



# WELLNESS AND RECREATION

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GEORGIA COLLEGE & STATE UNIVERSITY

## USER POLICY MANUAL

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## WRC USER POLICY OVERVIEW

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### INTRODUCTION

Welcome to the Georgia College & State University Wellness and Recreation Center (WRC). This User Policy Manual provides clear expectations for facility use and program participation. All users are expected to uphold GCSU's core values of Reason, Respect, and Responsibility, and to act in accordance with the GCSU Student Code of Conduct and other university policies. These guidelines are in place to promote a positive, inclusive, and safe environment for all members of our campus community.

### DISCLAIMER

This manual outlines the general policies and procedures governing use of the WRC and its program areas. These rules are designed to ensure the health, safety, and well-being of all users. WRC staff reserve the right to interpret and enforce policies and to make final decisions regarding any matters not specifically addressed in this document.

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### CODE OF CONDUCT

Use of the WRC and participation in its programs are privileges. By entering the facility or engaging in activities, users agree to abide by the following Code of Conduct:

Participants are expected to:

- Treat staff, other users, equipment, and facilities with respect.
- Exhibit character and courtesy and respect the rights and dignity of all.
- Use appropriate language and refrain from any behavior or conduct that is disruptive, offensive, or unsafe.
- Follow all policies set forth in this manual and by the WRC and Georgia College & State University.
- Prioritize safety in their actions toward self and others.

### ENFORCEMENT

Student staff members are the primary enforcers of WRC policies and serve as the first point of contact for users. They are empowered to address inappropriate behavior, enforce rules, and if necessary, ask individuals to leave the facility. Violations of WRC policies may result in suspension or revocation of privileges and may also be subject to university disciplinary action under [GCSU Student Code of Conduct](#).

## FACILITY ACCESS POLICY

The WRC is a controlled-access facility reserved for current Georgia College & State University (GCSU) students and authorized members only. All users must be 18 years of age or older, with the exception of fully enrolled GCSU students under 18.

### IDENTIFICATION REQUIREMENTS

GCSU STUDENTS must present a valid Bobcat ID upon each entry. In the absence of their Bobcat ID, a valid, government-issued photo ID may be used.

FACULTY, STAFF, AND NON-GCSU MEMBERS must present a valid, government-issued photo ID (e.g., driver's license).

ALL ID CARDS must clearly display the individual's name, photo, and identification number. ID cards are non-transferable and may be confiscated if presented by anyone other than the rightful owner. Any misuse—such as attempting to gain access with another person's ID—may result in immediate disciplinary action, including removal from the facility and/or suspension of privileges.

## FACILITY USE

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WRC facilities may not be used for private or commercial purposes (e.g., private instruction, personal training, sales, etc.) without prior approval from the WRC Director or designee.

Informal activity areas are available on a first-come, first-served basis when not scheduled or reserved.

Non-members, suspended members, and individuals with expired memberships are not permitted entry.

## FACILITY ACCESS

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### GUESTS AND VENDORS

All external guests and vendors must check in at the Member Services desk before passing the controlled access point.

### NON-PARTICIPATION SPECTATORS

On occasion the WRC allows non-participatory spectators for various activities or programs. Spectators must be at least 18 years old, verified by valid ID, and sign in/out with Member Services. WRC staff reserve the right to restrict spectator access.

### ATHLETIC TEAMS

GCSU athletic team activities are not permitted in WRC facilities without prior approval. Reservations must be coordinated with WRC professional staff and submitted through the University's space reservation system.

### TOUR GROUPS

Tour groups led by official GCSU personnel or student ambassadors are not required to sign in. Individuals entering alone must sign in at entry and out upon exit. Minors may not tour the facility without an adult present.

### SERVICE ANIMALS

In accordance with the Americans with Disabilities Act (ADA), only service animals are permitted inside the Wellness and Recreation Center (WRC). Service animals are defined by the ADA as dogs that are individually trained to perform specific tasks or work for individuals with disabilities. These animals are allowed to accompany their handlers throughout campus, including within WRC facilities. Emotional support animals and pets are not allowed.

## FACILITY ENTRY & EXIT

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All users must enter and exit the WRC through the designated main entrance, which includes ADA-accessible features and elevator access to the second floor.

Counseling and Student Health Services visitors are encouraged to use the west entrance but may also use the main entrance.

### EMERGENCY EXITS

In an emergency, all individuals must evacuate the facility as directed by WRC staff. Elevators may not be used during fire alarms. Patrons may not reenter until they are cleared by university or emergency personnel to do so.

## WRC MEMBERSHIPS

### GCSU STUDENTS

Fall & Spring Semesters	Enrolled GCSU Students	WRC access is included in mandatory student fees.
Summer Semesters	Enrolled in 1 or more IN-PERSON Course(s)	WRC access is included in mandatory student fees.
	Enrolled in 1 or more ONLINE Course(s)	Optional Summer Membership Available for purchase at WRC
	Not enrolled May – July, but was enrolled in Spring Semester and is returning for Fall Semester	Optional Summer Membership Available for purchase at WRC

### GCSU FACULTY AND STAFF

Full-Time Benefit Eligible GCSU Faculty & Staff	<b>ONE-TIME PAYMENT</b> \$25/Month Start anytime. Membership ends automatically one month later.	<b>RECURRING MEMBERSHIP</b> \$25/Month Start anytime. Credit card billed monthly from start date. Membership continues until cancelled by the member.
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### COMMUNITY MEMBERSHIP

Minimum Age: 18 Years. ID Required.

Community Members, 18+	<b>ONE-DAY PASS</b> \$10/Day Ends at close of business on date purchased	<b>ONE-TIME PAYMENT</b> \$50/Month Start anytime. Membership ends automatically one month later.	<b>RECURRING MEMBERSHIP</b> \$50/Month Start anytime. Credit card billed monthly from start date. Membership continues until cancelled by the member.
GCSU Retirees Must have Retiree Bobcat ID Card	<b>ONE-TIME PAYMENT</b> \$25/Month Start anytime. Membership ends automatically one month later.		<b>RECURRING MEMBERSHIP</b> \$25/Month Start anytime. Credit card billed monthly from start date. Membership continues until cancelled by the member.

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## PAYMENT

The WRC accepts credit and debit card payments. No Cash.

In certain circumstances payment by check may be arranged. Contact Director or Administrative Manager for details.

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## OFFICIAL UNIVERSITY VISITORS

Special requests for Official University Visitors will be handled on a case-by-case basis. Requests must be submitted at least one week in advance to the attention of the WRC Director, or their designee.

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## MEMBERSHIP RESTRICTIONS

- Memberships are non-refundable. Refunds are not provided for WRC closures, modified operation hours, availability to specific areas or programs.
- Area specific memberships are not available. (ex: pool only)
- Pool temperatures, equipment or activity space availability is not guaranteed.
- Unpaid memberships are subject to immediate cancellation.
- Members with recurring memberships are responsible for satisfying the membership dues each month. If payment is declined, membership may not be renewed, and member may be charged a \$25 fee for insufficient funds.
- Memberships run concurrently regardless of attendance or participation.
- Recurring memberships paid by credit/debit card that cancelled after the last business day of the month will be charged for the upcoming month.

## GENERAL POLICIES

### ACCIDENTS AND INJURIES

All accidents, injuries, or incidents occurring within Wellness and Recreation Center (WRC) facilities or during affiliated programs must be reported immediately to a WRC staff member. The senior staff member on duty is responsible for documenting the incident. When appropriate, trained staff may provide basic first aid, contact emergency services, or take other necessary emergency actions.

### FIRST AID, AED, AND CPR

First aid kits and automated external defibrillators (AEDs) are available at the Member Services desk, near the Fitness desk, and on the pool deck. These may be used by WRC or university personnel as needed in emergency situations. AED units are inspected monthly by designated university staff to ensure readiness.

### DAMAGES

Participants are responsible for any damage to WRC facilities or equipment that exceeds normal wear and tear. Individuals may be held liable and required to compensate the WRC for the cost of repairs or replacement.

### EJECTION OR SUSPENSION

Failure to comply with University or WRC policies may result in immediate ejection from the facility or grounds. Individuals removed for any reason will be suspended from all WRC facilities, programs, and services until they meet with designated professional staff.

## EQUIPMENT CHECK-OUT

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Members may borrow equipment at no cost from the Member Services or Fitness desks.

- Equipment is for use within the WRC unless otherwise specified and must be returned before leaving the area.
- A valid Bobcat ID or driver's license is required and will be held until equipment is returned.
- Members are responsible for any lost, stolen, or damaged items beyond normal wear and tear.

Unreturned equipment may result in suspension of membership privileges and a replacement fee charged to the member's WRC account. If fees exceed \$50, they may be transferred to the student's GCSU account. Access will be reinstated once the balance is paid.

## FOOD AND BEVERAGE

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- Food is not permitted in activity areas. Limited exceptions may be approved for the lobby or classroom by WRC professional staff.
- Only water and sports drinks in resealable containers are allowed in activity spaces. Glass, cans, and open cups are prohibited.
- Special events involving food or drink require prior approval and arrangements for floor protection and cleanup.
- All containers are subject to inspection by WRC staff.

## DRESS CODE

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Proper attire is required to ensure safety, hygiene, and equipment protection in all Wellness and Recreation Center (WRC) spaces. WRC staff reserve the right to determine the appropriateness of clothing. Failure to comply may result in denial of facility access or participation in WRC programs and services. All staff decisions are final.

## GENERAL GUIDELINES

- Shirts, shorts/pants, and closed-toe/heel shoes must be worn at all times (except in aquatic or designated group fitness areas).
- Athletic footwear is required in all activity areas (e.g., courts, fitness floor, track); shoes with open toes/heels, turf shoes, high heels, or marking soles are prohibited.
- Swimsuits may only be worn in aquatic areas.
- Jewelry that poses a risk of injury or may damage equipment should be removed.

## CLOTHING STANDARDS

- Denim, cargo, zippered, or metal-riveted pants/shorts are not allowed due to risk of injury and equipment damage.
- Clothing must be free of offensive language, images, or designs, in accordance with the GCSU Code of Conduct.
- Shorts must fully cover the buttocks and groin; shirts must cover the chest/nipples during movement and exercise.

For additional requirements, see **Area-Specific Policies** related to individual activity spaces.

## LOCKER USE AND RENTAL

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Wallet lockers are available across from the Fitness Desk. Tokens may be checked out at no charge from the Fitness Assistant and must be returned after use.

Each locker room offers lockers for day use or semester rental:

- **Day-use lockers** must be emptied by facility closing each day.
- **Rental lockers** are available by semester. Contents must be removed at the end of the rental period unless renewed. Use of personal locks requires prior approval from WRC staff. All locker rentals are managed at the Member Services desk.

Locks will be removed from unrented lockers containing items, and contents will be transferred to Lost and Found. No compensation will be provided for removed locks or items. Unclaimed belongings will be donated in accordance with the WRC Lost and Found Policy.

## LOST AND FOUND

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Lost items should be reported or turned in at the Member Services desk, where they will be logged. Unclaimed items will be donated after 7 days. High-value items, as determined by WRC staff, may be securely stored or turned over to GCSU Public Safety.

The WRC is not responsible for lost or stolen items.

## PARKING

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GCSU Faculty/Staff and Students with Parking Permits: Parking on campus is per your individual parking permit.

Non-permitted parking is available at the Athletic Parking Lot, which is the lot on the hill, next to the Softball Field.

Campus Parking is enforced by [GCSU Parking and Transportation](#). The WRC is not responsible for parking

## PHOTOGRAPHY AND VIDEOGRAPHY

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WRC staff may capture photos or videos of participants for promotional and media purposes.

Participants must obtain verbal consent before photographing or recording others in activity or common areas. WRC staff reserve the right to determine the appropriateness of any photo or video based on context.

Photography and videography are strictly prohibited in locker rooms, restrooms, the athletic training room, and similar private areas.

## POSTINGS

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University-approved promotional materials may be displayed only in designated areas within the WRC. A WRC professional staff member can provide guidance on approved posting locations. Use of adhesive materials on painted surfaces is prohibited.

All materials—including signs, decorations, and displays—must not obstruct or cover safety equipment such as fire extinguishers, exit signs, sprinkler heads, or alarm pull stations.

### SOLICITATION

Solicitation within or around WRC facilities is prohibited, except by university employees acting within the scope of their duties or by recognized student organizations, in accordance with GCSU policy.

### SUBSTANCE-FREE POLICY

The WRC is a designated substance-free environment. The use of tobacco, vaping/e-cigarette devices, alcohol, or illegal drugs is strictly prohibited. Violations by students, employees, or community members may result in disciplinary action in accordance with the GCSU Honor Code and Code of Conduct.

### TOWEL POLICY

Towel service is not provided. Disinfectant wipes are available throughout the fitness area, and members are expected to wipe down all equipment immediately after use.

### UNIVERSITY PHONE & COMPUTER USE

WRC phones, computers, tablets, radios, and other communication devices are for official University or WRC staff use only. Personal use is not permitted except in emergency situations.

### MISCELLANEOUS POLICIES

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#### PERSONAL BELONGINGS

- The WRC is not responsible for lost or stolen property.
- Personal items must not be left on the floor, equipment, or activity areas. Please use locker rooms, wallet lockers, or cubbies provided throughout the facility.
- Staff members are not permitted to hold equipment, valuables, or bags for participants.

#### FACILITY & EQUIPMENT USE

- All areas and equipment must be used only for their intended purpose.
- Weights and other equipment must remain in their designated areas (e.g., weight floor, group fitness studio, cardio area).
- Weight bars and dumbbells are permitted only on the designated weight floor surface.
- Any concerns regarding equipment or facility issues should be reported to WRC staff promptly.

#### WHEELED DEVICES

- Bicycles and scooters are not permitted inside the WRC; bike racks are available outside the main entrance.
- Skateboards may not be used inside the WRC; locker room storage is available.
- Roller blades are only permitted on the multi-purpose court.

#### ELECTRONICS & MEDIA

- Personal speakers and electronic devices must be used with headphones.
- WRC televisions and display boards are controlled exclusively by WRC staff.

For questions or clarification regarding these policies, please contact a WRC professional staff member.

## AREA SPECIFIC POLICIES

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### 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 are 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.

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## 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 work 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.

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## COURTS

- 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 the Fitness Assistant or 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.

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## 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.
- 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.

### POWER LIFTING PLATFORM RULES

- 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.

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## 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 POLICY

The Group Fitness Studio is primarily designated for WRC Group Fitness classes and programming. Secondary use is permitted by approved reservation (see below). Informal use is allowed when the studio is unoccupied; however, spin bikes and AV equipment may not be used during informal sessions.

Registered Student Organizations (RSOs) and University departments may request studio reservations through the University's space reservation system (25Live) in accordance with established facility reservation policies and procedures.

### 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.

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## 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.

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## PERSONAL TRAINING

- Outside personal trainers or private individual training is not permitted.

## 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.

#### CANCELTATION POLICY

Space and support service cancelation 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.

## 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.