


# McGee Center

# Facility Policy Manual

# FACILITY ACCESS

## *HOURS OF OPERATION*

The normal, weekly hours of operation for the Jerry E. McGee Center are as follows:

- Monday – Thursday: 6:00 AM – 11:00 PM
- Friday: 6:00 AM – 8:00 PM
- Saturday: 10:00 AM – 6:00 PM
- Sunday: 10:00 AM – 8:00 PM

During holidays, semester breaks, or when unforeseen circumstances necessitate, the normal hours of operation will be adjusted. The adjusted hours of operation will be communicated to patrons as quickly as possible through signage, email, social media, and/or any other medium of the Campus Recreation staff's choosing.

Other than Campus Recreation staff, Campus Services, and emergency personnel, no one has access to the McGee Center outside of operating hours without the express approval of Campus Recreation professional staff. The Campus Recreation staff reserves the right to adjust McGee Center hours of operation at any time.

## *MEMBERSHIP*

By virtue of their direct connection to Wingate University, the following groups automatically obtain a membership to the McGee Center that allows them entrance into the recreation facility any time during hours of operation:

- Currently Enrolled, Registered Students
- Current Faculty
- Current Staff

Students who wish to continue using the McGee Center over the summer term, but aren't currently an enrolled/registered student, employed, completing an internship, or working on a research project on campus will have the ability to purchase the "WU Summer Pass." This membership costs $10 and provides these individuals normal access to the McGee Center though the duration of the summer term. This membership is only available to students who were enrolled/registered students during the preceding spring semester. This membership will not be prorated for any reason. Students who are not taking class over the summer term, but are employed, completing an internship, or working on a research project on campus during this period will be manually assigned a "Wingate Intern" membership for the duration of the summer term.

To gain entrance into the recreation facility, members will need to have their current Wingate University issued ID. The ID will be scanned by the patron at the card reader at the recreation desk. Assuming the patron has a valid membership, their card was scanned correctly, and the

student employee at the recreation desk has verified the patron's identity, they will be granted access to the recreation facility.

Due to current infrastructure and stipulations related to operational procedures, we are unable to offer memberships to any individuals that do not fall into one of the aforementioned categories.

## *FORGOTTEN ID*

Each semester, members will be given two "courtesy visits" where they will still be allowed to enter the McGee Center if they forget their Wingate ID.

- In the event a patron forgets their Wingate ID, they will need to visit the recreation desk so the student employee can verify their identity and grant them access through the turnstiles.
    - Patrons are expected to know their ID numbers in this instance, and may be asked for additional identification and/or asked questions in order to verify who they are.
    - Patrons are strongly encouraged to take a picture of the front and back of their IDs on their phones to scan at the barcode readers in case they forget their physical copy. Using a picture on the phone works the same way as the physical ID and does not count as a courtesy visit.
- If a patron forgets their Wingate ID more than twice in a semester, they ***will not*** be granted access to the McGee Center until they retrieve it.
    - If the patron is there for an academic class or other approved event, they will be escorted to their class by a Campus Recreation staff member.
    - If the patron's ID has been lost, stolen, etc. it is their responsibility to have a new one made by Residence Life before they can enter the recreation facility.

## *GUEST PASSES*

Each current Wingate faculty, staff, and student with a valid membership to the McGee Center is eligible to serve as a sponsor for up to four guests per day. Guest passes will only be sold with the sponsoring member accompanying the guest present, cost $5.00 per guest, and can be redeemed for a single day use (meaning the guest can use it for entry multiple times, up until closing time of the same day they redeem it, at which point the pass expires).

The stipulations regarding McGee Center guest passes are as follows:

- No guest may solicit members to act as their sponsor in order to gain access to the recreation facility.
- Guests must be at least 18 years old and present a government issued ID with their picture, full name, and date of birth to the student employee at the recreation desk.
- If a member would like to bring in more than four guests in one day, they will need to request permission from a professional staff member of the Campus Recreation

Department (or a proxy designated by one of these employees) at least one business day in advance.

- All rules and regulations pertaining to members also apply to guests while in the McGee Center.
- Guests must depart the facility the same time as their sponsoring member.
- Guests are not eligible to check out any equipment from the recreation desk. The sponsoring member must check out all equipment for themselves and their guest(s).
- Guests are eligible to participate in Group Fitness classes, assuming there are spots available.
- Guests are not eligible to participate in Intramural competition or other special events.
- If a guest is asked to leave the McGee Center for any reason, the sponsoring member must also depart with them (and vice versa).
- Sponsoring members will be held responsible for all of their guest(s)' actions while in the McGee Center, and will be charged any fees associated with repairs, damage, cleanings, replacements, etc. that result from their guest(s)' actions.
- The Campus Recreation professional staff and student employees reserve the right to, at any time, deny access or continuing use of the McGee Center to any member or guest, should they deem it necessary.
- Guests will be required to fill out the McGee Center / Wingate University Waiver.

Members participating in an intramural competition in the McGee Center are able to check out an "Intramural Spectator Pass" from the recreation desk for a guest who is there to watch the game.

- The pass is checked out to the member's account, just like a piece of equipment, and is due back to the recreation desk immediately following the conclusion of the game.
- The pass only allows the guest the opportunity to watch the intramural game taking place in the McGee Center. If this guest/spectator is found to be exercising and/or participating in any area of the facility, the member and their spectator will be asked to either purchase a guest pass from the recreation desk or leave the facility.

## *SUSPENSIONS*

Patrons of the McGee Center can be suspended from Campus Recreation activities, events, facilities, programs, and/or services for the following reasons:

- Allowing another individual to use their Wingate ID to gain access to the McGee Center
- Fighting
- Harassment
- Policy violation(s)
- Trespassing
- Vandalism
- Other incidents deemed to be inappropriate, dangerous, or violating Wingate University policies and guidelines by Campus Recreation staff

The terms and conditions of any suspension will be determined by the Campus Recreation professional staff, or any proxy they designate. Depending on the nature of the incident, patrons may be required to meet in person with a Campus Recreation professional staff member, a designated proxy, and/or other departments/entities that become involved.

Any student that is suspended from using the McGee Center, but has an academic class meeting in the facility will still be granted access to the building. They will be escorted to their class by a Campus Recreation staff member and are required to leave the facility immediately after the conclusion of their class.

## EQUIPMENT CHECK-OUT

### *AVAILABLE EQUIPMENT*

- Base Sets
- Basketballs – Men's and Women's
- Disc Golf Sets
- Dodgeballs
- Footballs
- Frisbees
- Intramural Spectator Passes
- Pinnies
- Racquetball Goggles
- Racquetball Racquets
- Racquetballs
- Soccer Balls – Indoor and Outdoor
- Tennis Balls
- Tennis Racquets
- Volleyballs – Indoor and Outdoor
- Wallyball Nets
- Wallyballs

### *CHECK OUT PROCESS*

All current McGee Center members are eligible to check out equipment from the recreation desk.

- The student employee at the recreation desk will scan the patron's Wingate ID or type in their ID number to pull up the patron's account.
- The student employee will retrieve the item(s) requested by the patron and, after inspecting them for damage, check out the specifically numbered pieces of equipment to the patron's account.

- All pieces of indoor equipment are due by closing time the same day they are checked out. Outdoor equipment is due by closing time the following day, and camping equipment can be checked out for up to a week.
- Patrons are responsible for bringing back the same specific item(s) they were checked out, in the same condition.
    - Assuming the correct pieces of equipment are brought back in the same condition, the student employee at the recreation desk will check-in the item(s) from the patron's account and put the item(s) back in place.
    - Should a patron return a different item than they were issued at check-out, the original item will not be taken off the account and the patron will still be responsible for ensuring it gets returned in the same condition.
    - If a patron returns an item with signs of destruction or misuse, or fails to return an item, the item will not be checked in from the patron's account, and the student employee at the recreation desk will proceed with the damaged/missing equipment process.

## *DAMAGED / MISSING EQUIPMENT PROCESS*

Members that check out equipment from the recreation desk will be held accountable if the equipment goes missing or sustains damage while under their possession.

- The student employee at the recreation desk will inspect returned equipment, before checking it in from a member's account, and set it aside without checking it in if they find it to be damaged.
- The student employee who closes the recreation desk, before leaving each night, will double-check the outstanding equipment list to see if any checked out items were not returned.
    - In either case, the student employee will submit the appropriate form on the student employee Canvas page. If it is a case of damaged equipment, they will also have the student supervisor take the item to the Assistant Director's office.
    - Before proceeding, the Assistant Director for Facilities, or any proxy they designate, will inspect the damage themselves, read the submitted form, and/or double-check to see if the equipment has been turned in.
    - The Assistant Director for Facilities, or any proxy they designate, has final authority in determining when an item is officially considered irreparably damaged or lost.
    - If the Assistant Director for Facilities, or proxy they designate, finds fault on the part of the patron for either damaging or losing equipment, a replacement fee will be charged to that individual.
    - Any appeals related to replacement fee charges will be heard by the Director of Campus Recreation. The meeting to discuss the appeal must be scheduled within a week of the patron being notified of the pending charge. The Director of Campus Recreation has final say concerning a patron being charged or not.

# RESERVATIONS

## SPACES AVAILABLE

- Classroom
- Conference Room
- Functional Training Room
- Group Fitness Studio(s)
- Lobby
- MAC Gym
- Multi-Purpose Court(s)
- Racquetball Court(s)

## PROCESS AND STIPULATIONS

If a member wishes to request a reservation of one of the above areas, they can do so by filling out a request via EMS, asking a student employee at the front desk to fill out the reservation request form for them, or by filling out the form on their own. If at all possible, these requests need to be made two weeks in advance and requestors will need to provide details such as:

- Date(s)
- Time(s)
- Space(s) Needed
- Anticipated Number of Participants
- Contact Information
- Equipment Required
- Description of Activity
- Purpose of Event

All of the above criteria, and any additional information provided, will be taken under consideration by the Campus Recreation staff when making a decision of whether to accommodate the reservation request. There are important stipulations individuals should be aware of when requesting space in the McGee Center:

- Last minute requests for special events are not likely to be approved, but can be made directly to the Director or Assistant Director(s) of Campus Recreation, or any proxy they delegate. Advanced notice for simple space requests (such as a club meeting) is expected, but Campus Recreation staff will attempt to accommodate last minute requests.
- Campus Recreation won't reserve the Strength Area, Cardio Decks, or Track during operational hours. Approvals will almost never happen for a request that would cause

both Multi-Purpose Courts and the MAC Gym to all be reserved at the same time during operational hours.

- If a request is made for times the McGee Center is not open, and the request is approved, the requestor will be responsible for paying at least two Campus Recreation student employees to be present at a rate of $10 per hour per staff member. Campus Recreation reserves the right to determine what is an appropriate level of staffing.
- Campus Recreation has limited amounts of supplies such as tables and chairs for requesters to utilize. Requestors may be required to contact the Coordinator for Event Operations and Conferencing, or an outside vendor, to reserve supplies Campus Recreation does not have.
- Assuming a reservation is approved, during the event requestors are responsible for reporting any unsafe incidents, destruction of property, misuse of equipment, etc. to a Campus Recreation employee as soon as possible.
- All participants for an approved reservation must follow Campus Recreation's policies at all times. The only exception is for groups with an approved reservation in a fitness studio, where participants may take part in activities without shoes.
- Campus Recreation professional staff, or any proxy they designate, reserve all rights in regards to interpreting what is allowed, creating stipulations pertaining to reservations, and canceling/postponing events if they deem it necessary.
- Campus Recreation will make every attempt to contact requestors within a week of a reservation request to set up a meeting and/or obtain additional information regarding the request.
- *Submitting a request does not constitute approval, so requestors should not begin advertising their event until official approval has been given*.

## LOCKER & TOWEL SERVICE

### *LOCKER SERVICE*

The McGee Center will have lockers available for patron use in six different locations:

- Single Use Locker Room 230 (6 lockers)
- Single Use Locker Room 231 (6 lockers)
- Female Student Locker Room (46 lockers)
- Male Student Locker Room (46 lockers)
- Female Faculty / Staff Locker Room (46 lockers)
- Male Faculty / Staff Locker Room (46 lockers)

Due to the relatively limited amount of lockers available compared to the number of potential members wishing to utilize them, all lockers in the Single Use Locker Rooms and Student Locker Rooms will only be available for day use.

- Members may place belongings in an available locker for the duration of their visit
- Members are restricted to the use of one locker per visit

- Any items left in these lockers at closing time each night will be logged and placed in the appropriate lost and found location, with the exception of undergarments (underwear, socks, bras, etc.), which will be immediately discarded
- The Campus Recreation staff reserves the right to open and clear out any locker due to safety or risk management concerns
- Members are responsible for any items they place in the lockers, as well as remembering which locker and combination they use

The Faculty / Staff Locker Rooms will have a mix of both day use lockers and lockers available for rent. There will be 20 lockers available for rent in both the Male and Female Faculty / Staff Locker Rooms. The other 26 lockers in each room are for day use only, and the same conditions mentioned previously apply to these day use lockers. Stipulations regarding the rented lockers are as follows:

- Lockers may be rented by faculty and staff members on a semester basis and cost $20.00
    - Cost will not be prorated as the semester progresses, and no refunds will be given
    - Upon payment of locker rental, a green sticker will be placed on the locker
- Members are restricted to renting out one locker, due to limited quantities available
- The Campus Recreation staff reserves the right to open and clear out any locker due to safety or risk management concerns
- Members are responsible for any items they place in the lockers, as well as remembering the combination they set
- Each semester, a “clean-out” date will be established for all rented lockers
    - This date will be communicated to customers via email at least two weeks in advance
    - Customers will either need to renew their locker rental for the next semester or remove all of their belongings from the locker by the established date
    - Any items left in rented lockers on the “clean-out” date will be bagged, labeled, and held for three months; if items are not claimed during this time they will be discarded

## *TOWEL SERVICE*

Due to the propensity for them to go missing on a regular basis, and the subsequent, associated replacement costs, Campus Recreation will no longer be offering free hand towel service to all members. In conjunction with the availability of showers and locker rooms in the McGee Center, all current members will have the ability to purchase shower towel service.

- Towel service is purchased on a semester basis and cost $20.00
    - Cost will not be prorated as the semester progresses, and no refunds will be given
- Members will be restricted to using one towel per visit

- Towels will be checked out to the member's account, similar to equipment, so after they are finished using it members will need to return the towel to the recreation desk

## CARDIO DECKS & STRENGTH ROOM REGULATIONS

### *DRESS CODE*

To engage in any exercise or workouts in the McGee Center, patrons must be dressed in appropriate athletic attire. These rules apply to all other recreation areas in the McGee Center as well. Stipulations regarding the different articles of clothing are as follows:

- Tops include any variation of a shirt or tank top that must cover the chest and upper back
    - Must be worn at all times
    - Must cover the chest and back (sports bras must be covered by another shirt)
    - Cutoff shirts are not permitted
- Shorts/Pants
    - Must be worn at all times
    - Must be athletic in nature (no jeans, belts, khakis, etc. that have parts and pieces that will tear up the upholstery on equipment or prevent patrons from having full range of motion)
- Shoes
    - Must be worn at all times
    - Must be closed-toed, non-marking, and athletic in nature (no sandals, crocs, five-fingered shoes, boots, heels, dress shoes, etc.)

The Campus Recreation staff and student employees retain the right to determine what is considered appropriate athletic attire. The Campus Recreation staff and student employees also retain the right to determine if clothing is considered offensive. In either instance, a patron found in violation of this policy will be asked to stop exercising, to change clothes, and/or to leave the McGee Center.

### *PERSONAL ITEMS*

- Music
    - Patrons are not permitted to play their own music out loud. All music played from a personal device must be listened to via headphones. The Campus Recreation staff has full control over any music that is played out loud through speakers in these spaces.
- Chalk

    - Chalk is not permitted to be used in the McGee center under any circumstances.
- Bags, Purses, Backpacks, Books, Jackets, Etc.
    - All personal items need to be kept in one of the numerous lockers or cubbies provided throughout the McGee Center.
    - Patrons will be asked to move any items that have been left in hallways, walkways, stairways, next to equipment, etc.
    - If personal items are found unattended outside of lockers and cubbies, they will be placed in lost and found by the Campus Recreation staff.

## *EQUIPMENT*

In order to preserve the quality of the fitness equipment and facility, as well as the safety of every individual, there are a variety of regulations patrons must adhere to when utilizing these items. These stipulations are as follows:

- Patrons are not allowed to slam weights against floors, walls, ceilings, mirrors, or other equipment
    - Bumper plates may only be dropped, when absolutely necessary, from below waist height onto the designated flooring in the rack area
- Bumper plates are to be used solely in the rack area, while Olympic plates are to be used in conjunction with the Smith machine and plate-loaded pieces
    - 5 lb. and 2.5 lb Olympic plates may be used in the rack area if needed
- Upon completion of an exercise, patrons must re-rack their weights in the appropriate location(s)
- Collars / clips must be used in accordance with any exercise requiring plates to be put on bars
- Free weights, or other equipment, may not be taken outside of the strength room without the express consent of Campus Recreation staff
- Patrons are not permitted to rearrange the layout of any of the equipment, with the exception of the adjustable benches
- Patrons may not use equipment for any purpose for which it is not dedicated for
    - If unsure of how to use something, patrons should ask a Campus Recreation employee and/or read all instructions and pictures that may be available on the equipment
    - Patrons can also scan the QR Code on select machines to watch a video of how to use it
- After use, patrons must wipe-down equipment with provided cleaning towels and solution in spray bottles
- Patrons are not permitted to lean on mirrors or swing weights and plates in close proximity to them
- Personal training or private instruction in the McGee Center is restricted to those individuals who are specifically employed by Campus Recreation for this purpose

- Whenever possible, patrons will be asked to allow other individuals to “work in” with them in an effort to maximize the time and equipment that is available to everyone
- Patrons will be restricted to a maximum of 30 minutes on pieces of cardio equipment when there are other individuals waiting to use them
- Any inappropriate or improper use of the technology / media functions of the cardio equipment will not be tolerated; any patrons in violation of this are subject to suspension
- Patrons should notify a Campus Recreation employee as soon as possible concerning any type of damage or malfunction with the equipment or facility
- Spotters are strongly recommended; please ask a Campus Recreation employee for assistance

### *OLYMPIC LIFTING*

Due to myriad risk management and liability concerns, as well as a lack of available direct supervision and instruction, Olympic Lifting is not permitted in the McGee Center. Although this issue was thoroughly explored, the current resources, infrastructure, and operational practices of the Campus Recreation Department and McGee Center do not allow for an environment that the professional staff feels is conducive to the safe performance of these movements for all patrons. As such, the list of lifts currently not permitted includes, but is not necessarily limited to:

- Clean and Jerk
- Clean
- High Pull
- Jerk
- Jump Shrug
- Overhead Squat
- Snatch

## COURT REGULATIONS

### *MAC & MULTIPURPOSE GYMS*

- Hanging on the rims or nets is not permitted
- Throwing objects, including balls, against the windows, ceiling, and scoreboards is prohibited
    - Balls other than dodgeballs and indoor soccer balls may not be thrown or kicked against the walls
- Campus Recreation reserves the right to determine which activities are considered appropriate for these areas
- If patrons choose not to use the lockers and cubbies provided throughout the McGee Center, their personal items must be kept on a bench or against a wall, away from any doors and where they do not create a trip hazard

    - Items left unattended, out in the open, and/or blocking doors may be taken to lost and found by Campus Recreation staff
    - Campus Rec isn't responsible for any personal items that are damaged or go missing
- All courts will operate on a first-come, first-serve basis, unless specific drop-in sports, intramurals, or other events have been scheduled
    - Outside of specific drop-in times, volleyball will only be set-up if at least four participants are present and a court is available
    - The Campus Recreation staff will not request or require any patron(s) already occupying a court with a certain activity to stop or move for patrons requesting a different activity, even if the second group has more participants
- Patrons are not permitted to assemble / disassemble any equipment that is set-out on a court
- Spitting is not allowed on the courts
- If a sustained injury results in a patron bleeding on a court, they are required to stay in place and ask someone else to seek help (so as to not track blood through the facility)
- All informal recreation activities / pick-up games are self-monitored
    - Good sportsmanship and conduct is expected to be exhibited by all patrons
    - Offensive language, profanity, or threats directed at other patrons or employees may result in the patron's removal from the facility and/or suspension
    - If other patron(s) are waiting, the losing team of a pick-up game must rotate off the court or allow the waiting patron(s) to join the next game
- Training sessions, lessons, coaching, etc., outside of approved Wingate athletic coaches and trainers, is prohibited
- No climbing of walls or nets is permitted
- No personal audio equipment may be played out loud
- No weight equipment is allowed on the courts, unless permitted by Campus Recreation staff
- Any drinks must be kept off of the courts

## *RACQUETBALL COURTS*

- Only racquetball, wallyball, and handball are permitted on these courts
- The use of goggles and racquets with wrist-straps by racquetball participants is strongly recommended by Campus Recreation
- If patrons choose not to use the lockers and cubbies provided throughout the McGee Center, their personal items must be kept on a bench or against a wall, away from any doors and where they do not create a trip hazard
    - Items left unattended, out in the open, and/or blocking doors may be taken to lost and found by Campus Recreation staff
    - Campus Rec isn't responsible for any personal items that are damaged or go missing

- All courts will operate on a first-come, first-serve basis, unless specific drop-in sports, intramurals, or other events have been scheduled
    - The Campus Recreation staff will not request or require any patron(s) already occupying a court with a certain activity to stop or move for patrons requesting a different activity, even if the second group has more participants
- Patrons are not permitted to assemble or disassemble any equipment that is set-out on a court
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## LOCKER ROOM REGULATIONS

### *COMMUNAL LOCKER ROOMS*

- If choosing to use communal locker rooms, members will use the appropriate locker room associated with the gender (male or female) and status (faculty / staff or student) they are registered as with Wingate University
- Patrons shall report any issues to a Campus Recreation staff member, immediately
- Patrons are urged to use caution through the locker rooms, as the floors may be wet
- No photographs or videos may be taken in locker rooms

### *SINGLE USE LOCKER ROOMS*

- If choosing to use a single use locker room, patrons must be aware that other members may also be keeping their personal items, showering, and/or changing in this space, so they may not be able to retrieve their items or utilize the single use locker room exactly when they would like to
- Campus Recreation asks that, out of courtesy to fellow McGee Center members, any patrons utilizing the single use locker rooms adhere to a 20 minute time limit
- In cases of severe safety or security concerns, the Campus Recreation staff reserves the right to enter or unlock these spaces upon announcing themselves and their intentions

- Patrons shall report any issues to a Campus Recreation staff member, immediately
- Patrons are urged to use caution through the locker rooms, as the floors may be wet
- No photographs or videos may be taken in locker rooms
- Only one person at a time may utilize the single use locker rooms

## OCTAGON (FUNCTIONAL TRAINING RIG) & TRACK REGULATIONS

### *OCTAGON (FUNCTIONAL TRAINING RIG)*

- Patrons are not permitted to use any part of the rig or accessories outside of the designated area and outside of their designated purpose(s)
- Patrons are prohibited from hanging upside-down from the rig
- When training and group fitness courses are not taking place, the rig is open for general patron use
- No slamming equipment against floors, walls, equipment, mirrors, etc.
- If this space is approved for any type of event or reservation, Campus Recreation requires one of their trained employees to be paid for instruction and oversight

### *TRACK*

- Patrons are required to adhere to all lane and direction designations
- Patrons are advised to enter the track and pass other users with caution
- Use of any type of equipment on the track is prohibited
- Other than ADA designated assistance devices, no wheeled equipment or vehicles are allowed on the track
- Items may not be thrown up to or dropped from the track
- No spiked shoes, cleats, boots, sandals, etc. are allowed on the track; patrons must adhere to exercise dress code
- Stretching is not permitted on the track itself; please use other available areas in the facility
- Patrons are not permitted to spectate first floor activities from the track
- Sitting on or leaning against railings is prohibited
- No more than two patrons can walk, jog, or run side-by-side on the track

## GENERAL POLICIES OF THE MCGEE CENTER

### *MEDIA*

Campus Recreation reserves the right to photograph and videotape our facilities, equipment, programs, and services at any time, as well as the patrons that may be utilizing them.

- Patrons utilizing / participating in any function of Campus Recreation imply their consent to be appropriately photographed or videotaped by Campus Recreation staff
- Patron(s) of the McGee Center may have these materials utilized by Campus Recreation to promote the department and facility, without the patron(s)' direct consent

Any individual who is not an employee of Campus Recreation is prohibited from photographing or videotaping Campus Recreation employees, equipment, facilities, patrons, programs, and services.

- To obtain permission, the individual must meet with a Campus Recreation professional staff member, or a proxy they designate, to explain exactly what they will be doing, the purpose of their "shoot," where the photos and videos will be used, etc.
- Permission is never guaranteed, even with a meeting
- If permission is granted, the individual must obtain the written consent of any individuals that may appear in the photos or videos, prior to shooting
- Photography and videotaping is never permitted in locker rooms, restrooms, etc.

Patrons must obtain permission before conducting an interview, tabling, or hanging up flyers in the McGee Center.

- To obtain permission, the individual must meet with a Campus Recreation professional staff member, or a proxy they designate, to explain exactly what they will be doing, the purpose of their project, if photos or videos will be used and where, etc.
- Permission is never guaranteed, even with a meeting
- Specific dates, times, and areas for approved requests are left to the discretion of Campus Recreation staff
- Permission to hang up flyers or tables in the McGee Center does not mean Campus Recreation will promote and/or answer questions pertaining to a patron's event, group, organization, etc.
- Student employees are not permitted to be interviewed in regards to anything concerning Campus Recreation, unless one or more of the following conditions is met:
    - A professional staff member is present during the interview
    - A professional staff member gives permission to the student employee to be interviewed alone, after their consent has been obtained by the patron
    - A professional staff member approves of the topics and/or questions ahead of time

## *LOST & FOUND*

If a patron finds any type of unattended item, it should be turned in to a Campus Recreation student employee as soon as possible. The student employee will then record the item, with as much detail as possible, as lost on the lost and found log at the Recreation Desk.

- If the item is deemed non-valuable, it will be held in storage at the Recreation Desk
    - Examples: hats, water bottles, shirts, shorts, books
- If the item is deemed valuable, it will be given to the student supervisor to place in a secure location
    - Examples: wallets, keys, phones, jewelry, credit cards, IDs

To claim an item, a patron will be asked to describe the item in detail and present a valid ID, assuming their identification is not in the lost item itself. Assuming the description given for the

item matches, the student employee will have the patron fill out the claimed section of the log by signing and printing their name, as well as the date, time, and their ID number.

- At the beginning of each month, non-valuable items that have been held for 30 days or more will be donated or thrown away, depending on their condition
- At the beginning of each month, valuable items that have been held for 60 days or more will be taken to Campus Safety
- Campus Recreation is not responsible for replacing a patron's item(s) once they have been donated, thrown away, or taken to Campus Safety after the aforementioned time periods

## *LOBBY*

- Campus Recreation staff is responsible for the operation of televisions
- Personal items may not obstruct walkways or doorways
- Personal audio equipment must have music played through headphones
- Use of any mopeds, scooters, bicycles, skateboards, roller blades, etc. is prohibited in the McGee Center
- Weapons of any kind are prohibited in the McGee Center
    - Campus Recreation staff has the final say on what is considered a weapon
    - Depending on the nature of the weapon, it will either be confiscated and held at the desk for the member to retrieve after exiting the recreation center, or handed over to Campus Safety
- The use of any form of tobacco, drugs, alcohol, or e-cigarettes or vapes is prohibited in the McGee Center
- Food is only allowed to be consumed outside of the recreation desk turnstiles
    - Patrons will be asked to finish the food before entering or throw it away
    - If the patron is unwilling to comply with either of the aforementioned options, the student employee at the recreation desk will hold the item(s) at the desk for the patron until they retrieve it upon exiting the facility
- All drinks must be kept in non-glass containers that are sealed with a lid or cap to prevent leaks / breaks
    - Patrons may be held responsible for the cost of cleanings, repairs, or replacements as a result of spills
    - The Director of Campus Recreation has the final say in regards to applying these charges
- With the exception of service animals, no animals are allowed in the McGee Center
    - Proof of an animal's service status may be required at any time
- For the safety and protection of the employees, facility, patrons, property, etc., Campus Recreation staff may request to view the contents of a patron's bag at any time
    - If the patron refuses, the staff member will explain their reasoning and ask again
    - If the patron refuses a second time, Campus Safety will be called

# STATEMENTS

## *INHERENT RISKS*

- While Campus Recreation strives to create a welcoming and safe environment for all individuals, patrons should understand there are risks inherent in utilizing the department's facilities, equipment, programs, and services. These risks include, but are not limited to, injury, illness, and theft or damage of personal property left unattended or in a vulnerable position.
- Wingate University, the Campus Recreation Department, and its employees are not responsible for injuries or illness sustained by patrons while utilizing the department's facilities, equipment, programs, and services.
- Wingate University, the Campus Recreation Department, and its employees are not responsible for patrons' lost, stolen, or damaged items.
- Patrons are responsible for reporting any unsafe incidents, destruction of property, misuse of equipment, etc. to a Campus Recreation employee as soon as possible.
- Patrons are responsible for educating themselves, asking for assistance, and knowing their own limits in regards to participation in any Campus Recreation facilities, programs, and services.

## *REGULATION AT WILL*

The Campus Recreation professional staff, or any proxy they designate, reserve all rights in regards to the interpretation of all aforementioned policies, regulations, stipulations, etc. In addition, the Campus Recreation professional staff, or any proxy they designate, reserve the right to use their judgment to make policy decisions for any situation that may not be expressly covered in the above sections.

Updated: 8/12/2024