

Volume

1

WELLNESS AND RECREATION CENTER

Georgia College and State University

User Policy Manual

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WELLNESS AND RECREATION CENTER

User Policy Manual

Georgia College

Wellness and Recreation Center

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www.gcsu.edu/wellness

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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 GC values of Reason, Respect, and Responsibility and act in accordance with the GC Code of Conduct and GC rules and regulations.

A. Disclaimer

The WRC facility rules and regulations have been instituted for your health and safety. WRC staff reserves the right to make the final decision on matters and items not covered in this manual.

B. Code of Conduct

In order to maintain a high level of service to our users, the WRC Management Team enforces a Code of Conduct all participants must follow. User cooperation is expected to create a friendly and positive environment for wellness opportunities in all areas of the facility.

Use of WRC facilities and participation in all programs are privileges. Individuals not adhering to established policies may be asked to leave and/or may have their privileges revoked. All users and patrons in the WRC agree to abide by the following Code of Conduct:

USER POLICY MANUAL

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 others 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 Georgia College.
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 [GC Student Honor Code and Code of Conduct](#).

C. General and Emergency Phone Numbers

Wellness and Recreation Center.....	(478) 445-7777
Rec Sports/Intramural Office.....	(478) 445-0664
Student Health	(478) 445-5288
Counseling Services.....	(478) 445-5331

Emergency Phone Number:

GC Public Safety/Campus Police.....	(478) 445-4400
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D. Mission, Vision and Objectives

Mission

Foster lasting healthy choices through high quality, proactive health and wellness programs, services and facilities.

Vision

Enrich campus life, encourage healthy behaviors, and foster the advancement of the educational mission as Georgia's Public Liberal Arts University

Objectives

- Establish effective wellness education programs
- Provide state-of-the-art fitness facilities and programs
- Maintain high quality intramural and recreational sports activities
- Provide quality student health services and programs
- Incorporate sustainable strategies

E. Assumption of Risk

Participation in WRC and Rec Sports 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, the WRC and Rec Sports are not liable for injuries sustained during participation in any programs and/or services in or outside 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 does not provide personal accident/health insurance; therefore, participants are urged to secure their own insurance.

F. Hours of Operation

All hours are subject to change due to the academic calendar, seasonal sports, unforeseen circumstances and/or maintenance. Please consult our [website](#) for the latest information pertaining to hours of operation. Reduced hours of operation (including closure) are in effect during semester breaks, university holidays and other scheduled breaks.

USER POLICY MANUAL

<i>Fall/Spring</i>		
Facility	Monday - Thursday	6 a.m. – 10 p.m.
	Friday	6 a.m. – 8 p.m.
	Saturday	10 a.m. – 4 p.m.
	Sunday	3 p.m. – 10 p.m.

<i>Maymester, Summer I & Summer II</i>	
Monday - Friday	7 a.m. – 7 p.m.
Saturday	10 a.m. – 3 p.m.
Sunday	12 p.m. – 5 p.m.

<i>Fall/Spring</i>		
Pool	Monday & Tuesday	7 a.m. – 9 a.m. 12 p.m. – *6 p.m. <i>*Hours pending Scuba classes and Water Polo</i>
	Wednesday & Thursday	7 a.m. – 9 a.m. 12 p.m. – 7:30 p.m.
	Friday	7 a.m. – 9 a.m. 12 p.m. – 7 p.m.
	Saturday	11 a.m. – 3 p.m.
	Sunday	3 p.m. – 9 p.m.

<i>Maymester, Summer I & Summer II</i>	
Monday - Friday	7 a.m. – 9 a.m. 12 p.m. – 6:45 p.m.
Saturday	10 a.m. – 2 p.m.
Sunday	12 p.m. – 4 p.m.

<i>Fall/Spring</i>		
Climbing Wall	Sunday - Thursday	6 p.m. – 9 p.m.

<i>Maymester, Summer I & Summer II</i>	
CLOSED	

USER POLICY MANUAL

Spring/Summer 2016 Academic Calendar/WRC Operation Hours

(Subject to modification)

January	11	Monday	Classes Begin	
January	18	Monday	Martin Luther King, Jr. Holiday	CLOSED

Spring Break

March	18	Friday	Reduced Operation Hours	6 a.m. – 6 p.m.
March	19-20	Saturday-Sunday	WRC CLOSED	
March	21-24	Monday-Thursday	Reduced Operation Hours	9 a.m. – 7 p.m.
March	25	Friday	Reduced Operation Hours	9 a.m. – 5 p.m.
March	26-27	Saturday-Sunday	WRC CLOSED	

May	6	Friday	Reduced Operation Hours	6 a.m. – 5 p.m.
May	7-8	Saturday & Sunday	WRC CLOSED	

Memorial Day Holiday

May	27	Friday	Reduced Operation Hours	6 a.m.- 5 p.m.
May	28-29	Saturday-Sunday	WRC CLOSED	
May	30	Monday	WRC CLOSED	

Independence Day Holiday

July	1	Friday		
July	2-3	Saturday-Sunday		
July	4	Monday		

USER POLICY MANUAL

Fall 2016 Academic Calendar/WRC Operation Hours

(Subject to modification)

August	13	Saturday	Week of Welcome at the WRC	Registration and WoW Events. CLOSE at 5 p.m.
August	14	Sunday	WRC Fall Operation Hours Begin	Sun 3pm – 10pm Mon–Thur 6am - 10pm Fri 6am – 8pm Sat 10am – 4pm
August	15	Monday	First Day of Classes!	
Labor Day Holiday				
September	2	Friday	WRC CLOSSES at 6pm	
September	3-4	Saturday-Sunday	WRC CLOSED	
September	5	Monday	WRC CLOSED	
Fall Break				
October	7	Friday	Reduced Operation Hours	6 a.m. – 6 p.m.
October	8-9	Saturday & Sunday	WRC CLOSED	
October	10	Monday	Reduced Operation Hours	8 a.m. – 7 p.m.
October	11	Tuesday	Reduced Operation Hours	8 a.m. – 10 p.m.
Thanksgiving Holidays				
November	22	Tuesday	Reduced Operation Hours	7 a.m. – 6 p.m.
November	23	Wednesday	Reduced Operation Hours	9 a.m. – 3 p.m.
November	24-26	Thursday -Saturday	WRC CLOSED	Happy Thanksgiving!
November	27	Sunday	Resume Normal Op Hours	3 p.m. – 10 p.m.
December	5	Monday	Last Day of Classes	6 a.m. – 9 p.m.
December	6-8	Tuesday – Thursday	Final Exams	6 a.m. – 9 p.m.
December	9	Friday	Final Exams	6 a.m. - 5 p.m.
Winter Break				
December	10-11	Saturday & Sunday	WRC CLOSED	
December	12-15	Monday – Thursday	Reduced Operation Hours	9 a.m. – 6:30 p.m.
December	16	Friday	Reduced Operation Hours	9 a.m. – 5 p.m.
December	17-18	Saturday & Sunday	WRC CLOSED	
December	19-23	Monday-Friday	Reduced Operation Hours	9 a.m. – 5 p.m.
December	24-31	Saturday - Saturday	WRC CLOSED	
January	1	Sunday	WRC CLOSED	Happy New Year!
January	2-6	Monday-Friday	Reduced Operation Hours	9 a.m.-7 p.m.
January	7	Saturday	Reduced Operation Hours	Noon – 5 p.m.
January	8	Sunday	Resume Normal Op Hours	3 p.m. – 10 p.m.
January	16	Monday	WRC CLOSED	MLK Jr. Holiday

Facility Access, Entrance and Exit

A. Facility Access Policy

The WRC is a controlled access facility. Only authorized users are allowed entry. The WRC is intended for the use of current Georgia College students and other authorized members only. The Member Services desk processes ALL first time user registrations. After individuals are properly registered, new member screenings may be required.

GC students must present their valid Bobcat ID to register. Faculty, staff, and non-GC members must present a valid driver's license. Photocopies of a Georgia College Bobcat ID or Driver's License are not acceptable. If the photo, name and/or ID number(s) are not visible on an ID 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.**

All currently enrolled GC students must present their personal, valid Bobcat ID to the front desk staff upon *each* entry into the Wellness and Recreation Center (WRC). Cards will be required regardless of reason for entry, including, but not limited to visiting Health Services, Counseling Services, participating in RecSports activities/events, and/or attending Academic Classes.

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

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

USER POLICY MANUAL

Georgia College athletic team training activities are not to be held at WRC facilities. A coach or professor may contact the WRC facility for reservations or to inquire about special arrangements. Access will not be granted without prior arrangements.

Tour groups led by official GC personnel or student ambassador do not have to sign in at the member services desk.

Scheduled guided tours are available upon request for individuals or small groups. Interested parties should contact Member Services to schedule an appointment for a tour. Tours are conducted by WRC staff. Use of facility is not included with a tour.

Disabled persons requiring special accommodations during a guided tour should contact Member Services (478-445-7777) or the GC Office of Disability Services (478-445-5931) in advance. gcsu.edu/disability

Lay persons entering alone must sign in upon entering and must sign out when exiting.

B. Facility Entrance/Exit Policy

Entry to the Wellness and Recreation Center is through the designated main entrance at the front of the building.

Entry to Counseling and Student Health Services is at the designated west entrance, closest to the athletic fields. The main WRC entrance may also be used.

Disability access and individuals needing to use the elevator should enter the main WRC entrance.

Exiting the Wellness and Recreation Center must be through the main entrance by the Member Services front desk.

Exiting Counseling and Student Health Services should be through the designated west entrance. The main WRC entrance may also be used.

Emergency Exit

The Professional Staff, Operation Supervisors, and/or Graduate Assistants, will direct all emergency evacuation procedures. ALL individuals must exit a university facility during ANY emergency evacuation situation.

USER POLICY MANUAL

Once outside the facility, patrons must move to the athletic field parking lot. Do not use the elevator during a fire alarm. Once outside, University representatives or emergency personnel will provide further instructions.

Membership

A. Member Eligibility

Membership to the WRC for current GC students is included in the mandatory student fees. Memberships are available to GC employees and community patrons 18 years and older. Segmented memberships are not available (i.e. pool only, group fitness only, track only, etc.). All memberships require completion of Facility Usage Forms and Physical Activity Readiness Questionnaire (PAR-Q). WRC reserves the right to approve or deny any membership.

B. Membership Categories

- **Student Membership**

Currently enrolled GC students paying the mandatory student fees are eligible for membership at no additional charge. Students not enrolled in classes, or taking only online classes for the current semester will pay \$50 per month to continue using the facility.

- **GC Employee Memberships**

The GC Employee membership is \$25 per month and is available to current, full-time GC employees eligible for benefits. Membership requires driver's license and completion of Facility Usage Forms.

- **Community Memberships/Wellness 101**

The term *Community* refers to GC employees not eligible for benefits, employee spouses/domestic partners, retirees, alumni, and any person(s) not affiliated with GC. Community memberships are made available as non-credit courses through the department of Continuing Education.

Community memberships are \$50 per month and require automatic monthly, bank/credit card draft. Member's account will remain active and therefore billed monthly until a written cancellation request is submitted.

Table 3.1

Current Students	Paid via WRC Building Fees.
Employee	
Current GC Employees eligible for benefits	\$25
Employees not eligible for benefits	\$50
Community/Wellness 101	
Non-benefitted GC Employees	\$50
Employee Spouses/Domestic Partner	
Retirees	
Alumni	
Anyone not affiliated with GC	

C. New Member Screening

A New Member Screening will be scheduled for any member (student, employee, or community) who marks one (1) or more YES's on the PAR-Q. To comply with ACSM risk stratification guidelines, males 45 years and older and females 55 years and older will have a New Member Screening regardless of PAR-Q results. Screenings will be conducted by the Associate Director for Fitness Operations or a Graduate Assistant. Members must complete a *Medical History Questionnaire* as part of the screening. These forms will be provided prior to, or during, the new member screening appointment. Members have the right to deny the new member screening by signing a *Right to Deny* form.

D. Guest Policy (Effective Monday, March 14, 2016)

1. Guest Passes

Students are awarded four complimentary guest passes.

Community and Employee Members are not allowed to bring guests.

WRC reserves the right to approve or deny any guest pass transaction.

Guests are subject to specific program eligibility policies where applicable.

Special requests for official University visitors will be handled on case-by-case basis and must be submitted one (1) week in advance to amy.whatley@gcsu.edu.

USER POLICY MANUAL

1.1 Guest Passes:

- Are intended for out-of-town family and/or friends who wish to work-out while visiting a student.
- May only be used on Fridays, Saturdays and Sundays.
- Are valid for one-time entry only.
- Are limited to a maximum of four visits per guest.

1.2 GC Students:

- May not access the facility as a “guest”.
- Cannot check another currently enrolled GC student into the facility using his/her guest pass.
- May bring a maximum of two guests at a time.
- May purchase additional guest passes for \$10 each after four complimentary passes are used.
- Must accompany his/her guest and remain in the facility with guest.
- Understand that the GC Wellness and Recreation Center is a controlled access facility, and as such abide by all policies and procedures when bringing guests to the facility.

1.3 Guests Must:

- Be 18 years of age or older.
- Complete and sign Facility Usage Forms.
- Establish a guest account w/ photo.
- Provide a valid Driver’s License upon each entry.
- Check-in with student member at the Member Services desk upon each entry.
- Become a monthly, paying community member in order to access the WRC after fourth guest visit.
- Abide by policies and procedures of the GC Wellness and Recreation Center.

E. Non-Participation Policy

WRC allows current members to bring guests for various activities and programs. On occasion, some events may be open for non-participatory spectators. The WRC Staff reserves the right to ask any person to exit the building at any time.

F. Facility Usage Forms

WRC Facility Usage Forms must be read and signed by all users of the WRC before accessing the facility. Required forms are available at the Member Services desk and online.

G. Payment

Memberships may be purchased at the Member Services desk. The first month's membership fees are due at time of activation. Accepted forms of payment are credit and debit cards only. Valid Bobcat ID or driver's license required.

Payroll Deduction is available to current GC employees only. The membership fees will automatically be deducted from the employee's bi-weekly/monthly paycheck. Deduction will be continuous until a written cancellation request is submitted.

H. Length of Membership/Cancellation

All WRC memberships, excluding GC students, are available for purchase anytime and automatically renew each month. No contracts are required.

- All memberships are eligible for cancellation with the exception of the standard GC Student Membership paid via the mandatory Wellness Center building fee.

A Membership Cancellation Request form must be submitted to wellness.recreation@gcsu.edu or returned to the Member Services desk.

- Community and Employee CC drafted membership cancellations in the middle of the month will not be eligible for full or partial refund.

Members will have continued access until the end of the month with the cancellation taking effect prior to the 1st day of the following month.

- Employee payroll deduction membership cancellations will take effect the following pay period.

Members will have continued access until the day before the next pay period.

- It is the member's responsibility to check personal financial statement for accuracy and that charges have been cancelled.
- Once a membership is cancelled, there is no guarantee it may be reinstated.

USER POLICY MANUAL

- A written membership cancellation request must be submitted to wellness.recreation@gcsu.edu.

Emergencies, Phones and Parking

A. Emergencies

In the event of any emergency situation, all patrons are expected to follow the direction of the WRC staff. If an emergency situation calls for sudden evacuation of the facility, exit through the nearest door avoiding danger areas. Please follow University emergency policies for all emergencies. WRC Emergency Policy may be viewed on page 8 of this manual.

B. Phones

WRC phones (Professional offices, Member Services Desk, Aquatics, Fitness Desk, and Rec Sports) are for WRC use only. Emergency situations are the only exception.

C. Parking

“Perimeter” (P) parking lots are located on the west end of the WRC, near the soccer and softball fields and require a (P) permit. Non-GC WRC members will be issued a temporary parking permit upon membership registration. Permit must be returned to the WRC upon membership cancellation.

Because the WRC is a LEED Silver certified building, one parking space located in the lot immediately behind the facility and is reserved for energy efficient vehicles.

Employees may park in the E lot adjacent to the Peeler Building from 7:30 a.m. – 5:00 p.m. Employee permit is required and may be purchased at the Parking and Transportation Office (located on Greene Street) or online through the GC Unify portal.

Reserved spaces are provided for Student Health Services and Counseling patients and will require a pass issued by the department to park in these spaces.

For more information, visit gcsu.edu/auxiliaryservices/parking-services.

USER POLICY MANUAL

Shuttle Services are another option when commuting from main campus to West Campus and vice versa. Full route operation is available weekdays from 7:30 a.m. to 11:30 p.m.

For detailed shuttle information, such as bus lines, schedules, weekend services etc., visit gcsu.edu/transportation.

Policies, Rules and Regulations

A. General Policies

- Per GC Council, no one under the age of 18 is allowed in the Wellness and Recreation Center. GC students and minors accompanied by an adult on an official GC Tour, and structured events, campus programs, etc. are the only exceptions.
- Pictures/videos may NOT be taken in the WRC without prior consent from the Member Services staff and completing the WRC Photo/Video Agreement form. All persons captured in photos/videos must give consent prior to by signing the WRC Photo/Video form.
- No bicycles, scooters, or hover boards, or Heelys allowed in the WRC. Bicycle racks are located outside the main entrance.
- Skateboards may not be ridden in the WRC and may be stored in the lockers located in the locker rooms on the first floor.
- Roller blades may only be worn on the Multi-purpose Court.
- WRC television channels are set and/or changed by WRC staff only.
- Personal radios/electronic devices are only allowed to be used with headphones.
- Use of informal activity spaces when not scheduled/reserved (including priority scheduling) is first come, first serve.
- Spitting in the common areas or activity areas such as courts, track, etc., is prohibited.
- Personal items shall not be left or placed on the floor or on equipment. Individuals may utilize the locker rooms on the first floor or the wallet lockers and cubbies provided throughout the facility.

USER POLICY MANUAL

- The WRC is not responsible for lost or stolen property.
- Staff members are not permitted to hold equipment, valuables, or bags for participants.
- A closing announcement will be made approximately 30, 15, 10 and 5 minutes prior to closing. At which time all participants are expected to finish their activity, re-rack all weight equipment, return any checked-out equipment, finish showering and exit the WRC by closing time.
- The WRC facility may not be used for private or commercial purposes unless such activity has been approved by WRC Management. Examples of prohibited activity include (but are not limited to): personal training, private instruction, sales, etc.
- Areas within the WRC and equipment shall be used for intended purposes only.
- Weight bars and dumbbells are intended for the weight floor surface only. Weights and equipment are not to be taken outside of their designated areas (i.e. track, group fitness studio, cardio area, courts, etc.).
- Members should report any concerns about the facility and/or equipment to Member Services or the Area Supervisor as soon as possible.
- Questions concerning these policies should be directed to WRC Management or a supervisor on duty.

B. Accidents and Injuries

Any accident, injury, or related incident occurring at the WRC should be reported immediately to a WRC employee. The supervisor will administer first aid as necessary using universal precautions. A first aid kit and ice packs are located at the Member Services desk, Fitness desk, and in the Aquatic Center. An 'Accident/Incident Report' must be completed by the staff handling the accident.

C. Americans with Disabilities Act (ADA) Statement

The WRC is an ADA compliant facility. ADA features include (but are not limited to) an elevator accessible through the main front entrance of the facility; ADA showers; an ADA lift for the swimming pool; and various pieces of workout equipment, such as certain cardio machines, the Krank Cycle, and the functional resistance machines.

USER POLICY MANUAL

Individuals with disabilities are encouraged to use the WRC equipment and participate in WRC programs, services and/or sponsored events. Persons with a disability who require any accommodations in order to use the facilities or participate in activities should contact the WRC at 478-445-7777 or the GC Office of Disability Services (478-445-5931) in advance. More information regarding Disability Services is available at gcsu.edu/disability.

D. AED/CPR

Automatic external defibrillators are located at the Member Services desk, the Fitness desk, and in the Aquatic Center for use in cardiac-related emergencies. Only WRC personnel should use the device in case of such an emergency. The batteries are checked monthly.

E. Alcohol, Drugs and Smoking

The WRC is a substance-free facility. Smoking, tobacco, alcohol, and drugs are strictly prohibited. Students, Faculty/Staff, or Community Members who violate this policy are subject to disciplinary action and penalties in accordance with the Honor Code and Code of Conduct as published in the Student Handbook of Georgia College and State University. For complete details regarding the University's alcohol, drugs, and smoking policies, please see the Georgia College Student Life Handbook: Institutional Standards and Administrative Policies available at gcsu.edu/studentaffairs/handbook.

F. Animals

Only service animals are permitted in the WRC. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on the GC campus. The ADA defines service animal as any dog individually trained to provide assistance to a person with a disability. For more information and the complete policy regarding animals, see the Office of Disability Services at gcsu.edu/disability.

G. Attire and Footwear

The WRC reserves the right to determine the acceptability of all exercise attire. WRC staff decisions concerning appropriate clothing will be final. Failure to dress properly will result in denial of use of the WRC and/or participation in WRC activities.

- Shoes, shirts, and shorts/pants appropriate for exercise must be worn at all times.

USER POLICY MANUAL

- Sleeveless shirts of any kind, hoop-neck/off-the-shoulder shirts, mesh tops, and mid-drifts are not permitted. The only exceptions are on the pool deck, in group fitness classes, and during official Rec Sports competitions.
- Sandals, slides, and open-toed shoes are not permitted in any activity area throughout the WRC. Full athletic footwear must be worn when participating in any activity. The only exceptions are on the pool deck and in group fitness classes.
- Shoes that mark floors, have open toes or heels, and turf shoes are prohibited on courts and in exercise areas.
- Denim, zippered, and/or metal riveted shorts/pants 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 GC Code of Conduct.
- Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate support and undergarments are required at all times.
- Jewelry that may cause equipment damage or pose a risk of injury should be removed.

H. Cell Phones

Cell phones may be used in the common areas of the facility only. Use of cell phones and pagers is not permitted in locker rooms or while using equipment. The only exception is when a cell phone is used as a music device. Out of respect for others, we ask all persons to limit cell phone use in public areas.

I. Computer Use Policy

WRC computers are for WRC staff only.

J. 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. See the Georgia College Student Life Handbook: Honor Code and Code of Conduct available at gcsu.edu/studentaffairs/handbook for the complete policy regarding prohibited acts and liability.

K. Ejection

Noncompliance to any University or WRC policy is subject to ejection. When an individual is ejected or removed from the facility for any reason, that individual is suspended from the WRC facility and programs until (s)he has met with the appropriate professional staff or designee of the Wellness and Recreation Center.

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L. Equipment Checkout

Members may check out equipment free of charge at the Member Services desk.

- The equipment is for use in the WRC and/or during WRC programming only and should be returned to the appropriate checkout location before leaving the facility or area.
- Equipment returned the following day or later will accrue a \$2.00 late fee per day. Fee must be paid prior to accessing any WRC activity area.
- Collateral must be collected from WRC member in order to check-out equipment. Acceptable collateral includes: Bobcat card, driver's license, car/house keys, or mobile device.
- 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(s) to replace the equipment.
- 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, the fees will be charged to the student's Georgia College account. The participant cannot regain his/her membership until the charge is paid.
- General wear and tear on equipment is the responsibility of the WRC.

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M. Food and Beverages

- Food is NOT allowed at any time in any activity area.
- Food may only be allowed as an exception for special events if prior approval/arrangements are granted by the WRC professional staff.
- Food should be kept in the Lobby or Classroom.
- Water and sports drinks in sealable, screw-top containers are the only beverages allowed in activity areas; including, but not limited to courts, aquatic center and fitness floor. Cups without lids and carry-out cups are not allowed.

USER POLICY MANUAL

- All containers are subject to substance check at any time by WRC staff.
- Glass containers are prohibited at all times.

N. Locker Rental

Each WRC locker/changing room has 100 lockers available to users. All lockers are day-use only. In order to store belongings overnight, a monthly locker fee of \$10 will be applied to member's account.

Wallet lockers are also available on the fitness floor at no charge.

- Day-use locker contents must be removed before closing time each night.
- If contents remain in day-use lockers or locker rental is not renewed:
 - Locker contents will be removed and stored at the Member Services desk for seven (7) days.
 - Locker contents not picked up after seven (7) days will be donated to the Salvation Army. No compensation to the locker owner will be given if items have been donated.
- Locker rental fees are as follows.

Day-Use	Wallet Lockers	Monthly
No Charge	No Charge	\$10

- Locks are provided by the WRC for the monthly locker rentals. Personal locks will be removed immediately.

O. Lost and Found

- Found items should be turned in to the Member Services desk.
- Items turned in will be recorded in the Lost & Found log.
- Valuable items such as wallets, cell phones, iPods, and other technological devices will be securely stored until the rightful owner is found.
- Inquiries regarding items lost should be made at Member Services.
- Items not claimed within 7 days will be donated to the local Salvation Army.
- Staff members are not permitted to hold valuables.
- The WRC is not responsible for lost or stolen items.

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P. Posting

Bulletin boards are located throughout the WRC for *University approved* promotional material. Bulletin boards can be found on the first floor in the main corridor, by the vending machines, in the women's and men's locker rooms. One is also located on the second floor over the water fountain near the restrooms.

Q. Solicitation

No solicitation shall be conducted in or around WRC facilities on the Georgia College campus, except by the employees of the University acting in the scope of their agency or employment, or by established student organizations, in accordance with University policy. The complete policy regarding solicitation on the Georgia College campus is available at gcsu.edu/auxiliaryservices.

R. Towel Policy

Towel services are not available at the WRC. However, towels and disinfectant are located throughout the Fitness area. Members are expected to clean each piece of equipment immediately following use. Fitness Assistants will replace clean towels as needed.

S. WRC Refund Policy

Participants may request a refund for WRC programs or services by emailing a request to wellness.recreation@gcsu.edu. Refunds will be handled on a case-by-case bases.

Refund requests related to Rec Sport/Intramural programs should be directed to the Office of Rec Sports at (478) 445-0664 or bert.rosenberger@gcsu.edu.

All refund requests will be reviewed and approved by the area Supervisor where the service is being provided. Individuals will be contacted directly as to the status of request.

Area Specific Policies

A. Level One

1. Natatorium/Aquatics

1.1 Leisure and Therapy Pool

Warm water, shallow pool for fun, relaxation and therapeutic use. Capacity is twenty-seven (27) persons.

1.2 Competition and Recreation Pool

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 is one hundred (100) persons.

1.3 Sanitation Requirements

- All swimmers must wear appropriate swim attire.
- A shower is required before entering the pool.
- No one with sores, open wounds, bandages or other infections may enter the water.

1.4 Safety Requirements

- Enter the water only when a lifeguard is on duty and is present on the pool deck in the guard stand.
- No running is allowed on the pool deck.
- No tennis shoes, street shoes, dress shoes, etc. allowed on pool deck.
- No riding or standing on shoulders.
- No hanging or dunking on water basketball rim.

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- It is recommended that weak or non-swimmers stay behind the black shallow depth marker and wear a U.S. Coast Guard approved flotation device. The WRC does not provide such equipment. Individuals must 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.
- Use non-breakable plastic containers
- NO GLASS. NO food/gum allowed on deck or in the pool.
- 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 necessary.

1.5 Weather Restrictions

- The Aquatics Coordinator reserves the right to close the pool due to inclement weather.

1.6 Lap Swim

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

1.7 Water Aerobics

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

1.8 1 Meter Diving Board and Patron Responsibility

- One person allowed on the board at a time.
- Divers may take only one bounce on the board.

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- 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 exit by ladder is accessible, unless otherwise instructed by the lifeguards.
- No flotation devices, masks, goggles, or other equipment allowed when on the boards.
- No inward dives.
- Divers are not permitted to change the fulcrum settings.

1.9 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 entries only.
- Flotation devices are not permitted.

1.10 Thunder/Lightning Policy

According to the National Lightning Safety Institute (NLSI) and the American Red Cross, indoor facilities are connected to a much larger surface area through underground water pipes, gas lines, and electric and telephone wiring. According to the NLSI, if lightning strikes the ground anywhere on this metallic network it may induce shocks elsewhere.

The NLSI recommends waiting at least 30 minutes after the last sound of thunder/sight of lightning before resuming activities. For example, if thunder is heard or lightning is seen at 11:00am, the pool will close until 11:30am. If lightning is seen or thunder heard at 11:15am during the initial activity cease the time resets to open at 11:45am.

1.11 Appropriate Pool Attire



2. Classroom

Academic classes have priority use. Any other use of the classroom must be requested through Facility Reservations. Please adhere to Food and Beverage policy on page 19.

3. Climbing Wall

Climbing is strictly prohibited during hours outside of the advertised Climbing Wall schedule. The Climbing Wall is only available to members during specific climbing hours. The WRC Climbing Wall is managed by Liz Speelman who determines the hours of operation. The Wall schedule

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will be created and made available prior to the start of each semester.

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 Member Services before entering the climbing area.
- All climbers must purchase a wall pass.
- Loose jewelry/glasses must be secure, and all objects must be removed from pockets before climbing.
- No food, drink, or gum/candy is allowed in the climbing wall area.
- Climbers may use personal gear. Only commercially manufactured climbing equipment in good condition is allowed. Manufacturers' guidelines for retirement must be followed. Climbing wall staff will inspect all harnesses and determine if they are appropriate for use.
- Only climbing shoes are allowed on the climbing wall. No climbing shoes may be worn outside the climbing area.
- Only chalk balls/socks are allowed. No loose chalk. Clean up after yourself.
- Communicate! Talk to your climber/belayer/spotter!
- When bouldering you must stay below the marked max 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 while belaying is not permitted.
- Lead climbing and lead belaying are not allowed without first passing the WRC Climbing Wall Lead Test.

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- Tightening, loosening, or moving holds in any manner is not allowed without authorization of a WRC Climbing Wall Supervisor.
- Please report loose holds, bad wear spots on ropes, or any issue you believe to be a safety hazard.
- Personal items should be stored in the bench shelving. No personal items should be on the climbing wall surface.
- Please be courteous and respectful to other participants. Vulgar or obscene language will not be tolerated.

4. Courts (1, 2 and 3)

- Non-marking shoes only. No heels or boots.
- No dunking or hanging on rims or nets.
- 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 court(s).
- Contact Member Services for assistance with equipment; disassembling or moving equipment requires prior approval.
- Users are not to turn on the lights or tamper with the panel boxes. Requests or problems should be referred to the Member Services desk.
- Limited equipment is available for checkout at the Member Services desk. If equipment is not returned, the WRC will suspend the participant's membership and charge the cost of the equipment to that student's GC account or for non-GC members, their WRC account. The participant cannot regain his/her membership until the charge is paid.
- Open recreation basketball and volleyball have court priority, with the exception of events scheduled by Rec Sports or the WRC.
- No food allowed. Water and sport drinks in sealable, screw-top containers may be allowed on court side-lines and bleachers.
- Use of informal activity spaces when not scheduled/reserved (including priority scheduling) is first come, first serve.

B. Level Two

1. Fitness Area

- All individuals exercise at their own risk.
- Participants may request assistance with equipment or their exercise programs. Fitness Assistants are available to provide basic assistance and instruction on proper operation and use of equipment.
- If you experience lightheadedness, dizziness, nausea, or any other discomfort, discontinue your workout and seek help immediately.
- Proper exercise attire is required.
 - Only full athletic footwear, clean, full T-shirts, and athletic shorts/pants are allowed.
 - **No** tank tops, sleeveless shirts, mesh tops, mid-drifts, or hoop-neck/off-the-shoulder shirts.
 - **No** sandals, slides, boots, or open toe shoes.
 - **No** short shorts, cut-offs, or denim.
 - Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate support and undergarments are required at all times.
 - **No** weight lifting suits or “plastics.”
- Any participant not dressed in proper attire will be denied entry or asked to leave.
- The WRC staff's decision concerning appropriate attire will be final.
- Water and sports drinks in sealable, screw-top containers are the only beverages allowed.
- To reduce risk of participant injury, all loose jewelry, bracelets or loop earrings should be removed prior to use of equipment.

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- All personal items/belongings must be stored in a day use or rented locker, in a wallet locker, or in a cubby.
- Backpacks, book bags and large personal items are not allowed in any fitness activity area.
- Talking and texting is prohibited while using exercise equipment. The only exception is when mobile device is used for music with headphones.
- The WRC is not responsible for any valuables left unattended.
- 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. Towels and disinfectant are provided throughout the workout areas.
- Return towels and disinfectant to the appropriate location after use.
- All fitness equipment must remain on the fitness floor in its designated location. Equipment is not to be taken to any other areas within the facility.
- All facility-related injuries must be reported immediately to the nearest WRC staff member on duty.
- Report any damage, equipment malfunction, or facility irregularity to the nearest WRC staff member on duty.
- Group and team workouts are NOT permitted. No more than 3 people are allowed to work out together in order to prevent monopolizing any area or equipment.
- Participants should be considerate of other users at all times.
- Respect for equipment, facilities, and the WRC staff should be shown at all times.

1.1 Cardio Equipment

- Use of cardio equipment will be limited to 30 minutes during peak hours, or when others are waiting.

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1.2 Resistance Training and Conditioning Area

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- Do not attempt to use any equipment with loose or damaged parts.
- Do not place hands or feet on mirrors or walls.
- 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.
- DO NOT drop or throw free weights or plates. Slamming of the free weights and/or weight stacks will not be tolerated. Members who do so may be subject to disciplinary action.
- The WRC is not equipped for Olympic/Power lifting.
- Using a spotter is recommended on all press stations.
- Collars/locks are required on all free weight bars during use.
- Fitness equipment shall not leave the resistance training area.
- After use, all equipment and weights must be returned to the correct location and storage racks in proper order.
- Users who fail to rack and put their weights back properly may be subject to suspension of facility privileges.

1.3 Group Fitness Studio

- Water and sports drinks in sealable, screw-top containers are the only beverages allowed.
- No food is allowed in the studio.

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- Proper exercise attire is required. *Bare feet, full-coverage tank tops, and other attire appropriate for a specific class format may be allowed during class time only.
- Only non-marking shoes are allowed.
- Report any injuries or equipment problems immediately to the class instructor.
- No dropping equipment.
- Do not touch mirrors.
- All Group Fitness equipment is to remain in the Group Fitness Studio and stored properly.
- Only WRC staff is allowed to use the stereo and audio equipment.
- Arrive at least 5 minutes prior to class starting time to receive directions from the Instructor. Space may be limited for some classes.
- Studio doors will be locked 5 minutes after the start of classes.
- All personal items must be stored in the provided cubbies or lockers.
- Mobile devices are strictly prohibited during class times.
- WRC is not responsible for lost or stolen items.
- Silence or turn off all electronic devices.
- Plan to complete entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.

1.4 Group Fitness Studio – Spinning

In addition to the above listed Group Fitness Studio Policies, please adhere to the following policies for Spinning classes:

- All first time riders must attend the cycling orientation prior to the start of class.
- Wipe down the bike, including your seat and hand rails when you are finished. Towels and disinfectant are provided.

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- Place bikes back in correct storage position before leaving class.

1.5 Indoor Track

- Track is intended for walking/running use only. Lunges, plyometrics, or any activity that obstructs the flow of traffic are not allowed.
- Stretching and warm-up exercises are to occur in the designated areas only.
- Only non-marking, closed-toe, athletic shoes allowed. Spikes, turf shoes, cleats, and hard-sole shoes are not allowed.
- See track direction signs for daily direction of travel.
- Jogging/Running lanes – 2 Inside lanes
- Walking lanes – 1 Outside lane
- Give right of way to people passing on the track.
- 10 laps = 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.

Activities, Programs and Services

A. Personal Training

Personal Training is available for a fee for student and employee members. Inquiries about Personal Training can be made at the fitness desk and detailed information can be found online at gcsu.edu/Wellness.

1. Personal Training Policies

- 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 hrs.
- Full payment must be received prior to the first training session.
- Payment should be made at the Member Services desk. 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.
 - Waiver and Assumption of Risk
 - Letter of Agreement
 - Informed Consent for Fitness Assessment
 - Health History Questionnaire
- The fitness assessment must be completed prior to the first training session.
- All training sessions last 1 hour.

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- Call the WRC Fitness desk (445-7545) if you are running late for a training session. Trainers are only required to wait 15 minutes before that session is forfeited.
- If a client is late, the session will only last until the end of the hour for which that session was scheduled.
- To cancel an appointment, the client must notify his/her trainer directly at least 12 hours prior to the scheduled session time. Do not call the WRC to cancel or reschedule appointments. Please discuss with your trainer which method of communication is preferred (i.e. cell phone, text, email).
- 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, or due to uncontrollable circumstances (i.e. severe weather, power outages), or personal emergencies.
- Clients are required to abide by all WRC rules and regulations while working with a trainer.

B. Cancer Wellness Program

Georgia College's Cancer Wellness Program allows the university to provide a critical service for cancer patients in our community addressing a medical need that is currently unmet in Baldwin County and the surrounding counties.

Survive and Thrive is a free oncology recovery program for newly diagnosed cancer patients. The multidisciplinary program combines exercise, education, mind/body activities and support to assist people with cancer in returning to their fullest physical and emotional potentials. The goal of the program is to improve quality of life by addressing fatigue, depression, nausea, pain and stress and other unpleasant side effects of cancer treatment.

Our professional staff develops an individually prescribed, supervised exercise plan, with physician approval, based on therapy restrictions and energy levels. Clinical outcomes are documented for participants.

The program meets three times per week and includes mind/body programming such as meditation, yoga, music and art therapy, Tai Chi and more. Each two-hour session includes professionally prescribed exercises followed by educational topics such as coping skills, stress management, nutrition, and side effects of medications.

Facility Reservation and Decoration/Signage

A. Facility Reservation Policy

The GC Office of Facility Reservations within the Department of Public Services is responsible for university space and facility reservations. All reservation requests, including WRC space requests, must be submitted online through the R25 event scheduling system. It is recommended that all requests be submitted to the Facility Reservations Office at least seven (7) business days prior to the date of the event.

To reserve a location, simply complete the online [Facility Request Form](#) at the R25 viewer. If you've never before requested a facility through R25 or are having a difficult time, there is an [online tutorial](#) (pdf).

B. Decorations and Signage

Decorations may not be put on walls or furnishings in the WRC without consent from the WRC Director. Decorations must not disguise, cover or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, and fire alarm pull stations. For more information, contact the GC Coordinator of Emergency Preparedness and Occupational Safety at (478) 445-2025.

Additional Services

A. Counseling Services

Counseling Services provides voluntary, confidential, and free professional counseling to enrolled students. For more information, visit <http://www.gcsu.edu/counseling>.

B. Student Health Services

The Student Health Clinic is located on the first floor. The primary entrance is located at the west end of the building near the softball field. The Bobcat ID card is required for entrance to the building. You may also access the clinic by using the main WRC entrance, after checking in at the Member Services desk. Additional information can be found at www.gcsu.edu/studenthealth

Mystic Tanning

Healthy, UV-Free, Mystic Spray Tan is available at Student Health Services. Call 478-445-1670 to book appointments. Full details are available at www.gcsu.edu/studenthealth/service-provided

C. Recreational Sports

Recreational Sports offer students, faculty, and staff the opportunity to participate in various structured individual and team sports, ranging from "just for fun" to extremely competitive.

All inquiries for Rec Sports, including intramural sports, club sports, and employment, should be directed to the Office of Rec Sports (478) 445-0664, Bert.rosenberger@gcsu.edu or drew.bruton@gcsu.edu.