on the fitness floor unless a WRC staff member is actively on duty.
- All individuals exercise at their own risk. We recommend seeing one of our fitness assistants if you have questions regarding the use of our equipment.
- If you experience lightheadedness, dizziness, nausea, or any other discomfort, discontinue your workout and seek help immediately.
- All facility-related injuries must be reported immediately to the nearest Wellness and Recreation staff member.
- Report any damage, equipment malfunction or facility irregularity to the nearest Wellness and Recreation staff member.
- Horseplay and rowdy behavior that poses a risk to user safety will not be tolerated.

- Participants must wipe down each piece of equipment following use. Disinfectant wipes are provided throughout the workout areas.
- All equipment must remain on the fitness floor.
- Group and team workouts are NOT permitted. No more than 3 people can work out together to prevent monopolizing any area or equipment.
- Staircases should not be used or blocked for workouts.
- Participants should always be considerate of other users.
- Respect for equipment, facilities and the Wellness and Recreation staff should always be shown.
- Use of cardio equipment is limited to 30 minutes during peak hours or when others are waiting.

Resistance Training and Conditioning

- Do not attempt to use any equipment with damaged parts or an out of order sign.
- Do not lean or prop free weights/weight plates against mirrors, walls, pillars, benches, or equipment.
- People socializing in groups that congest the area will be asked to disperse or leave.
- When the center is busy, do not monopolize a select weight station. Allow others to work in and share machines.
- Weightlifting belts may only be worn if they do not come in contact with equipment upholstery. Accessory belts are not allowed.
- Weightlifting accessories may be checked out from the fitness assistant with a bobcat card.
- Slamming of the free weights and/or weight stacks will not be tolerated. Participants who do so may be subject to disciplinary action.
- Using a spotter is recommended on all free weight stations.
- Collars/locks are required on all barbells during use.
- Users who fail to rack and put their weights back properly may be subject to suspension of facility privileges.

Power Lifting Platform Rules

- Members must check-in using their bobcat card with the Fitness Floor Staff to gain access to the Power Lifting Platform.
- Only front squats, deadlifts, and clean variations can be performed on the platform.
- Only one person can be in each lifting station, with a maximum of two people on the platform at any given time.
- No more than 3 people can work out together in a lifting station at a time.
- Only the barbells, bumper plates, and collars beside the fitness assistant desk can be used on the power lifting platform.
- No other equipment can be brought onto the platform
- Collars must be always used
- Chalk is prohibited. Liquid chalk is allowed
- Users must re-rack equipment. Failure to do so will result in loss of facility privileges.
- Any rule not specified here will default to the general fitness floor policies.

Group Fitness

Group Fitness Class Registration

All group fit participants must purchase a group fit pass, be pre-registered, and checked in for the group fit class on IM Leagues.

- Pre-registration for group fitness classes will open on Sundays at 12pm for all classes the following week.

- Check-in for group fitness classes can begin 30 minutes before the start of the class with the fitness assistant on duty.
- 5 Minutes prior to class beginning:
 - All pre-registered participants must be checked in.
 - Wait-listed participants can join the class if the capacity has not been reached.
- Participants may not enter the class 10 minutes after the class time has started.

Studio Usage

The Group Fitness Studio may be used outside of class times by checking in/out with the fitness assistant on duty. Students wanting to utilize the group fitness room must leave an I.D. card with the fitness assistant and retrieve their card upon checking out of the room.

When a group fitness class is not in session, no more than 3 users can utilize the group fitness room at a time without a reservation.

- Registered Student Organizations (RSO's) and University departments may request a studio reservation using the University's space reservation system (25Live), in accordance with university facility reservation policies and procedures.
- Groups of 3 or more individual students may request to use the studio for an informal reservation. Informal reservations can be requested by contacting WRC professional staff overseeing Fitness operations. Contact information is available at the Fitness Assistant desk. Requests must be made at least 7 business days in advance. WRC staff members will contact the request to confirm or deny the request.

Studio Policies

- Water and sports drinks in resealable, screw top containers are the only beverages allowed.
- No food is allowed in the studio.
- Proper exercise attire is required. See Dress Code.
- Only non-marking shoes are allowed.
- Report any injuries or equipment problems immediately to the class instructor.
- Wellness and Recreation is not responsible for lost or stolen items.
- All personal items must be stored in cubbies or lockers.
- Only Wellness and Recreation staff are allowed to use the stereo and audio equipment.
- Mobile devices are prohibited during group fitness classes.
- Plan to complete the entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.
- No fitness equipment from the fitness floor may be brought into the group fitness room.
- All group fitness equipment is to remain in the Group Fitness Studio and stored properly.
- No dropping equipment.
- Do not touch mirrors.

Spinning

In addition to the above-listed group fitness studio policies, please adhere to the following Spin class policies:

- Wipe down the bike, including seat and handrails when finished. Disinfectant wipes are provided.
- Place bikes back in correct storage position before leaving the class.
- Spin bikes are not for use when spin classes are not in session.

Indoor Track

- Track is intended for walking/running use only. Any activity that obstructs the flow of traffic is not permitted.
- Stretching and warm up exercises are to occur in the designated areas only.
- Only non-marking, closed-toe athletic shoes are allowed. Spikes, turf shoes, cleats and hard-sole shoes are not allowed.
- See track direction signs for daily direction of travel.
- Jogging/Running lanes are the 2 inside lanes.
- Walking lane is the 1 outside lane.
- Give right of way to people passing on the track.
- 10 laps equal 1 mile.
- The track is not an observation area for courts below. No one is allowed to stand on or block any lanes of the track.

Personal Training

- Outside personal trainers or private individual training is not permitted.
- Clients are matched with trainers based on availability, goals and preferences provided on the training application. Applicants are not guaranteed a trainer.
- Once matched, clients should be contacted by a trainer within 72 hours.
- Full payment must be received prior to the first training session
- Payment should be made at the Member Services desk, or online. Credit/debit cards are the only accepted form of payment.
- Clients must complete and return all personal training documents to his/her trainer during the initial Fitness Assessment.
- Fitness assessment must be completed prior to the first training session.
- All training sessions last one hour.
- A client must call the Wellness and Recreation Fitness Desk (478-445-7545) if he/she is running late for a training session. Trainers are required to wait for only 15 minutes before that session is forfeited.
- If a client is late, the session will only last until the end of the hour it was scheduled for.
- To cancel an appointment, the client must notify his/her trainer directly at least 12 hours before the scheduled session. Do not call the Department of Wellness and Recreation to cancel or reschedule appointments. Discuss with your trainer which method of communication is preferred (cell phone, text, email, etc..).
- If a client does not give his/her trainer a 12-hour notice that session is forfeited and will not be rescheduled.
- Clients will receive credit for any training session cancelled by the trainer, due to uncontrollable circumstances (severe weather, power outages, etc..) or personal emergencies.
- Clients are required to abide by all Wellness and Recreation User Policies while working with a trainer.

Section 6

Facility Reservations

Facility Reservation Policy

The GCSU department of Facility Reservations is responsible for university space and facility reservations for all academic, non-academic, and non-credit activities. All reservation requests, including WRC space requests, must be submitted online through the 25Live scheduling system.

Semester scheduling of the WRC, including all WRC activities, programs, services, and other standing reservation requests will take place before each semester starts. After the semester schedule is published, space reservations will be approved on a first come, first served basis, while using the following priorities:

1. GCSU academic credit programs
2. WRC activities and programming
3. Registered Student Organizations
4. GCSU sponsored events
5. Public service/government events
6. Non-GC Organizations

If two or more requests are received at the same time, the above priority list will be used to determine which event(s) take precedence. The priority list will not be used to over-ride previously confirmed reservations.

No space/facility request is deemed approved until the Office of Facility Reservations emails the requestor an official confirmation.

Reservation Procedures

1. Requestors will use the 25Live reservation system to view space availability and submit a request. Requestor may choose to contact WRC professional staff prior to submitting their request to ensure the WRC is a good fit for the intended event, program, activity, etc.
2. Facility Reservations will forward the request to WRC for approval or denial by WRC Director, Administrative Manager, or their designee. WRC staff may contact the requestor and/or additional WRC staff if additional information is needed to approve or deny the request.
3. Upon approval Facility Reservations will notify the requestor via email if the request was approved or denied.
4. Approved reservations will be emailed to appropriate WRC staff. The Member Services desk should be made aware of all confirmed WRC facility reservations.

Support Services and Equipment

Support services such as food, audio/visual, security, custodial, electrical/HVAC technicians, building staff, etc., are not included. All requestors, including official University departments and organizations, are responsible for correctly identifying necessary support services on their reservation request, and for contacting and securing support services. Charges for support services are in addition to applicable rental fees and are the sponsoring group's responsibility.

The following guidelines are strongly encouraged:

- The sponsoring group should appoint a single point of contact for communications.
- Scheduling should be as accurate as possible, if the event extends beyond the scheduled time, additional charges may apply.
- Due to demand, support services staff must be scheduled well in advance.
- External and after-hours events may incur additional charges for support services and staffing.

Food Service/Catering

Sodexo campus services has the first right of refusal for all events held on GCSU property and paid for with GCSU funds where food is present. Exceptions require a written waiver. Exceptions are generally allowed for small “potluck” departmental lunches where food is brought from home, or other reasons, considered on a case-by-case basis.

Registered Student Organizations (RSO’s) are not required to use Sodexo and may provide self-serve food from other sources. Regardless, no outside caterers are allowed on campus.

Other Necessities

Tables, chairs, trashcans, podium, stage, and floor covering (for courts) are also available. Such services must be requested on the reservation request. Once the request is confirmed, identified support services will be copied on the event. It is then the responsibility of the Requestor to directly contact the necessary offices of support services.

Cancellation Policy

Space and support service cancellation must be submitted to the Office of Facility Reservations.

Damage to Facility and Equipment

Participants utilizing the WRC facility and equipment assume the liability of and agree to compensate the WRC for any damage other than normal wear and tear while it is being used. Facilities that require repair due to damage by the WRC, GCSU facilities or a licensed contractor. All charges for repair will be charged back to the event sponsor.

Section 7

Standardization and Control of WRC Facility Documentation

Purpose: To document the format and process for creating a new, or updating an existing, User Policy Manual. **Scope:** This policy applies to all controlled paper and electronic WRC User Policy manuals.

Procedures

The Wellness and Recreation professional staff members will help create or update an existing policy.

The Director of Wellness and Recreation will make final approval on all policies.

When changes are made to an existing policy or a new policy is created, the Director will notify those people who hold hard copies, and the revised version will be updated on the website.

An annual review will be administered by the Director with the WRC professional staff members.

Creating a New Policy

The new policy must be added to the table of contents under the correct heading, and the effective date must be recorded in the footer of the document.

Updating an Existing Policy

When changes or updates are made to an existing policy, the updated date must be added and/or changed to the document footer.