



Campus Recreation
and Wellness

CRW POLICIES AND INFORMATION

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Introduction

Purpose

The purpose of this guide is to provide policies, procedures, and guidelines for facilities with Campus Recreation and Wellness (CRW) oversight to CRW participants or interested parties. Facilities under CRW oversight include:

- Adventure Shop (located in the CRC)
- Campus Recreation Center (CRC)
- Climbing Wall (located in the CRC)
- CRW Fields #1-3 and #5
- Disc Golf Course
- Reid Pool
- Trail System

Although CRW may utilize other facilities on campus for programs and services, guiding documents for those facilities are under the guidance of the designated facility coordinators for those spaces. CRW programs may have additional guiding documents. CRW programs include:

- Base Camp Cullowhee (BCC) Outdoor Programs
- Club Sports
- Group Exercise (Group X)
- Intramural Recreational Sports
- Personal Training
- Special Events
- Wellness

Mission, Vision, Values

The mission of CRW 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.

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

The values of CRW are community, excellence, experiential learning, inclusiveness and stewardship.

Community

Campus Recreation & Wellness understands building a sense of community can lead to student retention and satisfaction. CRW commits to building community through collaboration with campus partners, team building within staff, creating a welcoming environment, and providing socialization opportunities through programming efforts.

Excellence

Campus Recreation & Wellness recognizes high quality programs and services, as well as positive customer service, can beneficially impact individual experiences. CRW is committed to providing the best quality possible, and upholds the attitude of being an "opportunistic" problem solver while maintaining policies and procedures pertaining to safety, security, and the well-being of each individual.

Experiential Learning

Campus Recreation & Wellness believes in their responsibility of developing the whole person, including such characteristics of integrity, leadership, respect, and responsibility. CRW strives to create opportunities, which allow students to develop knowledge, skills, and values that they can carry with them throughout their lifespan.

Inclusiveness

Campus Recreation & Wellness strives to be as inclusive as possible by taking a universal approach that is student-oriented and focuses on providing a diverse array of programs and services. CRW is cognizant of the importance of diversity and aware of our role as a leader in co-curricular learning.

Stewardship

Campus Recreation & Wellness understands we have an obligation to our community to protect valued resources. CRW practices stewardship through the responsible planning, management, and use of economic, environmental, and intellectual resources.

WCU Policies, Code of Conduct, and Community Creed

It is the responsibility of all CRW participants to read, understand, and follow all Western Carolina University policies, as well as the WCU Code of Student Conduct and Community Creed found online on the Department of Student Community Ethics website (dsce.wcu.edu).

Contact Information and Important Phone Numbers

Campus Recreation and Wellness is located in the Campus Recreation Center (CRC) on Western Carolina University's campus. The CRC address is as follows:

WCU Campus Recreation Center
379 Memorial Drive
Cullowhee, NC 28723

Important phone numbers for Campus Recreation and Wellness are as follows:

Campus Recreation Center Main Line	828-227-7069
Adventure Shop	828-227-8813

Important campus phone numbers are as follows:

Emergency	828-227-8911
WCU Public Safety	828-227-7301

CRW utilizes various web-based portals and our website to provide information regarding programs and services. Below is a listing of web-based resources:

CRW Website	go.wcu.edu/crw or reccenter.wcu.edu
Intramural and Club Sport Portal	imleagues.com/wcu or reconnect.wcu.edu
Membership and Program Registration Portal	myrec.wcu.edu

For general questions, please check out our web-based resources. Participants may also email reccenter@wcu.edu with general questions or call the main Campus Recreation Center line. For a complete list of full-time staff, please visit the CRW website.

Hours of Operation

Hours of operation for CRW facilities can vary based on academic semester, holidays and breaks, maintenance needs, and special group usage. All hours of operation are kept up to date on CRW's website (go.wcu.edu/crw). Facilities under CRW with posted hours of operation include the following:

- Adventure Shop (located in the CRC)
- Campus Recreation Center (CRC)
- Climbing Wall (located in the CRC)
- Reid Pool

Assumption of Risk Statement

Participation in CRW programs and services or use of CRW facilities is completely voluntary.

Participants, spectators, and visitors of CRW programs and services participate at their own risk 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 CRW facilities is brought at my sole risk as to its theft, damage, or loss.

Access and Visitor Policies

Facility Access

It is expected that a valid WCU CatCard is the is provided to prove your memberships with CRW or a WCU affiliation status. However, if a member does not have their CatCard in their possession at time of entry, their 920# and name will be accepted. The CRC and Reid Pool are intended for the use of current Western Carolina University students and other authorized members of the Western Carolina community who are registered for a membership and/or have paid to use the facility.

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. CRW staff reserves the right to request identification at any time. Non-members, suspended members, expired members, or individuals no longer affiliated with WCU are not 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 CRC Front Desk before entering past the controlled access point.

CRW understands a member may periodically forget their CatCard. Members may be looked up manually by CRW staff. Please understand manual lookup will take time.

Visitor Policy

Visitors, or non-members, seeking entry into CRW facilities for meetings, tours, events, etc., must carry with them a photo ID. Visitors to the CRC should check in at the CRC front desk. Visitors to the pool should check in with the lifeguard on duty. Anyone wishing to meet with a CRW staff member, or that has a scheduled appointment with a CRW staff member must check-in at the CRC front desk.

Spectator Policy

Individuals who are not CRC members and do not plan to participate in activities, may access the facility as a spectator for events, programs, or games. Spectators may be asked to provide a picture ID. Any spectator found participating in activity will have to leave the CRC. Individuals wishing to spectate in other CRW facilities are able to do so at their own risk.

Parking

Contact WCU's Parking and Transportation Services office for questions regarding parking on campus. More information regarding that office, can be found at <http://www.wcu.edu/discover/campus-services-and-operations/parking-and-transportation/>.

CRC Membership

Membership Categories

Fee Paying Student Membership:

Membership to the CRC for full-time, resident-credit students is included in student activity fees. Students may view whether they pay student activity fees through their MyWCU account.

Part-Time Non-Fee Paying Student Membership:

Students who do not pay student activity fees (distance learners, WCU students enrolled in internship only, etc.) may purchase a semester membership at the membership rate listed in the table below. Students may view whether they pay student activity fees through their MyWCU account.

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 or per summer session at the rates in the semester membership table. 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.

Family of Student (Spouse/Partner/Dependent) Membership:

Spouses/Partners/Dependents of students are eligible for a membership at the semester rates listed in the table below. Dependents must be 18 or older and still claimed as a dependent on the student's taxes. Family members are allowed to purchase a CRC membership even if the WCU Student is not a CRC member. To purchase a membership, the current student spouse/partner/dependent must be present. The student must also provide a current student ID. Student Spouses/Partners/Dependents need to obtain a CatCard from the CatCard Office prior to coming to register for a membership. Proof of relationship may be required.

Faculty/Staff Memberships:

All Western Carolina University faculty and staff currently employed by WCU are encouraged to join the CRC. Faculty and Staff include anyone who falls into the following categories **and** who have a valid WCU CatCard.

- Full-time, part-time, or temporary/hourly faculty and staff
- Interns that are not WCU students but who currently work for the benefit of WCU students
- Aramark Employees employed by WCU or Aramark and working on the WCU campus
- AmeriCorps Vista working on WCU's campus for the benefit of WCU students

The table below shows the current faculty/staff memberships offered. At the beginning of each semester, depending upon type of membership, the member can renew their membership by paying the membership fee at the front desk. Payroll deduction memberships are available for full-time, benefitted WCU faculty/staff. In the event employment ceases for faculty/staff, membership will also end.

Retiree Memberships:

All Western Carolina University retirees are eligible to join the CRC. The table below shows the current retiree memberships offered. At the beginning of each semester, the member can renew their membership by paying the membership fee at the front desk.

Family of Faculty/Staff/Retiree (Spouse/Partner/Dependent) Membership:

Spouses/Partners/Dependents of faculty/staff and retirees are eligible for a membership at the semester rates listed in the table below. Dependents must be 18-25 years old and live in the same household as the faculty/staff/retiree. Family members are allowed to purchase a CRC membership even if the WCU faculty/staff/retiree is not a CRC member. To purchase a membership, the current faculty/staff/retiree and spouse/partner/dependent must be present. The faculty/staff/retiree must also provide a current CatCard. Spouses/Partners/Dependents need to obtain a CatCard from the CatCard Office prior to coming to register for a membership. Full-time, benefitted WCU faculty and staff can also do payroll deduction for memberships of spouses/partners and dependents. If employment of a faculty/staff member ceases, membership of faculty/staff family will also end.

Alumni and Alumni Spouse/Partner Membership:

Alumni must have graduated from WCU. Alumni of WCU and Alumni Spouse/Partners are eligible for a membership at the semester rates listed below. To purchase an alumni spouse/partner membership, the alumni and alumni spouse/partner must be present. Both the alumni and alumni spouse/partner must obtain a CatCard from the CatCard office prior to coming to register for a membership. Alumni spouse/partner are allowed to purchase a membership even if the Alumni of WCU is not a member.

Semester and Payroll Deduction Memberships

Current dates for semester memberships are as follows: Fall August 20 – December 31, Spring January 1 – May 11, and Summer May 12 – August 19. Payroll deduction is available for current full-time, benefitted faculty and staff, as well as his/her spouse/partner and dependents and continues until cancellation or separation from WCU.

Semester Memberships

- Semester memberships are available each semester.
- Membership rates are not pro-rated.
- Memberships are valid until the first day of the following semester.

Payroll Deduction Memberships

- Payroll deduction memberships are available to all full-time, benefitted WCU faculty and staff.

- A deduction will be taken each pay period.
- Memberships are pro-rated monthly throughout each semester/academic year.
- Spouse/domestic partner/dependent payroll deduction memberships must be deducted from the full-time, benefited faculty and staff member’s paycheck.
- Temporary employees, whether benefited or not, are not eligible for payroll deduction.
- Payroll deduction memberships continue infinitely unless the full-time, benefited WCU faculty and staff member leaves the university or they complete a payroll deduction cancellation form at the CRC.

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

Membership Category	Fall/Spring/Summer (cost per semester per person)	Monthly Payroll Deduction (per person)
Part-time/Non-fee paying student	\$60 (Summer is \$15 Minimester, \$20 SSI, \$20 SSII or \$55 for entire summer session)	N/A
Student Family - Spouse/Life Partner/Dependent only	\$70	N/A
Faculty/Staff	\$60	\$15
Retiree	\$60	N/A
Faculty/Staff/Retiree Family - Spouse/Partner/Dependent (must be 18-25 years of age)	\$70	\$17.50
Alumni/Alumni Spouse/Partner	\$160	N/A

Guest Pass Memberships

The primary purpose of a guest pass is to accommodate friends and relatives of the WCU community. Secondary audiences for guest passes are University guests (such as guests of WCU departments or visiting faculty/staff).

- Guest passes are sold in a “visit” package. Each entrance to a facility (CRC or Reid Pool) will count as a visit and will deduct from the total number of visits purchased. Visits can be used during any CRC open hours or Reid Pool open swim hours, within 90 days of purchase.
- A guest pass grants access to the CRC, Reid Pool (Open Swim), Climbing Wall and Group Exercise classes.
- Guests who are eligible for a membership at the CRC do not need a sponsor. Guests who are not eligible for a membership must have a sponsor to purchase a guest pass.
 - A sponsor must be a current WCU student, faculty, staff or CRC member.
 - The sponsor must be with the guest at the time of the transaction but does not need to accompany the guest in the facility.
 - Sponsors may only sponsor a maximum of 2 guests per day.
 - Only one guest pass package per individual may be purchased at a time. After all visits are redeemed, the sponsor must be present for the guest to purchase an additional package.
 - Sponsors are responsible for the actions of their guests. If a guest does not adhere to the policies and procedures of CRW facilities, the sponsor can be held responsible, and

the guest may be asked to leave. The sponsor will also be held responsible for damages to equipment and/or to CRW facilities caused by the guest(s).

- Guests must sign a liability waiver/assumption of risk form and must have a photo driver's license or government issued photo identification with address and proof of age (Must be 18 years of age).
- University guests that would like to use the CRC must have the sponsoring department contact CRW at least 24 business hours prior to their visit at reccenter@wcu.edu.
- CRW reserves the right to approve or deny any transaction.
- All guest pass sales are final, and not refundable or transferable.

	1 Visit	3 Visits	5 Visits	10 Visits
Guest Membership Pricing	\$10.00	\$25.00	\$40.00	\$75.00

Eligibility for CRW Programs and Other Memberships Based on CRC Membership Status

Membership Category	Eligibility with CRC membership							
	CRC Equipment Checkout	Open Swim	Intramural Recreational Sports	Group Exercise Membership	Family Swim Membership	Outdoor Trips	Climbing Wall Membership	Outdoor Equipment Rental
Fee-Paying Student	X	X	X	X (\$)	X (\$)	X (\$)	X	X (\$)
Part-Time/Non-Fee Paying Student								
Faculty/Staff								
Retiree								
Unenrolled Student during Summer (who is enrolled for the upcoming Fall)	X	X	X	X (\$)	X (\$)	X (\$)	X	X (\$)
Student/Faculty/Staff/Retiree Family								
Alumni/Alumni Spouse/Partner								
Guest Pass Memberships	X	X		X			X	

Membership Category	Eligibility without CRC membership								
	CRC Equipment Checkout	Open Swim	Intramural Recreational Sports	Group Exercise Membership	Family Swim Membership	Aqua Exercise Membership	Outdoor Trips	Climbing Wall Membership	Outdoor Equipment Rental
Part-Time/Non-Fee Paying Student									
Faculty/Staff			X (\$)						
Retiree			X (\$)						
Unenrolled Student during Summer (who is enrolled for the upcoming Fall)			X						
Student/Faculty/Staff/Retiree Family			X (\$)						
Alumni/Alumni Spouse or Partner									
Guest Pass Memberships						X (\$)			

Other Membership Information

Group Exercise memberships are only available to current CRC members. Group Exercise memberships are \$10 per CRC member per semester. CRC members must purchase a Group Exercise membership before attending any Group Exercise classes, and bring their CatCard to all classes.

All ability levels are welcome and encouraged to attend Group Exercise Classes and Personal Training. Instructors and Trainers can make accommodations for most circumstances. Please contact the Assistant Director for Fitness and Wellness for further questions and to request specific accommodations.

Aqua Exercise memberships are only available to current CRC non-members. Individuals eligible for CRC membership but who choose not to be a member of the CRC, can purchase an Aqua Exercise membership directly through CRW for \$25 per person per semester. Individuals not eligible for CRC membership must register for Aqua Exercise through educational outreach and pay community pricing. Participants in Aqua exercise are subject to all pool policies and procedures.

Intramural Recreational Sports memberships are available to CRC non-member part-time/non-fee paying students, faculty/staff, retiree, and faculty/staff/retiree/family. Family is defined in the same way as CRC memberships. Dependents must be 18-25 years old and live in the same household as the faculty/staff/retiree. Intramural Recreational Sports memberships are \$25 per individual per semester. Memberships must be purchased by 4:30pm Monday – Friday on or before the day of a game or tournament to be eligible to participate. Memberships purchased after 4:30pm will only be activated the next business day.

Individuals eligible for CRC membership, regardless of current CRC membership status, can purchase a family swim membership. Family swim allows a faculty/staff/retiree/alumni/student and the spouse/partner and/or dependent(s) under the age of 18 to utilize open swim hours. Family swim is \$10 per semester, per family and must be purchased in the Campus Recreation Center prior to use of family swim privileges. Family swim guidelines include the following:

- Spouses/partners wishing to utilize family swim privileges must obtain a WCU CatCard prior to registering for family swim.
- Both the WCU faculty/staff/retiree/alumni/student and the spouse/partner must be present when registering for family swim.
- A valid WCU CatCard with a Family Swim sticker must be presented to lifeguard on duty each visit.
- Family swim hours are the same as open swim hours, which are up-to-date on CRW's website and may vary day-to-day.
- Participants in family swim are subject to all pool policies and procedures.
- Faculty/Staff/Retiree/Alumni/Student or the Spouse/Partner of the Faculty/staff/Retiree/Alumni/Student must accompany dependents at all times when dependents are in the pool area.

CRC members automatically receive access to the climbing wall and, therefore, a climbing wall membership. Climbing wall memberships for CRC members will be activated the first time they participate at the climbing wall. Individuals who are not CRC members are not eligible for a climbing wall membership.

Payment

Memberships may be purchased with cash, check, or credit cards. Full-time, benefited WCU faculty and staff are eligible to pay through payroll deduction. For memberships or renewals, please visit the CRC front desk. Purchases for memberships and other items will end 15 minutes before the CRC closes each day.

Cancellations/Refunds

- Memberships are not eligible for a refund.
- Student fees/membership charges are not refunded for withdrawal or loss of privileges.
- Cancellation of CRC payroll deduction memberships can be done in person at the CRC anytime the CRC is open.

Facility Reservations

Reservation Process

WCU students, faculty, staff and departments are defined as "University Groups", "University Activities", and Recognized Student Organizations by WCU Policy #82. WCU faculty, staff, and departments must submit CRW facility reservation requests through the university reservation system, 25live. WCU students must fill out a Facility Reservation Request Form, found under "Facilities and Reservations" on CRW's website.

Non-University Groups and Non-University Activities, as defined in WCU Policy #82, must submit facility reservation requests through the WCU event and conference services office in Residential Living. More information and contact information for the event and conference services office can be found at

<http://www.wcu.edu/experience/conference-services/conference-services.aspx>. Non-University Groups and Non-University Activities, will need to submit either a Standard Facility Use Agreement or a Standard Space Use Agreement, based on university policy. Both agreements have minimum general liability insurance requirements.

Facility reservation requests should be submitted a minimum of two weeks in advance, when possible. Academic instructors wishing to utilize Reid Pool for academic classes on an intermittent basis should submit their academic requests to CRW no later than 4 weeks prior to the start of an academic semester to receive priority scheduling.

Reservation Policies and Procedures

Individuals and groups who want to reserve a CRW facility need to abide by and understand the following guidelines, in addition to all other university and CRW policies and procedures.

- Submit a facility reservation request at least two weeks in advance of the reservation, when possible.
- A meeting may be required with CRW staff to discuss details of the request.
- Limited recreation equipment is available for checkout. See the equipment checkout section for more details.
- The CRC Supervisor on duty is the contact during scheduled reservations in the CRC.
- Reservation requests may have associated charges, including facility use charges, equipment charges, set-up charges, or staffing charges. Groups are required to pay in advance of all reservations.
- Groups or individuals utilizing CRW facilities assume the liability of and agree to compensate CRW for any facility damages incurred during approved reservation time(s).
- Possession or consumption of alcoholic beverages is not permitted in any CRW facility.
- Events associated with facility reservations may not be advertised or promoted until facility reservation requests are approved.
- All aisles leading to exit doors must be kept free and clear of any obstructions.
- If an event gets postponed, a new reservation request is required.
- Groups cannot swap times of reservations with another group unless it is approved by CRW.
- Recurring reservations for the same individual or group are cancelled after two no-shows for scheduled reservations.
- Groups or individuals needing to cancel a reservation should contact the CRW Associate Director.

Facility Tours and Information

CRW provides facility tours and/or facility information for groups or individuals upon request. Individuals wanting a Campus Recreation Center tour may request one at the CRC front desk anytime the facility is open. Large groups wanting a CRC tour should submit a request through the "Presentation, Tour, and Program Request Form" button on CRW's website.

For tours and/or facility information of other CRW facilities, individuals and groups may email reccenter@wcu.edu.

General CRW Facility Policies (CRC, CRW Fields, Disc Golf Course, Reid Pool, WCU Trail System)

Facility Emergency Action Plans (EAP) outline how CRW and campus will respond to emergencies by individual facility. Below are links to each facility EAP. If you plan to utilize these facilities, please familiarize yourself with the emergency action plans.

[Campus Recreation Center EAP](#)

[CRW Fields EAP](#)

[WCU Trail System EAP](#)

Accidents/Injuries/Incidents

Contact a CRW staff member should an accident, injury, or related incident occur. Your assistance in promoting safety is greatly appreciated. If you notice anything that could potentially cause harm in any CRW facility, please report it to CRW staff immediately and avoid the potentially harmful area. In the event an accident or injury occurs, an incident or accident report is completed and kept on file.

ADA Statement

Individuals with disabilities are encouraged to utilize CRW facilities. If you are a person with a disability who requires an accommodation in order to participate in a program or utilize CRW services, please contact CRW in advance at (828) 227-7069 or reccenter@wcu.edu.

Alcohol, Drugs and Tobacco Products

Smoking, tobacco, alcohol, vaping, e-cigs, or other drug use in any form is prohibited in any and all CRW facilities, and at all CRW sponsored events. Anyone using any of these substances will be asked to discard it and if under the influence, needs to leave the CRW facility immediately. If the patron is not following staff requests, staff will call Campus Police.

Animals

Only service animals are permitted in CRW indoor facilities. 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](#).

Personal pets are allowed in CRW outdoor facilities, in accordance with university policy. CRW does require individuals to pick up after their personal pets, and it is an expectation individuals are prepared to do so if needed. Personal pets need to be under the control of their owner at all times. When scheduled activities are occurring in CRW outdoor facilities, animals must be kept on a leash.

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. 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.

If there are damages to CRW facilities or equipment, please report it immediately to CRW staff and

avoid using the facility area or equipment until CRW staff can address the damage(s).

Disciplinary Action

Individuals in violation of any CRW or WCU policy or procedure are subject to the following possible corrective actions: written warnings, suspension from CRW facilities, permanent loss of access to CRW facilities, referral to Student Community Ethics, or other corrective actions deemed appropriate by the CRW Leadership Team.

Non-compliance with any CRW or WCU policy or procedure is subject to ejection from any CRW 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 appropriate CRW staff representative. CRW staff will contact the individual to set up a meeting or the individual will receive the necessary contact information at the time of the violation.

Emergencies

During all emergency situations, it is expected that members, participants, and visitors follow the direction of CRW staff. In general, follow the Emergency Procedures posters found in various WCU facilities including the CRC. Emergency evacuation routes are posted in all WCU buildings. For campus related Emergency information, visit the Department of Emergency Services webpage at <http://www.wcu.edu/discover/campus-services-and-operations/emergency-services/>.

Lost and Found

CRW follows the Division of Student Affairs lost and found policy. Lost/Found property is anything of value misplaced by the owner and found or collected by university employees. Lost and found for all CRW facilities and activities is located at the front desk of the CRC. CRW keeps a record of all found property. If property can potentially be identified, CRW staff will attempt to contact the owner within 24 business hours. If the property can be returned to the owner, a department representative will require the owner sign a receipt form when they pick up the property.

After initial attempt to identify the owner, all found items will be turned over to personnel at the AK Hinds University Center Guest Services Desk on second floor. This transfer of property occurs on Tuesdays and Fridays after the item is found.

Marketing and Posting

Marketing materials in line with the WCU mission may be displayed on the CRC main lobby bulletin board. Materials displayed on the bulletin board in the CRC main lobby that have been displayed for greater than or equal to one week, or that are past the date of the event or activity being marketed may be removed by CRW staff. Other informational displays (Ex: A-frames, posters, etc.) need to be approved for display by the CRW Director or Associate Director. Materials posted in CRW facilities in locations other than the lobby bulletin board that are not approved in advance of display may be immediately removed.

Individuals and groups wishing to reserve a space within a CRW facility to distribute flyers, market an event, etc. should follow the CRW reservation policies.

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 CRW Facilities except in accordance with University policy during a scheduled reservation. See the Western Carolina University Solicitation Policy. Before approving a reservation involving solicitation, CRW will request a copy of the approved solicitation form from the requesting individual or group.

Video and Photography

Personal use of video or photography should adhere to university policies. A media pass is required during photography/video activities for non-personal use. Please contact CRW to obtain the media pass. Video/photography should not be directed at specific individuals unless involved in the video/photography project and in accordance with University policy. Videotaping and photography is never permitted in restroom or locker room facilities.

CRW may periodically take video/photos in CRW facilities for use in department marketing and media. CRW will post a sign indicating photo and/or video is occurring in the facility. If you wish to not be in photos or videos during time when the sign is posted, please let the photographer or videography know in advance of your participation in the facility area where video or photography is occurring.

Campus Recreation Center Policies

Attire and Footwear

Apparel and footwear need to be in accordance with the following guidelines.

- A top must be worn at all times in the facility, except for the locker room/restroom areas.
- A bottom must be worn at all times in the facility, except for the locker room/restroom areas.
- Shoes must be worn at all times in the facility, except for the locker room/restroom or studio areas. Shoes must be athletic/closed-toed and cover the entire foot while in recreation or fitness areas of the facility.
- Sweat-producing apparel is not allowed in the facility. Examples of sweat-producing apparel may include vinyl suits, plastic bags, or other material(s) that is used for the purpose of overheating to cause sweat.

Adventure Shop

Equipment Loan Statement:

- Valid WCU CAT CARD ID is required to rent gear.
- Base Camp Cullowhee (BCC) makes available for rental a variety of outdoor gear. Gear not listed in rental inventory is not for rent.
- There is a cost associated with gear rentals that patrons are required to pay at time for rental. The Adventure Shop accepts cash, check, or credit card. Cat Cash is not an accepted form of payment at the Adventure Shop.
- Participants may access the Adventure Shop during open shop hours under the supervision of a staff member. Rentals outside of open hours (Summer, Spring/Fall Breaks) must be scheduled through a Base Camp Associate or Assistant Director.
- The patron is responsible for safeguarding, proper care, and use of the gear and will use it only in accordance with the information and instruction supplied.
- There are no discounts given for early return of equipment
- Patrons must read and sign the Rental Gear Agreement each time gear is rented

- The patron agrees to report any damage incurred while the gear is used.
- The patron is obligated to return all gear to the Adventure Shop during open shop hours and understands that a late charge of one day's rental, per item will be charged up to the total replacement cost of the equipment.
- If any gear is damaged by a patron due to improper use, a staff will record the participant's information, explanation, and put the equipment to the side so it is not used again before professional staff look it over. Severity of damage and associated fees will be determined by staff on all equipment. If a patron loses any gear on a trip, the patron is responsible for paying the gear replacement cost. The patron will be assessed replacement fees for gear that is lost, stolen, destroyed, or damaged beyond the point of repair. Patron can pay immediately upon returning gear to the Adventure Shop or will need to come back to pay within the next 2 weeks. Failure to return gear or pay the gear replacement charge within 2 weeks will result in loss of BCC gear rental privileges until the gear is returned or charge is paid. Failure to return gear or pay the gear replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the participants WCU account. Due to the expensive cost of some gear, with approval from professional staff, a payment plan can be created for patron to make payments on lost or damaged gear.
- Patron's will not be charged for damage if it is normal wear and tear at the discretion of Base Camp Cullowhee Associate or Assistant Directors.
- Tents must be setup before and after they are rented. Tents are rented out with 8 stakes and a footprint.
- Staff should thoroughly inspect gear upon return. For example, for a canoe return, staff should check the hull of the canoe for any dents or holes and should test every seat and thwart to make sure it is secure
- All equipment must be returned in a clean and dry condition. A \$10.00 charge will be billed upon return if these two requirements are not met. Patron does have the option to stay and clean gear to avoid paying the cleaning charge.
- Two people must be present to load the canoe and kayaks, and patrons must supply their own carrying and tie down equipment. Staff are unable to assist the patron in loading or tying down boats for liability reasons. The patron is responsible for properly securing the boat and safe transport back to BCC. Staff reserve the right to not allow a patron to rent gear if it is not properly secured for transportation.
- Patrons renting whitewater kayaks with a skirt must have previous white water experience and know how to wet exit. Patron must complete the Whitewater Kayak and Canoe Rental Agreement prior to renting whitewater boats. If staff are in doubt of patron's whitewater experience, patron will not be rented a spray skirt.
- Whitewater boat rentals should not be used on anything above class III whitewater. Patron should be familiar with the American Whitewater Safety Code. If patron is unfamiliar, staff should provide safety code to patron for review.
- Rental stand up paddleboards should never be used on whitewater.
- All active members in the PRM club receive free rentals for Kayaks (Helmet, Spray Skirt, PFD, Paddle, included) and Stand-Up Paddleboards (Leash, Fins, Paddle, PFD included) unless multiples of equipment are rented. For clarification, if a PRM Club member rents two kayaks, the first one is free and the second must be paid for. Each member must be on the updated PRM club roster. PRM club renters are still required fill out rental agreement. PRM club members are subject to late and damaged/lost fees.

- Employees may only check out equipment for themselves. Multiples of equipment must be paid for. (ex: if a staff member rents two headlamps, the second must be paid for). All employee rentals must be approved by professional staff. Users of equipment in permitted areas are responsible for covering all WCU markings and are not covered by any WCU permits. Staff are subject to late and damaged/lost fees. Staff rental must be approved by a professional staff.
- During Fall and Spring Breaks patrons will be charged the week rate and not charged for added days.
- Over Winter Break patrons will be charged two-week rate.
- Rentals cannot interfere with BCC programming gear use. Staff reserve the right to deny a gear rental if it interferes with BCC programming.
- Gear cannot be reserved for individual use. The only permitted gear reservations are for WCU academic or departmental groups (i.e. Parks and Recreations Management, Project Discovery).

BCC Trip Participation and Registration Information:

- Valid WCU CAT CARD ID/920# is required to register for trips.
- Participants may access trip registration online via BCC's WCU webpage (myrec.wcu.edu), or in person at the Adventure Shop during open shop hours under the supervision of a staff member. In person trip registration, outside of open hours must be scheduled through a Base Camp Associate or Assistant Director.
- There is a cost associated with BCC trips that participants are required to pay at registration. In order to reserve a spot on the trip, participants must pay the cost for the trip in full. The Adventure Shop accepts cash, check, or credit card. Cat Cash is not an accepted form of payment at the Adventure Shop.
- For each trip, participants must sign the BCC Risk and Liability Agreement. Failure to adhere to BCC policies and procedures as addressed in the BCC Risk and Liability Agreement will result in the inability to attend the trip.
- Trip participants must have current health and medical information on file in order to participate on a BCC trip. Health and medical information must be updated each academic year.
- You must immediately report injuries/medical problems to a staff. As with most outdoor activities serious injuries can occur such as dislocations, fractures, and head injuries, however the most common injuries are bumps and bruises. Participants are accepting responsibility for these risks by participating in this activity.
- Participants must comply with instructions and directions of WCU agents or staff during participation on trip.
- Participants will be expected to demonstrate appropriate expedition behavior and maintain good decision making and judgement throughout the trip.
- Participating on a BCC trip while under the influence of alcohol or drugs is strictly prohibited and will result in the inability to attend the trip.
- Personal items should be stored in the provided areas, the cage in the Adventure Shop or locked vehicles. CRW is not responsible for lost, stolen or damaged items. Please turn in any found items to the staff leading the trip.
- Shirt and shoes are required when on BCC trips, with the exception of water-based programming. ON water based trips, appropriate bathing suit attire is permitted. Shoes must be closed-toed and close-heeled on trips with the exception of water-based trips. Open toe shoes, or sandals, are permitted on water based trips, but the shoe must have a back-heel strap to keep the shoe on while swimming. Flip flops and Crocs are not permitted.
- On all water-based trips, participants are required to wear a personal flotation device (PFD) at all times. Crafts include kayaks, canoes, rafts, and stand-up paddleboards.

- Disrespectful language or behavior will not be tolerated.
- The minimum age for attending an open enrollment BCC trip is 17 years of age. If an individual is 17 years of age, a parent/guardian signature is required on the waiver. Age restrictions for non-open enrollment trips may vary.
- For all Open Enrollment extended break trips (i.e. Spring, Fall, Winter Break) faculty and staff are prohibited in attending due to the fact that there is limited space for students. All other open enrollment programs are eligible to all faculty/staff.
- BCC does not provide youth gear. Parents of children are required to supply appropriate gear based on the trip type and gear requirements.
- Participants will adhere to all CRW and BCC policies.
- Staff may require any participant to leave the trip if they in any way pose a threat to the safety or wellbeing of other patrons or staff.
- Once a trip is full or the registration deadline has passed, registration is closed, and no other participants are permitted to sign up for that specific trip.
- If a trip is cancelled by staff due to insufficient registration, unsafe conditions, or weather-related circumstances patrons will receive a full refund. If cancellation is made on the part of the patron, more than seven days before the trip date for full and half day trips, more than two weeks before the trip date for overnight trips and more than one month before the trip date for trips three days or longer, a full refund will be given. Regardless of when a participant registers, no refunds will be given, unless there are special circumstances, for cancellations made within seven days of the trip date for full and half day trips, two weeks before the trip date for overnight trips and one month before the trip date for trips three days or longer. Cancellations must be made in writing via email Monday-Friday between the hours of 8am-6pm.
- If it has been approved by a Base Camp Associate or Assistant Director, a participant may drive themselves to a trip location. This is mainly applicable to the Spring Cataloochee Ski Shuttles. Participants need to sign the Driver's Release Form at the time of registration.
- PRM 254 students must sign up for Base Camp trips that are run exclusively for the class. Students can access registration by going to myrec.wcu.edu or registering in person at the Adventure Shop.
- BCC will make meal accommodations for vegetarians and for food allergies. If a participant is vegan, kosher, gluten free, or has other dietary restrictions, BCC will try to accommodate, but it is recommended that the participant bring personal food on trip to supplement.
- If a participant requires more food to sustain themselves, than the amount of food BCC supplies, it is recommended that participant bring extra food to supplement.
- BCC will provide necessary gear to participants on trips at no additional cost.
- Participants may use personal gear on trips. Staff reserves the right to restrict use of equipment that is judged to be inappropriate or in poor condition. CRW is not responsible for lost, stolen or damaged items.
- If any gear is damaged on a trip by a participant due to improper use, a staff will record the participant's information, explanation, and put the equipment to the side so it is not used again before professional staff look it over. Severity of damage and associated fees will be determined by BCC staff on all equipment. If a participant loses any gear on a trip, the participant is responsible for paying the gear replacement charge. The patron will be assessed replacement fees for gear that is lost, stolen, destroyed, or damaged beyond the point of repair. Participants can pay immediately upon return to WCU's campus or will need to come back to pay within the next 2 weeks. Failure to return gear or pay the gear replacement charge within 2 weeks will result in loss of BCC gear rental privileges until the gear is returned or charge is paid. Failure to return gear or pay the gear

replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the participants WCU account.

Climbing Wall

- **Equipment Loan Statement:** Base Camp Cullowhee (BCC) makes available for loan the following equipment to climbers during climbing wall use: harnesses, climbing shoes, chalk bags, Gri Gri's, and helmets. The climber is responsible for safeguarding, proper care, and use of the equipment and will use it only in accordance with the information and instruction supplied. The climber agrees to report any damage incurred while the equipment is used. The climber is obligated to return all equipment to the Climbing Wall Staff and understands that a late fee of \$5/day, per item will be charged up to the total replacement cost of the equipment.
- Valid WCU CAT CARD ID or CRW issued Guest Pass is required to climb at the wall.
- Loose chalk is not permitted at the WCU climbing wall. Chalk balls/socks only.
- Climbers must be active WCU students, faculty or staff and hold a valid CRC and Climbing Wall membership. All outside guests must have a current Climbing Wall Inform & Consent form on file in order to participate.
- Climbers must check-in and swipe into Fusion at the Climbing Wall Desk prior to climbing. A valid membership is required (Boulder, Belay, Lead).
- Failure to adhere to BCC policies and procedures as addressed in this policy statement will result in loss of climbing privileges.
- Climbing or belaying while under the influence of alcohol or drugs is strictly prohibited and will result in loss of climbing privileges.
- Helmets are available to all climbers at no additional charge. Children 12 and under are encouraged to wear a climbing helmet, but not required. Climbing helmets are designed specifically for protection from objects falling from above and are recommended by BCC.
- No personal items are to be stored on the floor of the climbing wall. All personal items should be stored in the provided cubbies or CRW lockers. The CRW is not responsible for lost, stolen or damaged items. Please turn in any found items to the CRC front desk staff on duty.
- Climbers may use personal climbing equipment such as harnesses, shoes, helmets, Gri Gri's, and carabineers. Staff reserve the right to restrict use of equipment that is judged to be inappropriate or in poor condition.
- The figure 8 follow-through cleanly dressed with 4" to 6" tail is the only accepted tie-in knot.
- The only accepted belay device for top rope climbing is a Petzl GriGri. Patrons are allowed to use an ATC (aperture style device) for lead belaying while accompanied by a backup belayer (only during Indoor Lead Climbing Clinics).
- Food, drink, cell phones, and tobacco are not permitted in the climbing area.
- Headphones or other devices that interfere with communication between belayers or staff members and climbers are not allowed.
- Climbers should tuck in loose clothing and tie back long hair empty pockets and remove jewelry, gum, and candy before climbing.
- Climbers are asked to stay off the padded mats when not climbing or belaying.
- Shirt and shoes are required when climbing. Shoes must be close-toed and close-heeled appropriate for climbing.
- BCC rental climbing shoes must be worn with socks.
- Climbers and belayers are asked to perform a check of knot, harnesses and belay systems prior to each climb.
- Do not drop or throw carabineers and/or belay devices and do not step on ropes.

- In order to reduce the risk of a hazardous swing, stay on route and do not traverse dramatically while on top rope.
- Disrespectful language or behavior will not be tolerated.
- Never climb above the top anchors or adjust the anchor system.
- Climbing without appropriate supervision is prohibited.
- All boulderers climbing above waist height should have a spotter. Two spotters are recommended for bouldering on the arch.
- Never climb faster than the belayer can belay.
- Right of way: lead climbers, top rope climbers, boulderers.
- Only Climbing Wall staff, Climbing Wall Manager and BCC Associate and Assistant Directors are permitted to adjust or rearrange holds on the wall.
- All special programming to include, Kids Climb and any other special climbing wall group must adhere to the following age requirements – Minimum age to climb at the CRC wall is 4 years of age. All children 17 and under must be accompanied by a supervising adult at the wall. Consent from parent/guardian is required for climbers under the age of 18.
- The minimum age for belaying is 12 years old.
- While on lead, climbers must clip all available protection – skipping clips is not permitted.
- In order to belay or lead climb, participants must complete and pass the appropriate workshops/tests and display a current certification card visibly.
- BCC does not provide youth climbing shoes and parents of young children are encouraged to supply appropriate climbing gear.
- All belaying must be conducted from the standing position.
- Report all loose handholds and other problems to the climbing wall supervisors.
- Keep fingers, hands, and body parts clear of all hardware (including quicklinks, quickdraws, carabiners, and bolts).
- Participants will adhere to all CRW policies to include all policies under Base Camp Cullowhee and CRC Climbing Wall.
- Staff may require any participant to leave the facility if they in any way pose a threat to the safety or wellbeing of other patrons or staff.

Courts

- All personal belongings must be kept in day lockers or cubbies and are not allowed in activity areas.
- Use of offensive language or loud noises/grunting is not permitted. Horseplay or other disruptive behaviors are also not permitted.
- Hanging or dunking on rims is prohibited.
- CRW recommends participants remove jewelry prior to playing due to potential personal harm and/or harm to others.
- Volleyball nets will be set up and taken down by CRW staff or Volleyball Club Sport Officers only.
- No food is permitted in the court area, unless a scheduled reservation has received approval from CRW to have food.
- Drinks must be in closeable containers.
- Patrons should use personal headphones to listen to music while in the CRC. Bluetooth speakers are not allowed, unless in the studios.
- The court schedule is posted at the entryway to the courts. If the courts do not have a scheduled reservation during open CRC hours, then they are available for informal recreation.

- Open Volleyball times are scheduled by CRW. However, CRW will also set up the volleyball net for open play at other times as long as it does not interfere with an activity that is already occurring on the court(s).
- No food or tobacco products, including e-cigs and vapors, allowed.

Fitness Areas

- 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, oxygen reducing masks, etc. If you have a question regarding a piece of outside equipment, please contact CRW to determine if it is approved in advance of use.
- Personal weight belts or straps, are permitted.
- If a piece of equipment appears to be damaged, please notify CRW staff immediately and discontinue use of that piece of equipment until further notice by CRW staff.
- Discontinue exercising immediately and notify staff if you feel pain, discomfort, or dizziness.
- Immediately report any injury or accident to a CRW Staff Member
- Please clean equipment after use with the provided wipes.
- Chalk is not allowed in fitness areas.
- All personal items must be stored in the provided day-use lockers.
- Staff members are not permitted to hold personal items of members.
- No food or tobacco products, including e-cigs and vapors, allowed.
- Drinks must be in closeable containers. All containers are subject to substance check at any time by CRW staff.
- Glass containers are prohibited at all times.
- Use of offensive language or loud noises/grunting is not permitted. Horseplay or other disruptive behaviors are also not permitted.
- Patrons should use personal headphones to listen to music while in the CRC. Bluetooth speakers are not allowed, unless in the studios.
- No outside personal training is permitted.
- Please do not use mirrors or columns for support of body or equipment.
- For your safety, use of equipment other than for its designated function is prohibited.
- The concrete area and main hallway are not permitted for activity.
- If patrons are performing any fast-movement lifts with dumbbells, extra care should be taken to allow enough space to safely perform the lift.
- You must have your own spotter. Spotters are strongly recommended on the following lifts: squats, bench press, decline press, incline press, military press, heavy dumbbells, and deadlifts.
- Squats and deadlifts with a bar are only allowed in the racks. Deadlifts are also allowed on the deadlift mat.
- 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.
- Please do not remove dumbbells and other equipment from their designated areas.
- Please return plates and dumbbells to their appropriate racks and place them according to weight.
- Share the equipment by allowing others to work in between sets and limiting length of rest between sets. Limit use of cardio equipment to 30 minutes when someone is waiting for a machine.

Free Equipment Checkout

Members may check out some recreation equipment free of charge by swiping their CatCard at the CRC front desk or equipment cage. Equipment includes locker keys. The equipment is for use in the CRC and/or on WCU premises only and should be returned to the CRC front desk or equipment cage during the same day. Outdoor recreation equipment has a rental fee charge. For more information regarding outdoor equipment rentals, see the Adventure Shop.

All CRC members are allowed to check out three pieces of equipment at one time. All equipment, except lawn games, must be returned the same day as is checked out to avoid any late or missing equipment charges. If any equipment is damaged when the patron returns it, a CRW staff member will record the patron's information, explanation, and put the equipment to the side so it is not checked out again before professional staff look it over. A CRW professional staff member will contact the CRC member after determining if the member will incur damage charges. If a CRC member loses any equipment they checkout, the CRC member is responsible for paying the equipment replacement charge. CRC Members can pay immediately with the CRC Supervisor on duty or will need to come back to pay within the next 2 weeks. Failure to return equipment or pay the equipment replacement charge within 2 weeks will result in loss of CRC privileges until the equipment is returned or charge is paid. Failure to return equipment or pay the equipment replacement charge by the last day of academic classes each semester will result in the equipment replacement charge being charged to the CRC member's WCU account.

By giving us your CatCard to swipe for equipment, you agree to the following: I am responsible for my equipment, so I will take good care of it, I will return the equipment the same day I check it out, if I fail to return the equipment, I will be denied access to the CRC and charged for the equipment, I understand that after two weeks, equipment charges will be placed on my student account.

To ensure your equipment/keys get checked in properly, please present your CatCard when returning equipment. If equipment is not checked in properly, you may be charged a missing equipment fee.

Indoor Track

- The indoor track is intended for jogging/walking use only.
- 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 lane – Inside lane
- Walking lane –Outside lane
- Give right of way to people passing on the track.
- 8 laps equal 1 mile.
- The track cannot accommodate "recreational wheels" (skateboards, strollers, bikes, etc). Wheelchairs and walkers are permitted.
- The track is not an observation area; no one can stand on or block any lanes of the track.
- Horseplay and offensive language are prohibited.

Meeting and Conference Rooms

- Reservations are required for use.

- Use of technology is only for CRW programs or with prior approval during the facility reservation process.
- Rooms should be returned to their original state prior to departing from a scheduled reservation.
- Food and drink is permitted. Please notify CRW staff immediately of any spills.

Multipurpose Studios

- Please report facility or equipment misuse to a CRW staff member immediately during informal use.
- Food is not permitted. Drinks in closeable containers are permitted.
- Fitness equipment and AV equipment stored in the studio closets are only for use by CRW programs.
- Please do not drop or use equipment in an unsafe manner.
- Please do not touch or lean against mirrors.
- All equipment stored in the studio(s) shall only be used in the studio(s) and shall not exit the space(s).
- Any equipment utilized in the studio should be cleaned after each use by participants.
- Only CRW staff is allowed to use the stereo.
- All personal items should be stored in the provided day-use lockers; CRW is not responsible for lost or stolen items.

General Group Exercise Class Guidelines:

- Be early since class numbers are limited and it is important that participants are present for the warm-up for a safe workout progression.
- Bring your CatCard to all classes.
- Silence all cell phones.
- Plan to complete the entire warm up and cool down.
- Multiple failures to adhere to instructor cues will result in class suspension.

In addition to the above listed General Group Exercise Class Guidelines, 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.

Locker Rooms

Below is a list of general locker room policies.

- 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.
- Daily lockers are available free of charge to CRC members at the CRC front desk or equipment cage.

Long term lockers are available for current CRC members to rent, for an additional cost, on a first come-first served basis. The rate for locker rentals is:

- Full Lockers: \$20 / semester
- Half Lockers: \$10 / semester

Active semester membership or payroll deduction membership required for the duration of the locker rental. Individuals who cancel CRW membership prior to the end of the locker rental period will be given 14 days to empty locker contents and turn in locker key.

Lockers are eligible for renewal online or in person up to 30 days prior to the end of the locker rental period. Lockers not renewed by the end of the locker rental period must be emptied of its contents and the locker key returned. Lost or unreturned locker keys will incur a \$10 lost key charge to be paid at the time the locker is emptied of its contents.

Locker rentals are non-refundable & non-transferrable.

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, or potential loss of CRC privileges.

Reid Pool Policies

Open swim participants must show their CatCard or verbally check in with the lifeguard upon entering the pool area. Guest Pass holders must verbally check in and redeem one visit from their multi-visit package to enter the pool area. Participants during scheduled reservations should have a photo identification available if asked to present proof of identification.

Open swim hours of operation are posted on CRW's website and may vary from day to day and week to week. Swimmers are encouraged to check the website regularly for open swim time updates.

Lifeguard staff utilize a weather alert system and are notified of any lightning within a 10-mile radius of WCU Campus. Once notified, lifeguard staff will close the pool and require all pool users to exit the pool area. The pool and surrounding area will remain closed until the weather system has moved at least 10 miles away from WCU. Once this happens, lifeguards will receive an "all clear" notification, allowing them to reopen the pool. Lifeguards are not able to check or provide an estimated wait time for the weather system to clear the area – they must wait for the all clear notification.

General Pool policies include the following:

- No running
- No boisterous or rough play

- No shoes on the pool deck, except sandals or flip flops not used outside
- All persons are required to take a shower before entering the pool to help keep the pool clean and pool chemicals correctly balanced
- No diving allowed in areas of the pool less than 5 feet deep
- Children should not use the swimming pool without adult supervision
- Adults should not swim alone
- No food or drink permitted in the pool area or on the pool deck, with the exception of water in closed, plastic containers
- No person under the influence of drugs or alcohol should use the pool
- No person with skin, eye, ear, or nasal infections allowed in the pool
- No person with communicable disease allowed in the pool
- Pollution of swimming pool is prohibited. Urinating, discharge of fecal matter, or blowing the nose in any swimming pool is prohibited.
- Swim diapers must be worn by bathers who lack toilet training or voluntary control of excretory functions
- For you own health and safety, appropriate swimwear must be worn at all times and if wearing inappropriate attire, you might be asked to change. (Inappropriate attire may include: thongs, jeans, frayed materials, etc.)
- No animals or pets allowed in the pool or on the pool deck
- All persons using pool do so at their own risk. Owners and management are not responsible for accidents or injuries.
- Pool is for private use only
- Management reserves the right to deny use of the pool to anyone at any time.
- This pool is open during posted hours when a lifeguard is on duty
- A first aid kit is located at the Lifeguard stand
- Emergency telephone is located beside the women's locker room door
- No glass allowed in the pool area or on the pool desk
- 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
- Public displays of affection are not permitted in the pool or pool area
- Individuals with open sores, skin rashes, infectious diseases, or discharges are not permitted to enter the pool
- Safety hazards or behaviors that are not in the best interest of most participants, but that are not listed in the above policy list, may also be addressed by the lifeguard on duty
- Individuals should report any potentially harmful situations, equipment, or areas immediately to the lifeguard and should avoid that area, situation, or equipment until the lifeguard or other CRW staff approve
- Entry and exit to and from Reid Pool shall only occur through the Men's and Women's locker room doors

Outdoor Recreation Area Specific Policies

General Policies

- All CRW facilities are drug-free, alcohol-free, tobacco-free, and vapor-free recreational areas.

- Anyone in violation of any policies is subject to immediate removal from the facility and potential loss of recreational privileges.
- Please report any violations of policies, general concerns, faulty equipment, or potential hazards to Campus Recreation and Wellness at reccenter@wcu.edu or 828-227-7069.
- In the case of inclement weather, seek shelter. When thunder roars, go indoors! Stop activities and wait 30 minutes for thunder and lightning to clear.
- In an emergency, call WCU campus police/EMS at 828-227-8911.

All CRW Fields

- Patrons, players, and spectators assume their own risk when using fields.
- Field reservations are made through CRW by contacting reccenter@wcu.edu with your request. Please include name/organization, date(s), time(s), and event to be held on the field.
- Fields are first come, first serve when not reserved or in use by CRW programs.
- General field use is for WCU students, faculty, staff, and their guests.
- External groups must reserve fields. (Fees apply)
- Leave the fields, bleachers, and surrounding areas clean.
- Pets must be kept on a leash and under your control at all times. Provide your own bags to pick up after your pet's waste, and dispose of the bag in a trash can.
- The following is prohibited:
 - Obscene, vulgar, disrespectful, discriminatory or sexually-oriented language
 - Parking or driving vehicles on fields
 - Fireworks without approval
 - Golfing without approval
 - Glass containers
 - Using fields with standing water
 - Tampering with field equipment
 - Metal tipped or spiked cleats
 - Hitting balls against backstops (CRW Fields #1 & 2)
- All fields are drug-free, alcohol-free, tobacco-free, and vapor-free recreational areas.
- Anyone in violation of any policies is subject to immediate removal from the facility and potential loss of recreational privileges.
- Please report any violations or concerns to Campus Recreation and Wellness at reccenter@wcu.edu or 828-227-7069.
- In the case of inclement weather, seek shelter. When thunder roars, go indoors! Stop activities and wait 30 minutes for thunder and lightning to clear.
- In an emergency, call WCU campus police/EMS at 828-227-8911.

Disc Golf Course (Catamount Links)

Catamount Links was designed for the enjoyment of the WCU community. Please play safely and responsibly.

- Never throw into a blind area or when players, spectators, pedestrians, or other facility users are in range.
- Reserved activities on Norton Field take precedence.
- Retrieving a disc from deep sections of the creek is prohibited.
- Use crosswalks whenever possible.
- Keep motorized vehicles or bicycles off the disc golf course.

- Disc checkout is available at the Campus Recreation Center to WCU students and members of the Campus Recreation Center.
- Please throw away or recycle all litter.
- Pick up after your pet(s).
- Refrain from removing course signs, tees, baskets, or foliage.
- Notify Campus Recreation and Wellness of player or course concerns at 828-227-7069 or reccenter@wcu.edu.
- All CRW facilities are drug-free, alcohol-free, tobacco-free, and vapor-free recreational areas.

WCU Trail System

Basic Rules

WCU Trail System users are required to adhere to the following:

- The trail system is open to foot traffic and mountain bikes only (e.g. no motorized vehicles or horses)
- Stay on designated trails only, as indicated by trail signage
- It is the responsibility of mountain bikers to maintain a safe operating speed and ability to stop at the limit of your sight distance
- No unauthorized trail building or trail modification
- No Camping
- No Fires
- Do not dispose of trash or garbage on property. If you pack it in, pack it out
- All CRW facilities are drug-free, alcohol-free, tobacco-free, and vapor-free recreational areas
- All other WCU policies apply (no guns, weapons, hunting, etc.)
- A complete list of all university policies can be found at <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/topic-index.asp>

Hours of Operation

- The Trail System is available to trail users 24hrs a day / 7 days a week / 365 days a year unless temporarily closed for hazardous conditions or for an event.
- Notices of closures or hazards are posted at the trail information kiosks at each entrance to the Trail System.
- In case of temporary closures for hazardous conditions from significant weather events, staff may not be able to post appropriate signage for a period of time. Trail users can always check the Campus Recreation “Inclement Weather Line” at 828-227-8808 for updates on trail closures or hazards.
- It is recommended to only use the trail system during daylight hours but if you are on the trail system after dark, make sure to have an adequate primary light source to illuminate your activity and a backup light source in case of primary light source failure. All basic trail rules still apply after dark (no camping, stay on designated trails, etc.)

Yield Appropriately

- In general, strive to make each pass a safe and courteous one.
- Do your utmost to let your fellow trail users know you’re coming - a friendly greeting is a good method.
- Avoid use of headphones / ear buds that prevent you from hearing other trail users approaching.
- Bicyclists should anticipate other trail users as they ride around corners, maintain a safe operating speed and be able to stop at the limit of sight distance.

- Bicyclists should typically yield to hikers, unless the trail is clearly signed for bike-only travel.
- Bicyclists traveling downhill should yield to ones headed uphill, unless the trail is clearly signed for one-way or downhill-only traffic.
- There are several locations where the WCU trail system intersects area roads or parking lots. When the trail intersects a road or parking lot, vehicular traffic has the right of way. Trail users are to exercise extreme caution in these areas and use good judgment when crossing the road or parking lots.

Accessibility

- The WCU Trail System does not conform to the trail standards outlined by the Architectural Barriers Act (ABA) Accessibility Standards. Primarily the slope and grade of much of the trail exceeds guidelines and trail tread obstacles are greater than the ½ inch guidelines.
- Other trail facilities exist nearby that do conform to the trail standards of the ABA
 - Jackson County Greenway <http://www.jacksonnc.org/jackson-county-recreation-center/parks.html>
 - Jackson County Recreation Complex <http://www.jacksonnc.org/jackson-county-recreation-center>
- More information about the ABA and Outdoor Developed Areas can be found at <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>

Restrooms

- Restrooms are available near both of the main trailheads.
 - Available inside the Health and Human Science building during normal building and university operating hours
 - At the WCU picnic area 24hrs a day / 7days a week. This bathroom is closed during the freezing months, typically December through March.

Graffiti/Vandalism

- It is prohibited to deface, alter, paint or otherwise modify any of the trail facilities including the trail signs, trail tread, vegetation, or land features along the trail.
- It is also prohibited to construct or leave signs, structures, or other materials on the Trail System.

Trail Shortcuts or Other Off-Trail Travel

- Trail users should always stay on designated and marked trails. Off-trail travel or short-cutting between trail segments makes emergency response more difficult and causes erosion, which leads to unnecessary environmental harm.

Access to Drinking Water

- Drinking water is not available anywhere on the Trail System, but is available inside the Health and Human Science Building, during regular operating hours, and at the WCU Picnic Area, except during the months of December through March when the water is shut off for freezing conditions.

Trail Signage

- Each entrance to the Trail System has an information kiosk with the following information:
 - Map of the Trail System
 - List of User Guidelines

- Assumption of Risk Statement
- Notices of Temporary Hazards or Closures due to Conditions or Warnings.
- Each trail intersection is marked with trail map kiosks with a “you are here arrow” to help orient users to their specific location on the trail system. Arrow signs and color blazes help to indicate the direction and name of each trail.
- In the summer of 2017 GPS Waypoint Markers were installed on each segment of trail ever 1/5 of a mile to help users better navigate the trail and to help in the case of emergencies.
- Each trail segment or loop is designated with a specific color (see map). Color blazes are painted on trees corresponding to the designated color of that trail segment. At least one-color blaze is visible from all locations on the trail system. GPS waypoint markers (installed summer 2017) are positioned every 1/5 of a mile with a number and arrow/blaze color. The purpose of the color system and GPS waypoints is to narrow the search location in the case of emergencies. Trail users in distress tell an emergency dispatcher their location by the corresponding color blaze and nearest waypoint number.

Programming & Usage

Academic Class Use:

- WCU academic classes may use the Trail System at any time with no prior reservation.
- Keep in mind that any instructor taking their class out on the trail system is primarily responsible for caring for an injury or handling an incident until more advanced emergency response arrives.
- It is recommended that academic classes using the Trail System travel with a first aid kit and cellular phone, as well as communicate contingency plans with the class of what to do if anyone is separated from the group or becomes lost.
- It is also highly recommended that academic instructors that regularly utilize the trail system receive at least a basic Wilderness First Aid certification.

Event Programming and Commercial Use:

- Events, such as races or other competitions, using the WCU Trail System are prohibited unless run internally through the Department of Campus Recreation and Wellness.
- Commercial use, such as guiding, tours, or instruction, by outside groups is prohibited.

Assessment/Participation Tracking:

- Usage monitoring in the form of electronic trail counters or in-person observation surveys may be in use at any time to judge the overall usage density and characteristics of use for the trail system.
- This tracking system does not record any identifying characteristics of any trail users.
- Base Camp Cullowhee (BCC), WCU’s Outdoor Program, under CRW may post program assessment questionnaires for any programs run on the Trail System.

Risk Management & Emergency Response

- In the case of an emergency, please call 911. For non-emergency reporting, please call WCU Police at 828-227-7301. Be prepared to give your location by trail name or by corresponding trail blaze color visible from all locations on the Trail System.
- To report trail hazards or needed trail maintenance, please call WCU’s Campus Recreation and Wellness main line at 828-227-7069 or email reccenter@wcu.edu
- For more information about the trail system, email reccenter@wcu.edu

Color Blazes | GPS Waypoint Markers | Trail Intersection Kiosks:

Each trail segment or loop is designated with a specific color. Color blazes are painted on trees corresponding to the designated color of that trail segment. At least one-color blaze is visible from all locations on the trail system. GPS waypoint markers (installed summer 2017) are positioned every 1/5 of a mile with a number and arrow/blaze color. The purpose of the color system and GPS waypoints is to narrow the search location in the case of emergencies. Trail users in distress tell an emergency dispatcher their location by the corresponding color blaze and nearest waypoint number. Additionally, each trail intersection has trail kiosk maps with a “you are here arrow” as well as markers and arrows to identify trail names and directions. The junction signs help users indicate if they are following their intended path.

Emergency Closures:

Every attempt is made to keep the trail system in operable condition year-round. However, there are times when it may be necessary to close the trail system or a portion of the trail system due to trail hazards or other emergencies. If there is a need for a closure, signage at all entrances to the trail system is updated pending CRW’s ability to access these areas. Additionally, trail users can check for updated information on trail closures by calling 828-227-8808.

Assumption of Risk:

The following text is posted on the information kiosks at all entrances to the trail system:

- Participating in recreational activities on the WCU Trail System involves risks of harm. Exercise due caution appropriate for your level of experience on all parts of the trail system. This trail is unsupervised and users participate at their own risk.
- WCU’s Low Ropes Course is located on the trail system and is not designed for public use. The Course involves wooden obstacles, cables and ropes. Interacting with the Course is strictly prohibited unless authorized under University policy and supervised by University personnel. Risks of harm associated with the unsupervised use of the Course involve serious bodily harm and death.
- Bears and other dangerous wildlife have been spotted in this area. **BE ALERT - MAKE NOISE - AVOID HIKING ALONE.** Never approach or feed wildlife.
- In the event of an emergency call 911 or WCU Campus Police at 828.227.8911. Note the color of the trail blazes & waypoint number to report the segment of the trail where you are located. Cell phone coverage on the trail is limited. The trail does not contain a source of fresh water. To report maintenance needs, contact Base Camp Cullowhee at basecamp@wcu.edu.

Warning signs are permanently posted to mark the giant hole adjacent to the Gribble Gap Loop that was previously used for open-pit mining. Stop signs are posted for trail users anywhere the trail crosses or terminates at a road surface.

Emergency Response:

Several local units are involved in emergency response on the WCU trail system. Response units include WCU University Police, WCU EMS, Jackson County Rescue Squad, Harris Regional EMS, and Cullowhee Fire Department. The nature of the incident will determine the primary response unit.

- For injuries or accidents on the trail system requiring assistance, the primary response unit is Jackson County Rescue Squad. Support units are coordinated by Jackson County Rescue Squad at the incident command center.
- For incidents or crime on the trail system, the primary response unit is WCU University Police. WCU University Police determines if additional assistance is needed and calls upon other units if necessary.

- For forest fires on the trail system, the primary response unit is Cullowhee Fire Department. Cullowhee Fire Department determines if additional assistance is needed and calls upon other units if necessary.
- Other emergencies – Jackson County dispatch will determine which units need to respond to any other unforeseen circumstances that arise.