

General Standards and Policies

All policies apply to past, present, and future Campus Recreation Staff, professional staff, patrons, and any Campus Recreation participant.

1. All Campus Recreation users must present a current, valid USF ID card.
2. Using false identification is a violation of the USF Student Code of Conduct. Individuals who present false identification or whose ID is presented by another person *may* forfeit Campus Recreation privileges. The fraudulent ID will be confiscated and destroyed; the owner will have to obtain a new ID through the card center.
3. Entrance to the Campus Recreation Facilities is only allowed through the access control area of the facility. Anyone found to have entered the facility through any other means will be asked to leave the premises and further disciplinary action *may* be taken.
4. Campus Recreation reserves the right to refuse admittance to anyone.
5. All policies outlined in the University of South Florida St. Petersburg Student Code of Conduct will be enforced.
6. All Campus Recreation users are expected to be responsible, courteous, and safety conscious at all times. Disorderly conduct, abuse or misuse of the facility and its equipment, or disregard for Campus Recreation policies and staff will not be tolerated. Violators will be required to leave the facility and *may* be subject to disciplinary action and suspension. Fee-paying members who are suspended will not have any portion of their fees refunded.
7. Campus Recreation is not responsible for lost or stolen items.
8. Use of personal transportation such as, but not limited to, bicycles, skateboards, roller skates, or roller blades is prohibited inside the facility.
9. Pets are not permitted inside the facility, except approved service animals. Emotional support animals are not considered service animals.
10. Participants may not use or be under the influence of alcohol or illicit drugs in Campus Recreation facilities.
11. Tobacco use of any kind is prohibited.
12. Food/chewing gum is restricted to approved areas, please see a staff member for further direction.
13. Only spill-proof water bottles are allowed inside Campus Recreation facilities.
14. Participants are encouraged to report malfunctioning lights or any other maintenance concerns to a Campus Recreation employee.
15. Any injuries or possible risk must be reported to the Campus Recreation Staff on duty immediately.
16. Signage or flyers of any type must be approved prior to posting.
17. The use of radios, portable stereos, cellular devices or amplified sound is not permitted in any Campus Recreation facility without prior approval.
18. Photography and videography is only permissible with written authorization. Please refer to the Marketing and Communications policies for further directions.

Guest Policies

1. A pass, membership, or reservation is required to access Campus Recreation facilities at all times.
2. Campus Recreation reserves the right to deny access to a guest or spectator.
3. Current USF students and Campus Recreation members are eligible to serve as a sponsor for their daily guests and/or spectators. They are allowed a maximum of three guests per day. All guests are subject to fees associated with each respective facility and/or equipment.
4. All guests must present valid, government issued photo identification before gaining access to Recreation facilities. All USF students and Campus Recreation members must present their own, valid USF ID, in order to be granted USF affiliate guest day pass rates.
 - a. False identification will be confiscated. The original owner, as well as the person attempting to use the card will be suspended from all facilities.
 - b. Campus Recreation reserves the right to turn over any confiscated identification to University ID Card Services and/or Student Conduct & Conflict Resolution.
5. All guests are required to sign the Liability and Informed Consent Waiver prior to accessing the facility. If the guest is under the age of 18, the sponsor must sign on their behalf.
 - a. Guests younger than 16 must be with sponsor at all times.
 - b. Guests must be at least 16 years old to participate in any Fitness or Group Fitness activity other than swimming pool activity.
6. Guest passes will not be sold within 15 minutes of closing time.
7. A guest day pass is only valid for the current date of purchase until the last facility closes. Passes expire at the end of the current day.
8. Guests are not permitted to solicit students or members to sponsor access into the facility and/or for equipment.
9. Sponsors are responsible for the conduct and actions of the guests at all times. They are subject to disciplinary action as a result of any inappropriate actions of their guests.
10. Spectators are not required to purchase a guest day pass, but must have a sponsor to access the facilities during events.
 - a. Spectators are only permitted at the Recreational Fields.

11. Persons wishing to spectate events must have a current USF student ID or Campus Recreation member sponsor them for a spectator pass.
 - a. The single use Spectator Pass Wristband will be required for the spectator to enter the event. The sponsor will need to accompany the spectator, and spectator must wear the wristband while attending the event.
 - b. The Spectator Pass Wristband allows for spectating of events only, not open recreation.
 - c. All parties, including the sponsor and spectator, acknowledge the above information by signing the spectator pass agreement upon entering the event.
12. Guests must abide by all University and Campus Recreation general standards and policies.

Guest Pass Rate Policies

1. Children under the age of 4 years old are admitted free with a legal guardian sponsor and must remain with the guardian at all times.
2. Guest passes are non-transferable. They must be used the day of purchase.
3. Guest passes can be purchased at the Fitness Center, Edge, and Boathouse.
4. The purchased receipt must be presented at each facility prior to access on the day it was purchased with a valid photo ID.
5. Guest will not receive a refund more than 15 minutes after the purchase of a guest pass.
6. A user asked to leave by the staff will not be refunded any paid charges.
7. Guests may not check out equipment. A sponsor can check out equipment on behalf of a guest and will be held responsible until the item/items are returned.

With USFSP Campus Recreation Membership: (Guest Pass)

1. \$8/day (plus taxes) when accompanied by a current USF student or Campus Recreation Member for access to all Facilities during hours of operation (Fitness Center, Edge, Recreational Fields, Pool, Basketball Courts, Volleyball Courts, Boathouse) and access to Campus Recreation equipment (bikes, paddleboards, kayaks, canoes, hammocks, fitness equipment, gaming equipment.)
 - a. Does not include access to sailboats or power boats unless student or current member holds an up to date, approved Sailboat access.

Without USFSP Campus Recreation Membership: (Day Pass)

1. \$12/day (plus taxes) allows access to specific facilities during hours of operation (Fitness Center, Edge, Recreational Fields, Pool, Basketball Courts, Volleyball Courts).
 - a. Does not include access to the Boathouse or equipment at the Boathouse, sailboats, power boats or bikes.
2. \$18/day (plus taxes) allows access to all Facilities during hours of operation (Fitness Center, The Edge, Recreational Fields, Pool, Basketball Courts, Volleyball Courts) and access to Campus Recreation equipment (paddleboards, kayaks, canoes, hammocks, fitness equipment, gaming equipment.)
 - a. Does not include access to sailboats, power boats or bikes.

General Fitness

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. All Campus Recreation users **must** present a current, valid USF ID card
2. Athletic attire is required to use all Fitness areas. Shirts or tank tops must 1) be worn, 2) cover entire torso (back, chest, midriff), and 3) not be altered. Jeans, jean shorts, khakis, clothing with metal pieces and accessories, and open-toed or slip-on shoes are not permitted.
3. Thoroughly clean equipment before and after each use using provided equipment wipes.
4. Use of personal equipment (e.g. bands, attachments, bars) is **not** permitted. A variety of equipment is available at the **Welcome Desk** with your USF ID. Return Equipment Checkout items promptly after use.
5. The use of altitude training masks or any device that restricts one's breathing is prohibited.
6. Personal training other than that which is scheduled through Campus Recreation is prohibited.
7. Cell phone use is not permitted while using equipment.
8. Personal items including bags of any kind (e.g. backpacks, equipment/workout bags, and purses) are not permitted in the fitness areas and should be stored in lockers or cubbies.
9. Complimentary day-use lockers are available in the locker rooms. Campus Recreation is not responsible for lost or stolen personal items.
10. Food, chewing gum, and tobacco use of any kind is not permitted in any Fitness area. Only spill-proof water bottles are permitted in fitness areas, including the studios.

11. Participants are required to use equipment for its intended purposes and maintain safety at all times.
12. Report any accidents, injuries, or broken equipment immediately to the Campus Recreation Staff on duty.
13. Participants are required to abide by all Campus Recreation policies and staff member directions.

Fitness Center Attire

1. For the comfort of our patrons and to create a welcoming, inclusive and safe environment, shirts, shorts, athletic pants and shoes are required throughout the facility.
2. Shirts must cover, at a minimum, your sides/torso and midriff and must be worn in all activity areas with the exception of the locker rooms.
3. Sports bras must be covered at all times.
4. Due to increased risk of injury, it is recommended that jewelry be removed prior to participating in any activities or before utilizing any equipment in the fitness areas.
5. Jeans or other pants/shorts with rivets are not allowed on any fitness equipment.
6. Non-marking athletic shoes are required throughout the Fitness Center. An exception is allowed for users participating in specific facilitated Group Fitness classes and in locker rooms.
7. Sandals, clogs, and other open shoes are not permitted throughout the Fitness Center.
8. Minimalist shoes (i.e. Five Finger shoes and other similar shoes) are permitted to be worn throughout the Fitness Center. Patrons choosing to wear Minimalist shoes while using the Fitness Center do so at their own risk.
9. Campus Recreation staff reserves the right to determine if footwear is appropriate for use.

Group Fitness

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. For safety reasons, Group Fitness class spots will be limited based on space and availability of equipment
2. All group fitness classes begin promptly at the advertised start time. For your safety and the enjoyment of all participants, anyone arriving late (after the advertised start time) to a group fitness class will not be permitted to enter the studio.

3. Group fitness participants must check in with the instructor or fitness staff prior to entering the studio for a group fitness class. Arrive at least 5 minutes prior to the start of class to check in and warm up.
4. Please follow the instructor's routine and keep conversation to a minimum for your safety and the safety of others.
5. Closed-toe athletic shoes that are dry and free of dirt are required unless otherwise noted (e.g. yoga).
6. Participants are required to thoroughly clean equipment (e.g. mats, bikes, etc.) before and after each use.
7. Only spill-proof water bottles are permitted in the fitness studios.
8. Food is not permitted in the group fitness studios.
9. Equipment may not be removed from the group fitness studios or equipment from strength areas be brought into the fitness studios.
10. Participant displaying inappropriate behavior or compromising the safety and/or format of the class may be dismissed from the class.
11. Participants are required to abide by all Campus Recreation policies and staff member directions.

Strength Floor

1. Maintain control of weights at all times. User is responsible for ensuring that control can be maintained throughout entire exercise.
2. Use of safety collars is required on barbells at all times.
3. Return all equipment and weights to their proper locations. It is the responsibility of the user to rack all weights at the completion of exercise.
4. Weight belts are not permitted on exercise equipment where buckles make contact with upholstery.
5. Misuse of equipment, personal misconduct, yelling, or profanity is not permitted.
6. Deadlifts are only permitted inside the Power Racks. Weights cannot be dropped.
7. The following Olympic Lifts are **not** permitted in the Fitness Center due to limited space and safety: barbell snatch variations and barbell jerk variations.
8. Chalk (including liquid chalk) is not permitted in Fitness Center.
9. Monopolization of a machine is not permitted.
10. Equipment originally located in the strength area must remain in strength area.
11. Participants are required to abide by all Campus Recreation policies and staff member directions.

Personal Training

1. Personal training sessions are available only to patrons with valid memberships.

2. All personal training packages or single purchased sessions will expire 6 months from the purchasing date. Once sessions expire, they cannot be used, unless approved by the Fitness Coordinator.
3. Personal training sessions are non-refundable, unless approved by the Fitness Coordinator.
4. Clients must give their trainer at least 24 hours of notice for cancellations. Sessions cancelled by the client less than 24 hours of their appointment will be removed from the client's account.
5. A no-call/no-show for sessions by the client will result in removing the planned session from the client's account.
6. Clients are asked to arrive 5 minutes early for their personal training sessions, dressed in facility-approved fitness apparel.
7. If a client arrives late for their session this decision is up to the discretion of the trainer to fulfill the full allotted time.
8. Participants are required to abide by all Campus Recreation policies and staff member directions.

Equipment Checkout

1. Equipment checkout is free to current USF students and Campus Recreation Members with a valid USF ID.
2. Guests are not allowed to check out equipment.
3. Equipment is available on a first-come, first-served basis.
4. All equipment must be returned the same day it was checked out. This excludes overnight equipment, which is only available for some items.
5. Participants are responsible for lost or damaged equipment. If equipment is not returned within a week of being checked out, it will be considered lost and the participant will be responsible for the replacement cost of the equipment. Replacement or repair cost for damaged equipment is at the discretion of the Campus Recreation Staff.

Pool Policies

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal*

blood pressure, chest discomfort, broken bones and even death.

1. Patrons must present a valid USF ID or guest pass with ID to obtain access to all Campus Recreation Facilities.
2. Entrance to the facility is only allowed through the access control area of the Campus Recreation Hub. Anyone found to have entered the facility through any other means will be asked to leave the premises and further disciplinary action *may* be taken.
3. Swimming is not permitted without the presence of a Campus Recreation Lifeguard.
4. Lifeguards reserve the right to remove patrons from the pool and restrict the use of deep-water area to people according to swimming ability.
5. Any organized entity, including but not limited to: Student Organizations, Departments and Programs must reserve the pool prior to use.
6. Swimmers must shower before entering the pool.
7. Swimmers must wear appropriate swim attire (all infants must wear an approved swimming diaper).
8. The locker rooms must be utilized when changing into or out of appropriate swim clothes. No changing in the pool area is allowed.
9. Children under 16 years of age must be accompanied by a parent or guardian.
10. Glass containers, alcoholic beverages, food, drinks or gum are NOT permitted in the pool area.
11. No running, wrestling, or horseplay in pool area.
12. No animals except Service Animals are allowed on the pool deck or in the locker rooms. No animals are allowed in the pool.
13. No diving.
14. Pool Hours are posted near the entrance doors to the pool.
15. Bathing load: **99 persons**
16. Do not swallow the pool water.
17. Only US Coast Guard approved life-saving flotation devices are permitted.
18. No holding or hanging on lane lines.
19. Participants are required to abide by all Campus Recreation policies and staff member directions.

The Edge

1. All Campus Recreation Edge users must be prepared to present a current, valid USF ID card.

2. Entrance to the facility is **only** allowed through approved access points. Anyone found to have entered the facility through any other means will be asked to leave the premises and further disciplinary action *may* be taken.
3. Equipment must be checked out from the Campus Recreation Hub.
4. No placing food or drinks on any of the gaming tables.
5. No sitting, standing, or lying on gaming tables.
6. Using equipment any way other than the intended way is prohibited.
7. Lost, late, or damaged equipment could result in an additional charge.
8. The patron that checked out equipment is responsible during its use.
9. During peak times, a one hour time limit will be strictly enforced for all gaming tables and consoles. One group may not monopolize multiple gaming tables or consoles.
10. Patrons are not permitted to opens sliding glass doors, move furniture or gaming tables.
11. Participants are required to abide by all Campus Recreation policies and staff member directions.

Boathouse

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. Patrons must present valid USF ID or guest pass with ID to obtain access to all Campus Recreation Facilities.
2. Access to the facility and equipment is only allowed through the access control area of the Boathouse. Anyone found to have accessed equipment through any other means will be asked to leave the premises and further disciplinary action *may* be taken.
3. You must have your USF ID card in order to rent a boat. Students and members are allowed to have up to three paying guests per day.
4. Patrons must wear a life jacket properly at all times and obey all state and local boating regulations.
5. Patrons must stay seated in paddle craft at all times.
6. Do not feed or harass wildlife.
7. Do not leave any equipment unattended at any time.
8. Lost, late, or damaged equipment could result in a additional charge.
9. Campus Recreation reserves the right to restrict usage due to weather.
10. Watercrafts must be operated within the areas designated by Campus Recreation staff prior to departure.
11. All patrons must adhere to vessel capacity and allocated usage time.

12. Equipment is available on a first-come, first-served basis. Large groups can make reservation in advance by contacting (727) 873-4597.
13. Participants are required to abide by all Campus Recreation policies and staff member directions.

Recreation Field

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. Patrons must present a valid USF ID or guest pass with ID to obtain access to all Campus Recreation Facilities. All others will be considered trespassing and USFSP will be called.
2. Access is only permitted when the facility is unlocked and Campus Recreation staff members are present. Climbing any perimeter fence is prohibited.
3. Athletic footwear and attire are required at all times.
4. Any activity that may cause damage to the field, goals, fences, or equipment is prohibited. This may include, but is not limited to: field hockey, rugby, golf, archery, tug-o-war, concerts, remote control devices, tents/canopies secured with stakes, grills, fireworks, model rockets, fire, or any open flame.
5. Metal cleats and/or spikes are not allowed.
6. Throwing, hitting, and/or kicking balls against the fence is not allowed.
7. Field lights are to be operated by Campus Recreation staff only.
8. Portable goals may only to be moved by Campus Recreation staff.
9. Participants are required to abide by all Campus Recreation policies and staff member directions.

USFSP Campus Recreation Basketball Court Policies

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. Patrons must present a valid USF ID or guest pass with ID to obtain access to all Campus Recreation Facilities.
2. The courts may only be accessed when the facilities are unlocked. Climbing any perimeter fence is prohibited and trespassers will be asked to leave the courts and/or be referred to UPD.
3. Use of courts is on a first-come, first-served basis. A limit of 30 minutes is enforced if others are waiting to use the courts.
4. Groups or programs with reservations have priority use of courts. Documentation of reservation may be required.
5. Court lights are to be operated by Campus Recreation Staff only.

6. Climbing/hanging on any perimeter fence, goal supports, rims or nets is prohibited.
7. Dunking is not allowed.
8. Pets are not permitted inside the facility, except approved service animals. Emotional support animals are not considered service animals.
9. Smoking, spitting, loud music, and offensive language is prohibited.
10. Participants are required to abide by all Campus Recreation policies and staff member directions.

USFSP Campus Recreation Volleyball Court Policies

Assumption of Risk: *Serious risks are inherent while participating in the fitness related activities; These may include but are not limited to: muscle cramps, nausea, fainting, abnormal blood pressure, chest discomfort, broken bones and even death.*

1. Patrons must present a valid USF ID or guest pass with ID to obtain access to all Campus Recreation Facilities.
2. The courts may only be accessed when the facilities are unlocked. Climbing any perimeter fence is prohibited and trespassers will be asked to leave the courts and/or be referred to UPD.
3. Use of courts is on a first-come, first-served basis. A limit of 30 minutes is enforced if others are waiting to use the courts.
4. Groups or programs with reservations have priority use of courts. Documentation of reservation may be required.
5. Court lights are to be operated by Campus Recreation Staff only.
6. Climbing/hanging on any perimeter fence, supports, or nets is prohibited.
7. All activities other than volleyball are not permitted, unless approved in advance by Campus Recreation.
8. No food or drinks are allowed on courts.
9. Pets are not permitted inside the facility, except approved service animals. Emotional support animals are not considered service animals.
10. Smoking, spitting, loud music, and offensive language is prohibited.
11. Participants are required to abide by all Campus Recreation policies and staff member directions.

Locker Room and Locker Use

Locker Room Policies-Boathouse/Edge

- Access to the locker room is only permitted during Boathouse and/or Pool operational hours.
- Rental lockers can be obtained through Campus Recreation during business hours.
- Campus Recreation is not responsible for any lost, stolen or damaged personal property.
- The use of a personal lock is encouraged. Locks are available at the Hub or Boathouse for purchase.

- For the privacy of everyone, use of cell phones or cameras of any kind is prohibited in the locker room.
- For everyone's safety, glass containers are not permitted in the locker rooms.
- Please report the presence of suspicious behaviors in the locker room to a Campus Recreation staff member or University Policy Department.

Daily Use Lockers

- Daily Use lockers are available at no charge on a first-come, first-served basis.
- Daily Use lockers must be vacated at closing each day and may not be used to store items overnight.
- Any locks remaining on daily use lockers at the end of the day are subject to being cut off at the owner's expense.
- Contents other than perishable items left in lockers will be tagged and held for 14 days.
- USFSP Campus Recreation will not be responsible for items retrieved from lockers where locks have been removed. Unclaimed items will be donated.

Lockers Available for Day Use:

Men: Lockers #1-#21

Women: Lockers #48-68

All other lockers must be rented through Campus Recreation during business hours.

Locker Room Policies-Fitness Center

- Access to the locker rooms will only be permitted during Fitness Center operational hours.
- Rental lockers can be purchased at the Fitness Center Welcome Desk during business hours.
- Campus Recreation is not responsible for any lost, stolen or damaged personal property.
- The use of a personal lock is encouraged. Locks are available at the Welcome Desk for purchase.
- For the privacy of everyone, use of cell phones or cameras of any kind is prohibited in the locker room.
- For everyone's safety, glass containers are not permitted in the locker rooms.
- Please report the presence of suspicious behaviors in the locker room to a Campus Recreation staff member or University Policy Department.

Daily Use Lockers

- Daily Use lockers are available at no charge on a first-come, first-served basis.
- Daily Use lockers must be vacated at closing each day and may not be used to store items overnight.
- Any locks remaining on daily use lockers at the end of the day are subject to

being cut off at the owner's expense.

- Contents other than perishable items left in lockers will be tagged and held for 14 days.
- USFSP Campus Recreation will not be responsible for items retrieved from lockers where locks have been removed. Unclaimed items will be donated.

Lockers Available for Daily Use:

Men: Lockers # 1 - #21

Women: Lockers #62-82

All other lockers must be rented through Campus Recreation during business hours.

Marketing and Communications

1. Photographic devices may not be used in any facility without prior approval, but are strictly forbidden from locker rooms and restrooms.
2. Requests for photography or video of Campus Recreation participants or facilities must be made in advance via email to Nikhil Johns, njohns@mail.usf.edu.
3. Personal privacy of participants must be respected, and participants can decline to be included in any photographs.
4. A Campus Recreation staff member must supervise any recording or photography.
5. All other media issues/requests fall under the University Communications and Marketing office at: <https://www.usfsp.edu/marketing-and-communications/>
6. Photographs may be taken of informal recreation and programs by the Department of Campus Recreation or USFSP Communications & Marketing. These photographs are used for promotional purposes. If you prefer not to be photographed, please notify the photographer.
7. All signage for each facility must be approved through Campus Recreation Marketing Assistant: Nikhil Johns, njohns@mail.usf.edu.

Membership

1. USF Campus Recreation offers membership to Students, Faculty, Staff, Alumni Association members, Family Members*, and several other categories. Please see Membership Rates for detailed information.
 - a. Must be 18 years or older.
 - b. All memberships require a current USF ID card or a Campus Recreation Community Card.

2. University of South Florida students who are currently enrolled in classes and paying Activity & Service Fees are granted access to use all Campus Recreation facilities and programs, and are considered members. The following groups are eligible to become Campus Recreation members:
 - a. Previously Enrolled Students - In a semester immediately before or following A&S fee payment and enrollment, students are eligible to purchase a Campus Recreation Semester Off membership.
 - b. Non-Fee Paying University Affiliates and/or Students – USF Faculty/Staff enrolled in courses, USF System Alumni (valid USF Alumni Association membership required) family of faculty/staff, family of student, university retiree, adjunct faculty, postdoc scholars,courtesy faculty, house staff, OPS staff, professor emeritus, other state employees, non-degree seeking students, senior auditor students, online, distance education, residency, or other University of South Florida academic programs which do not require the payment of Activity & Service Fees are eligible to purchase a USF Affiliate membership.
 - c. USF Faculty and Staff– With proper verification of home campus, USF faculty and staff are eligible to purchase a USF Faculty/Staff membership.
 - d. All other entities are eligible to purchase a Community membership.
3. A membership, guest/day pass, or reservation is required for all participants to access Campus Recreation facilities, programs, and events.
4. All members are required to abide by all Campus Recreation policies and staff member directions.

Refunds

1. Full membership charges will be refunded, if so requested, by 9 a.m. of the third business day after the membership agreement was submitted.
2. When refunds are issued, they will be paid on a prorated basis; and, be paid only for the remainder of the term of the membership period.
3. After the third business day, refunds will be granted under the following circumstances only:
 - a. Member has separated their employment from the university
 - b. Member will be moving out of the area
 - c. Member has documented medical circumstances that will not allow them to use the membership. The option will be given to extend the membership or have a refund for the remaining months they are unable to utilize our services.
4. No refunds will be awarded if member has been suspended due to a Campus Recreation or University policy violation during the current term.

5. All other programs and services will be refunded on a case by case basis.
6. Any requests for refund must be submitted to current Campus Recreation professional staff.

Facility/Room Reservations

1. All room/facility reservations must be made through the Assistant Director of Campus Recreation.
2. Group exercise classes, sport club practices, and other Campus Recreation events are granted the right to reserve space at the beginning of each semester before reservations are open to the campus community.
3. One fitness studio must be available for open recreational use at all times, unless approved by Campus Recreation staff.
4. The Reservation Application must be completed and returned to Campus Recreation at least (20) twenty days prior to the scheduled event. Events impacting other University entities must be submitted at least (60) sixty days in advance for University approval.
5. Event applications are reviewed on a weekly basis. It may take five to seven business days to be reviewed and confirmed. Once your application has been received, our staff will take an initial review to ensure the application meets all requirements and verify that the requested date and time are available. The event will then be reviewed by the Assistant Director to determine if there are any additional needs for your event. This may require a meeting between the event leaders and the Assistant director or facility staff. Approval and confirmed reservation may be granted at this time. Once the initial review is completed, Campus Recreation will provide you with a cost estimate for your event. At this time, method of payment must be declared. Event charges are due thirty days following the event.
6. Please contact Casey Plastek, cplastek@usfsp.edu, if you have any further questions or need clarification at (727) 873-4202.
- 7. Reservation Application - Click Here to Download**
8. To cancel an event, organizations and departments must notify Campus Recreation at least twenty-four hours prior to the scheduled event. If a group does not cancel an event appropriately, any estimated direct costs will be sent to the group as an invoice and the organization/department will not be allowed to reserve space for the remainder of the specified term or to the discretion of Campus Recreation.
9. Campus Recreation accepts reservation application via email or mail. Please address applications to Casey Plastek c/o USFSP Campus Recreation:

Casey Plastek c/o USFSP Campus Recreation
140 7th Ave. South.
SLC 1901
St. Petersburg, FL 33701

** These policies are not inclusive and subject to change**