Policies and Procedures
2017-2018
# Table of Contents

## About Campus Recreation
- Campus Recreation Mission .................................................. 4
- Campus Recreation Location/Phone Numbers/Addresses .......... 4

## I. General Guidelines
- Assumption of Risk .................................................................. 6
- Policy Violations ....................................................................... 6
- Photography/Posting/Research Approval ................................. 6
- Facility Hours ........................................................................... 7
- Normal Operating Hours ......................................................... 7
- Membership/Guest Passes ...................................................... 7
  - Spouse/Partner/Family Memberships ..................................... 8
  - Guest Passes ......................................................................... 8
- Payments .................................................................................. 9
  - Payment Methods ................................................................. 9
  - Refunds .................................................................................. 9
- Identification ............................................................................ 9
  - Swann Fitness Center ........................................................... 9
  - Intramural Sports and Club Sports ....................................... 10
  - The Snow Family Outdoor Fitness and Wellness Center ....... 10
- Food & Beverage ..................................................................... 10
- Equipment Check Out / In ....................................................... 10
  - Swann Fitness Center ........................................................... 10
  - The Snow Family Outdoor Fitness and Wellness Center ....... 11
- Lost, Damaged, or Stolen Items .............................................. 11
- Facility and Equipment Reservations .................................... 11
  - Facility Reservation Procedures .......................................... 12
  - Facility Reservation Cancellations ....................................... 13
  - In Case of Severe Weather .................................................... 13
  - General Event Policies .......................................................... 14

## II. Swann Fitness Center At Fike Recreation Center Policies
- General Activity Area Guidelines ........................................... 16
- Activity Area Age Requirements ............................................ 17
- Fitness Equipment Areas – Atrium, Multipurpose Room, Core & Lunge/Strength Hallways, Cardio Areas ........................................... 17
  - All ....................................................................................... 17
  - Cardio .................................................................................. 17
  - Weight Training ................................................................... 18
- Activity Areas – Courts & Studios ......................................... 18
  - Open Recreation ................................................................. 18
    - Basketball ........................................................................ 19
    - Badminton ........................................................................ 19
    - Indoor Soccer .................................................................... 19
    - Volleyball .......................................................................... 19
    - Table Tennis ....................................................................... 20
  - Open Recreation Scheduled Drop-In Activities ..................... 20
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Racquetball Courts</td>
<td>20</td>
</tr>
<tr>
<td>Track</td>
<td>21</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>21</td>
</tr>
<tr>
<td>General</td>
<td>21</td>
</tr>
<tr>
<td>Belay Certification Process</td>
<td>21</td>
</tr>
<tr>
<td>McHugh Natatorium</td>
<td>22</td>
</tr>
<tr>
<td>General</td>
<td>22</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>23</td>
</tr>
<tr>
<td>Attire</td>
<td>23</td>
</tr>
<tr>
<td>Children</td>
<td>23</td>
</tr>
<tr>
<td>Dry Sauna and Steam Room</td>
<td>23</td>
</tr>
<tr>
<td>Lockers</td>
<td>24</td>
</tr>
<tr>
<td>Day-Use Lockers</td>
<td>24</td>
</tr>
<tr>
<td>Rental Lockers / Towel Service</td>
<td>24</td>
</tr>
<tr>
<td>III. Outdoor Facilities</td>
<td>25</td>
</tr>
<tr>
<td>General Outdoor Area Guidelines</td>
<td>25</td>
</tr>
<tr>
<td>Fields</td>
<td>25</td>
</tr>
<tr>
<td>Lightning, Bad Weather, Field Closures</td>
<td>25</td>
</tr>
<tr>
<td>Severe Lightning/Thunderstorm Procedures (SkyGuard)</td>
<td>25</td>
</tr>
<tr>
<td>Field Closure and Notification</td>
<td>25</td>
</tr>
<tr>
<td>IV. Programs</td>
<td>26</td>
</tr>
<tr>
<td>Fitness &amp; Wellness</td>
<td>26</td>
</tr>
<tr>
<td>Group Fitness</td>
<td>26</td>
</tr>
<tr>
<td>Fitness Assessments</td>
<td>26</td>
</tr>
<tr>
<td>Personal Training</td>
<td>26</td>
</tr>
<tr>
<td>Eligibility</td>
<td>26</td>
</tr>
<tr>
<td>Training Guidelines</td>
<td>26</td>
</tr>
<tr>
<td>Personal Training Payment</td>
<td>27</td>
</tr>
<tr>
<td>Physical Therapy and Athletic Training</td>
<td>27</td>
</tr>
<tr>
<td>Clemson Outdoor Recreation and Education (CORE)</td>
<td>27</td>
</tr>
<tr>
<td>Adventure Trips</td>
<td>27</td>
</tr>
<tr>
<td>Outdoor Gear Rental Policy</td>
<td>28</td>
</tr>
<tr>
<td>Club Sports</td>
<td>28</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>28</td>
</tr>
</tbody>
</table>
ABOUT CAMPUS RECREATION

Campus Recreation Mission

The Department of Campus Recreation strives to provide quality recreation experiences to the students, faculty, and staff of Clemson University through its programs and facilities. These experiences afford the diverse campus community opportunities to interact while participating in a wide variety of instructional and competitive activities that promote the development of the mind and body.

Campus Recreation Location/Phone Numbers/Addresses

Mailing Address:

Campus Recreation
Fike Recreation Center
110 Heisman Street
Clemson, SC 29634

Campus Recreation
Snow Family Outdoor Fitness and Wellness Center
275 YMCA Circle
Seneca, SC 29678

Fike Recreation Welcome Center (864) 656-3453
Sponsorships (864) 656-1140
University Physical Therapy & Sports Medicine (864) 643-1344
Facility Reservations & Equipment Rentals (864) 656-5828
Intramural Sports (864) 656-6200
CORE (864) 656-0892
Fitness and Wellness (864) 656-7617
Club Sports (864) 656-2350
Athletic Training (864) 656-4128
Snow Football Parking (864) 656-4699
I. GENERAL GUIDELINES

Campus Recreation policies are designed for the protection of participants, employees, and facilities. Participants are of all ages; including children. All participants should be mindful and respectful of others around them.

- Participants may not interfere with employee duties, use obscene language, or engage in verbal and/or physical abuse of employees or other participants.
- Participants must observe all posted signs and verbal directions provided by Campus Recreation staff.
- Use of drug, alcohol, and tobacco products (including smokeless tobacco and vape paraphernalia) are not permitted at Campus Recreation facilities or program venues. Attendees or participants identified as impaired will be removed from Campus Recreation facilities or program activities and may be referred to CUPD and/or OCES.
- Attempts to use another member’s ID or provide an ID for another's use violates University and State regulations. Consequences of ID violations will result in confiscation of the ID and suspension from Campus Recreation facilities and/or program participation. Individuals may also be referred to CUPD and/or OCES.
- Use of Campus Recreation facilities for personal training services not approved by Campus Recreation staff violates University policy relating to facilities, services, or solicitations, and is prohibited at all program venues.
- No pets are permitted in the Fike Recreation Center or on the LoConte Family Field at the Snow Family Outdoor Fitness and Wellness Center. Exception is made for documented service animals.
- Patrons (non-Clemson students) must be at least 18 years of age to enter Swann Fitness Center without an adult 18 years of age or older. Patrons 15 years old and younger must have direct adult supervision at all times in all facility areas. Any individual age 5 years or older is required to have a membership or be a sponsored guest to access Swann Fitness Center.
- For sanitation and safety reasons, and to protect the facility and equipment, participants are required to wear clothing appropriate to each activity area.
- Participation and entry for academic purposes (academic research, projects, observations, etc.) must be submitted in writing and approved prior to accessing the facility.
- All Campus Recreation users are prohibited from using any exterior doors (not including main entry doors) unless prior approval has been given, or during an emergency situation.
- Campus Recreation follows Clemson University’s Drone Policy, here.

Guidelines apply to department programs and service locations:
- Fike Recreation Center
  - Swann Fitness Center
  - McHugh Natatorium
- Upper and Lower Intramural Fields
- Snow Family Outdoor Fitness and Wellness Center
  - LoConte Family Field
- Lightsey Bridge Field
- Other campus program venues
- Off-campus program venues
ASSUMPTION OF RISK
Patrons participate at their own risk. Clemson University and Campus Recreation are not responsible for financial costs related to health or wellness services resulting from illness or injury incurred during use of Campus Recreation facilities or participation in program activities. It is recommended that participants secure accident insurance/coverage prior to exercising or program participation and seek medical advice prior to participation. Participants in high risk activity classes are required to sign waivers.

POLICY VIOLATIONS
Campus Recreation staff reserves the right to ask patrons to leave and deny facility/program access for policy violations. Violations require individual(s) to meet with Campus Recreation staff prior to further facility access/program participation. Individuals must make an appointment during normal business hours. If the Director of Operations is unavailable, another staff member in the organizational reporting line will facilitate the meeting. At the conclusion of the meeting, the individual will receive written notification of any applicable suspension. Staff may also refer students to the Office of Community and Ethical Standards (OCES) for further investigation and discipline. CUPD may also be notified depending on the severity of the incident in question.

Individuals may appeal the decision by filing a Disciplinary Appeal Form with the Senior Director of Campus Recreation, and/or their designate(s), within seven days of the date of the disciplinary sanction. It is the responsibility of the participant to provide concrete reasoning as to why the disciplinary action is too severe. All sanctions will remain in place through the appeal process. The acceptable standards for appeal are: harshness of sanction or lack of due process. Situations or circumstances not covered in this handbook will be addressed and resolved by Campus Recreation staff.

PHOTOGRAPHY/POSTING/RESEARCH APPROVAL
Campus Recreation has priority for ad space within all Campus Recreation facilities for displaying information about departmental programs and services. Campus Recreation reserves the right to reject any advertisement based on certain criteria which include, but are not limited to, design, content and image specifications.

Prior permission from Campus Recreation must be obtained to photograph or video any Campus Recreation activities/programs/participants or to conduct research at any Campus Recreation facility. Please fill out the Campus Recreation Photography and Video Access Request Form and email it to Meredith Head, Assistant Director of Marketing and Communications (mhead@clemson.edu), or the Campus Recreation Research Access Request Form and email it to Kelly Ator, Director of External Relations (lator@clemson.edu) at least 2 weeks prior to the desired date. Information to include in your email: contact information, information about organization, event details (if applicable), image file and desired duration of advertisement display or research project.

Guidelines for images to be considered for display include the following:
- Must be 1024px in width by 636px in height.
- Must follow the Clemson University branding guidelines which can be found at clemson.edu/guidelines and must be approved by Campus Recreation staff.
FACILITY HOURS

Normal Operating Hours:

<table>
<thead>
<tr>
<th></th>
<th>Swann Fitness Center</th>
<th>McHugh Natatorium</th>
<th>Dry Sauna / Steam Room</th>
<th>Climbing Wall</th>
<th>Physical Therapy Room</th>
<th>CORE*</th>
<th>LoConte Family Field*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>5:30 a.m.–1 a.m.</td>
<td>5:30–9 a.m., 11 a.m.–2 p.m., 6:30–10 p.m.</td>
<td>5:30 a.m.–3:30 p.m., 6:30–10 p.m.</td>
<td>4–9 p.m.</td>
<td>10 a.m.–7 p.m.</td>
<td>10 a.m.–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
<tr>
<td>Tue</td>
<td>5:30 a.m.–1 a.m.</td>
<td>5:30–9 a.m., 11 a.m.–2 p.m., 6:30–10 p.m.</td>
<td>5:30 a.m.–3:30 p.m., 6:30–10 p.m.</td>
<td>4–9 p.m.</td>
<td>11 a.m.–8 p.m.</td>
<td>Noon–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
<tr>
<td>Wed</td>
<td>5:30 a.m.–1 a.m.</td>
<td>5:30–9 a.m., 11 a.m.–2 p.m., 6:30–10 p.m.</td>
<td>5:30 a.m.–3:30 p.m., 6:30–10 p.m.</td>
<td>4–7 p.m.</td>
<td>10 a.m.–7 p.m.</td>
<td>Noon–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
<tr>
<td>Thur</td>
<td>5:30 a.m.–1 a.m.</td>
<td>5:30–9 a.m., 11 a.m.–2 p.m., 6:30–10 p.m.</td>
<td>5:30 a.m.–3:30 p.m., 6:30–10 p.m.</td>
<td>4–9 p.m.</td>
<td>11 a.m.–8 p.m.</td>
<td>Noon–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
<tr>
<td>Fri</td>
<td>5:30 a.m.–Midnight</td>
<td>5:30–9 a.m., 11 a.m.–2 p.m., 6:30–10 p.m.</td>
<td>5:30 a.m.–3:30 p.m., 6:30–10 p.m.</td>
<td>1–5 p.m.</td>
<td>8 a.m.–5 p.m.</td>
<td>10 a.m.–5:30 p.m.</td>
<td>1–4 p.m.</td>
</tr>
<tr>
<td>Sat</td>
<td>8 a.m.–Midnight</td>
<td>Noon–6 p.m.</td>
<td>Noon–6 p.m.</td>
<td>1–5 p.m.</td>
<td>Closed</td>
<td>*Noon–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
<tr>
<td>Sun</td>
<td>Noon–Midnight</td>
<td>1–6 p.m.</td>
<td>1–6 p.m.</td>
<td>1–5 p.m.</td>
<td>Closed</td>
<td>*Noon–4:30 p.m.</td>
<td>No Open Recreation</td>
</tr>
</tbody>
</table>

- For additional facility hours, including building closures or winter, spring, and summer break schedules, please visit our Facility Hours page.
- All Campus Recreation programs and services will be closed for general patron use for all home Clemson University football games.
- All Campus Recreation programs and services are closed for all University closures, unless denoted on the Campus Recreation main page.
- *The CORE Office is open on Saturday and Sunday following spring break and up until fall break.
- *Open recreation at LoConte Family Field is available around special events. LoConte Family Field open recreation hours vary depending on weather conditions (no precipitation or lightning in the area) and Club Sports reservations. LoConte Family Field is not available for open recreation if the main gate is closed and a Campus Recreation staff member is not onsite at the field.

MEMBERSHIPS/GUEST PASSES

Membership is required to use the Swann Fitness Center and to participate in any Campus Recreation programs. Membership privileges include use of all Swann Fitness Center activity areas, meeting and public spaces, daily locker use, group fitness classes, and CORE rentals. Patrons (non-Clemson students) must be at least 18 years of age to enter Swann Fitness Center without an adult 18 years of age or older. Patrons 15 years old and younger must have direct adult supervision at all times in all facility areas. Any individual age 5 years or older is required to have a membership or be a sponsored guest to access Swann Fitness Center.
- Full-time Clemson students and Bridge students have an automatic membership added to their University bill indicated as a Campus Recreation fee.
- Part-time Clemson students, employees and their spouse/partner/dependents, and community members are eligible to purchase a membership.
- Clemson Degree Granted Alumni, Official University Retirees, and their spouse/partner/dependents can apply for a membership at the Welcome Center.
- Individuals must present one of the following forms of identification when purchasing a Fike Recreation Center membership or Guest Pass: official/valid CU employee or student photo ID, valid State Driver’s License, valid State ID card, current Passport, or USA Military ID.

**Spouse/Partner/Family Memberships**
- Student/employee must accompany their spouse/partner/dependents for first time purchase of spouse/partner/family membership.
- It is the student/employee responsibility to inform Campus Recreation if relationship with spouse/partner has terminated.
- Membership is required for spouse/partner/dependents to use the Swann Fitness Center without spouse/parent accompaniment.
- Dependents status is defined as children 17 and younger residing in the home of their parent/legal guardian.
- Patrons must be at least 18 years of age to enter Swann Fitness Center without an adult 18 years of age or older. **Patrons 15 years old and younger must have direct adult supervision at all times in all facility areas.** Any individual age 5 years or older is required to have a membership or be a sponsored guest to access Swann Fitness Center.

**Guest Passes**
Swann Fitness Center participants may sponsor up to three (3) guests per day for a fee (activity area age restrictions apply).
- Guests must be sponsored by a Campus Recreation member 18 years or older.
- Guests must be at least 18 years of age to enter Swann Fitness Center without an adult 18 years of age or older. **Patrons 15 years old and younger must have direct adult supervision at all times in all facility areas.** Any individual age 5 years or older is required to have a membership or be a sponsored guest to access Swann Fitness Center.
- A valid photo ID must be presented by the Campus Recreation member and their guest at the time of purchase.
- Guest pass privileges include use of Swann Fitness Center activity areas, daily locker use, and participation in group fitness classes (depending on class availability).
- Guest pass holders MAY NOT purchase personal or small group training sessions.
- Guest passes are valid for a single entry on the date of purchase.
- Current Clemson students/employees may sponsor themselves for a daily guest pass with a valid photo ID.
- Sponsors must accompany their guests at all times while in the facility.
- Sponsors are responsible for guests’ behavior and equipment check-out/return.
- Sponsors are responsible for remuneration for guests’ entrance fee and lost/broken/damaged equipment.
**PAYMENTS**

**Payment Methods**
Campus Recreation accepts payment in form of Visa, MasterCard, Discover, American Express, TigerStripe, and personal check with proper ID (Driver’s Licenses or State ID Card). Membership payment for eligible Clemson University employees may also be made with Payroll Deduction.

**Refunds**
Refund requests may be made at the Welcome Center inside the Fike Recreation Center and are reviewed by Campus Recreation staff.

- All refunds are subject to a processing fee. Prorated fees may apply.
- All refund request forms will be accepted by the Welcome Center, the final approval will be made by the appropriate staff member. If the refund is denied, an explanation as to why it was denied will be provided.
- If payment was made by credit card, the refund is returned to the original credit card only if requested the day of purchase.
- Any refund requested after the purchase date will be made via check where established University procedures are followed, which may take up to four (4) weeks for the refund to be processed.
- For purchases made by check, established University procedures are followed, which may take up to four (4) weeks for the refund to be processed.
- Membership refunds will be considered for separation from the University or documented medical reasons.

**IDENTIFICATION**
Verification of eligibility to use Campus Recreation facilities and/or to participate in Campus Recreation programs is required.

**Swann Fitness Center**

- A valid CUID or Campus Recreation Membership ID is required at the Welcome Center ID check station to enter the Swann Fitness Center.
- Alternate computer identification verification: Welcome Center staff will verify picture identification information for entry to the Swann Fitness Center up to three (3) times per semester. After three (3) computer verifications, a member must produce his/her ID, purchase a replacement CUID, or purchase a Guest Pass to enter the Swann Fitness Center.
- Guest Pass receipts are valid for single entry on the date of purchase only.
- There is a $5 charge to reprint a Campus Recreation Membership ID card.
- Pursuant to article 10 (Fraud) and article 25 (University ID Card) of the student code of conduct any ID presented not belonging to the individual presenting it will be confiscated and turned over to Campus Recreation staff.
  - Article 10: Fraud
    - No student shall misrepresent himself/herself in, or with regard to, any transaction with the University, whether oral, written or by other means.
    - No student shall alter, misuse or intend to misuse University documents, records or identification cards.
Article 25: University ID Card
   a. No student shall fail to present his/her student identification to a University official upon request. Clemson University ID cards are nontransferable, and students may not lend their ID cards or use the ID cards of other students.
   b. No student shall fail to carry his/her student identification at all times when within reason.

Intramural Sports and Club Sports
   ▪ In order to participate in intramural sport activates, participants must present to the Intramural Sports staff a valid CUID card prior to each contest.
   ▪ When ID checks are required during club sports events, a valid CUID card must be presented.

The Snow Family Outdoor Fitness and Wellness Center
   ▪ In order to participate in open recreation at LoConte Family Field, patrons are required to display a valid CUID.
   ▪ CORE rentals and trips are available to patrons with a current Campus Recreation membership.

FOOD & BEVERAGE
   ▪ Non-glass, sealable containers are permitted in Campus Recreation activity areas. Campus Recreation staff determines if containers meet acceptable standards.
   ▪ Food is not permitted within any areas at the Swann Fitness Center or on the LoConte Family Field at the Snow Family Outdoor Fitness and Wellness Center.
   ▪ Gum is not permitted at the Climbing Wall within the Swann Fitness Center or on the LoConte Family Field at the Snow Family Outdoor Fitness and Wellness Center.

EQUIPMENT CHECK-OUT/IN

Swann Fitness Center
   ▪ Day-use equipment is available for checkout with valid CUID or Campus Recreation Membership ID. Day-use equipment must be returned by facility closing on the same day to avoid replacement charge.
   ▪ A separate inventory of equipment is available for multiple day use. Multiple day use equipment is reserved in advance and returned on specified due date to avoid late return or replacement charges. To reserve equipment please fill out the form located HERE.
   ▪ Equipment that is checked out must be checked in by the same person. Lost, missing, or damaged Campus Recreation equipment or property may result in replacement charges or suspension of Campus Recreation programs.
   o At the end of each week patrons who have checked out equipment that has not been returned will receive an email with instructions to return the equipment before the end of the following week. If at the end of the second week of being overdue the equipment has not been returned, the member will have to pay for the cost of replacing the piece of equipment. Access to the facility will be suspended until the equipment is returned or paid for.
The Snow Family Outdoor Fitness and Wellness Center

- Equipment may be rented by anyone who has an active Campus Recreation membership.
- Equipment can be rented at the CORE office at the Snow Family Outdoor Fitness & Wellness Center during normal office hours.
- Equipment can be reserved up to 14 days in advance by using our online reservation request form, by phone at (864) 656–0892 or by visiting the CORE office at the Snow Family Outdoor Fitness & Wellness Center in person during our office hours.
- All reserved equipment must be picked up and returned at the CORE office during normal office hours. Equipment that is returned late will be charged at the daily rate for each day it is overdue.
- CORE offers FREE canoe and kayak rentals, as well as reduced rate paddle board rentals ($5), every day during normal building office hours on a first–come, first–serve basis. Boats available through this program may only be used on–site at the beach at Snow Family Outdoor Fitness & Wellness Center and must be returned before the end of office hours on the day of the rental. Free & reduced–rate boats cannot be reserved, taken off–site, or checked out for multiple days. If the boat is checked out through the free boat program, but is returned outside of the office hours or kept overnight then the normal rental fee will apply and payment will be collected upon return of the equipment.

  Online Reservation Request Form

**LOST, DAMAGED, OR STOLEN ITEMS**
Campus Recreation is not responsible for participants lost, damaged, or stolen personal articles. Individuals should report stolen items to CUPD.

- Inquiries may be made at the Fike Welcome Center or CORE Welcome Desk.
- Personal toiletry items are disposed of immediately due to sanitary health reasons.
- CUID’s are returned to the TigerOne office located in the Hendrix Student Center.
- Residence Hall keys are returned to the Housing Office.
- Items of value are secured at the Welcome Center in the Fike Recreation Center and are turned over to CUPD on a monthly basis.
- Items such as bags, clothing, footwear, sport gear, water bottles, etc., are secured. Unclaimed items are held for a minimum of 48 hours, and then donated to local charities.

**FACILITY AND EQUIPMENT RESERVATIONS**
There are several Campus Recreation facility spaces and equipment that may be reserved or rented. Information about reserving space and/or renting equipment can be obtained here, or by emailing scheduling@clemson.edu.

Any reservations that require staff must be submitted at least 4 weeks prior to the reservation date. All other requests must be submitted at least 2 weeks in advance for full consideration. All reservation groups will be required to review and sign a memorandum of understanding that includes reservation specific policies.
Reservation and rental requests may be submitted up to a year in advance, and will be considered in order of the date received and in keeping with the following priority:

1. Campus Recreation, CU academic classes, Student Affairs, the President’s Office
2. Registered Student Organizations (RSO’s) of 10 or more
3. University affiliated programs/events
4. Non-University affiliated programs/events

Requests for facility or field use from priority groups 2-4 will be confirmed according to the following schedule:

- no sooner than April 1st for Fall Semester
- no sooner than October 1st for Spring Semester
- no sooner than March 1st for Summer Sessions

Exceptions: Groups/organizations that sponsor major special events which require advance booking may be confirmed earlier than the listed dates provided there is no conflict under the Campus Recreation Staff discretion.

Student organizations will not be granted reoccurring reservations. Each organization may only host one event per academic year. Any additional event requests will be reviewed by the Events Coordinator. Approval for additional events is not guaranteed.

Space requests from recognized student organizations will be reviewed on a case-by-case basis. The parameters for approval and charging include the following:

- Open recreation hours will be protected when accommodating special events. Every effort will be made to manage space resources so the activity and open recreation can co-exist but open recreation is a consistent priority.
- Student-run special events engaging Clemson students and open recreation will be considered as a higher priority than student-run events that cater to non-students of the University. Reservation rates will be applied to events or reservations that include guests who are not Clemson students.
- Events that are organizational fundraisers and charge an admission/participation fee will be charged for use of space, staffing, etc. utilizing the approved billing rates, which can be found here.
- Student events for non-recreational activities including philanthropies, may fall under the same expectations as listed above. If space costs are donated by Campus Recreation, staffing fees will be recovered at the cost of the organization.

**Facility Reservation Procedures**

Completion and submission of an online reservation request form is required of all organizations/groups that are not associated with Campus Recreation for reservation of all Campus Recreation spaces.

All reservation requests for use of Campus Recreation facilities/fields must be approved by the Events and Scheduling team. Further approval of CUPD may be needed under certain circumstances.
Facility Reservation Cancellations
For groups hosting one-time or less frequent events in Campus Recreation facilities:
- If the group does not give 72 hour notice of event cancellation or time change
to via email, they will be asked to pay the full amount quoted before their event. If
proper notice is given for adjustments to be made, the group will pay the
adjusted amount.
- For groups hosting a free event, a missed or late reservation will be reviewed on
a case-by-case basis by the Events Coordinator to determine if future
reservations will be allowed.
- If the group does not show up within 30 minutes of their reservation start time
(setup buffer not included), the building staff will take down any set up for the
reservation and reopen the space for open recreation. Unless proper notice is
given, the group will not have access to the space after the 30 minute mark has
passed.

For groups with reoccurring reservations within Campus Recreation facilities:
- A representative from the group must notify the Events Coordinator of any
cancellations or time changes with at least 24 hours (or a full business day)
advanced notice via email.
- In the event that the group does not give proper notice, they will be allowed
three late or cancelled reservations (without notice) before losing their regular
reservation for the remainder of the semester.
- It will be to the discretion of the Events Coordinator and Campus Recreation
administration whether the group will be able to continue their reservation for
future semesters.
- If the group does not show up within 30 minutes of their reservation start time
(setup buffer not included), the building staff will take down any set up for the
reservation and reopen the space for open recreation. Unless proper notice is
given, the group will not have access to the space after the 30 minute mark has
passed.

The above policy does not include internal Campus Recreation affiliated reservations, as
those will be reviewed on a case-by-case basis. Club sport “no shows” or late arrivals
will still be documented by the Recreation Supervisor on duty and will be reviewed by
the Events Coordinator and the Assistant Director, Club Sports.

In Case of Severe Weather:
- If a group cancels due to weather but we remain open we would not penalize
them for any staffing if we can call the staff off but we should still recover the
space cost. Any staffing costs incurred will be recovered.
- If the university closes due to inclement weather, we cannot hold reservation of
any type.
- All outdoor reservations are rain or shine, however with the presence of lightning
through the sky guard system participants must seek shelter for 30 minutes
after the last lightning strike and then resume play. Connecting with Campus
Recreation staff is required before play resumes.
- Campus Recreation buildings are not to be used as a rain site for participants or
guests at any time.
- A 24 hour rain call is required for all outdoor reservations.
**General Event Policies**

- Campus Recreation facility and field reservations may not extend beyond 12:00 am without approval by the Senior Director of Campus Recreation and the CUPD (Information on provisions for reservation of facilities after closing is available through Facility Services.) The Snow Family Outdoor Fitness and Wellness Center and field reservations may not extend beyond nightfall.
- Organizations/groups not affiliated with Clemson University must provide a Certificate of General Liability Insurance (including liquor liability for those organizations/groups that seek approval to sell or serve alcohol) in an amount acceptable to Clemson University and with Clemson University named as an additional insured.
- ARAMARK Corporation has contracted with Clemson University to be the exclusive food and beverage service provider for events held on campus. A signed waiver from ARAMARK Corporation is required for food or beverage service to be provided by any other means (Food Service Agreement).
- T-shirt sales in association with an event must have Clemson University Central Spirit and Director of Licensing approval (Event Registration/Sales and Solicitation Form).
- Vendors that have Clemson University approval to sell their merchandise in conjunction with an event must provide a Certificate of General Liability Insurance in an amount acceptable to Clemson University and with Clemson University named as an additional insured. Access the Vendor Application here.
- Any outside rentals associated with events in Campus Recreation facilities must be communicated with the Events Coordinator during pre-event meeting communication. Drop off/pick up times and load in procedures must be discussed and approved ahead of time to the discretion of the Events Coordinator and Campus Recreation staff.
- Vehicles are not permitted on the sports fields, and they are permitted on the grounds only in areas designated for parking or for unloading equipment and supplies as approved by Campus Recreation.
- Campfires are prohibited on the grounds with exception of any area that may be so designated by Campus Recreation and duly permitted. Grills may be used for cooking, but they may not be set up on the playing areas of fields or between adjoining fields. Charcoal residue must be bagged and deposited in a dumpster on site or removed from the premises.
- All animals brought on Clemson University property must be on a leash. All animal waste must be properly disposed of by the owner.
- Swimming in the McHugh Natatorium at Fike Recreation Center is permitted only during approved hours when lifeguards employed by Campus Recreation are on duty. Groups that wish to swim at times other than regular operating hours must assume the cost for providing lifeguards (A minimum of 2 lifeguards is required.)
- Facilities/Fields are not to be altered in any manner without permission from Campus Recreation. They are to be left clean and in good condition. Garbage and trash must be bagged and deposited in a dumpster on site or removed from the premises.
- Recycle when possible. Look for recycling carts marked for recycling plastic bottles (#1 & # 2) and aluminum cans. Remove tops from bottles and empty all liquids before depositing in the appropriate recycling cart. For those events that include alcohol sales or service:
▪ Alcohol is not permitted at on-campus events without approval by the appropriate Vice President(s) and the Clemson University Police Department (Ref: Registration for Events with Alcohol).
▪ The sale, service, or consumption of alcohol is prohibited at the Campus Recreation Area beach.
▪ All alcohol sales and service for on-campus events must be administered by ARAMARK Corporation and end no later than 12:00 am.
▪ All on-campus events where alcohol is served or sold are subject to having security present as required and assigned by the Clemson University Police Department at the expense of the reserving group.
▪ Guest waivers for non-Fike members must be signed at the Welcome Center prior to entering an event.
▪ Exterior door access requires staffing.
▪ Unless previously arranged, events will not be permitted to store equipment or supplies overnight, outside of the duration of their reservation.
  ○ Shipments and deliveries are to be communicated in advance. If proper communication of shipment and delivery is not made, Campus Recreation Staff can reject the drop off of items.
II. SWANN FITNESS CENTER AT FIKE RECREATION CENTER
POLICIES

GENERAL ACTIVITY AREA GUIDELINES

- For safety and/or facility maintenance reasons, appropriate sport or exercise clothing and footwear is required. Please see each activity or program section for additional requirements or adjustments.
  - Closed-toe, closed-black, non-marking shoes are required.
  - Jeans, zippers, belts, snaps, metal studs, and other materials on clothing that may damage equipment, upholstery, or flooring are not permitted.
  - Full torso covering shirts must be worn by all patrons in the Swann Fitness Center, unless detailed specifically in area requirements below.
  - Cut-off sleeves and tank tops are permitted, providing they completely cover the nipples and spine, and sides are cut no lower than the bottom of the rib cage. Clothing should serve as a safety barrier between skin and equipment as much as possible. Campus Recreation staff reserves the right to deem any item of clothing unacceptable.
- Dropping weights is prohibited as it will damage equipment and poses a safety concern for other patrons.
- Running stairs is not permitted anywhere in the Swann Fitness Center, including the McHugh Natatorium.
- All beverages must be in non-glass, sealable container. Campus Recreation staff reserves the right to determine if containers meet acceptable standards.
- Baby strollers/carriers are not allowed in the activity areas or activity/fitness classes. Strollers may be allowed on the indoor track during non-peak hours, as determined by Campus Recreation staff.
- Patrons are not permitted to utilize more than one (1) form of additional fitness training gear (weights may not be combined with an elevation mask, etc.).
  - Elevation masks may not be combined with free weight or cardio machines.
- Outside equipment must be examined by Campus Recreation Center staff for use.
- General Gym Etiquette
  - Excessive yelling/noise is prohibited in activity areas. Campus Recreation staff reserves the right to determine if any noise level is unacceptable.
  - Use of headphones is required when using a personal listening device in fitness areas.
  - Cleaning stations are located throughout the facility. Patrons are asked to clean equipment before and after use.
  - Patrons should re-rack weights and return equipment following use.
  - Spitting on the floor or walls is prohibited and may result in loss of privilege to Campus Recreation facility and/or program use.
- Activity spaces are available for drop-in open recreation use when not reserved for a scheduled program class or other activity. Room cards with daily schedules are located near the entrance to each activity space. Certain open recreation activities are scheduled in activity spaces. Please see the Open Recreation section for specific policies.
**ACTIVITY AREA AGE REQUIREMENTS**

Patrons (non-Clemson students) must be at least 18 years of age to enter Swann Fitness Center without an adult 18 years of age or older. **Patrons 15 years old and younger must have direct adult supervision at all times in all facility areas.** Any individual age 5 years or older is required to have a membership or be a sponsored guest to access Swann Fitness Center.

<table>
<thead>
<tr>
<th>Area</th>
<th>Area Age Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool, Sauna &amp; Steam Room, Activity Areas</td>
<td>All ages are welcome in these areas.</td>
</tr>
<tr>
<td>(courts and studios), Track</td>
<td></td>
</tr>
<tr>
<td>Free weight area</td>
<td>Must be at least 15 years old to use this area.</td>
</tr>
<tr>
<td>Pin-loaded weight areas and cardio machines</td>
<td></td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>Must be at least 8 years old to use this area. Must be 18 to belay.</td>
</tr>
<tr>
<td>Locker Rooms/Restrooms</td>
<td>Youth 6 years and older are required to use gender appropriate locker rooms/restrooms. All gender changing/locker room is available on locker room level.</td>
</tr>
</tbody>
</table>

**FITNESS EQUIPMENT AREAS – Atrium, Multipurpose Room, Core & Lunge/Strength Hallways, Cardio areas**

**All**
- Use of chalk (powdered or liquid) is prohibited and will be confiscated by Campus Recreation staff.
- Wipe down equipment, especially seats and touch points, before and after use.
- Rerack equipment after use. All Equipment must remain in its designated area.
- Use of equipment other than for its designed function is prohibited.
  - Standing on exercise balls is prohibited.
  - Medicine balls may not be slammed or thrown against any floors or walls in the facility.
- Allow others to work in between sets.
- Report any equipment concerns to Campus Recreation staff by referencing the piece’s tiger paw number and/or location.

**Cardio**
- There is a 30-minute time limit on all cardiovascular equipment when others are waiting.
- Use of treadmill safety clips is highly recommended.
**Weight Training**
- Benches may not be elevated, propped, or inclined separate from design.
- All weight training should be performed in a controlled and safe manner. Slamming, dropping or bouncing dumbbells, barbells, or weight equipment is prohibited.
- Use of weight clips/collars on all Olympic bars is required.
- Olympic style lifts (cleans, snatches, and jerks) are prohibited.
- Deadlifts may be performed in the Lunge/Strength Hallway nearest the squat racks. Please note that weight must be returned to the floor without dropping, slamming, or bouncing weight as this caused additional wear to the bars, weights, and flooring.
- A spotter is recommended for all heavy lifts (Campus Recreation staff is not permitted to spot).
- Weights from free weight area may be used in lunge/strength hallway.

**ACTIVITY AREAS – Courts and Studios**
If equipment is set up in an activity area and there is not a scheduled activity, please inquire at the Welcome Center if the space is available for open recreation and if Campus Recreation staff may clear equipment. Closed-toe, closed-black, non-marking shoes are required for all activities, except yoga.

All equipment set up by Campus Recreation staff in activity areas will be taken down 1 hour before the facility closes.

**Open Recreation**
Open Recreation is available for members and guests in most activity spaces around scheduled programming and event reservations. The Upper Fitness Studio is not available for open recreation. Games are regulated by players.

For non-scheduled activities, or for scheduled activities outside of their scheduled time, space is available on a first come first serve basis, but still must be inclusive of other drop-in participants.

Programmed open recreation serves as an informal opportunity for Campus Recreation members and guests to participate in range of recreational sports activities during scheduled times and is intended for participants to meet new people with similar interests. This includes basketball, volleyball, table tennis, badminton, and indoor soccer. Use will be on a first-come, first-serve basis that is also inclusive of other drop-in participants. A single person or group of people cannot monopolize the designated open recreation space that would prohibit other drop-in users from participating.

For each scheduled activity, there is a minimum amount of participants necessary to displace other open recreation participants in a non-scheduled activity. All activities are self-regulating and self-officiated. Campus Recreation staff will set up the equipment nets and patrons are responsible for checking out personal equipment from the Welcome Center.
**Basketball**
- Open Recreation basketball is the most popular open recreation activity on the courts and it is not a specific scheduled activity.
- Games are first-come first-served, and are regulated by players.
- Dunking is allowed, however snapping, excessive grabbing, or hanging from the rims is prohibited.
- Patrons are permitted to play without shirts (shirts vs. skins games) on the basketball courts, but must have a shirt on in all other areas of the facility.
- Basketballs may not be kicked.
- Basketballs may not be shot from the track area.
- Teams are encouraged to play each game to 21 and may not play more than five (5) continuous games when all courts are occupied and teams are waiting to play.

**Badminton**
- Badminton is available during scheduled open recreation times, or by request at the Welcome Center when there is an available court.
- At the start of the scheduled open recreation time and for the duration of the open recreation block, Court 5 will be set up. In order to set up an additional court, there should be a minimum of 2 additional players present. Courts will remain set up for the duration of the open recreation schedule block.
- No excessive running into or hanging on nets or poles.
- Any adjustments to net height must be made by Campus Recreation staff. Patrons may not adjust net height or tension on their own.
- When playing outside of scheduled open recreation blocks, patrons should inform Campus Recreation staff when they are finished playing so staff may take down the equipment.

**Indoor Soccer**
- Indoor Soccer is available during scheduled open recreation times, or when there is an available court.
- At the start of the scheduled open recreation time and for the duration of the open recreation block, Court 5 will be set up. In order to set up Court 4, there should be a minimum of 4 additional players present. Court 4 will remain set up for the duration of the open recreation schedule block.
- Only indoor specific soccer balls are permitted. These are available for check out at the Welcome Center.
- Soccer balls should not be kicked against exterior doors, windows, or onto/from the track.
- When playing outside of scheduled open recreation blocks, patrons will also check out the pop up soccer goals from the Welcome Center.

**Volleyball**
- Volleyball is available during scheduled open recreation times, or by request at the Welcome Center when there is an available court.
- At the start of the scheduled open recreation time and for the duration of the open recreation block, Court 5 will be set up. In order to set up Court 4, there should be a minimum of 4 additional players present. Court 4 will remain set up for the duration of the open recreation schedule block.
- No excessive running into or hanging on nets or poles.
- Volleyballs may not be kicked excessively in a non-volleyball manner.
- Any adjustments to net height must be made by Campus Recreation staff. Patrons may not adjust net height, tension, or out of bounds rods on their own.
- When playing outside of schedule open recreation blocks, patrons should inform Campus Recreation staff when they are finished playing so staff may take down the equipment.

**Table Tennis**
- Table Tennis is available during scheduled open recreation times, or by request at the Welcome Center when there is availability in the Lower Fitness Studio.
- At the start of the scheduled open recreation block, the Lower Fitness Studio will be set up.

**Open Recreation Scheduled Drop-In Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Volleyball</th>
<th>Indoor Soccer</th>
<th>Badminton</th>
<th>Table Tennis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>Monday and Wednesday 7-11 p.m. &amp; Tuesday and Thursday 5-7 p.m.</td>
<td>Monday and Wednesday 5-7 p.m. &amp; Tuesday and Thursday 7-11 p.m.</td>
<td>Friday 7-11 p.m. &amp; Sunday 3-5 p.m.</td>
<td>Saturday 8-10 p.m.</td>
</tr>
<tr>
<td>Location</td>
<td>Court 4 &amp; 5</td>
<td>Court 4 &amp; 5</td>
<td>Court 4 &amp; 5</td>
<td>Lower Fitness Studio</td>
</tr>
</tbody>
</table>

**RACQUETBALL COURTS**
- Racquetball equipment is available for checkout at the Welcome Center.
- Eye goggles/protection is highly recommended.
- Backpacks, personal items, and fitness equipment may not be carried into the racquetball courts.

**TRACK**
- Chewing gum is not permitted on the track.
- Runners and walkers on track only – no spectators.
- Run/walk in direction of arrow indicated at track entrances.
- Run on inside lanes. Walk on outside lanes.
- Spitting on any track or wall surface is prohibited and will result in removal from facility and suspension of membership until successful meeting with the Associate Director of Operations.
- Strollers are permitted on the track during non-peak hours as designated by Campus Recreation staff.
- Lunge space available in the Lunge/Strength Hallway.
CLIMBING WALL

General
- The Climbing Wall may be used only during posted open recreation operating hours and under staff supervision.
- Valid CUID or Campus Recreation Members ID must be presented to Climbing Wall staff prior to climbing.
- Climbers must be at least 8 years of age in order to climb and 18 years of age in order to pass belay certification. Those 15 years of age and younger must have parent/guardian supervision while climbing.
- Food, chewing gum, and beverages are not permitted in the climbing area.
- Personal items must be kept clear of the climbing area by placing in day use lockers or shoe cubbies.
- Chalk is permitted in the Climbing Wall area but cannot be taken to other areas of the facility. Loose chalk is not permitted and must be contained in a chalk sock. Chalk bags with chalk socks are available for check-out at the Climbing Wall.
- Equipment such as shoes, harnesses, ATC’s, helmets and carabiners can be checked out at the Climbing Wall and returned after use.
- Climbing shoes or appropriate closed-toe, closed-heel footwear that do not leave marks on the wall are required while climbing.
- All personal climbing gear must pass inspection by Climbing Wall staff.
- Bouldering on the climbing wall must stay below the black indicator line. Always boulder with a crash pad below you.
- Always keep the fall zone open.
- Avoid grabbing metal rings and twisting rope when climbing.
- Check that your partner is belay certified. Double check yours and your partner’s gear: harness, knots, belay carabiner and ATC.
- Participants with a Campus Recreation belay certification should have their belay certification card displayed on their harness. Participants are given a free certification card upon certification. If lost, participants may purchase a new certification card at the Welcome Center.
- Listen for commands from partner:
  - Climber: “On belay,” – Are you ready to belay?
  - Belayer: “Belay on” - I am ready to belay.
  - Climber: “Climbing,” - I am ready to climb.
  - Climber: “Take” – Take up slack in the rope.
  - Climber: “Slack” - The rope is too tight, give slack.
  - Climber: “Tension” - Take up all the slack.
  - Climber: “Lower” - I am ready to come down.

Belay certification process
- All participants must be belay certified through Campus Recreation in order to belay at the Climbing Wall in the Swann Fitness Center.
- Belay certification may be achieved through either (1) Belay Clinic with a skills test or (2) through a Skills Challenge. Belay certification does not expire.
- Belay Clinics:
For participants that are new to climbing and new to belaying, Campus Recreation offers free belay clinics for campus recreation members. Participants may register for the clinic at either the Climbing Wall or at the Welcome Center up to three days before the clinic. There is a maximum of 12 spaces in each clinic.

After completing the clinic, the participants must demonstrate their belay skills on 5 separate visits before earning their certification.

The participant must perform all required skills correctly without assistance in order to pass.
- A Climbing Wall staff member will backup belay for all participants taking the skills test.
- If at any time during this process the participant incorrectly belays, they may be asked to retake the belay clinic.
- If the participant passes the skills test, they will be allowed to belay for the rest of that day.

Skills Challenge
- Climbing Wall participants who have previous belaying experience, may ask to immediately demonstrate belay skills. Skills challenges occur during open climbing hours.
  - Participant must pass the written test and be able to perform all required skills correctly without assistance.
  - If at any time during this process the participant incorrectly belays, they may be asked to take the belay clinic.

MCHUGH NATATORIUM

General
- Do not run in the natatorium. Running the seating area stairs in not permitted.
- Do not dive in the lap pool area or use diving blocks unless prior approval is granted.
- Hypoxic breathing/breath-hold training is strictly prohibited.
- Do not dunk, push, chicken-fight, or engage in other rough play.
- Patrons are encouraged to take a cleansing shower before and after entering the water.
- Use provided locker rooms for changing of clothes and swim diapers.
- Do not enter water if you have a communicable disease or open wound(s).
- Spitting, nasal discharge, urination, etc. in the pool area is not permitted.
- Kayaks, canoes, long boards, scuba tanks are permitted only for scheduled/approved programs.
- Upon request by a lifeguard, patrons must be able to swim 25 yards or may be restricted to certain areas of the pool.
  - This policy is based on aquatic industry standards.
- Campus Recreation reserves the right to deem any activity in the natatorium unsafe.
- If the pool is being used for activities other than lap swimming or maintenance a life-line will be placed at the 5 ½’ depth level.
- During severe weather situations (when lightning is within eight (8) miles of Clemson University), the pool and diving well must be cleared of all patrons. Patrons are discouraged from showering during these instances.
Facilities and Equipment

- Use only Coastguard-approved floatation devices.
- Use equipment provided on the pool deck – personal equipment must be approved by Campus Recreation staff prior to use.
- Do not climb on lifeguard stands. They are for on-duty lifeguards only.
- Do not hang on lane lines unless in an emergency situation.
- Diving equipment use is restricted to the spring boards, and may only be used when a lifeguard is guarding the Diving Well.
  - Spring Board Diving Rules
    - No double bouncing.
    - No diving off the side of the board.
    - Patrons must dive straight off of the board (no gainer jumps/flips).
    - Patrons may not adjust the fulcrum on the spring boards. Boards must be set to the lowest setting.
    - No sitting on the board.
    - No swimming in the diving area while others are utilizing diving boards.
    - Only one person on a board at a time.
    - Patrons must adhere to all requests from staff.

Attire

- Wear attire specifically designed for swimming. No cut-offs or workout attire.
- Wear shower shoes or go barefoot on the pool deck. No street shoes permitted on the pool deck.
- Use of swim diapers is required – paper or cloth diapers are not permitted.
- T-shirts are acceptable at the Lifeguard’s discretion.

Children (15 years old and younger)

- A parent/guardian must be present when children 15 years old or younger are using the Pool or Diving Well.
- Parents are required to be within an arm’s reach of any child using a floatation device.

Dry Sauna & Steam Room

- The Sauna is a dry sauna. Do NOT pour water on heating unit. Pouring water or placing items on heating units will damage equipment and may cause serious injury.
- Stay clear of heating and steam units. Touching units may cause injury.
- Patrons should seek medical advice prior to use. Patrons should exit if they feel unwell.
- Must be 16 years of age or older to use without direct adult supervision.
- Recommended maximum duration is 10 minutes.
- Patrons are encouraged to shower before use.
- Athletic clothing or swimwear is required. Towels are not considered clothing.
  - Sports bras are allowed. Other undergarments are not permitted.
  - Shower shoes are allowed. Other shoes are not permitted.
  - Clothing designed for increased sweating is not permitted.
Both the Sauna and Steam Room are for therapeutic purposes and not weight loss. Exercise and clothing designed for increased sweating are not permitted. For example, rubberized suits and sweat shirts are not permitted. Elevation masks are not permitted.

Patrons may only take in a towel and water bottle. Small white towels are provided and patrons are encouraged to sit on a towel.

Personal items should be left neatly on the pool deck or seating area or stored in locker rooms. Hanging personal items in the sauna or steam room is not permitted.

Sauna capacity is 16 and Steam Room capacity is 13.

Maximum temperature for the Sauna is 175°F and for the Steam Room is 115°F.

If you have questions or concerns, please ask Campus Recreation staff.

**LOCKERS**

Campus Recreation is not responsible for lost/stolen or damaged items. Do not leave valuables such as jewelry, wallets, electronic devices, or credit cards unsecured.

**Day-Use Lockers**

- Campus Recreation strongly recommends that all personal belongings are secured in a locker. Locks are available for purchase at the Welcome Center.
- Day use lockers and locks must be cleared at the end of the night. Locks left on day use lockers overnight will be cut off and contents removed.
- Personal articles may not be secured or hung on the outside of lockers.
- Backpacks, personal items, and fitness equipment may not be left on the fitness floors, benches or ledges.

**Rental Lockers/Towel Service**

- Towel service is available for purchase at the Welcome Center.
- Semester and annual lockers are available for rent on a first-come, first-serve basis. Lockers rentals go on sale the first day of classes each semester and continue throughout the semester or until sold out.
- At the end of the rental contract: clear locker of personal items and check out at the Welcome Center.
- Personal items left in lockers at the end of the rental contract period are held for two weeks before being disposed of according to approved University procedures.
- Lockers that are not cleared by the last day of the rental contract will be cleaned out and a $10 fee will be charged to retrieve items.
- Personal toiletry items such as cleansing products, hair care products, razors, wash clothes, etc., are not held, but disposed of for sanitation reasons.
- Personal articles may not be secured or hung on the outside of locker.
III. OUTDOOR FACILITIES

GENERAL OUTDOOR AREA GUIDELINES
The outdoor recreation facilities are intended for the use by Clemson University students, employees, and their guests.

- Skateboards and bikes are not permitted in facilities or on facility entry steps.
- Non-glass, sealable containers are permitted at Campus Recreation outdoor facilities. Campus Recreation staff determines if containers meet acceptable standards.

Fields
- The Upper and Lower Intramural Fields are available for drop-in open recreation use when not reserved for scheduled program class or other scheduled activities.
- The Upper and Lower Intramural Fields are open when the Fike Recreation Center is open – weather permitting.
- The LoConte Family Field and Lightsey Field are primarily available only for reservations. Scheduled drop-in open recreation occurs on LoConte. Please see the facility hours webpage for availability. Trespassing on the fields will result in referrals to CUPD and OCES.
- Requests for field reservations or outdoor lights for sports field are made with Campus Recreation Scheduling via email at scheduling@clemson.edu.

LIGHTNING, BAD WEATHER, FIELD CLOSURES

Severe Lightning/Thunderstorm Procedures (SkyGuard)
The Sky Guard lightning prediction and warning system will sound an alarm signaling a red alert period with one, long blast from the horn and a strobe light on the assembly begins intermittently flashing indicating that lightning is within eight (8) miles of Clemson University. If the conditions appear unsafe, and a red alert alarm has not sounded, common sense should be your guide and activities should still cease despite the absence of a SkyGuard warning.

All outdoor activities cease during red alert periods and appropriate shelter should be sought. Campus Recreation staff will advise participants to clear fields. Patrons are required to exit the pool and diving well during a “red alert” period. Showers are not recommended during this period. Participants may be evacuated to Fike Recreation Center or personal vehicles. Campus Recreation staff will inform patrons when the area is “all-clear.”

Field Closure and Notification
When fields are determined to be unplayable (i.e., standing water, saturation, snow, pouring rain, lack of visibility, freezing temperatures), activity is suspended and/or cancelled to avoid further damage to the field or risk of injury to individuals.

- Fields may be deemed “UNPLAYABLE” by Campus Recreation or Clemson University Facilities Management staff.
- Traveling Club Sport teams should contact the Fike Recreation Center Welcome Center desk, (864) 656-3453, or Club Sport Coordinator etheys@clemson.edu for updated information on game status and field conditions.
IV. PROGRAMS

FITNESS AND WELLNESS

- More information on the Fitness and Wellness program, including contact information, can be found HERE.

Group Fitness

- Group fitness classes are included with your Campus Recreation membership.
- Group Fitness uses imleagues.com to reserve a spot in group fitness classes up to 24 hours in advance of the class time. Standby admittance is permitted if the class has not reached maximum capacity within 5 minutes of a class start time.
- Each class has a designated number of maximum participants based on space capacity and available equipment.
- Late entrance to classes is not permitted.
- Notify the instructor of any physical considerations you have before class begins.
- Wipe down all equipment before and after use.
- Return equipment to designated storage space.

Fitness Assessments

- Fitness assessments are provided by certified personal trainers for an additional service fee.
- Assessments are for Campus Recreation members only. Prices are listed on the website.
- General fitness assessments will measure current cardiovascular condition, muscular strength and endurance, flexibility, as well as body composition.
- All fitness assessments must be paid in full at the Welcome Center prior to service.
- A list of recommendations to be followed prior to fitness assessment appointments is located on the website.

Personal Training

Eligibility

- Clients must be current Campus Recreation members.
- All forms must be completed online prior to any personal training services.
- Campus Recreation reserves the right to deny services to any participants who may not be able to exercise safely within the parameters of the personal training program.

Training Guidelines

- All personal training sessions will be conducted in Swann Fitness Center or the surrounding areas outside.
- All clients must adhere to all Campus Recreation membership and facility policies and procedures.
- All individual personal training sessions will be conducted one-on-one, trainer to client.
- All three-person group training sessions will be conducted with one personal trainer.
- Clients must report to the Welcome Center at the beginning of each scheduled session to check-in.
Training sessions must be completed within 90-days of the purchase date.
Cancellations must be made a minimum of 24-hours prior to any scheduled session. Clients must call their personal trainer directly to cancel any sessions.
  - If a cancellation is not made a minimum of 24-hours prior to any scheduled session, the client will be charged for the full session. The same applies for any “no-shows.”
Only current Campus Recreation personal trainers will conduct training sessions. Outside personal training services are not permitted.
Appropriate attire must be worn during all training sessions. Please refer to the General Activity Area section for guidelines.
All training sessions begin at the time agreed upon by the Personal Trainer and the client. If a client is late, time will be deducted from the session.

Personal Training Payment
- All personal training fees must be paid in full at the Welcome Center prior to scheduling any training sessions.
- Personal Training packages may not be split with other clients in any way, regardless of their relationship to the client.
- Personal Trainers will not accept any direct or additional payment for their services.
- Personal Training sessions are non-transferable and non-refundable. Medical conditions which prevent the sessions from being redeemed within the 90-day expiration period may be refunded if a physician’s note is provided.
- The first session of any package purchase will consist of a consultation, fitness assessment, and initial guided workout.

PHYSICAL THERAPY AND ATHLETIC TRAINING
- More information on the Physical Therapy Office Athletic Training program, including contact information, can be found HERE.

CORE
- More information on the CORE program, including contact information, can be found HERE.

Adventure Trips
- Outdoor trips and events are open to Campus Recreation members. Participants are allowed to bring a guest, but the member must be present on the trip or course. Additional fees may be required for guests.
- Registration for trips may be completed online, in the CORE Office, or at the Fike Recreation Welcome Center. Pre-registration and payment is required to participate. Payment must be made at the time of registration.
- Participants must sign waiver prior to program date to participate.
- All trip and clinic payments are nonrefundable. Programs or classes may be cancelled if minimum registration numbers are not obtained prior to the start date or if severe weather is expected for the duration of the trip. In this case a full refund will be issued. Refunds must be processed by the University business office and take up to four (4) weeks.
- Custom trips can be created and led for campus groups and organizations.
Outdoor Gear Rental Policy

- Equipment Rentals are available for all Campus Recreation members.
- A variety of outdoor equipment is available for check out from the CORE office at the Snow Family Outdoor Fitness and Wellness Center.
- Fees associated with each type of equipment are dependent on length of use.
- A rental agreement is signed at the time of equipment pick-up. Outdoor gear responsibility is solely with the signee, regardless of who used the equipment.
- Equipment must be paid for in full at the time of pickup.
- Equipment must be picked up and returned during the rental center office hours.
- Canoes and kayaks are available for free check out and use on a first come first served basis during CORE office hours. A valid Clemson University ID or Campus Recreation Membership Card is required at time of checkout.
- Any equipment that is not returned by closing will default to the appropriate fee.
- Late returns, dirty, lost, stolen, or damaged gear is subject to additional fees as outlined on the rental agreement.
- Commuter Bikes are available for long term rental (month, semester, year) on a first-come, first-serve basis at the CORE rental center. Please call for availability.
- A bike repair shop is available at The Snow Family Outdoor Fitness and Wellness Center and is open during rental center hours. The shop is a self-service shop that has tools and stands available for use. Patrons are responsible for purchasing their own parts from a bike shop. We do not provide bike repair services for bikes that do not belong to the outdoor program.

CLUB SPORTS

- Club Sports at Clemson University provide opportunities for students to participate in a wide variety of competitive and recreational programs.
- Participants are afforded leadership opportunities through the student-management roles within each club sport, and the administrative responsibilities that come with them.
- The program strives to contribute to the health, well-being, personal development, and education of students through their involvement.
- The overall success of a club sport is dependent on student involvement and effective student leadership and cooperation.
- Recognized club sports are student organizations that are composed of and led by Clemson University students, are sport-related and competitive in nature, and adhere to all University and Club Sport policies.
- More information on the Club Sports program, including the Club Sports Manual and contact information, can be found HERE.

INTRAMURAL SPORTS

- Intramural Sports provides opportunities for students, faculty, and staff to participate in a quality competitive and social outlet.
- Participants form teams of their peers and friends in order to compete against other teams who are of a similar skill level.
- The program aims to contribute to the overall well-being of students by promoting an active lifestyle.
- Registration and signing waivers occurs online and must be completed prior to participation.
- More information can be found HERE.