



## **Participant Policies and Procedures**

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# Introduction

## Disclaimer

The purpose of this policies and procedures manual is to provide guidelines for the users of the Campus Recreation Center (CRC), as well as other Campus Recreation & Wellness (CRW) facilities. Our purpose is to provide growth opportunities and educational experiences, which will enrich the life-long learning process. The use of CRW facilities is a privilege, and individuals not cooperating with established policies and procedures may be asked to leave or may have their privileges revoked. CRW facilities staff reserves the right to make judgment calls and has the final decision on policies and procedures not covered in this member policy manual. Other Campus Recreation and Wellness facilities include the Camp Lab Intramural Fields, Norton Fields, the Disc Golf Course, and the WCU Trail System. CRW also oversees Reid Pool as part of a memorandum of understanding. Some facilities may have specific policy manuals, so please be sure you are aware of policies and procedures specific to each facility.

## Code of Conduct

In order to maintain a high level of service to our users, the CRW Professional Staff enforces a Code of Conduct that all participants must follow. The CRW Professional Staff appreciates your cooperation in creating a friendly and positive environment for fitness and wellness opportunities in all areas of our facilities. Participation in all programs and recreation at CRW Facilities is a privilege. All users who participate in activities or utilize CRW facilities agree to adhere to the following Code of Conduct:

- Treat CRW staff and facilities with respect.
- Follow CRW policies and procedures at all times.
- Act with character and courtesy while respecting the rights, welfare, and dignity of all others in CRW Facilities.
- Refrain from vulgar language and offensive conduct.
- Act in a safe, responsible manner regarding themselves and others.
- Adhere to the rules and policies included in this document and set forth by the Western Carolina University Code of Student Conduct and Community Creed.  
(<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/>)

## WCU Community Creed

All members of the WCU community are expected to understand, and adhere to, the WCU Community Creed. The Creed is intended to establish a foundation for promoting a high level of service and establishing a successful environment at Western. As a member of the Western Carolina University community, I will:

- Live by high standards of personal integrity;
- Embrace my responsibilities as a member of this community;
- Respect the rights and well-being of others;
- Engage myself in the artistic, cultural, and academic life of my University;
- Celebrate and express pride in Western Carolina University.

## General Information / Emergency Phone Numbers

CRC Control Desk/Main Office Number..... (828) 227-7069  
CRW Inclement Weather/Emergency Line..... (828) 227-8808  
Western Carolina University Police.....(828) 227-7031

Western Carolina University On-Campus Emergency Number..... (828) 227-8911  
CRW also heavily utilizes [reccenter.wcu.edu](http://reccenter.wcu.edu) to promote programs and services, as well as to inform current patrons. CRW's website has up-to-date hours of operation, as well as lists of upcoming events.

**Vision**

The vision of our department is to shape the collegiate experience by building a university culture that invests resources in and appreciates the importance of quality recreation programs, services, and facilities.

**Mission Statement**

The mission of our department is to foster a campus-wide culture of recreation and wellness through a comprehensive array of programs and services that educate, empower, and engage individuals to pursue and sustain healthy, balanced lifestyles.

**Core Values**

- Community
- Excellence
- Experiential Learning
- Inclusiveness
- Stewardship

**Assumption of Risk**

Participation in Campus and Recreation and Wellness services and facilities is completely voluntary. Individuals who choose to participate in services and/or facilities under CRW agree to the following statement:

I am voluntarily using the services and/or facilities of Western Carolina University's Department of Campus Recreation & Wellness with full knowledge, understanding, and appreciation of the risks of injury inherent in any physical exercise, physical activity, or program and expressly assume all the risks of injury and even death, which could occur by reason of my facility/equipment usage. I hereby agree to abide by all rules, regulations, and guidelines for use of CRW services and/or facilities. I hereby waive any and all claims and release and forever discharge directors, trustees, officers, agent or employees from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries or damage to property arising out of or related to my voluntary use of services and/or facilities. I understand that all personal property brought to the CRC is brought at my sole risk as to its theft, damage, or loss.

**Location**

Campus Recreation Center  
379 Memorial Dr.  
Cullowhee, NC 28723  
(828) 227-7069

**Hours of Operation**

*Fall/Spring Regular Hours*

Please consult our website at [reccenter.wcu.edu](http://reccenter.wcu.edu) for the latest information pertaining to hours of operation. Please note that all hours are subject to change due to the academic calendar, university events, unforeseen circumstances, and/or maintenance schedules.

Reduced hours of operation (including closures) are in effect during semester breaks, university holidays, and other scheduled breaks. An annual shutdown of approximately 3-5 days during the summer will occur for routine maintenance and cleaning. Members are notified of the shutdown prior to the event via facility signs and the CRW newsletter.

## **Access/Entrance/Exit**

### **Facility Access Policy**

The CRC is a controlled access facility. Only authorized users are allowed entry. The CRC is intended for the use of current Western Carolina University students and other authorized members of the Western Carolina community who have registered for a membership or have paid to use the facility. All participants who check into the building at the Control Desk **must** show a valid Western Carolina University ID (CatCard). Reid pool is also intended the use of current WCU students, faculty, staff, and other WCU affiliates eligible to use the facility by CRW eligibility policies, some of which require payment. Showing proper identification to the CRW facility staff member (Recreation Assistant, Supervisor, Lifeguard, etc.) is the **only acceptable** method of proving your membership or WCU affiliation status.

### **No ID = No Entry**

CatCards are non-transferable and for the exclusive use of the person named on the card. CatCards will be confiscated if presented by anyone other than the rightful owner. Involved parties may be subject to disciplinary action. Participants should possess, and display upon request, appropriate identification. The CRW facility staff reserves the right to request identification at any time. Non-members, suspended members, expired members, or individuals no longer affiliated with WCU will not be allowed access to the CRC or Reid Pool. Any misuse of valid IDs and improper entry is subject to disciplinary action including immediate removal and suspension from CRW facilities and programs, as well as further University discipline. Photocopies of a Western Carolina University photo ID are not acceptable. If the photo, name, and/or ID number(s) are not visible on a Western Carolina University ID card or the card is not scannable, the card is not considered valid. Your cooperation in presenting proper identification is expected at all times.

Outside guests meeting with CRW staff must check in at the Control Desk before entering past the controlled access point.

### **Academic Classes and Athletic Team Access**

Western Carolina University athletic teams and/or academic instructors are provided with training facilities, and team or class training activities are not to be held in CRW Facilities. A coach or professor may contact CRW to inquire about special programs, facility use, tours, and presentations. Access will not be granted to such groups without prior approval.

### **Entrance/Exit Policy**

Entry and exit of the CRC must always be through the designated main entrance and exit. Entry and exit to Reid Pool must always be through the designated Reid locker rooms. Individuals entering or exiting through non-designated doors are subject to disciplinary action. The only time emergency exits are to be used is in the case of emergency.

# Membership

## Membership Policy

Membership to the CRC for current full-time resident (non-distance) students is included in student fees. Other memberships are open to the campus community through the purchase of a semester or payroll deduction membership commitment. Payroll deduction is the only way to prorate memberships and some individuals may not be eligible for payroll deduction, including term-limited university employees. Spouses and partners of Western Carolina University students, faculty, and staff are also eligible to purchase memberships as well as dependents, who are 17 or older, of faculty, staff, and students. Alumni also have membership options available. The general public is not eligible for independent memberships.

## Member Benefits

### *Included in CRC Membership:*

Access to more than 9,800 square feet of fitness space featuring cardiovascular and weight equipment, two multi-purpose courts, three-lane indoor jogging/walking track (1 lap = 1/8 mile), access to two group exercise/multipurpose studios provided studios are not in use, climbing wall and adventure shop (not including equipment rental), full locker room facilities, equipment checkout, Intramural Sports activities, Reid Pool use during Open Swim hours

### *Fee Based Programs:*

Fee based programs include Group Exercise, Base Camp Cullowhee Trips and Rentals, Personal Training, Family Swim and Aqua Exercise. For Aqua Exercise, non-members who are faculty/staff or spouses of faculty/staff/students can sign up through CRW but community members must sign up through Educational Outreach by calling 227-7397. For pricing information, please visit our website or visit the CRC.

## Payment

Memberships may be purchased with cash or check. Full-time/permanent faculty and staff may sign up for payroll deduction by completing a payroll deduction form and can approve spouses, partners, or dependents 17 years of age or older to also come out of his/her payroll deduction. All memberships must be purchased in the CRC Main Office.

## Membership Renewal

Members participating in semester membership must renew each semester. Renewal must be completed in the CRC Main Office. Payroll deduction membership continues until cancelled by the member or when separation from the University occurs.

## Cancellations/Refunds

Payroll deduction memberships may be cancelled at any time. Membership will remain active through the end of the *prior* month if cancellation is processed *before* the university payroll deadline for a given month (usually sometime between the 8<sup>th</sup> and 11<sup>th</sup> of the month). Membership will remain active through the end of the *current* month if cancellation is processed *after* the university payroll deadline. Memberships paid in full via cash or check will not be refunded.

## Conflicts

Conflicts regarding membership status shall be referred to the Associate Director or Director of Campus Recreation & Wellness.

## Waiver/Assumption of Risk

A waiver of liability/assumption of risk and release form must be signed by all faculty, staff, spouse/partner/dependent, and WCU Alumni members of the facility before using the CRC. The waiver is found in the CRC Main Office. Individuals under the age of 18 but eligible for membership must have a parent or legal guardian signature on their waiver/assumption of risk and release.

## Membership Categories

### *Student Membership*

Membership to the CRC for full-time on-campus students is included in student fees. Students who do not pay student recreation and activity fees (distance learners, internships, etc.) may purchase a semester membership at the membership rate of \$60 per semester.

**TABLE 1**  
**Student Membership**

Category	Fall/Spring (each)	Summer
Part-time/Non fee paying student	\$60	\$15 Minimester, \$20 SSI, \$20 SSII
Spouse/Life Partner	\$65	\$65

### *Non-Enrolled Student Summer Membership:*

Non-enrolled student summer memberships are available for purchase to students who are not currently enrolled in summer school, but are enrolled for the following fall semester. Membership is available for the entire summer at the rate in Table 1 or per summer session at a rate of \$20/summer session. The dates of eligibility for the entire summer membership are the day after spring semester extending to the day before fall semester. No proration of membership fees is available. Proof of enrollment may be required.

### *Student Spouse/Partner Membership*

Spouses/Partners of students are eligible for a membership at the semester rates listed in the table above. To purchase a membership, the current student spouse/partner must be present and verify through university form, joint checking account and/or joint home or auto ownership/rental. The student must also provide a current student ID. Student Spouses/Partners need to obtain a CatCard from the CatCard Office prior to coming to register for a membership.

### *Faculty/Staff and Affiliate Memberships*

All Western Carolina University faculty and staff currently employed by WCU or retired from employment are encouraged to join the CRC. Table 2 shows the current faculty/staff and affiliate memberships offered. Following the table is more information and the verification process with regards to each membership. At the beginning of each semester, depending upon type of membership, the member can renew his/her membership by paying the membership fee in the Main Office. Dates for semester memberships are as follows: Fall September 1 – December 31, Spring January 1 – April 30, and Summer May 1 – August 31. Payroll deduction is available for current full-time benefited faculty and staff, as well as his/her spouse/partner and dependents and continues until cancellation or separation from WCU.

**TABLE 2**

Membership Category	Fall/Spring/Summer (each)	Monthly Payroll Deduction
Faculty/Staff	\$60	\$15



Faculty/Staff Spouse/Partner/Dependent (must be 17-25 years of age)	\$75/\$65 (\$10 discount if faculty/staff is member)	\$18.75/\$16.25
Retired Faculty/Staff	\$60	N/A
Retired Faculty/Staff Spouse/Partner/Dependant	\$75/\$65 (\$10 discount if retired faculty/staff is member)	N/A
Alumni	\$160 (with Catamount Club Membership)	N/A
Alumni Spouse/Partner	\$160 (with Catamount Club Membership)	
Alumni (without Catamount Club Membership)	\$260 (without Catamount Club Membership)	N/A
Alumni Spouse/Partner	\$260 (without Catamount Club Membership)	
Family Swim (dependents under 17)	\$10 (in addition to CRC membership)	N/A

### *Payroll Deduction Memberships*

- Payroll deduction memberships are available to all full-time benefited Western Carolina University employees and their spouse/partner or dependent.
- Memberships will be paid through the Payroll Office at the University.
- A deduction will be taken each pay period, until the membership amount is met.
- Memberships are available for purchase at any time during normal operating hours in the Campus Recreation Center.
- Memberships will be pro-rated monthly throughout each semester/academic year.
- Payroll deduction memberships can be cancelled at any time.
- Spouse/Partner and Dependent payroll deduction memberships must be deducted from the full-time benefited faculty/staff member's check.
- Temporary employees, whether benefited or not, are not eligible for payroll deduction.

### *Semester Membership*

- Semester and annual membership available each semester.
- Memberships are not pro-rated.
- Memberships are valid until the first day of the following semester.

### *Membership Verification Process*

#### *Faculty/Staff*

- Payroll deduction, semester, and annual memberships are available.
- Temporary Staff regularly working 20 or more hours per week are also eligible for membership (by semester only).
- In the event employment ceases, membership will be terminated as well.

#### *Spouse/Partner/Dependent*

- Membership is available to WCU faculty/staff/students' spouse/partner or 17-25 year old dependent that lives in the same household as the faculty/staff/student member.
- Payroll deduction, semester, and annual memberships are available.
- Proof of couple/partner/dependent status is required through:
  - Spouse/Partner – marriage certificate, joint checking account, joint home or auto ownership/rental
  - Dependent – ID with same address as member, joint checking, DOB also required
- Either faculty/staff member or spouse/partner may purchase membership. Both parties do

not need to be present at time of sale, unless approval is needed for addition to the faculty/staff's payroll deduction.

- In the case of separation, CRW should be notified of member status change by the end of the current semester.
- Each dependent 17 years of age or over must have an individual membership.
- Children under 17 years old are not permitted in the CRC except during special events designated for that age group (Ex: Kid's Climb).

#### *Retired Faculty/Staff*

- Payroll deduction is not available for retired faculty/staff members.
- Semester and annual memberships are available at the faculty/staff rate.

#### *Alumni*

- Membership available for Alumni and Spouse/Partner.
- Alumni who are members of the Catamount Club receive a CRC membership discount.

### **Guest Policy**

The primary purpose for guest passes is to accommodate the friends and relatives of WCU students and CRC members. Secondary audiences for guest passes are University guests (such as workshop, short-term conference guests, and University sponsored athletic camps) or visiting faculty/staff. In these instances arrangements for the guest must be made in advance through the Director of CRW and proof of involvement in workshop, conference, etc. will need to be provided.

- University guests that would like to use the CRC, but have not been given a complimentary guest pass must have the sponsoring department contact the Director of CRW or the CRW Administrative Associate for guest pass use.
- The cost of the guest pass will be covered by the current guest pass rate.
- Student, faculty, and staff members may bring 2 guests per day.
- Guest passes may be purchased in the CRC Main Office.
- Guests must sign a liability waiver/assumption of risk form.
- All guests must have a photo driver's license or government issued photo identification with address and proof of age (Must be 17 years of age).
- CRW reserves the right to approve or deny any guest pass transaction.
- Members must check in at the same time as the guest and remain at the facility the entire time the guest is present in the facility (both Reid Pool and CRC).
  - Exceptions will be made for visiting faculty/staff hosted by a University department and out of town alumni visiting over the weekend.
    - All other guest policy rules apply.
    - Alumni spouse/partner/dependent may accompany the alumni at the alumni guest pass rate per person.
    - Alumni must contact Alumni Affairs at least 1-week prior to visit in order to verify alumni status and make arrangements for the visit.
- Members are responsible for the actions of their guests. If a guest does not adhere to the policies and procedures of CRW facilities, the member and guest may be asked to leave.
- The sponsor's current membership must be verified before being allowed to purchase a guest pass.

- The guest's sponsor will be responsible for checking out any equipment and be held responsible for damages to equipment and/or facility caused by his/her guest(s).
- Guest passes are for facility access and any regularly scheduled, no-cost programs taking place in the CRC.
- Multiple day guest passes may be purchased (see Table 3 below for prices) and are only for consecutive days.
- Each guest pass is valid for the date of purchase only, re-entry is permitted on that day but only when accompanied by CRC sponsor (receipt must be shown upon re-entry)
- A guest cannot host another guest.
- A guest is subject to specific program eligibility policies where applicable.

### **Non-Participation Policy**

- CRW allows current members to bring guests for various activities and programs.
- Special events held may allow non-participatory guests if proper staff is requested ahead of time to monitor spectators.
- The CRW Staff reserves the right to ask any non-participants to exit the building at any time.
- Non-participants must still sign in at the control desk upon entry.

**TABLE 3**

<b>Guest Pass Category</b>	<b>Per Visit</b>	<b>3 Day Visit</b>	<b>Week Visit</b>
Student/Faculty/Staff	\$5.00	\$10.00	\$15.00
Retired Faculty/Staff or Spouse	\$5.00	\$10.00	\$15.00
Dependents of CRC Members (Must be at least 17 years of age)	\$5.00	\$10.00	\$15.00
Alumni or Alumni Spouse	\$10.00	\$15.00	\$20.00
Departmental Guests	\$5.00	\$10.00	\$15.00

## **Emergencies/Phones/Parking**

### **Emergencies**

During all emergency situations it is expected that members follow the direction of CRW Facility Staff. In the event an emergency situation calls for sudden removal from the facility please exit through the nearest emergency exit door immediately and meet the CRW staff for instructions at the alumni clock tower. Please follow University policies for all emergencies.

### **Phones**

The Control Desk phone is for CRW business use only and not for participant use. If a cell phone is not available, the Main Office phone may be used in case of emergency if approved by CRW staff.

### **Parking**

All users of the CRC must park in appropriate parking areas on campus. No special parking is designated for members or participants. Please check with WCU Parking Services for complete policies and parking areas on campus. Visit their website at [parking.wcu.edu](http://parking.wcu.edu).

## Facility & Equipment Reservations/Tours

### CRC, Camp Lab Fields, & Norton Fields Facility Reservations

A Facility Reservation Request Form must be submitted to the Director in the CRW Main Office. Request forms can be found online at the CRW website ([reccenter.wcu.edu](http://reccenter.wcu.edu)). Requests for facility spaces that do not require additional items or needs must be requested at least one week in advance. If an event requires setup or special needs this should be indicated on the Reservation Request Form and submitted at least two weeks prior to the event. There may be costs associated with certain reservations. Please contact the Director or Associate Director for pricing.

### Reid Pool Reservations

For information regarding Reid Pool reservations and fees, please email [reccenter@wcu.edu](mailto:reccenter@wcu.edu). To submit a reservation request, please fill out the Facility Reservation Request Form found on our website [reccenter.wcu.edu](http://reccenter.wcu.edu).

### Equipment Reservations

Groups who wish to check out a large amount of equipment or equipment that might not be available for general checkout must complete the request form found on our website [reccenter.wcu.edu](http://reccenter.wcu.edu) under "Resources and Forms".

### Damages Incurred During Use

Participants utilizing CRW equipment and/or facilities assume the liability of and agree to compensate CRW for any damage other than normal wear and tear while it is being used. See the Western Carolina University Code of Student Conduct: Section VII for the complete policy regarding prohibited acts and liability.

### Facility Tours/Presentations

CRC tours are available for groups or individuals upon request. Groups or individuals can fill out a presentation and/or tour request via the website. Our Presentation and Tour Request Form can be found on our website [reccenter.wcu.edu](http://reccenter.wcu.edu) under Resources and Forms. Please request presentations and tours 2 weeks in advance so we can contact you and schedule staff. Should a small group of individuals request an impromptu tour of the CRC, we can generally accommodate their wishes. Tours are conducted by a CRC Supervisor or Professional Staff Member. Facility/Activity participation is not associated with a tour. In addition, there is no age minimum for a tour. If you are a person with a disability who requires an accommodation during an organized tour, please contact CRW in advance at (828) 227-7069.

## Policies, Procedures, and Regulations

### General (CRC & Outdoor facilities)

- The CRC is a controlled access facility. Entrance and exit must be through the main entrance.
- CatCards are required for entrance into the CRC or Reid Pool and for all CRW programs.
- Members are responsible for the conduct of their guests.
- Disruptive behavior (i.e. profanity, fighting, shoving) will not be tolerated. It is expected that guests will be courteous to staff and other guests.
- In the event of an injury or accident, please notify a member of the CRW facility staff at one

of our service desks immediately.

- Smoking/tobacco/alcohol/Vaping/E-Cigs use in any form is prohibited in any/all CRW facilities, or at any/all CRW sponsored events. See the Western Carolina University policies: (University Policy #38 - Illegal Drugs and Drug-Free Workplace and University Policy #81 - General Campus Policy For Alcoholic Beverages, University Policy #45 - Smoking in Campus Facilities)
- Food and beverages are permitted only at the tables in the CRC lobby. Glass containers are prohibited. Water or sports drinks in a sealable container are the only beverages permitted in activity areas.
- Proper attire is required in all areas; shirts must be worn at all times and only non-marking shoes may be worn when appropriate. Sandals and open toed shoes are not permitted in activity areas throughout the CRC. Sweat-producing apparel is also prohibited including hoods, beanies, or plastic/garbage like materials under or over clothing. CRW staff's decisions concerning appropriate attire will be final.
- Photographing and/or videotaping participants without prior approval is not allowed and all photography/video requests must follow University policy. Photography and/or videotaping are not permitted in restrooms or locker room facilities.
- Bicycles, skateboards, and inline skates are not permitted inside.
- Use of informal activity spaces when not scheduled/reserved (including priority scheduling) is on a first come, first serve basis.
- Spitting in the common areas or activity areas such as courts, track, etc., or in water fountains is not permitted. Trashcans are provided in the gym area for spitting.
- Day-use lockers are provided for storage of all personal belongings throughout the facility. CRW recommends leaving all valuables at home.
- CRW is not responsible for any personal items that are lost or stolen.
- Staff members are not to hold equipment, valuables, or bags for participants.
- Personal iPods, MP3 players, Bluetooth speakers or radios are only allowed with headphones or during informal use in Studio 1 or 2.
- A closing announcement will be made approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, return any checked-out equipment, finish showering, and exit the CRC by closing time.
- The CRC facility may not be used for private or commercial purposes unless such activity has been approved by the CRW Team and meets the University Facility Use Policy. Examples of prohibited activity include (but are not limited to): personal training, private instruction, sales, etc.
- Areas within the CRC and checkout equipment shall be used for intended purposes only.
- In order to maintain a professional atmosphere of community and mutual respect, CRW permits casual Public Displays of Affection (PDA) such as hugging, holding hands, or brief kisses on the cheek between two consenting parties. Kissing on the lips (except in greeting or saying goodbye), pelvic contact of any kind, or touching of a sexual nature is strictly prohibited.
- It is requested that members report any concerns about the facility and/or equipment to the CRW Facility staff as soon as possible.

*Violations of these policies and procedures may result in loss of privileges and/or disciplinary action. Questions concerning these policies and procedures should be directed to the CRW Facility Management Team.*

## **Accidents/Injuries/Incidents**

Please contact a member of the CRW Facility staff should an accident, injury, or related incident occur. Your assistance in promoting safety is greatly appreciated. In the event an accident or injury occurs, an incident or accident report will be completed and kept on file.

## **ADA Statement**

Individuals with disabilities are encouraged to attend all CRW sponsored events and utilize CRW facilities. If you are a person with a disability who requires an accommodation in order to participate in a program, please contact CRW in advance at (828) 227-7069.

## **Alcohol, Drugs, and Tobacco Products**

The CRC is a substance-free facility. Users must agree to take reasonable precautions to prevent the possession or use of alcoholic beverages, illegal drugs and tobacco products in the CRC and other CRW sponsored events. See the Western Carolina University policies: ([University Policy #38 - Illegal Drugs and Drug-Free Workplace](#) and [University Policy #81 - General Campus Policy For Alcoholic Beverages, University Policy #45 - Smoking in Campus Facilities](#))

## **Animals**

Only service animals are permitted in the CRC. The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities on the Western Carolina campus. The ADA defines service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability. For more information and the complete policy regarding animals, see [University Policy #82 – Facilities Use and Public Art](#).

## **Attire and Footwear**

CRW staff reserves the right to determine the acceptability of all exercise attire. CRW staff decisions concerning appropriate clothing will be final. Clothing with offensive language, designs, and pictures or clothing that poses a danger to self or others is not acceptable. Apparel policies are in place for the safety of participants and/or to help protect against the transmission of viruses and infections.

- Appropriate attire is required at all times.
- Sandals and open toed shoes are not permitted in any activity area throughout the CRC.
- Shoes must be athletic, closed-toed and cover the entire foot.
- Shoes must be worn at all times, except when in locker rooms and studios.
- Shoes that mark floors or are turf shoes are prohibited in the court and exercise areas.
- Shirts, shorts, and/or pants must be worn at all times.
- Jeans, zippered, metal riveted shorts or pants are highly discouraged on exercise equipment and during informal games (basketball, volleyball, etc.)
- Sweat-producing apparel is strictly prohibited including, but not limited to, hoods, winter hats, garbage bag-like materials under or over clothing, etc.
- Shirts must cover the full torso and must not expose skin below the bra line in the back.
- Shirts must have an armpit gap that is less than the palm of your hand.
- 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, which may cause equipment damage or pose a risk of injury, should be removed.

## **Cell Phones**

Prolonged use of cell phones is not permitted in locker rooms or while using equipment. Out of respect for others, we ask that you limit your cell phone use in public areas.

## **Damages**

Participants utilizing CRW facilities and equipment assume the liability of and agree to compensate CRW for any damage other than normal wear and tear while it is being used. See the Western Carolina University Code of Student Conduct.

## **Ejection**

Non-compliance with any University or CRW policy or procedure is subject to ejection from the facility. When an individual is ejected from the facility for any reason, that individual is suspended from any CRW facility and program until they have met with the Director, Associate Director, or his/her designee.

## **Equipment Checkout**

Members may check out equipment free of charge with proper ID at the Equipment Checkout Desk.

- Valid Cat Card required to check out equipment and return equipment
- The equipment is for use in the CRC and/or on WCU premises only and should be returned to the Equipment Checkout Desk during the same day.
- The person checking out the equipment is responsible for the item(s). If the equipment is lost, damaged or not returned, then the individual who checked it out is responsible for the costs.
- If equipment is not returned after one week, CRC membership will be suspended until item is returned or balance is paid. Membership fees will not be refunded for membership suspension.
- General wear and tear on equipment is the responsibility of CRW.

## **Food and Beverages**

Food is NOT allowed at any time in any activity area (exception: food may be allowed for special events if prior approval/arrangements are granted by the Director or Associate Director). Food should be kept at the tables in the lobby.

Water or sports drinks in a sealable container or sports bottle is the only beverage allowed in activity areas including, but not limited to, wood courts, fitness equipment areas, and other fitness rooms.

All containers are subject to substance check at any time by CRW staff.

Glass containers are prohibited at all times.

Chewing gum is NOT permitted in activity areas.

## **Campus Recreation Center Locker Policies & Procedures**

### **General Locker Usage Policies**

WCU Campus Recreation and Wellness is not liable for the loss, theft, disappearance of, or damage to, personal property stored in lockers. CRW is not responsible for unclaimed or abandoned personal property from expired or cancelled locker assignments. **CRW reserves the right to periodically inspect lockers without prior notification.**

Lockers may not be used to store food. Additionally, members may not store hazardous materials or alcohol in lockers. Any violation of these policies will result in the cancellation of locker privileges. Violators will receive an e-mail regarding the cancellation and the member will have one week to clear out the locker.

- It is prohibited to leave items in a locker overnight unless the locker has been issued as a permanent locker through the Department of Campus Recreation & Wellness.
- Lost and Found is located at the Front Desk for all items that are turned into CRW Staff.
- Members are encouraged to store and lock all personal belongings in lockers and leave valuables at home.

### **Long-term Locker use**

The Campus Recreation Center (CRC) includes 196 men's and 225 women's lockers. Based on day-use locker utilization, 80 men's and 86 women's lockers are available for long-term use by CRC members. Day-use lockers are also available at no charge to members with a CatCard and can be exchanged for a key at Equipment Check-out.

Due to the limited number of lockers, only one locker in the CRC will be allowed per member. They are reserved on a first come, first serve basis each semester. Keys must be turned in by the last day of classes for inventory and cleaning each semester, unless you are on payroll deduction. Members participating in payroll deduction do not need to turn in their keys but lockers will be cleaned for disinfection and cleaning at the end of the fall and spring semesters each year. Contents of the locker will be removed and returned during this process. Non-payroll deduction members must return their key and go back on the waiting list if they renew their membership at a later date or renew their membership by the last day of classes each semester to keep their key.

To request long-term use of a locker, the locker section on the CRC membership form must be completed in the Main Office. If a long-term locker is available, CRW staff will confirm membership status and contact member via phone or email within 48 hours to schedule key pick up. Keys can then be picked up in the Main Office. At key pick-up, member must sign the Long-term Locker Checkout policies form acknowledging the member is aware of their responsibilities as a locker key holder. In the event all available long-term lockers have been rented out, a waiting list will be initiated (see "Waiting List" below).

### **Waiting List**

Once all available lockers are reserved, the names of current CRC members who did not receive locker keys will be placed on a waiting list. If a locker becomes available, the next member on the waiting list that has come to the CRC in the past 2 months will be notified by e-mail and will have a week to pick-up their locker key before it is forfeited to the next person on the list. Although we want everyone to get a locker key, CRW staff wants to ensure long-term locker holders are actually using the facility and need a long-term locker. Students requesting a long-term locker must submit their request each semester they are enrolled.

### **Loss of Locker Key**

In the event a locker key is lost, the member will be required to pay \$10 for a key replacement. (Payable in the CRC Main Office by either cash or check made payable to "WCU CRW")

### **Termination of Long-term Locker Agreement**



Non-payroll deduction permanent locker users who do not empty their lockers and/or return their keys by or before the last day of classes will forfeit future long-term locker opportunities. Email notices will be sent to members who fail to remove their personal property from their respective lockers as directed under this policy. All personal property will be held at the CRC for 4-weeks after the e-mail notice is sent. If arrangements are not made to pick up personal property within the 4-weeks, the items will go into lost and found and be donated to charity. If the locker key is not returned, a \$10 key replacement fee will be charged. The member will not be able to gain access to the CRC until the fee is paid.

Lockers are meant for individual use only. Long-term use agreement and the rights and responsibilities noted above are between CRW and the person reserving the locker only. If lockers are shared, the person named on the locker application is responsible for all contents of the locker and consequences if misuse is discovered. CRW also reserves the right to verify the member is utilizing the CRC and, thereby, using their long-term locker. If a member has not accessed the CRC in over 2 months, the CRW staff reserves the right to contact that member regarding a forfeiture of their long-term locker.

### **Lost and Found**

- Found items should be turned in at the Control Desk.
- Inquiries/reports regarding lost items should be made at the Control Desk.
- Items not claimed within 4 weeks will be given to a charity.
- Staff members are not permitted to hold or borrow valuables.
- CRW assumes no responsibility for the care and/or protection of any personal belonging left unattended in CRW facilities and for loss, under any circumstance, including theft, vandalism, or malicious mischief of such belonging.

### **Publicity**

Publicity printed material that are in line with the mission of CRW and are events that are open to all users of the facility may be displayed on the lobby bulletin board. Other informational displays and printed material should be scheduled through the Director or Associate Director of CRW. CRW reserves the right to remove any material not in line with our mission. Groups reserving the lobby for tabletop displays may be reserved for up to a week. If flyers are distributed, the reserving group is responsible for all debris caused from handouts (i.e. lobby and hallways of the CRC). If a survey is to be conducted as part of a tabletop display reservation, a copy of an IRB consent form will be required.

Groups requesting publicity through digital signage in the CRC must make the request through the Director at least 1 week prior to the requested ad running in the CRC. The ad also must meet the size requirements of 1920x1080 pixels. A limited number of ads will be run at one time and first priority is given to programs, events, and/or activities sponsored by:

1. CRW
2. Student Affairs
3. Student Groups/Organizations
4. Other campus groups (academic classes, athletics, etc.)
5. On-campus community outreach
6. Off-campus groups/organizations

### **Posting**

A bulletin board for general advertisements and appropriate posting of University publicity is designated in the lobby area. No signs, posters, or advertisements may be placed in other

areas of the CRC.

Decorations, including signs, posters or advertisements, may not be put on walls, railings or furnishings in CRW facilities without consent. 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.

### **Solicitation**

Solicitation shall not be conducted in or around CRW Facilities on the campus of Western Carolina University 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. See the Western Carolina University Solicitation Policy.

### **Video/Photography**

Outside video and/or photography are not permitted at CRW activities or events including the CRC without prior approval. Please contact CRW at least 48-hours before requested date/time for approval. A media pass is required during photo/video activities. Video/photography should not be directed at specific individuals unless involved in the video/photo project and in accordance with University policy. Videotaping and photography is not permitted in restroom or locker room facilities.

### **Towel Policy**

Workout towels are recommended for participants of the CRC. We ask that each member bring their own towel to wipe down equipment after use and/or use them as a barrier to prevent sweat on equipment during use. Shower towels are not provided and all participants must bring their own towel if showering at the CRC.

## **CRW Area Specific Policies**

### **Fitness Equipment Areas (General Rules & Policies)**

- Outside equipment that either alters CRW equipment or poses an increased risk to participants is not permitted in the CRC. Examples include: bands added to weight benches, personal free weights, ankle weights, weighted vests, etc.
- Outside equipment that is for personal safety, such as personal weight belts or straps, are permitted.
- Personal fitness videos are not permitted in the CRC since we are considered a commercial facility and the videos are copyrighted materials not for commercial use.
- All individuals exercise at their own risk. We recommend seeing one of the Recreation Assistants if you have questions.
- Discontinue exercising immediately and notify staff if you feel pain, discomfort, or dizziness.
- Proper athletic attire is required.
  - No open toe or back shoes
  - No mesh tops
  - No weight lifting suits or “plastics” or sweat-producing apparel
  - All areas of the groin and buttocks must be covered
  - CRW staff decisions concerning appropriate clothing will be final
- Workout towels are recommended during activity.
- Please clean equipment after use. Please utilize Gym Wipes.

- Chalk is not allowed on the fitness floor.
- All personal items must be stored in the provided day-use lockers.
- CRW is not responsible for lost or stolen items.
- Staff members are not permitted to hold valuables.
- Water in a sealable container or sport bottle is the only beverage allowed.
- No food, gum, or tobacco products, including e-cigs and vapors, allowed.
- Immediately report any injury or accident to the Recreation Assistant.
- Please report facility or equipment irregularity to a staff member.
- Please do not place hands, feet, or equipment against the mirrors and maintain a safe distance from the mirrors when working out.
- People socializing in groups that congest the area will be asked to disperse or leave.
- Use of offensive language will not be permitted.
- Be considerate of others.
- No outside personal training is permitted.
- Equipment is to remain in designated areas.

### **Fitness Equipment Areas (Resistance Training Areas)**

- You must have your own spotter. Spotters are strongly recommended on the following lifts: squats, bench press, decline press, incline press, military press (standing and seated), and heavy dumbbell exercises.
- Squats and deadlifts with a bar are only allowed in the racks.
- Any variation of a clean with the bar is prohibited.
- Dropping or slamming of weights is prohibited.
- Collars are required on all barbell and curl bar exercises.
- Straight and curl bars are to remain at respective benches.
- Please do not remove dumbbells and other equipment from the free weight area.
- Please return plates and dumbbells to their appropriate racks and place them according to weight.
- Please do not use mirrors or walls for support of body or equipment.
- Share the equipment by allowing others to work in between sets and limiting length of rest between sets.
- For your safety, use of equipment other than for its designated function is prohibited.
- Please utilize the cleaning stations to wipe down equipment after use.
- The tile area is not an activity area.

### **Fitness Areas (Cardio Equipment)**

- Limit your time to 30 minutes on all cardiovascular equipment if someone is waiting for that machine.

### **Indoor Track**

- Indoor track is intended for jogging/walking use only; please follow directional arrows for travel from one side of the CRC to another.
- Only non-marking, closed-toed, athletic shoes allowed. Spikes, turf shoes, and cleats are not allowed.
- Please follow Track Direction signs for daily direction of travel (located with Indoor Track

policies across from main stairs).

- Jogging lanes – Outside lanes
- Walking lanes – Inside lanes
- Give right of way to people passing on the track.
- 8 laps = 1 mile
- The track cannot accommodate "recreational wheels" (skateboards, strollers, bikes, etc). Wheelchairs are permitted.
- The track is not an observation area; no one is allowed to stand on or block any lanes of the track.

### **Courts**

- Dunking and/or hanging on the rims is not permitted.
- Deliberate abuse of the walls, doors, ceilings, equipment, etc. is not permitted.
- Hats are not permitted on courts. We recommend jewelry be removed due to potential personal harm and/or harm to others. This includes but is not limited to necklaces, rings, bracelets, wristbands, watches, earrings/studs, and other piercing.
- Contact the Control Desk for assistance with equipment; disassembling and/or moving equipment is not permitted.
- Volleyball and badminton nets and standards will be set up and taken down by the CRW staff only.
- Guests are not to turn on the lights or tamper with the panel boxes. Requests or problems should be referred to the CRW Staff immediately.
- Open recreation basketball and volleyball have court priority, with the exception of events scheduled by CRW.

### **Group Exercise Studios (General Policies)**

- Deliberate abuse to the walls, doors, ceilings, equipment, etc. is not permitted.
- Please report facility or equipment misuse to a CRW staff member immediately during informal use.
- Workout towels are recommended.
- Water in a sports bottle is the only beverage allowed.
- Proper athletic attire is required.
- Only non-marking shoes are allowed.
- Report any injuries or equipment problems to the Group Exercise Instructor.
- Personal hand weights are not allowed. Facility hand weights are provided for appropriate classes, and may only be used at the direction of the Instructor.
- Please do not drop or throw equipment.
- Please do not touch mirrors.
- All Group Exercise equipment is to remain in the Group Exercise Studio and stored properly.
- Please clean equipment before leaving class. Gym Wipes are provided.
- Only CRW staff is allowed to use the stereo.
- Be early since class numbers are limited and it is important that participants are present for the warm-up for a safe workout progression.

- All personal items must be stored in the provided day-use lockers; CRW is not responsible for lost or stolen items.
- Silence all cell phones and pagers.
- Plan to complete the entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.

### **Group Exercise Studio (Cycle Classes)**

In addition to the above listed Group Exercise Studio General Policies, please adhere to the following during Cycle Classes:

- All first time riders should arrive earlier for proper bike fitting and instruction.
- CRW staff will move bikes in and out of closet; participants should not move bikes.
- Please wipe down the entire bike, including seat, handrails and areas sweat may have dripped when you are finished and move seat and handrails to highest position.
- Towels are highly recommended to help with sweat clean up.

### **Locker Rooms**

- Be considerate of others when changing and using lockers by keeping belongings inside lockers when possible.
- Please limit shower-time to a minimum and utilize vanity areas for “getting ready.”
- Utilize locker areas for changing (please do not dress in showers).
- The use of cell phones, cameras, or any video devices are strictly prohibited in locker rooms and restrooms. Any participant caught violating this policy will be reported to Campus Police.
- Do not leave items in a day-use locker overnight.
- Members are encouraged to store and lock all personal belongings in lockers and leave valuables at home.
- A limited number of lockers are available for long-term use (see Locker Usage for more information).
- Please follow all other CRW General Policies (see below) when using locker rooms.

### **Pool Policies**

- Swimmers must show CatCard or guest pass to the lifeguard on duty upon entering.
- Swimming is permitted only when a lifeguard is on duty.
- Please shower before entering pool.
- Appropriate swim wear required. Cut-offs are not permitted.
- No glass containers, food, or drinks (other than water) are allowed in the pool or on the pool deck.
- Open swim equipment is available for use; patrons are allowed to bring their own kickboards, hand paddles, and fins.
- Hanging on lane ropes or rails is prohibited.
- During peak hours, pool patrons must share lanes and circle swim.
- Use of rafts, tubes, and other floatation devices are permitted at the lifeguard’s discretion.
- Individuals with open sores, skin rashes, infectious diseases, or discharges will not be

permitted to enter the pool.

- Shoes are not allowed on the pool deck.
- For a complete list of pool policies, see the policy board in the pool.

### **Climbing & Bouldering Wall**

- All climbers must have a current Climbing Wall Inform & Consent Form on file in order to participate. These forms must be updated annually during the Fall Semester.
- All climbers must have a current Belay Test or Challenge on file in order to belay at the climbing wall. These certifications must be updated annually during the Fall Semester.
- Climbing or belaying while under the influence of alcohol or drugs is strictly prohibited.
- The figure eight follow through knot is the only knot allowed to secure the rope to the climber's harness.
- All (including non-school) equipment will be inspected by staff and approved before use on the wall.
- Only harnesses designed for rock climbing can be used on the wall.
- Only a locking carabineer may be used to secure the belay device to the harness.
- Shirt and shoes are required when climbing. Shoes must be closed-toed and close-heeled to be appropriate for climbing.
- There will be no climbing above 14 feet without a belay system.
- Lending a climbing pass to others is strictly prohibited. Doing so will result in loss of climbing privileges for both parties.
- All climbers must be at least 12 years of age to belay.
- Climbers 12 years and younger must wear a helmet.
- All accidents and equipment damage must be reported to the climbing wall manager or professional staff immediately.

### **Climbing Wall Procedures**

- All climbers must enter the CRC through the turnstiles before climbing.
- Western Carolina University students, faculty/staff and families must present a valid Cat Card or "92#" to climbing wall staff and be entered into the database (ClimbPoint System) before climbing.
- Open climbing can only occur during the posted climbing wall hours while there are "on duty" climbing wall staff present.
- Participants found climbing, belaying, or spotting in an unsafe manner will be educated about appropriate techniques or procedures. If continued abuse occurs, participants may be asked to retake the safety and skills test or leave the climbing wall for the remainder of the day. If inappropriate climbing techniques persist, privileges will be suspended or revoked. **Noncompliance of any policy may result in immediate suspension of climbing wall privileges.**
- Only GriGri belay devices will be used on top rope unless belayer has qualified as a lead climber/belayer.
- Roped climbers must stay "on route" while climbing due to the dangerous swing factor caused by climbing "off route".
- No loose chalk is permitted in the climbing area. Chalk balls only.

- No food, drinks (except water bottles), cell phones, or tobacco are permitted in the climbing area.
- BCC climbing shoes are not to leave the climbing area.
- Climbers must not climb past the top rope anchors.
- No profanity in the climbing wall area.
- Only climbing wall staff and professional staff are permitted to adjust or rearrange holds on the wall. No routes will be set while students are present in the climbing wall area. If students enter while a staff member is up on the wall setting a route, the staff member will come down immediately.
- Climbers and belayers should use commonly accepted communication signals.
- All boulderers must use spotters unless they are low on the problem or traversing. Two or more spotters are recommended for overhung problems on the archway.
- Climb Safe and Have Fun!

### **Meeting Rooms**

These rooms are not intended for drop in use and must be reserved. Please see *Facility Reservation* section for more information to utilize these spaces.

### **Camp Lab & Norton Fields**

- Fields are intended for drop-in use unless reserved for CRW programming or events scheduled by CRW.
- All bleachers, soccer goals, and other loose equipment should not be moved from its original placement.
- Smoking/vaping/tobacco/alcohol use in any form is prohibited.
- All pets must be on a leash at all times and animals are not allowed on playing fields. Please pick up after pets.
- During intramural and/or club activities, spectators must stay within the team box and/or at least 5 yards away from playing field at all times.
- Please follow all General CRW rules and policies when utilizing fields.

### **Disc Golf Course**

- Please play safely and responsibly.
- Hole #1 is closed during band practice and academic classes.
- Do not throw until all golfers and pedestrians are out of range.
- Do not attempt to retrieve a disc from deep sections of the pond or creek.
- Use crosswalks wherever possible.
- No motorized vehicles are allowed on the course.
- Please follow all General CRW rules and policies when utilizing course.

### **WCU Trail System**

- The WCU trail system is open to hikers, joggers, and mountain bikers.
- To avoid trail conflict, mountain bikers have the right of way but should be traveling at controllable speeds.
- Camping is not permitted on university property, including the trail system.

- Blazing trails is not permitted. Users are asked to stay on designated paths.
- Please follow “Leave No Trace” principles when utilizing the WCU Trail System.
- In the case of emergency, please call 911 and utilize the trail blaze colors to indicate your location.
- See the WCU trail system manual for a complete list of user policies and procedures.

### **Policy Violations**

Any persons found in repeated violation to the above outlined policies are subject to the following possible corrective actions: written warnings, suspension from CRC, permanent loss of access to CRC, referral to Student Community Ethics, or other corrective actions deemed appropriate by the CRW Leadership Team.

### **Damage to Facilities/Equipment**

Participants utilizing CRW facilities and equipment assume the liability of and agree to compensate CRW for any damage other than normal wear and tear while it is being used. Participants will be notified of charges and payment can be made at the CRC Main Office. If payment is not received, charges will be posted to the participant’s WCU account.

### **Inclusivity Statement**

WCU Campus Recreation and Wellness is committed to creating a non-discriminating, welcoming environment for our participants.