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Introduction

The following policies and procedures governing the use of all spaces in the Wellness Center have been created to provide an exceptional experience for all members of the Worcester State community and beyond. Those that elect to take advantage of this state of the art facility have a responsibility to understand and abide by these policies and procedures. To ensure this exceptional experience as well as safety and wellbeing, all members of the Wellness Center staff will actively enforce the usage policies and procedures as well as all other posted regulations. Failure to abide by these rules and regulations may result in modified or revoked membership privileges. By definition, anyone who is in the facility is considered a member of the Worcester State community regardless if they are a primary member or a guest. This document and the policies and procedures within will be assessed on an annual basis and will be updated as necessary.

Mission Statement

The Department of Athletics and Wellness serves the academic, intercollegiate, and recreational needs of the Worcester State University community by providing a variety of educational, social, recreational, and athletic programs. The department strives to offer a total educational experience with quality opportunities that inspire, educate, motivate, and empower individuals to be positive contributors to Worcester State University and the greater global community. We are committed to being an inclusive community in which our diversity enhances learning for all and in which people from all cultures and backgrounds have the opportunity to participate fully and succeed.

The Wellness Center will fully implement the departmental philosophy to offer “...opportunities to grow and learn through intercollegiate varsity athletics, intramurals, Recreation and Wellness programs. Participation in these activities fosters physical, mental and life skills development, while enhancing individual leadership, self-discipline and sportsmanship qualities.”

The Wellness Center will utilize the physical structure as well as programming and human resources to create a well-coordinated program of Recreation and Wellness for the Worcester State community that will create a well-rounded experience resulting in a lifetime of wellness and engagement with Worcester State.

General Information

Management

The Department of Athletics and Wellness is the primary tenant of the Wellness Center and handles the day-to-day operations of the majority of the building. The Department of Athletics and Wellness resides within the Worcester State University Student Affairs Division. The Wellness Center concept was conceived with campus collaboration in mind and the building will be managed as such. The collaborations, exceptions and priority policies to the Wellness Center space are contained within this manual. The Deputy Director of Athletics and Wellness and the Assistant Director/Fitness Center Manager are the administrators responsible for the daily operation of the Wellness Center. The Facilities Department is responsible for the overall maintenance of the Wellness Center.
**Wellness Center Directory Information**

**General Hours**

**Academic Year:**
- **Monday-Friday:** 6am-10pm
- **Saturday:** 9am-5pm
- **Sunday:** 10am-10pm

**Summer:**
- **Monday-Friday:** 6am-5pm

PLEASE NOTE: Wellness Center hours may vary, so please note posted hours and online facility schedule, [http://www.wsulancers.com/Wellness/fitness_-_wellness/Fitness_Center_Hours](http://www.wsulancers.com/Wellness/fitness_-_wellness/Fitness_Center_Hours).

**Mailing Address:**
Worcester State University
Wellness Center
486 Chandler Street
Worcester, MA 01602

Email: wellnesscenter@worcester.du
Front Desk: (508) 929-8158
DeFeudis Fitness Center: (508) 929-2516
Twitter: @WSUWellnessCtr
Instagram: @wsuwellnessctr and @wsu_woofit

**Reservations**

The primary purpose of the Wellness Center is to serve the Worcester State community in a capacity to increase the overall wellness of community members. The overarching reservation policies and procedures reflect that philosophy. While there is a general prioritization, there are exceptions that will be noted by space. These priorities have been established to minimize conflicts and ensure smooth operation of the Wellness Center.

**General Priority**

The general access priority for the Wellness Center follows the following order. There is the expectation that this priority is used as a baseline, but that all requests that create a conflict are met with thoughtful, collegial discussion.

1. Athletics, Recreation and Wellness
2. University Events
3. Academic Affairs
4. Student Organizations
5. External Organizations

**Reservation Policies**

*Responsibility:* The reservations and scheduling of the Wellness Center must be in agreement with the
following Athletics and Recreation policies listed below.

**Activity Use:** All activities shall be compatible with the designated purpose/design of the Wellness Center. Activities shall be suitable to the respective area with the safety of the member supported at all times.

**Personal/Monetary Gain:** Unless previously approved by written permission or contract with Conference and Events Services, it shall be prohibited to use the Wellness Center facilities, equipment and/or property for private, individual, or personal financial gain, meetings, teaching, coaching, personal training, or instruction.

**Personal Training/Organized Group Activities:** Any type of coached workout or organized activity may not occur in the Wellness Center. Only properly certified Worcester State Wellness Center full or part time employees are permitted to work with members.

**Appeals:** If an internal facility reservation request is denied due to a conflict of Wellness Center policy, a written appeal may be submitted within forty-eight (48) hours of notification of the decision. Appeals should be sent to the Deputy Director of Athletics and Wellness, who shall evaluate the appeal in conjunction with appropriate campus stakeholders.

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**Access to Wellness Center Policies and Reimbursements**

The Wellness Center was developed to serve the Worcester State University community. The Wellness Center will be a hub of activity for campus members and visitors; however, only authorized members may have access to programmatic space whether it is by enrollment, employment, contracted agreement, paid membership or otherwise agreed upon access granted by Worcester State University.

**Entry**

The Wellness Center has three primary entrances. The “main” entrance is designated as the southwest door facing the Student Center and Coughlin Field. All members approaching from the residence halls and upper campus are encouraged to use this entrance. The main entrance will always be open during posted facility hours. The other two primary entrances are the North Door adjacent to the O parking lot. The third door is southeast and faces the Ghosh Science and Tech building and the Binienda Green. On days that there are no public events occurring, the main entrance will be the designated entrance after 6pm.

All Wellness Center members and guests **MUST** enter and exit through one of the three primary entrances. All other doors are either designated as exit only or alarmed; passing through any alarmed door(s) is prohibited except during emergency evacuations. Facilitating access of an unauthorized person into programmatic areas or allowing others to use your One Card to gain access into programmatic areas is a conduct violation. This may result in denial of access for that day, and could result in further revocation of privileges.

**OneCards**

The Wellness Center was developed to serve the Worcester State community. The University utilizes
OneCards help identify who is an eligible member. For this reason, ALL student, faculty and staff members must be in possession of their One Card to gain access to programmatic areas of the building. All other members and sponsored guests must present the pass presented to them upon membership purchase upon request of a Wellness Center staff member. All users of the Fitness Center will only be admitted upon presentation of valid credentials.

**Propping of Doors**
There is no propping of doors allowed. The Wellness Center door schedule is thoroughly evaluated and it is intentional.

**Who has Access to Memberships?**
All memberships are subject to proof of affiliation, confirmation of employment, and/or proof of enrollment. Memberships will remain pending until payment is received, proof of membership eligibility is confirmed, and a signed informed consent waiver is received. Any change in status (enrollment, employment, affiliation and/or family status) may result in termination of the individual and/or family membership.

**Student Access**
All graduate and undergraduate Worcester State students who are enrolled in at least one 1-credit hour course, will be granted access to the Wellness Center. It is the responsibility of the student to ensure that their One Card is in proper working order and reflects their up to date student status. All students will need to complete the online waiver prior to use. The following timeframes will dictate how student access will be managed.

**Membership Periods:**

- Fall Semester: First Day of Fall Semester Classes – Last Day before Spring Semester Begins
- Spring Semester: First Day of Spring Semester Classes – Day after commencement
- Summer Semester: Day after spring Commencement – Day before fall classes begin

- Any student who is registered for at least 1 credit for the current semester is eligible based on the dates above.
- Summer I and II: Students registered for Summer class will have access for the summer semester (regardless of Summer I or II status), including the upcoming fall semester registration
- Any student who was registered in the spring semester and is registered for the fall semester will retain access during the summer semester.
- All graduating students (May, August and December) become classified as alumni on the date that graduation requirements are due.
- If status as a student changes at any time, your access to the Wellness Center will be updated as necessary and possibly terminated.
- Incoming students, regardless of registration status do not have facility access until the day that the residence halls open for the fall and spring semesters.

Unauthorized use of the Wellness Center is strictly prohibited and should be reported to Wellness Center staff immediately.
Faculty/Staff Access
All current full and part-time faculty and staff will have access to the Wellness Center as a condition of their employment for personal physical activity with the exception of the Fitness Center and select programmatic areas that are fee-based (group exercise classes, golf simulator, etc).

Faculty/Staff Fitness Center Access
Current full and part-time faculty and staff will have the ability to purchase a membership to the DeFeudis Fitness Center.

- Memberships will cost $150 annually, $125 per academic year, $62.50/semester, or $15 monthly. Membership costs will be prorated. Members will have 14 days to request a refund before membership sale is final.
- Faculty and Staff are defined as Full-Time & Part-Time employees of the University who hold a valid One Card and have been subject to the Worcester State human resource hiring process.
- If employment status terminates at any time, OneCard access to the Fitness Center will be terminated and upon request, membership will be transferred to a Community membership.

Guest Pass
Fitness Center:
Guest passes are available for purchase and allow access Fitness Center during normal operating hours on the day of purchase.

Guest Requirements:
18 years of age or older
Willing to sign a liability waiver
Able to present a valid government issued photo ID card at time of waiver signing to validate age.
Guests are responsible for their actions during their visit to the facility and are subject to Code of Conduct.

Note: The Department of Athletics and Wellness reserves the right to terminate guest privileges for failure to abide by set policies/procedures or misuse of facilities/equipment with no refund.

Non- Fitness Center Pass
Authorized Worcester State members are eligible to sponsor guests to use the Competition Gym, Multi-purpose Gym and Walking Track at no cost. Guests must check in at the front desk or open recreation areas upon arrival.

Requirements:
18 years of age or older
Willing to sign a liability waiver
Accompanied by an authorized Worcester State sponsor at all times
Able to present a valid government issued photo ID card at time of waiver signing to validate age.
Sponsors are responsible for their guest’s actions during their visit to the facility and are subject to Code of Conduct.
Alumni Access
Worcester State is pleased to share the benefits of the new Wellness Center with our alumni. All alumni are invited to utilize the DeFeudis Fitness Center and group exercise classes, as well as other programmatic spaces on an individual basis for a fee. “Alumni” are defined as someone who received a Bachelor and/or Graduate degree from Worcester State University. In order to access this rate, alumni must present an alumni card which can be obtained by visiting the Advancement office or http://alumni.worcester.edu/alumnicard.

*Members are subject to parking policies and enforcement. WSU strictly enforces parking policies and assumes no responsibility for damage to any vehicle or its contents. Report all motor vehicle accidents on campus to University Police at 508-929-8911 or at Wasylean Hall, Office 102 (first floor). We encourage on campus parking between 6AM-8AM, and after 4PM during the fall/spring semesters. Open parking on the weekends. Members are responsible for any parking citations.*

Community Access
Community members are invited to utilize the DeFeudis Fitness Center as well as other programmatic spaces on an individual basis for an annual fee of $250 from date of purchase.

Please note that liability waivers will be required and on campus parking will be allowed during non-peak hours of 6am-7:30am and after 4pm, Monday through Friday and all day Saturday, Sunday and University holidays. Parking in the appropriate spaces during weather events is responsibility of member.

Community use of the Wellness Center walking track during posted community hours from 6:00 am until 10am, Monday through Friday will continue to be free of charge. Worcester State is pleased to be able to share this part of the facility. Please check in at the front desk upon arrival where you will need to sign in. A one-time, annual liability waiver will be required prior to first use. Users of space without fees are not considered “members”.

Membership Benefits
Membership to the Wellness Center allows you to use all available equipment and facilities during posted recreation times including:

- Walking or jogging on the indoor track.
- Use of all 9,000 square feet of cardio and fitness equipment, including treadmills, elliptical, stationary bikes, free weights and weight machines.
- Participation in open recreation activities: including pickup basketball, volleyball, badminton, indoor soccer, etc.
- Use of the locker rooms – Day Use Only. *Enforced
- Equipment checkout from the Front Desk or other open recreation area.
- Ability to sponsor guests to use the facility, two guests per person per day for non-fitness center use.
Membership & Guest Fees

<table>
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<tr>
<th>STATUS</th>
<th>IELI Students</th>
<th>Registered Elder Students, Faculty/Staff</th>
<th>Registered Elder Students, Faculty/Staff</th>
<th>Alumni</th>
<th>Community</th>
<th>All</th>
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<td>DURATION</td>
<td>Semester</td>
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<td>Academic Year</td>
<td>Annual</td>
<td>Annual</td>
<td>Summer</td>
</tr>
<tr>
<td>PRICE</td>
<td>$60.00</td>
<td>$62.50</td>
<td>$125.00</td>
<td>$200.00</td>
<td>$250.00</td>
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All Visitors: Must check in at the front desk.
Rental Groups: Must be on an access list in advance of rental activities.
Summer Programs: Will use the facility with arrangements made in advance.

Wellness Reimbursements
Many employer sponsored health plans provide reimbursements for fitness related activities. Please see individual plans for eligibility requirements. The Worcester State Wellness Center will provide a receipt of membership purchase at time of purchase, and members will have access to receipts online at wellnesscenterportal.worcester.edu. Members will be responsible for completing any fitness rebate forms provided by their insurance carrier. To request additional proof of participation, please initiate the request by emailing the Assistant Director/Fitness Center Manager.

Closing Time
All areas including locker rooms should be vacated by closing time each night. Reminders will be announced over our public address system at thirty minutes, and fifteen minutes prior to closing, and at the actual closing time of the building. All day lockers should be emptied ten (10) minutes prior to closing.

Visitor Parking Policy
*Members are subject to parking policies and enforcement. WSU strictly enforces parking policies and assumes no responsibility for damage to any vehicle or its contents. Report all motor vehicle accidents on campus to University Police at 508-929-8911 or at Wasylean Hall, Office 102 (first floor). We encourage on campus parking between 6AM-8AM, and after 4PM during the fall/spring semesters. Open parking on the weekends. Members are responsible for any parking citations.*
**Inclement Weather Policy**
The Wellness Center will make every effort to be open during weather events unless it will be negatively impacting other aspects of campus responses to the weather event. Updated information will be found at wsulancers.com as well as disseminated through social media outlets. If the University is closed and the Wellness Center is able to open, essential professional and student personnel will supervise the Wellness Center. PLEASE NOTE: Special parking policies may be in place and must be adhered to.

**Accommodations**
The Wellness Center is designed to accommodate users of all abilities. Wellness Center staff members are available to provide special assistance to users and guests with disabilities. When the 2nd floor fitness center is not staffed, access can and will be granted to members by first checking in on the 1st floor and requesting access to be let in upstairs. Members can utilize the elevator to arrive on the second floor. If you are a person with a disability who requires accommodation in order to participate in a program or attend an event, please contact the Deputy Director of Athletics at 508-929-8746.

**Locker Rooms**
The Wellness Center is not responsible for lost, stolen or damaged personal property. Please report suspicious individuals wandering through the locker room to a monitor at the control desk as well as reporting any lost items to the front desk.

Children 5 years of age and older may not enter the locker room of the opposite sex. Families in need of a private rest room facilities may use the second floor, single person locker room. Please use discretion when bringing children of the opposite sex into the locker room with you. If you feel an older child is in the wrong locker room, please report it immediately to the monitor at the front desk.

**Day Use Lockers**
The Wellness Center offers a variety of day storage options in each space. Fitness Center users should secure their belongings the second floor day use locker rooms or cubbies where available. Unsecured belongings will be considered abandoned property and subject to the Lost and Found policy and procedures. Personal belongings (gym bag, book bag, back pack, duffel bag, purse, clothing, shoes, and/or other possessions) should not be stored in any of the activity areas or on gymnasium floors. The Wellness Center staff is not responsible for lost, stolen or damaged personal property. It is highly recommended that Wellness Center members do not bring any items of value.

Individuals using day use lockers in the Wellness Center must follow the guidelines below:
1. Provide your own lock. Personal locks may not be left on lockers overnight. All locks must be removed 10 minutes prior to facility closing.
2. If lockers are not cleared by closing time each day, the Wellness Center staff will remove all items in the lockers and will be held for 48 hours then forwarded to the WSU Campus Lost & Found.
3. Worcester State and The Wellness Center are not responsible for lost, stolen or damaged personal property.
Attire

FOR ALL AREAS WITHIN THE WELLNESS CENTER

DRESS CODE

WHAT TO WEAR

- Shirts that have an armpit gap that is less than the palm of your hand
- Shirts that cover full torso and do not expose skin below bra line in back
- Shoes must be closed-toed/heel and cover the entire foot
- Shorts/pants should be free of belts, studs, rivets and zippers
- Shorts that do not expose the buttocks

WHAT NOT TO WEAR

These policies are in place to:
- Help protect you against the transmission of viruses and infections
- To maintain a welcoming and comfortable environment for all.
If dress code is not met, staff will ask user to change or leave the facility.
Be sure to wipe down your equipment before and after use!
General
Street clothing (including jeans) and/or business attire (suit and tie or skirt) compromises the safety of the wearer and reduces the acknowledged recreation atmosphere of the Wellness Center and is not allowed during activities in programmatic areas. Appropriate exercise attire is required. Appropriate exercise attire includes athletic shorts or pants, t-shirt or tank top and closed toed/heel sneakers. Offensive or revealing clothing is NOT allowed. Clothes that have been altered in any way are not permitted. Abdomens must be covered at all times, as well as midriffs and gluteal folds.

Pants
Athletic shorts and/or exercise/warm-up pants are acceptable. Jeans, pants with belts, buttons or metal rivets, and cut-off pants, are dangerous and not allowed as they pose a threat to the equipment. Gluteal folds must be covered at all times.

Shirts
Athletic attire that covers the midriff (abdomen) and has not been altered are acceptable. Shirts that have been cut off, sports bras only/showing, and offensive or revealing clothing is considered inappropriate and NOT allowed. Shirts must be worn at all times and offensive clothing (as determined by the posted policies and a member of the Wellness Center staff) is not allowed.

Shoes
For safety purposes, closed-toed and closed-heeled athletic footwear is required in all programmatic areas of the Wellness Center. The entire Wellness Center is a cleat and spike free facility, except in varsity locker rooms (molded plastic cleats only).

Prohibited Footwear:
Dark-soled shoes which may damage or mark the flooring
All leather-soled street shoes/slippers
Hiking boots
Open-toed/heeled athletic footwear, sandals, or flip-flops
Muddy, wet, or dirty shoes
Shoes with spikes or cleats
Running shoes that mark the floors

Two Shoe Policy
In addition to the above regulations, all visitors to the Wellness Center who use the programmatic areas of the building must bring a second pair of clean footwear in which to change into. The 2nd pair of footwear should be hand carried in and clean (free of rocks, pebbles, dirt, sand, gum and road salt). In order for this policy to be effective, we ask that you put your street shoes back on only after you exit the programmatic areas, not before.

Rationale: This policy has been implemented in order to preserve the life of the floor surfaces and equipment in these areas. This policy is typical at most progressive recreational sports facilities and private health clubs.

Note: If you have any questions on whether your shoes are "legal", please ask a member of the administrative staff.
Attire Enforcement
If a participant is found to be wearing unacceptable shoes or attire, they may not continue activity until they change into attire that meets the Wellness Center policies and may be asked to leave.

Solicitation
Solicitation inside or outside the Wellness Center is prohibited.

Conduct

Statement on Standards of Conduct
Use of the Wellness Center is a privilege with participants expected to be good citizens and respect the rights of others. Wellness Center members and guests assume an obligation to conduct themselves in a manner compatible with Worcester State’s function as an educational institution. Using the Wellness Center is an indication that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves. Guidelines of conduct include, but are not limited to, the examples outlined in this manual.

Hallway Activity
Physical, exercise related activities are not approved for the hallways of the Wellness Center. Hallways must be clear at all time for egress purposes. You must wait until you get to the respective area for the approved activity to begin. For example: stretching in the hallway, taking weights from the weight room to the hallway, and bouncing balls in the hallways, are not permitted.

Language
Use of offensive words or actions are not acceptable in the Wellness Center. Behaviors could include, but are not limited to, any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual, or might degrade or otherwise compromise the dignity of an individual.
Examples:
- Use of obscenity, insulting language, or profanity
- Harassment and/or hazing of other members or staff is prohibited
- Clothing with derogatory/profane words or images

Theft
Worcester State University is not responsible for stolen items inside the Wellness Center. Valuables may not be safe inside a cubby, or a locker, even when the locker is locked. Members are encouraged to contact University Police at 508-929-8911 and a member of the Wellness Center staff to report stolen items. It is strongly recommended that members not bring valuables into the Wellness Center when utilizing programmatic spaces.

Alcohol/Drug Use
The Wellness Center is an alcohol and drug free facility. Alcoholic beverages and legal/illegal drugs may not be consumed prior to or while inside/using the facility in programmatic spaces. Wellness Center staff reserve the right to refuse admittance to anyone in violation of this policy. The Wellness
Center staff reserves the right to ask participants to leave and/or deny entrance if the staff member feels that safety is compromised in programmatic areas.

**Disorderly/Disruptive Conduct**
The Wellness Center staff has the authority to instruct unruly members and/or guests to leave the Wellness Center if their conduct necessitates such action. The Wellness Center has a zero tolerance policy for violence or intimidation of any sort. Any user, who in the judgment of the Administrative Staff, Building Manager or Wellness Center staff member, engages in or tries to instigate violence or intimidating actions or whose conduct threatens or endangers the health and safety of any fitness center member or member, will result in immediate removal and disciplinary actions.

**Examples include, but are not limited to:**
- Vandalism
- Hanging from basketball rims/nets
- Yelling
- Pushing
- Inappropriate Attire
- Dropping weights
- Violating facility rules and regulations
- Fighting
- Spitting on floors or in drinking fountains
- Harassment of staff member or other participants

**Discipline**
The Worcester State University Code of Conduct is enforced at the Wellness Center at all times. Participants are subject to the possibility of official Worcester State judicial proceedings and punishment from Worcester law enforcement officials if they threaten and/or abuse staff, another member, and/or a Wellness Center guest. Copies of the incident report form will be forwarded to the Worcester State Student Conduct Office.

**Revocation of Privileges**
Failure to comply with the Wellness Center policies may result in having your privileges revoked, with suspension of programmatic activity and space. Privileges may be revoked at the time of incident and extended for a period of time based on type of infraction, history of user and judgment of Director of Athletics. Revocation of privileges may also result from judicial proceedings originating from Wellness Center occurrences. Remember that disciplinary probation automatically carries an intercollegiate suspension.

**Appeals**
Users have the right to appeal disciplinary actions by the Director of Athletics. A valid appeal must concern either a misapplication of one of the Wellness Center rules or misinterpretation of the policies and procedures outlined within the Wellness Center Policy and Procedure Manual. A written appeal of a decision must be submitted within 48 hours of notification. Appeal letters should be delivered to the Deputy Director of Athletics and Wellness in the Wellness Center, who shall forward the appeal to the Dean of Student Affairs Office for evaluation. Any sanctions administered by the Student Conduct Office, must be appealed to that office using their procedures.
Restricted Items/Prohibited Activities

Audio
The use of boom box radio, musical instruments, and/or amplified sound equipment is prohibited. Only personal audio devices are allowed with use of headphones (i.e. iPod).

Note: Fitness Center Audio: The Wellness Center guests have diverse musical and television tastes. We strive to provide eclectic music and programming choices throughout the day by providing random, rotating Pandora selections. There will not be requests. We recommend bringing a personal music-playing device (MP3 player) with headphones to listen to during your workout if you do not agree with our music selections.

Video
The use of any video recording device is prohibited inside the Wellness Center unless prior approval has been obtained from the Deputy Athletic Director or the Fitness Center Manager.

Photography
The use of any photographic device is prohibited inside the Wellness Center unless prior approval has been obtained from the Deputy Athletic Director or the Fitness Center Manager.

Alcohol Policy
The consumption and/or sale of alcoholic beverages on the Worcester State University campus and its properties shall be in strict conformity to the appropriate Massachusetts General Laws, the regulations of the License Commission of the City of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the DFSCA Regulations.

No alcohol shall be served at any event except (i) with the prior written approval of the University (ii) in strict conformity with a license issued by the license commission of the city of Worcester and (iii) in strict conformity with the requirements of this agreement.

Alcoholic beverages will not be permitted to be served at events or receptions where it is not feasible to check identification or not feasible to limit the consumption of alcohol to persons 21 or older. Food and alternative beverages to alcohol must be served at all functions where alcohol is sold or consumed.

The alcohol license must be held by a third party vendor and posted during an event; alcohol may only be served or sold by the license holder and the license holder’s TIPS-certified bartenders. Third party vendor will be contracted through the Conference and Event Services Office of the University and charges will be communicated to the client and included in the final invoice. Client may book its own third party vendor; however, it must be confirmed by the University that said vendor has a license to serve alcohol and that its bartenders are TIPS certified.

The drug policy shall be in accordance with the restrictions and prohibitions on drug use and distribution found in the laws of the commonwealth of Massachusetts, the City of Worcester and in compliance with the Drug-Free Schools and Communities Act (DFSCA), and the Drug-Free Schools and Campuses Regulations. Specifically, any possession, use, sale or distribution of illegal drugs is prohibited. Furthermore, any individual possessing prescription drugs is responsible for their
proper usage. The sale or distribution of prescription drugs is expressly forbidden.

**Tobacco, Vaping, and Other**

Smoking and/or the use of tobacco products, including any nicotine delivery system (vaping), will not be permitted in or on University property, University-leased property, including buildings, dormitories, grounds, community garden, athletic fields, walkways, parking lots, and bus stops; all other property (enclosed or outdoors) owned, leased or operated by the University. The sale of any tobacco products, including smokeless tobacco, and nicotine delivery systems is prohibited on any property owned or leased by the University.

**Bicycles, Skates, Rollerblades and Skateboards**

Bicycles, roller-skates, rollerblades and skateboards are prohibited inside the Wellness Center including in vestibules and on walkways. Please use the racks outside the building.

**Food and Drink**

Food and drinks (other than water) are permitted in designated areas only with Wellness Center users required to dispose of all items properly. Glass containers are prohibited at all times. Water is allowed in programmatic areas only if it is in an enclosed, unbreakable container. Soda, sport drinks, protein shakes, fruit juice, etc. are prohibited in programmatic areas of the Wellness Center. Chewing gum must be properly disposed of in trash receptacles. Exceptions to this policy will be identified in specific space policies in this document.

**Weapons and Firearms**

No weapons or firearms of any kind are allowed in the Wellness Center. Participants in possession of a weapon or firearm of any kind will be denied access, required to exit the facility, and the proper authorities will be called.

**Cell Phone**

Cell phones are only to be used in a courteous manner in locations that are not directly affecting other users of the Wellness Center. Cell phones may be used as a personal audio device.

**Animals**

No animals are allowed into the Wellness Center with a single exception. The only type of animal allowed in the Wellness Center is a service animal (dog or miniature horse), which is a working animal. Assistance animals and pets are never permitted to enter the Wellness Center, unless in conjunction with approved university event(s).

**Definitions:** Service animal is a dog (or miniature horse) that is an extension of the individual, performs major life functions (e.g., service animal for a person who is blind). Assistance animal is a "comfort" animal, generally for emotional support. Assistance animals can be any animal, do not perform major life functions and are not generally allowed in public places.
Promotions

Flyers/Advertising
No sales brochures, advertising (flyers, posters, signs, displays, banners, etc.), or outside promotional activities of any kind are allowed in the Wellness Center unless approved by the Office of Student Involvement and Leadership Development (OSILD) or the Department of Athletics/Wellness. There is no posting of materials on any walls or glass in the Wellness Center without prior approval and approved adhesive material. Postings approved by the OSILD may be posted in the Wellness Center but must be delivered to the Deputy Director of Athletics or Assistant Director/Fitness Center Manager for location instructions.

Lobby/Tabling
The Wellness Center lobby is not a reservable space. Tabling is not permitted in the lobby unless with approval of the Deputy Director of Athletics or the Assistant Director/Fitness Center Manager. Only informational wellness related topics will be considered.

Lost and Found
The Wellness Center Lost and Found is located at the front front desk of the building. All items that are found in the Wellness Center should be delivered to that location and the employee posted would log the item and determine the appropriate routing of the item. The Worcester State Campus Lost and Found is located at University Police in Wasylean Hall, Office 102.

- Lost WSU OneCards will be held at the front desk for retrieval for 48 hours after its holder is notified via email, then will be turned over to University Police or the OneCard office.
- Wallets, cell phones, MP3 players, and other items deemed to be of high value are immediately sent to University Police for security purposes.
- The Wellness Center front desk will log all other Lost and Found items (clothing, books, etc) that are not sent to Campus Police in the “Lost & Found” log at the front desk. Items will be held for a period of six weeks before being either donated or disposed.
- Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time.

The Wellness Center is not responsible for lost, stolen, or damaged property.

When a valuable item is turned in to the desk:

- Wellness Center employees will ask where the item was found (send person directly to University Police if found in another building).
- If found in the Wellness Center, valuables are held for 48 hours after its holder is notified via email, then they call University Police at 508-929-8044 and give them a report with a description of the item, where and what time it was found, and who found it and complete internal lost and found form.
- evenings and Weekend shifts will request police pick up as soon as possible for valuable items. If University Police does not pick up the item, the Building Manager working the closing shift will bring all items to University Police.
When an item not sent to University Police is claimed at the front desk

- The individual must present proper identification.
- The individual must give a full description of the item.
- The Wellness Center employee will verify the description; record the date, name, address, and telephone number of the person claiming the item.
- When an individual reports a lost item, the individual must give as much information as possible to identify the item.

**Important:** Every time a lost item is turned in and not retrieved by University Police, the front desk employee will log items (clothing, books, etc) in the "Lost & Found Sheet" Google document.

**Important:** At the conclusion of the day, all valuable items will be delivered to or picked up by University Police.

**Lost and Found Location:** Worcester State University Police, First Floor Wasylean Hall, Office 102.  
**Telephone Extension:** 8044 (non-emergency)

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**Emergency Protocol**

*The Full Emergency Action Plan is located in Appendix A*

In the event of an emergency inside the facility, please notify Worcester State University Police immediately at 508-929-8911 and then the staff at the front desk or Department of Athletics and Wellness office. University Police may ask you for such information as; your name, the emergency, if medical, the name of the person having a medical emergency, your location on campus, and a description of the situation. University Police will dispatch an officer to the location. Additional emergency procedures found in appendix.

**Fire Alarm**
If an alarm sounds, everyone must exit the facility immediately. Fire drills may be held to ensure that members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with staff. Pulling a fire alarm in a non-emergency situation is strictly prohibited and is punishable by law.

**Injuries and Equipment Failures**
Injuries, accidents or equipment failures should be reported immediately to Wellness Center staff at the front desk.

**Injury and Incident Response/Reports**
Wellness Center employees will respond and make appropriate notifications for any injuries or incidents that occur in the Wellness Center. Employees are required to stay within the scope of their training and to follow Wellness Center procedures while attending to the issue. If the Wellness Center employee feels the situation is beyond their control, they will immediately call University Police at (508) 929-8911. For detailed emergency action plans, refer to the risk management binder located at the front front desk or first and second desks of the Fitness Center.
Injury reports must be accurately completed for all injuries. The reports are legal documents and will be filled out completely in the Google document titled “Incident and Accident Reports.” Once the information is obtained, the report will be submitted. The document will automatically be sent to appropriate staff members. If extremely serious, the Wellness Center employee will contact the Deputy Director of Athletics and/or Assistant Director/Fitness Center Manager immediately.

**Reporting of Emergencies**

**IN CASE OF AN EMERGENCY DIAL 508-929-8911 OR USE ONE OF THE RED PHONES THROUGHOUT THE WELLNESS CENTER**

**Worcester State Campus Emergency Communication**

Worcester State University in conjunction with the University Police Department use an emergency notification system name WSU Alert (RAVE Alert). The Emergency Notification System is utilized in the event of an emergency such as fire, suspicious package, active shooter and an inclement weather event on our campus.

WSU urges all students, faculty and staff to sign up and update your information in WSU Alert by going https://www.worcester.edu/myWSU/ and clicking on the orange button that is labeled WSU ALERT located on the left side of the page.

**Medical Emergency**

Call the University Police immediately.
Do not move the injured person unless the environment is unsafe.
AED units are located throughout the campus.
If the person is unresponsive (not breathing, has no pulse), use the AED or, if you are certified in CPR, begin immediately. Ask a bystander to call University police at 508-929-8911.

**Programmatic Spaces**

**Batting Cage/Multipurpose Room**

*When Used as Batting Cage:* To ensure the safe and efficient usage of the batting cage these rules must be adhered to at all times during use. Individuals and/or teams observed to be in violation of rules are subject to loss of privilege, as deemed appropriate by Worcester State University.

CAUTION! Injuries could result from the use of this cages and equipment. Users assume the inherent risks of batting baseballs and softballs. If users have any questions about the use of this device or the inherent risks associated with the use of this device, ask the front desk before using the cages.

Failure to follow these rules will result in loss of batting cage privileges.

*All general Wellness Center rules apply to the batting cages, including the following cage specific guidelines:*
General Rules
The front desk employee will be responsible for the opening and closing of the space. Varsity baseball and softball student-athletes may use the cage in pairs when it is available but will gain access via the front desk employee. Individuals wishing to borrow equipment must be current Wellness Center members. No individual should be gathering up balls when another individual is hitting. Only two (2) people are allowed in the batting cage at any one time. Users waiting their turn shall do so outside the batting cage away from the netting.

- One individual pitching (behind the screen)
- One individual batting (in designated batter’s box)
- A third individual may be in the cage as a catcher if the batter is hitting live pitching. The catcher must be in complete gear.

Internal Use
The batting cages are for use by Worcester State varsity baseball and softball teams. In-season, varsity athletic team practices will receive priority scheduling. During inclement weather, the schedule may change without notice to accommodate varsity baseball and softball. Recognized campus organizations may also reserve the cages. All users must adhere to rules of the space.

External Use
Space must be coordinated/contracted and reserved through Conference and Event Services.

Spectators
Spectators and those not batting or pitching need to stand outside of the netted area.

Behavior Expectations
There will be no horseplay allowed in cage. The cage is for use as an instructional and skill development tool only. Abusive use and/or damaging of the batting cages will result in immediate removal and loss of privilege. Adults are responsible for the actions of the youths in the batting cage. Misconduct will result in immediate termination of privileges.

Attire
The batter and catcher will wear protective headgear, and the catcher will wear full catcher’s protective equipment at all times.
No cleats/spikes inside of the batting cage areas are permitted.

Equipment
Any equipment malfunctions or emergencies must be reported to the front desk employee. All Worcester State equipment, including, but not limited to, bats, balls and helmets, must be stored in closet. All equipment should be stored outside the cage or behind protective screening to reduce the potential for ricochets. The last team to use the cage is responsible for putting away all equipment.

Pitching (Live/Machine)

Live Pitching is allowed provided L-Screen is used.
**Pitching Machine**

Only trained Worcester State baseball and softball players and coaches are allowed to use pitching machines. Children are not permitted to feed the pitching machines under any circumstances. The speed of the machine should be set to the appropriate levels for the age of the user. Take practice pitches before inviting the batter into the cage. Adjustments to speed will greatly alter the flight path of the ball. Pitching machine adjustments should not be made with a batter in front of the machine. There is a protective pitching screen provided in the batting cage. It must be used at all times to protect the pitching machine from hit balls. You must use the correct ball for the machine. Machine is to be turned off while balls are being retrieved in the cage.

**Post Use**

At the conclusion of each session, each team is responsible for cage cleanup. Cleanup includes: picking up all balls and any loose debris. Please be sure to accommodate time for this in your schedule. Upon completion of session, all users must check out at the front desk. Personal belongings and equipment must be kept in the storage systems provided in the space. The netting system in the cage is a safety feature and should not be purposely hit into (i.e. soft toss).

*The use of cell phones while in the cages is prohibited. No “practice swinging” is permitted immediately outside the cage area. The only people swinging a bat are those in the cages.*

Note: The batting cage is also a multi-purpose room and is a reservable space. Varsity athletic teams have priority to the space. The space is also used as the visiting locker room for football.

**Golf Simulator**

The Korzec Golf Simulator is a privately funded feature of the Wellness Center named after former Worcester State Associate Director of Facilities and Head Golf Coach Rich R. Korzec. The aboutGolf simulator features a collection of almost 40 golf courses from around the world to choose from with multiple options to customize courses or hit the range.

The simulator is available at a rate of $10/hour per person. The fee covers 60 minutes of usage for up to 4 golfers at a time. The simulator will manage its reservations and membership payments through InnoSoft Fusion via the [Wellness Center Portal](https://wellnesscenterportal.worcester.edu/). To reserve the simulator you will need to first become a “member.”

**Korzec Golf Simulator Membership Rates Per Person:** 1 Hour/$10, 1 Month/$50, “Winter”/$150, Semester/$125, Annual/$250  (Winter: November 11, 2019 - March 20, 2020)

**To Become a Member**

1. Go to the online portal. ([https://wellnesscenterportal.worcester.edu/](https://wellnesscenterportal.worcester.edu/))
2. Click on the “memberships” icon
3. Choose your appropriate membership duration, choose your effective date, add to cart
4. Complete the Waiver of Liability with digital signature, by signing (click in signature box), then click sign now
5. Review your Shopping Cart, and click Check Out
6. Complete/Process Your payment
7. Receipt will be emailed

**To Reserve the Simulator** (only after you have your membership)
1. Go to the online portal. ([https://wellnesscenterportal.worcester.edu/](https://wellnesscenterportal.worcester.edu/))
2. Click on the "golf simulator" icon
3. You will be taken to the Courts Bookings
   1. Be sure to select the Golf Simulator from the left menu
4. Use the calendar icon to select the day to view the available tee times for that day (these are based on availability and the facility schedule)
5. Click "Reserve" for your desired tee time (*Please note that tee times are eligible for up to 4 players at a time*)
6. Click "Reserve Now"
7. A court reservation confirmation email will be sent

Please arrive at least 10 minutes prior to tee time. Upon arrival, please check in at front desk of Wellness Center. Up to four players can play per round. Tee times will last 60 minutes. There are 15 minutes between sessions in order to allow for collection of belongings and simulator setup for next group. To present a time of play gauge, it is estimated that it takes one person 1 hour to play 18 holes in the simulator. Consecutive tee times are allowed in order to get through more holes should the user wish. The simulator is operated on a clock and not by number of holes completed. The defaults of the simulator have been set to maximize experience, but pace of play is the responsibility of the golfers.

**Tee Times open 48 hours prior** (based on building hours)
- 6:45a
- 8:00a
- 9:15a
- 10:30a
- 11:45a
- 1:00p
- 2:15p
- 3:30p
- 4:45p
- 6:00p
- 7:15p
- 8:30p

**Exercise Rooms**

**Rules and Regulations**

Worcester State codes of conduct are enforced at the Wellness Center at all times. The use of the facilities is a privilege and participants are expected to be good citizens and respect the rights of others. Individuals who engage in unacceptable or irresponsible behavior may have their access to facilities revoked or modified indefinitely.
Rooms 204, 205 & 207 - Group Exercise

1. Registration is strongly encouraged, walk ins are welcomed if there is room in the class.
2. Group exercise classes have participant limits that must be followed.
3. No admittance is allowed into classes more than 5 minutes after the class begins after it has begun.
4. No food, gum or drink, other than water in a non-breakable, re-sealable container, is permitted.
5. Black soled shoes are not allowed in the studio. Non marking sneakers must be worn at all times (unless in a yoga class or other approved class).
6. Please clean all equipment after use with provided towels and disinfectant solution.
7. Only Wellness Center staff members and instructors are permitted to use the stereo system and access storage closet equipment unless otherwise directed by the instructor or staff.
8. Do not lean on or put any equipment against the mirrors.
9. No sharp objects or heavy objects of any kind should be put on/left on the studio floor.
10. When using the studio on a “drop-in” basis, other individuals and groups must be permitted use of the space. Users must follow Wellness Center Audio Policies.
11. All equipment reservations must be coordinated with an administrative staff member of the Wellness Center.
12. All equipment issues and concerns should be reported to the Wellness Center staff immediately.
13. Athletics and Recreation staff has the final say on all approved activities in the studio.
14. Please follow the instructor’s routine and keep conversation to a minimum for your safety and the safety of others.
15. Always be courteous to the instructor and your fellow participants; silence cell phones and refrain from distracting others during class.
16. We highly encourage you to stay for the class’ entirety for safety concerns.
17. We strongly encourage all of our patrons to consult with their healthcare providers before starting any exercise program.
18. Entering a class in progress is prohibited, no late entry. Please be on time and refrain from entering the classroom before the current class has finished.
19. Return equipment to the proper storage areas when class is finished.
20. Appropriate exercise attire such as T-shirts; soft-soled, non-marking, closed-toe athletic shoes; and athletic pants/shorts is required at all times. Sandals sports bras, bare feet, steel-toed boots and jeans are not permitted.
21. Personal belongings must be kept in a locker or cubby where available.
22. Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.

DeFeudis Fitness Center

1. Cardiovascular machine use is limited to thirty (30) minutes during peak times.
2. Equipment must be wiped down after each use with provided cleaner/paper towels.
3. All dumbbells, weights and weight plates must be re-racked after use.
4. All equipment must be used in the manner for which it is designed. Standing on benches or equipment frames is prohibited.
5. Intentionally slamming or dropping weight(s) is prohibited.
6. Report all injuries to the Wellness Center staff immediately so we can respond accordingly.
7. Individuals are responsible for checking equipment prior to each use. Broken or damaged equipment and/or equipment malfunctions should be reported to the Wellness Center staff immediately.
8. Appropriate exercise attire such as T-shirts; soft-soled, non-marking closed toe/heel athletic shoes; and athletic pants/shorts is required at all times. Sandals, sport bras showing, visible midriffs, gluteal folds, bare feet, steel-toed boots, and jeans are not permitted.
9. Personal belongings must be kept in a day use locker or cubby where they are available. Items left out and unattended will be subject to our Wellness Center lost and found policy.
10. Water must be in an enclosed, unbreakable container. Food, chewing gum and other drinks are prohibited. These liquids can cause damage/stain to the floor surfaces and ruin equipment.
11. The use of cell phones is prohibited, unless for a personal music device with headphones.
12. Wellness Center staff reserve the right to stop participants from improper use of the equipment. Failure to comply will result in immediate removal from the facility with appropriate follow-up, including enforcement of code of conduct violation penalties and/or revocation of membership privileges.
13. All users must agree to demonstrate care in the use of all equipment and understand that they may not bring in any outside/personal exercise equipment- unless approved by Fitness Center Manager.
14. Weight collars must be used on barbells at all times and participants are required to work with a spotter for all free weight lifting when appropriate.
15. All incidents, injuries and defective equipment should be immediately reported to a member of the Wellness Center staff.
16. Cameras, including cell phones, are not allowed in the Wellness Center at any time unless written approval has been obtained from an administrative staff member of the Wellness Center.
17. Be considerate to other people using the facility and allow others to work in. Do not sit, rest, or socialize on the equipment.
18. Please warm up prior to using the equipment and cool down afterwards.
19. Do not drop weights (Olympic lifting can be dropped from below the waist in designated areas). If you can’t control it, don’t lift it.
20. The use of hand chalk is prohibited. Chalk (including liquid chalk) creates a messy environment for all users. We encourage the use of wraps and other lifting aides.
21. Limit excessive noise, which may distract other patrons.
22. All equipment must remain in the Fitness Center and its respective floor, and may not be removed from the fitness center.
23. Equipment such as jump ropes, resistance bands, and agility ladder must be signed out at the monitor’s desk to be used in the fitness center.
24. Personal training and instruction is limited to Athletics and Wellness Center staff. Instruction for pay or trade by outside entities is strictly prohibited and could jeopardize membership privileges for all parties involved.
25. Wellness center staff reserve the right to refuse entry if/when students have forgotten ID to enter the fitness center after 3 times in one semester. ID cards are required.
Walking Track
The indoor jogging/walking track is available to all members when activities aren’t scheduled on the track or needs to be closed for Competition Gym events. The track is available to non-members Monday through Friday 6am-10am. Walkers are designated to the outside lane with joggers given priority use for the inside and center lane. All users must be respectful and aware of the varying abilities and speed of users and to adjust their use of the track accordingly. Reckless running will not be tolerated; Wellness Center staff reserve the right to modify a user’s behavior and/or have their use terminated in the moment for failure to use the space safely for all users. This track is for use by walkers and joggers only. All users are to abide by the posted signs for usage, including the day’s direction.

The walking track will not be available during intercollegiate athletic competition events. The walking track will be available for general use during intercollegiate practices and recreational activities. Decisions on track status for on campus clients will be determined by event type by Conference and Event Services.

Multi-Purpose & Competition Gymnasiums
1. Use of the multipurpose gym is for the campus community and members.
2. Members are responsible for returning all equipment to the front desk when they are finished. Check out equipment using member card or onecard.
3. All members must be permitted the opportunity to play.
4. See shoe attire section listed previously in handbook.
5. Dodgeball, Frisbee, and throwing of a football are permitted activities in this area. Any additional equipment or activity usage must be cleared through supervisor on duty.
6. Wellness Center staff has the final say on all approved activities in the multi-purpose room
7. Since all games are self-monitored, good sportsmanship and proper conduct are expected at all times.
8. When the gymnasium is crowded, courts may be broken down into half-court games to accommodate more people. Wellness Center Staff reserves the right to modify games based on participant needs.
9. Some scheduled activities in the gymnasium may take priority over open recreation. Any changes in the schedule will be posted on the Department of Athletics and Wellness website, wsulancers.com.
10. Hanging on the nets or rim is prohibited.
11. Soccer, volleyball, and badminton are only permitted during specified designated times.
12. Appropriate exercise attire such as t-shirts; soft-soled, non-marking closed toe athletic shoes; and athletic pants/shorts is required at all times. Sandals, sport bras showing, visible midriffs, gluteal folds, bare feet, steel-toed boots, and jeans are not permitted. Shirts must be worn at all times.
13. Personal belongings must be kept in a locker or cubby where they are available, playing areas need to be clear.
14. Water must be in an enclosed, unbreakable container. Food, chewing gum and drinks are prohibited.
15. Only approved chairs provided by the department of A/W are allowed on the wood/Competition Gym court.
Open Recreation Policies

Members can use their OneCards/Membership Cards for the day use equipment at the Wellness Center front desk including; Basketballs, Soccerballs, Footballs, Volleyballs, Corn Hole, Kan-Jam, etc. There is no cost to check out any of the equipment. If the equipment is not returned, or return in a damaged/ unusable state (outside of normal wear and tear) the individual who signed out the equipment will be held responsible. The damaged/non-returned equipment fee is $25.00 payable with OneCard Common funds or credit/debit card during normal business hours. Until the equipment has been returned or the fee has been paid the Wellness Center reserves the right to suspend access to the fitness center, open recreation, equipment check out, and intramurals.

Open Recreation will primarily take place in the Multipurpose Gym located on the second floor, room 208 (or in the Competition Gymnasium when available, room 112). Activities will be scheduled based upon availability; basketball, floor hockey, volleyball, indoor soccer, pickleball, etc. When nothing is scheduled, or reserved, the activity will be basketball.

Access to Open Recreation:
• Participants must be an enrolled WSU student/faculty/staff with a valid WSU OneCard or current Community/Alumni member
  o OR
• Be sponsored by an enrolled WSU student or current member (one guest per member)
  o Guest must be 18 years or older
  o Possess a valid photo ID, which will be held at the control desk
  o Must check in with control desk upon entry, and complete the paper waiver

Failure to abide by these policies will result in the cancellation of Open Recreation deemed appropriate by the administrative staff. The Wellness Center staff has the authority to instruct members and/or guests to leave the Wellness Center if their conduct necessitates such action. The Wellness Center has a zero tolerance policy for violence or intimidation of any sort. Any user, who in the judgment of the Administrative Staff, Building Manager or Wellness Center staff member, engages in or tries to instigate violence or intimidating actions or whose conduct threatens or endangers the health and safety of any member, student or satt member, will result in immediate removal with disciplinary actions (if applicable).

Concession Stand

The Department of Athletics is the sole user of the concessions stand. All supervisors of the space will be required to go through Food Safety Training. Chartwells has opted out of operating the concession stand and the right of first refusal for selling items during Wellness Center events is the Department of Athletics. The space will be open for all Worcester State Wellness Center based intercollegiate events as well as by request of external clients. The concession stand can handle both OneCard and cash transactions.

The Concession Stand is a fundraising tool for the Athletic Department and individual sport programs. The concession stand supervisor will manage all staffing needs.
Varsity Spaces

Varsity Athletic Training Room
The Varsity Athletic Training Room facilities are only available to current varsity student-athletes. All members who require help and/or care in the Wellness Center are to notify the front desk immediately. Worcester State students who need non-emergency care are to go to the WSU Health Center for help. The control desk will call the appropriate authority (University Police or 911) to help based upon the situation.

Athlete Locker Rooms
There are eight locker rooms within the Wellness Center. Out of the eight locker rooms four of them are smaller with 20-24 lockers. The other four locker rooms are larger sit in lockers that have 30 lockers within them. Student-athletes will be assigned lockers in a team locker room that they can utilize during their current sport season. Lockers and locker rooms should be kept clean at all times and equipment and personal belongings should be kept in lockers when not in use.

Outside of the lockers should be free from tape, papers, signs, etc. Inspections will take place throughout the season to monitor the condition of the locker rooms. If you have any trouble with your lockers, you can see the equipment room staff for assistance. The Wellness Center staff is not responsible for any lost, stolen, or damaged personal property. For the privacy of everyone, cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras will not be permitted in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Any issues that arise within the locker room can be brought to the attention of your head coach or the Equipment Manager. The following policies are put in place to ensure the cleanliness and safety of the locker rooms.

- Stay out of other people’s lockers.
- Do not “borrow” or wear other people’s equipment or clothing.
- Do not enter a locker room not housing your locker.
- Keep the area around your locker clean.
- Remember that the locker rooms are private.
- Do not wear muddy shoes or cleats into the locker room.
- Wet surfaces in the locker room may be slippery. Watch your step.

There are a limited number of lockers available due to the size of the athletic population. Locker rooms will rotate after each season to host a new sport. Certain locker rooms may be on a rotational period each year to allow each team the chance to use the larger locker rooms. Placement of teams in the locker rooms depends on team size, types of equipment the athletes use, and team strategy needs. Since locker rooms will switch from team to team depending on the season, each athlete must make sure they clear their lockers out promptly.

Student-athletes must clear out their assigned lockers no later than 48 hours after completion of their respective season.
Visiting Team Policies

Visitor Bus Dropoff/Parking Policy:
There is a designated bus loading zone for visiting intercollegiate athletic teams located on the north side of the Wellness Center in the O parking lot. Visiting teams should enter through the north doors if they are accessing the Wellness Center. If there is one event taking place at that time, the bus may remain there for the duration of the event but it must not be idling.

Appendix A - Wellness Center Emergency Action Plan

A. Emergency Personnel

1. Athletic Department Administrators
2. Wellness Center Building Managers
3. Wellness Center Student Staff
4. University Police

Each Emergency Personnel Member is recommended to maintain current CPR Certification with AED training. Proof of current CPR and First Aid Certification must be submitted to the Wellness Center administrative staff if you are currently certified.

B. Emergency Team Protocol

1. CHECK - Check the scene
   Make sure that the scene/incident and/or injured are safe

2. CALL – Activate the emergency medical system (EMS)

Activate EMS by:
- Dialing x8911, WSU Police Department, from a University phone
  Or
- Dialing (508) 929-8911, WSU Police Department from a cell phone
  Or
- Wellness Center Radios – Channel #1 or by using a red phone.

*If unsure about response or contact with WSUPD not made then, directly dial 911.
**If this method is required, please continue to attempt to reach WSUPD – the will help facilitate emergency services reaching the internal campus scene.

During call – BE PREPARED - In a calm, clear and collected voice provide the information below:
• Name and telephone number of caller
• Number of injured persons
• Condition of injured person(s)
• Treatment given
• Specific location of injured person
• Directions to site (if non-WSU responder)
• Answer any questions that might be asked.
DO NOT hang up until told to! EMS dispatcher sends EMS while you are on the phone with them.

Person(s) responsible for calling EMS includes anyone designated as emergency personnel who is not caring for the injured or ill person.

Direction of EMS to scene (including securing access to facilities)
• At least one person should be sent to meet University Police/EMS and direct them to the site of the injury.
• Person sent should have working knowledge of all gates and locks and know best route to reach the injured person(s).
• Person sent should work in conjunction with University Police.
• Person(s) responsible for meeting EMS includes anyone designated as emergency personnel who is not caring for the injured or ill person.
• Immediate care of a seriously injured member/participant will be provided by the most qualified caregiver on site:
  a) If Athletic Trainer is available they will provide care until higher medical care arrives (i.e. Physician) or EMS arrives.
  b) If no Athletic Trainer is present then Wellness Center Administrators or qualified/certified student staff will provide care until University Police, EMS or higher medical care arrives.

3. **CARE** - Emergency equipment retrieval
The retrieval of AED or other equipment deemed necessary from the facility will be done by anyone designated as emergency personnel who is not caring for the injured or ill person.

Crowd Control
It is important to keep people away from scene until the injured or ill person is stabilized, safely removed from scene and the scene is safe for the activity to resume. Person(s) responsible include Wellness Center Staff and Athletic Department Administrators and Coaches, building managers, student staff and University police.

An additional 1-2 people should be identified in advance to assume roles in the emergency plan i.e. other co-workers, coaches, contest management/home events personnel and/or team captains.

C. **Emergency Equipment Inventory and Locations**

1. Automated External Defibrillators (AEDs)
   (1) 1st floor Lobby of Wellness Center. On left wall entrance to DeFeudis Fitness Center
   (2) 2nd floor lobby of Wellness Center. On wall on left hand entrance to DeFeudis Fitness Center
   (3) 2nd floor elevated walking track - West Wall, South entrance
   (4) 1st floor Competition Gym – North Wall

2. Red Phone Locations
   (1) North Entrance (1st Floor)
   (2) Outside of competition gym/women’s rest room (1st floor)
   (3) Outside of room 212
3. First Aid Kits:
   • Wellness Center Front Desk
   • Fitness Center 1st Floor Desk
   • Fitness Center 2nd Floor Desk

   Kit Contents:
   (2) 1/2” x 5yd Adhesive Tape
   (2) Instant Cold Pack
   (10) Antiseptic Towelettes
   (2 pair) Disposable Gloves
   (10) 1/32oz First Aid Cream
   (8) Fingertip Bandages
   (8) Knuckle Bandages
   (2) Eye Wash Bottles
   (100) 1” x 3” Adhesive Strips
   (2) XL Adhesive Strips
   (3) Insect Sting Relief
   (1) 5” x 9” Combine Pad
   (12) 2” x 2” Gauze Pads
   (12) 3” x 3” Gauze Pads
   (4) Oval Eye Pads
   (2) Triangular Bandage
   (2) 2” x 4yd. Conforming Bandage
   (1) 4” x 2 yd. Conforming Bandage
   (1) 3” Elastic Bandage
   Scissors
   Forceps

D. Emergency Communication

1. Telephone:
   Worcester State University Police: X8911 from University phones
   508-929-8911 from outside line/cell
   ** Calling WSU University Police is preferred since they will dispatch to local EMS
   and send a cruiser immediately to the location of the emergency.
   911 should be dialed if the caller does not remember the WSU University Police
   number or contact with University Police line can not be made.

2. Radios: The Wellness Center Fitness/Front desk monitors have radios to
   communicate with each other and the administrative staff. University Police
   monitors Wellness Center channel #1.

3. Staff Contact Numbers: Athletic Department staff members should carry the
   Athletic Department staff directory with them at all times. This Directory is updated
   annually with home and cell phones and is provided by the Athletics Department. If
   a staff ATC is on University but not at the site of the emergency, care must be
   administered immediately and every effort must be made to notify University
   Police, Supervisors and Athletic Administrators of the emergency as soon as
possible.

E. Documentation/Records/Reporting
1. Wellness Center staff must designate a co-worker, additional administrator or qualified individual to use the appropriate Google form to document the event. Complete all fields as necessary and submit.
2. Staff should contact Wellness Center administrators via cell phone or radio and make them aware of the situation.
3. Chain of communication for a Catastrophic Injury
   Definition: A catastrophic injury is defined as an injury that is life or limb threatening. Such injuries include death, loss of a limb or paralysis. In the event of a catastrophic injury chain of communication will be:
   • Person caring for the person (Staff or Administrator) to their supervisor
   • Supervisor to Athletic Director
   • Athletic Director will contact the Dean of Student Affairs or other appropriate Worcester State Administrator.

   If your supervisor cannot be reached, leave a message then contact the Athletic Director.

Wellness Center/Athletics Department staff directory:

F. Injury/Illnesses that Require Automatic Activation of EMS
Injury/Illness that requires Automatic Activation of EMS:
1. Loss of consciousness
2. Airway compromise, not breathing or difficulty breathing
3. Loss of pulse
4. Severe bleeding that cannot be controlled
5. Anaphylactic Shock
6. Fracture or dislocation
7. Signs and symptoms of shock for any reason
8. Deterioration in any vital signs (HR, BP, respirations, skin color, skin temperature, level of consciousness, response to pain, pupil reaction, movements)
9. Pain in spine and/or neurological symptoms
10. Allergic Reaction
11. Significant head or neck trauma.
12. Any other injury or illness that you are unsure of the nature and extent of.

G. Emergent, Non-Life Threatening Injuries or Illnesses
Serious but not life threatening injury can involve:

• severe laceration
• medical condition

EMS still needs to be activated for the person to receive proper care.
DO NOT allow the participant to move!
DO provide immediate first aid care.
Immediately notify the appropriate staff of the situation, in the absence of the staff contact WSU Police (508-929-8911) and follow their advisement.

**H. Transportation of the Injured Member/Participant**
If the care is beyond the capabilities or availability of the Wellness Center staff, the participant will need to secure transportation to the appropriate medical facility. In the event an affiliated participant cannot secure a ride after exhausting all possibilities a taxi voucher can be issued through Health Services.

**I. Emergency Care Facilities**
Participants will be transported to UMass Hospital unless otherwise arranged with EMS.

Memorial Campus  
119 Belmont Street  
Worcester, MA 01605

University Campus  
55 Lake Avenue North  
Worcester, MA 01655
II. Floor Plans
III. Additional Protocols

*Serious Crime or Violence

If you observe a criminal act or suspicious person, notify University Police right away. Call 508-929-8911 (mobile) or 8911 (on campus phone) or use red phone.

*Fire

In the event of a fire: Activate the closest fire alarm pull station. Calmly evacuate the building using the nearest exit. Feel doors before opening. If door is hot to the touch, DO NOT open it!

DO NOT use elevators during a fire. DO NOT attempt to extinguish any fire.

Once out of the building, stay back at least 500 feet from the site. Follow instructions of first responders such as police and/or fire.

If you are unable to evacuate during a fire:

Stay calm.

Shout at regular intervals to alert emergency crews of your location.

Find a window and place an article of clothing outside it or against it to alert rescue personnel of your location.

If your clothes catch fire remember STOP, DROP & ROLL.

*Bomb Threat

If you receive a bomb threat:

Call University Police at 508-929-8911 or extension 8911 from campus phone.

Keep caller on line as long as possible.

Note details of caller (Accent, age, gender, emotional state, background noise)

Ask questions (when bomb will go off, where it is, what kind it is, why was it placed).

*Suspicious Package

Call University Police

Don't touch the object.

Don't turn on/off any electrical devices or switches.

IV Weather Related Protocols

*Snowstorm

Stay indoors during the storm.

Be alert to changing weather conditions.

Wear several layers of clothing.

*Snowstorm Terminology

Winter Storm Watch: means a winter storm is possible in the specified area.

Winter Storm Warning: means a winter storm is expected in the specified area.

Blizzard Warning: means strong winds, blinding wind-driven snow, and dangerous wind chill are expected in the specified area. Seek shelter immediately!

*Thunderstorm

Get inside a building.
If someone is struck by a lightning or injured by debris, contact University Police immediately by calling 508-929-8911.

**Tornado**
Seek out the hallway between the offices and the competition gym.
Step away from corners, windows, and doors and outside walls.
Use heavy furniture for shelter if possible.
Do not open windows.
Follow the direction of emergency personnel.

**Tornado Terminology**
Tornado Watch: indicates severe thunderstorms are possible in the specified area. Monitor weather conditions closely.
Tornado Warning: indicates that a tornado has been sighted in the specified area. **Take cover in a safe place!**

**Earthquake**
Drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops.
Stay away from windows, outside doors, walls, and from anything that could fall.

**Hurricane**
Stay indoors – keep away from windows and doors.
Lie on the floor under a table or another sturdy object.
Find shelter on the lowest level.

**Hurricane Terminology**
Hurricane Watch: indicates that conditions are possible in the specified area, usually within 36 hours.
Hurricane Warning: indicates that conditions are expected in the specified area, usually within 24 hours. Seek shelter immediately.
Appendix B - Space Information

101  The George H. Albro ’65 Lancer Lounge
Purpose: The primary purpose of this space is as a lounge for the Worcester State community adjacent the Chartwells smoothie bar. It is intended to be an open space for the Worcester State Community to gather during all open building hours. The lounge will not be available for reservations. Patronizing Chartwells is not necessary to use this space.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Chartwells (during operating hours)/Department of Athletics & Wellness
Room Amenities: Casual seating, access to outdoor patio seating, accordion glass door, 4 high tables, 2 regular tables, 20 chairs, 1 lounge table, 4 lounge chairs, 20 unused outlets, 1 TV, 4 patio tables, 4 umbrellas, 16 patio chairs (713 SF)
Key Access: A, B, C, D
Key Number: GA44

101A  Smoothie Bar
Purpose: The primary purpose of this space is for Chartwells to operate a smoothie bar for the Worcester State Community. Chartwells will be the sole occupants and operators of the space. Hours of operation are Monday through Thursday 8am-5pm, Friday 8am-4pm.
Access Calendar: N/A
Access Hierarchy: Chartwells
Reservation Method: N/A
Primary Department: Chartwells
Room Amenities: 2 sinks, 1 dishwasher display cases (194 SF)
Key Access: A, C
Key Number: GC28

101B  Smoothie Bar Storage
Purpose: The primary purpose of this space is to provide storage for Chartwells to operate a smoothie bar for the Worcester State Community. Chartwells will be the sole occupants and operators of the space.
Access Calendar: N/A
Access Hierarchy: Chartwells
Reservation Method: N/A
Primary Department: Chartwells
Room Amenities: Sink (144 SF)
Key Access: A, C
Key Number: GC1

102  The Fuller Atrium
Purpose: The atrium of the Wellness Center is dedicated to the maintenance of an inviting and welcoming environment for all members of the Worcester State University campus and guests. An employee stationed at the front desk located in the space will manage the space during building hours. The space will not be available for reservation, however may serve as a gathering location for events that are occurring in the Wellness Center. Additionally, by permission of the Director of
Athletics, informational stations may be stationed in the space as long as they don’t impede the flow of traffic to the building and are not aggressively soliciting building users. The atrium will also feature casual seating for members of the Worcester State University community and guests.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Main stairwell to second floor, casual seating, front desk 3 couches, 8 lounge chairs, 2 built-in wooden benches, 3 tables, 1 fire extinguisher, 1 clock, 1 computer, 1 tablet, 1 register, 2 chairs, 1 AED, 10 outlets (1442 SF)
Key Access: All Access, Public Space

103 The DeFeudis Fitness Center
Purpose: The Fitness Center was created to service the fitness and wellness needs of the Worcester State University community. The space features strength and cardio equipment and is operated under the direction of the Fitness Center Manager and student staff. The space is monitored at all times and is only accessible to approved members of the Worcester State community. The space is not able to be reserved however, varsity athletic teams will be allowed to access the Fitness Center by permission during non-building hours if managed by a coach or staff member to help reduce overcrowding during regular business hours.

Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness (Fitness Center)
Room Amenities: Sound System, 4 televisions, Pandora streaming, Internal stair to second floor, storage cubbies, 2 water fountains (4,847 SF)
Key Access: A, B, C, D
Key Number GA54

104 Athletic Training Suite
Purpose: The athletic training suite houses the athletic training staff and their resources to prevent and treat injuries pursuant to athletically related activities. The suite is only available to current varsity student-athletes.

Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness (Athletic Training)
Room Amenities: (322 SF)
Key Access: Card Reader C, D
1 chair, 1 computer, 6 tables, 8 mini chairs on wheels, 1 TV, 3 machines, 1 bike, 1 treadmill, 1 ice machine, 1 dishwasher, 1 mirror, 1 mini fridge

104A Ice/Rehab/Taping
Purpose: This area of the athletic training suite houses the day to day activities of taping, injury evaluation, rehabilitation of injuries and other related activities associated with the prevention and treatment of athletically related injuries. This area is only available to current varsity student-athletes.

Reservation Calendar: N/A
Reservation Hierarchy: N/A
**104B Exam Tables**

Purpose: This area of the athletic training suite houses the day to day activity of injury evaluation, as well as some rehabilitation of injuries and other related activities associated with the prevention and treatment of athletically related injuries. This area is only available to current varsity student-athletes.

Reservation Method: N/A
Primary Department: Department of Athletics & Wellness (Athletic Training)
Room Amenities: (372 SF)
Key Access: N/A

**104C Rehabilitation/Pool**

Purpose: This area of the athletic training suite houses the day to day activities of injury rehabilitation of student-athlete injuries and other related activities associated with the prevention and treatment of athletically related injuries. This area is specialized with whirlpools. This area is only available to current varsity student-athletes.

Reservation Method: N/A
Primary Department: Department of Athletics & Wellness (Athletic Training)
Room Amenities: Whirlpool (100 SF)
Key Access: A, C
Key Number: GC2

**104D Head Athletic Trainer Office**

Purpose: This space is designated as office space for the Department of Athletics & Wellness Head Athletic Trainer (Jessica Meany).

Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (102 SF)
Key Access: A, C
Key Number: GC3

**104E Athletic Training Staff Work Space**

Purpose: This space is designated as office space for the Department of Athletics & Wellness Assistant Athletic Trainers (Kevin MacLennan).

Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (99 SF)
Key Access: A, C
Key Number: GC4

104F Utility Vehicle Storage
Purpose: This location is for everyday storage of the Athletic Training Utility Vehicle.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: (100 SF)
Key Access: A, C
Key Number: GC5

104G Athletic Training Storage
Purpose: This location is for the storage of athletic training related supplies.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: (68 SF)
Key Access: A, C
Key Number: GC6

105 Department of Athletics and Wellness Suite
Purpose: The Department of Athletics and Wellness suite and its waiting area are intended to be an
inviting and welcoming environment for all internal and external visitors. The waiting area is a
space for visitors to wait in for meetings but should not be used as a meeting area or casual hangout
location. The suite will host the majority of the departmental staff. It contains offices, conference
room, working space, reception area as well as a copier room. This space hosts the majority of
administrative business for the department and will function at a highly professional level. Offices
should be maintained in a neat and orderly fashion. No items will be stored in public areas including
reception area, working areas, conference room and hallways. Only concepts approved by the
Director of Athletics may be taped to a door. No items may be attached to any walls outside of
offices. Students should not congregate and linger in large groups. All noise should be kept to an
acceptable business level. The guiding principle of this space is to be respectful of others.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Reception desk, seating (1,060 SF)
Key Access: A, B, C, D
Key Number: GA56
Lobby: 1 lounge couch, 2 lounge chairs, 1 lounge table

105A Coaches Work Area
Purpose: This open space in the front of the administrative suite is designated work space for the
Department of Athletics & Wellness Assistant Coaches and/or student employees.
Reservation Calendar: N/A
Reservation Hierarchy: N/A

WSU
105B  **Copy Room**

Purpose: The copier room and supply closet and its contents are for Department of Athletics and Wellness use only. Non-employee students should never access the space or use its contents for personal use and should only retrieve printed items with a department member's permission. All department personnel should attempt to use private print function when printing documents from their computer.

Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Multi-function machine, office supplies (65 SF)
Key Access: A, B, C, D
Key Number: GA6

105C  **The Alexander G. Fotiades '50 Conference Room**

Purpose: The conference room is centrally located in the Department of Athletics and Wellness suite and is intended for departmental meetings, sanctioned student meetings (SAAC, AMP, etc) as well as offering an attractive space for coaching staff members to host recruits. The conference room does not accept reservations outside of the department and those will be scheduled internally. **During regular business hours the conference room is not intended to be a study hall area, team meeting room or lounge. By permission only, and in rare instances, appropriately sized groups may be able to utilize the conference room for study halls during non-peak hours as determined by the Director of Athletics.**

Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness
Room Amenities: Conference call capable, flat screen television (224 SF)
Key Access: A, B, C, D
Key Number: GA8, GA9

105D  **Coaches Office**

Purpose: This space is designated for the Department of Athletics & Wellness Football Staff & Contest Coordinator (Head Coach Brien Cullen & Adam Peloquin).

Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: XX standard work stations with terminals, whiteboard (277 SF)
Key Access: A, B, C
105E Coaches Work Area
Purpose: This open space in the rear of the administrative suite is designated work space for the Department of Athletics & Wellness Assistant Coaches and/or student employees.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: 2 computers, whiteboard, 4 chairs, 2 phones
Key Access: N/A
6 chairs, 1 computer, 1 phone, mailboxes, 24 outlets

105F Coaches Office
Purpose: This shared space is designated for the Department of Athletics & Wellness Men's and Women's Track and Field/Cross Country Head Coaches (DJ Raboin, Matthew Swett)
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Two standard workstations with terminals, whiteboard 176 SF
Key Access: A, C
Key Number: GC7

105G Coaches Office
Purpose: This shared space is designated for the Department of Athletics & Wellness Head Field Hockey, Women's Volleyball and Men's and Women's Golf Coach (Alexa Carlson, Bernie Chase & Mark Gurski).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Two standard workstations with terminals, whiteboard (159 SF)
Key Access: A, C
Key Number: GC8

105H Coaches Office
Purpose: This shared space is designated for the Department of Athletics & Wellness Head Men's and Women's Soccer Coaches (Jason Willis & Kevin Cumberbatch).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Two standard workstations with terminals, whiteboard (152 SF)
Key Access: A, C
Key Number: GC9

105J Coaches Office
Purpose: This shared space is designated for the Director of Athletics (Michael Mudd).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Two standard workstations with terminals, whiteboard (166 SF)
Key Access: A, C
Key Number: GC10

105K Office
Purpose: This space is designated for the Department of Athletics & Wellness Deputy Director of Athletics (John Meany).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (103 SF)
Key Access: A, C
Key Number: GC11

105L Office
Purpose: This space is designated for the Department of Athletics & Wellness Associate Director of Athletics/Compliance and Eligibility/Head Women's Basketball Coach (Karen Tessmer).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (100 SF)
Key Access: A, C
Key Number: GC12

105M Office
Purpose: This space is designated for the Department of Athletics & Wellness Fitness Center Manager (Dean Bowen).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (103 SF)
Key Access: A, C
Key Number: GC13

105N Office
Purpose: This space is designated for the Department of Athletics & Wellness Assistant/Head Women's Lacrosse Coach (Kelly Downs).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (102 SF)
Key Access: A, C
Key Number: GC14

105P Office
Purpose: This space is designated for the Department of Athletics & Wellness Men's Basketball, Women's Tennis, and Golf Coaches (Tyler Hundley, Stephen Ferris & Mark Gurski)
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (100 SF)
Key Access: A, C
Key Number: GC15

105Q Office
Purpose: This space is designated for the Department of Athletics & Wellness Assistant Fitness Center Manager/Head Baseball Coach (Dirk Baker).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (103 SF)
Key Access: A, C
Key Number: GC16

105R Office
Purpose: This space is designated for the Department of Athletics & Wellness Head Softball Coach and Men's Ice Hockey Associate Head Coach (Keri Bianchini & John Coughlin)
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal and side table/2 chairs, whiteboard (143 SF)
Key Access: A, C
Key Number: GC17

105S Office
Purpose: This space is designated for the Department of Athletics & Wellness Sports Information Director (Curtis Frasier).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (119 SF)
Key Access: A, C
Key Number: GC18
105T Office
Purpose: This space is designated for the Department of Athletics & Wellness Clerk III (Ann Marie Heyes).
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (103 SF)
Key Access: A, C
Key Number: GC19

105U Storage Area
Purpose: This space is designated for the Department of Athletics & Wellness file and supply storage.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: (103 SF)
Key Access: A, B, C
Key Number: GB2

105UA Administrative Area
Purpose: This space is designated for the Department of Athletics & Wellness file and supply storage.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: (103 SF)
Key Access: A, B, C
Key Number: GB10

106 Women's Restroom
Purpose: The purpose of this space is to be a public, women's restroom.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 2 restroom stalls, 2 sinks (173 SF)
Key Access: A, B, C, D
Key Number: GA11

107 Men's Restroom
Purpose: The purpose of this space is to be a public, men's restroom.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 1 restroom stall, 1 urinal, 2 sinks (179 SF)
Key Access: A, B, C, D
Key Number: GA12

108 Maintainer Closet
Purpose: The primary purpose of this space is storage for maintainer supplies and equipment.
Primary Department: Facilities
Room Amenities: Water, floor sink (45 SF)
Key Access: A, C, D
Key Number GD1

109 Mechanical Room
Purpose: The primary purpose of this space is for Wellness Center Mechanicals
Primary Department: Facilities
Room Amenities: (759 SF)
Key Access: C
Key Number GC51

109A MDF Tel / Data Support
Purpose: The primary purpose of this space is to house Telephone and Data support functions.
Primary Department: ITS
Room Amenities: (104 SF)
Key Access: C
Key Number GC46

110 Men's Staff Locker Room
Purpose: The primary purpose of this space is to serve as the locker room for the Worcester State in-season coaching staff. It may also be used to serve as locker room locations for visiting teams or officials.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness
Room Amenities: 11 -12" full metal lockers, 2-12” half metal locker, maple bench, 1 shower, 1 accessible shower, 2 sinks, 1 restroom stall (323 SF)
Key Access: Card Reader, C, D

111 Women's Staff Locker Room
Purpose: The primary purpose of this space is to serve as the temporary locker room for the Worcester State in season coaching staff. It may also be used to serve as locker room locations for visiting teams or officials.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness
Room Amenities: 11 -12" full metal lockers, 1-12” half metal locker, maple bench, 1 shower, 1 accessible shower, 2 sinks, 1 restroom stall (323 SF)
Key Access: Card Reader C, D
112 **Competition Gym**
Purpose: The primary purpose of this space is to host competition and practices for Worcester State’s varsity intercollegiate teams. The space is also designed to host larger scale campus events including speakers, dinners and concerts.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol. Reservations for the fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the spring semester only (through June 30) will open to campus two weeks after registration.
Reservation Hierarchy: 1) Athletics and Wellness 2) University Events 3) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness
Room Amenities: Seating for 1,500 spectators, state of the art lighting and sound, performance wood court, markings for main court basketball and volleyball, markings for side basketball and volleyball, 6 glass basketball backboards, two scoreboards, high performance floor covering, four score tables, 2 water fountains, 1 AED (15,903 SF)
Key Access: A, B, C, D
Key Number: GA57

112A **Control Room**
Purpose: The primary purpose of this space is to house the audio visual components for the Wellness Center and specific Competition Gymnasium audio and visual controls.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness and CESO Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness and CESO
Room Amenities: (105 SF)
Key Access: A, C
Key Number GC20

112B **Storage 1**
Purpose: The primary purpose of this space is to be the main location of storage for the Department of Athletics in the Competition Gymnasium.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: Exterior Garage Door (932 SF)
Key Access: A, B, C
Key Number GB3

112C **Storage 2**
Purpose: The primary purpose of this space is to be the main location of storage for the Department of Athletics in the Competition Gymnasium.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: (1078 SF)
Key Access: A, B, C
Key Number: GB4

**112D  AV /Electrical**
Purpose: The primary purpose of this space is to hose the main location for external connections for broadcast entities.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness and CESO Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness and CESO
Room Amenities: (238 SF)
Key Access: A, C
Key Number: GC21

**112E  Storage 3**
Purpose: The primary purpose of this space is to be provide storage for the Competition Gymnasium floor covering.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness, CESO, Facilities
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: (374 SF)
Key Access: A, B, C
Key Number: GB5

**112F  Storage 4**
Purpose: The primary purpose of this space is to be the main location of storage for the Department of Athletics in the Competition Gymnasium.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: (761 SF)
Key Access: A, B, C
Key Number: GB6

**112G  Storage 5**
Purpose: The primary purpose of this space is to be the main location of storage for the Department of Athletics in the Competition Gymnasium.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: (773 SF)
112H Facilities
Purpose: The primary purpose of this space is storage for maintainer supplies and equipment.
Primary Department: Facilities
Room Amenities: Water, floor sink (260 SF)
Key Access: A, C
Key Number: GC22

112J ITS Closet
Purpose: The primary purpose of this space is storage for maintainer supplies and equipment.
Primary Department: ITS
Room Amenities: (81 SF)
Key Access: A, C
Key Number: GC29

113 Concessions
Purpose: The primary purpose of this space is to provide concession support to both internal and external events occurring in the Wellness Center. Chartwells has the right of first refusal to operate the stand. The Department of Athletics and Wellness follows Chartwells in the priority hierarchy. The concession stand is not for reservation or use by any internal or external entity other than Chartwells or the Department of Athletics and Wellness.
Reservation Calendar: N/A
Reservation Hierarchy: 1) Chartwells
2) Department of Athletics and Wellness
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (unless Chartwells does not waive right)
Room Amenities: Rolling service door, 3 sinks, refrigerator, heat display, cash register (170 SF)
Key Access: A, C
Key Number: GA4

114 Women’s Room
Purpose: The purpose of this space is to be a public, women’s restroom.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 5 restroom stalls and 2 sinks (298 SF)
Key Access: A, B, C, D
Key Number: GA17

115 Men’s Room
Purpose: The purpose of this space is to be a public, men’s restroom.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 3 restroom stalls, 2 urinals, 2 sinks (298 SF)
Key Access: A, B, C, D
Key Number GA18

**116 Main Electric**
Purpose: The primary purpose of this space is for Wellness Center electrical mechanicals.
Primary Department: Facilities
Room Amenities: (486 SF)
Key Access: Card Reader, C

**117 Emergency Electric**
Purpose: The primary purpose of this space is for Wellness Center emergency electrical mechanicals.
Primary Department: Facilities
Room Amenities: (383 SF)
Key Access: Card Reader

**118 Equipment Room**
Purpose: The primary purpose of this space is to store and distribute intercollegiate equipment and uniforms.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: Storage racks, laundry drop, roll up window, 13 storage cabinets on rails, 3 end cap storage, 1 shoulder pad storage (982 SF)
Key Access: A, B, C
Key Number GB8

**119 Ice Hockey Storage**
Purpose: The primary purpose of this space is to provide storage for intercollegiate ice hockey equipment and mascot.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: Shelving, locker storage, ventilation system (174 SF)
Key Access: A, C
Key Number GC24

**120 Equipment Service**
Purpose: The primary purpose of this space is to provide equipment room repair services for intercollegiate athletic equipment.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: (274 SF)
Key Access: Card Reader
121 Laundry
Purpose: The primary purpose of this space is to provide laundering services for intercollegiate uniforms and clothing.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: Water source, two washing machines, two dryers (373 SF)
Key Access: A, C
Key Number: GC26

122 Multi-Purpose/Batting Cages
Purpose: The primary purpose of this space is to serve as batting cages for intercollegiate baseball and softball teams as well as a multipurpose room for a variety of fitness and support activities.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol. Reservations for the Fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the Spring semester only (through June 30) will open to campus two weeks after registration.
Reservation Hierarchy: 1) Athletics and Wellness 2) University Events 3) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness
Room Amenities: Two batting cages, Mondo flooring, garage door (2,942 SF)
Key Access: XXX

122A Building Services
Purpose: The primary purpose of this space is for Wellness Center mechanicals.
Primary Department: Facilities
Room Amenities: (107 SF)
Key Access: A, C
Key Number: GC27

122B Storage
Purpose: The primary purpose of this space is to serve as storage for Batting Cage/Multipurpose room related equipment. The equipment may be accessed by intercollegiate athletics, organized recreational activities and contracted external clients.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness
Room Amenities: Crestron light controls
Key Access: A, B, C, D
Key Number: GA19
**123  Locker Room A**

Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.

Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)

Room Amenities: 30 -12” full metal lockers, 2-12” half metal lockers, maple bench, 3 showers, 1 accessible shower, 2 sinks, 2 restroom stalls (551 SF)

Key Access: Key Pad C, D

**124  Locker Room B**

Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.

Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)

Room Amenities: 30 -12” full metal lockers, 2-12” half metal lockers, maple bench, 3 showers, 1 accessible shower, 2 sinks, 2 restroom stalls (548 SF)

Key Access: Key Pad C, D

**125  Locker Room H**

Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.

Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)

Room Amenities: 28 sit-in, dual locking, metal lockers, 2 accessible lockers, 30 stools, 4 showers, 1 accessible shower, 2 sinks, 2 restroom stalls, overhead door to adjacent locker room, storage closet (765 SF)

Key Access: Key Pad C, D

**125A  Storage**

Purpose: The primary purpose of this space is to serve as storage for Locker Room H.

Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)

Room Amenities: N/A

Key Access: A, B, C, D

Key Number: GA20

**126  Locker Room G**
Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 30 sit-in, dual locking, metal lockers, 30 stools, 4 showers, 1 accessible shower, 2 sinks, 2 restroom stalls, overhead door to adjacent locker room(s) (794 SF)
Key Access: Key Pad, C, D

127 Locker Room C
Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 30 -12” full metal lockers, 2-12” half metal lockers, maple bench, 3 showers, 1 accessible shower, 2 sinks, 2 restroom stalls (541 SF)
Key Access: Key Pad, C, D

128 Locker Room D
Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 30 -12” full metal lockers, 2-12” half metal lockers, maple bench, 3 showers, 1 accessible shower, 2 sinks, 2 restroom stalls (547 SF)
Key Access: Key Pad, C, D

129 Locker Room F
Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 30 sit-in, dual locking, metal lockers, 30 stools, 4 showers, 1 accessible shower, 2 sinks, 2 restroom stalls, overhead door to adjacent locker room(s) (781 SF)
Key Access: Key Pad, C, D

130 Locker Room E
Purpose: The primary purpose of this space is to serve as an intercollegiate team locker room. It may also serve as temporary locker room for visiting teams or external clients if available.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 30 sit-in, dual locking, metal lockers, 30 stools, 4 showers, 1 accessible shower, 2 sinks, 2 restroom stalls, overhead door to adjacent locker room, storage closet (775 SF)
Key Access: Key Pad, C, D

130A Storage
Purpose: The primary purpose of this space is to serve as storage for Locker Room E.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: N/A
Key Access: A, B, C, D
Key Number GA21

C101 Corridor A
Purpose: This the first floor corridor that runs from the east entrance (Ghosh) to the first floor lobby. It is not able to reservable space.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

C102 Corridor B
Purpose: This first floor corridor that runs from the west entrance (Coughlin Field) to the first floor lobby. It is not able to reservable space.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

C103 Corridor C
Purpose: This the first floor corridor that runs from the north entrance (Parking Lot) to the first floor lobby. It is not able to reservable space.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness
Room Amenities: 3 benches, 2 water fountains (2,141 SF)

C104 Corridor D
Purpose: This the first floor corridor that is on the interior of the student-athlete space (locker rooms/equipment room) and connects to Corridor C. It is not able to reservable space.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness
Room Amenities: Bottle fill water fountain (1,153)

C104B Athletic Storage
Purpose: The primary purpose of this corridor space is to serve as storage for an intercollegiate team.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: N/A
Key Access: A, B, C, D
Key Number: GA23

C104C Facilities
Purpose: The primary purpose of this space is storage for maintainer supplies and equipment.
Primary Department: Facilities
Room Amenities: Water source
Key Access: A, C
Key Number: GC33

C104E Athletic Storage
Purpose: The primary purpose of this corridor space is to serve as storage for an intercollegiate team.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: N/A
Key Access: A, B, C, D
Key Number: GA58

E100 Elevator
Purpose: The purpose of the elevator is to provide accessibility for patrons of the Wellness Center as well as afford the ability to move items easily to both floors of the facility. The elevator also provides roof access for facilities personnel only.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness
Room Amenities: (99 SF)

S101 Stair A
Purpose: This is the main staircase in the first floor lobby connecting the first and second floors.
S102  The 15-40 Connection Staircase
Purpose: This is the fitness center internal staircase connecting the first and second floors.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S103  Stair C
Purpose: This staircase connects the first floor locker room/athletic training room area to the south end of the multipurpose gym on the second floor.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S104  Stair D
Purpose: This staircase connects the first and second floors inside the north entrance to the Wellness Center.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S105  Stair E
Purpose: This staircase connects the first floor of the competition gym to the second floor elevated track in the southeast corner of the competition gym.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

V101  Vestibule A
Purpose: This vestibule serves as the main entrance/egress when approaching from the quad on the east side of the Wellness Center.
Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

V102  Vestibule B
Purpose: This vestibule serves as the main entrance/egress when approaching from Coughlin Field on the west side of the Wellness Center.
Reservation Calendar: N/A
Reservation Hierarchy:  N/A – Public Space  
Reservation Method:  N/A  
Primary Department:  Public Space/Department of Athletics & Wellness  

V103  Vestibule C  
Purpose:  This vestibule serves as the main entrance/egress when approaching from the parking lot on the north side of the Wellness Center.  
Reservation Calendar:  N/A  
Reservation Hierarchy:  N/A – Public Space  
Reservation Method:  N/A  
Primary Department:  Public Space/Department of Athletics & Wellness  

V104  Vestibule D  
Purpose:  This vestibule serves as the student-athlete entrance/egress when approaching Coughlin Field on the west side of the Wellness Center.  
Reservation Calendar:  N/A  
Reservation Hierarchy:  N/A – Public Space  
Reservation Method:  N/A  
Primary Department:  Public Space/Department of Athletics & Wellness  

SECOND FLOOR  
201  Classroom  
Purpose:  The primary purpose of this space is to offer a space for academic classroom use. It is also available for other programming that is appropriate for a classroom outfitted space (e.g. meetings).  
Reservation Calendar:  Fall Semester Reservations – after Academic Affairs assignments (Summer)  
Spring Semester Reservations – after Academic Affairs assignments (Fall)  
Summer Semester Reservations – after Academic Affairs assignments (Spring)  
Reservation Hierarchy:  1) Academic Affairs - through semester classroom assignments  
2) Athletics & Wellness – for two weeks following classroom assignments  
3) Campus Events – for one week following Athletics & Wellness  
4) Campus Organizations and External Clients  
Reservation Method:  Live25  
Primary Department:  Academic Affairs  
Room Amenities:  21 tables, 40 chairs, 1 adjustable chair, 1 podium/desk, 1 fire extinguisher, 3 whiteboards, AV equipment, 1 computer  
Key Access:  A, B, C, D  
Key Number:  GA59, GA 27, GA28  

202  Lobby  
Purpose:  This lobby serves as the main way to access the second floor spaces when approaching from the main staircase.  
Reservation Calendar:  N/A  
Reservation Hierarchy:  Public Space  
Reservation Method:  N/A  
Primary Department:  Public Space  
Room Amenities:  2 benches, fire extinguisher, 1 AED (821 SF)  
Key Access:  All Access
203  The DeFeudis Fitness Center
Purpose: The Fitness Center was created to service the fitness and wellness needs of the Worcester State University community. The space features strength and cardio equipment and is operated under the direction of the Fitness Center Manager and student staff. The space is monitored at all times and is only accessible to approved members of the Worcester State community. The space is not able to be reserved however, varsity athletic teams will be allowed to access the Fitness Center by permission during non-building hours if managed by a coach or staff member to help reduce overcrowding during regular business hours. The second floor of the fitness center also features The Leominster Credit Union Cardia Area.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness (Fitness Center)
Room Amenities: Sound System, televisions, Pandora streaming, Internal stair to second floor, (3,264 SF)
Key Access: A, B, C, D
Key Number GA60

203A  Mechanical Room
Purpose: The purpose of this space is to house the compressor needed for select fitness equipment.
Primary Department: Facilities
Room Amenities: Pneumatic compressor for Fitness Equipment
Key Access: A, C
Key Number GC43

204  Exercise/Function Room
Purpose: The purpose of this space to provide the Worcester State community with studio space to accommodate a variety of activities including group exercise classes, dance activities and other fitness activities. This space, when not in use for its primary purpose as a fitness programmatic space may also be used for other programming. This specific room is outfitted to host functions.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol. Reservations for the Fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the Spring semester only (through June 30) will open to campus two weeks after registration. In addition to the existing Wellness Center scheduling priorities that are in place, Wellness 204 will implement further restrictions. After the traditional 5pm, close of business, Wellness 204 should be used exclusively for Wellness, Recreation, and fitness related activities that are space appropriate for an exercise room. Exceptions to this policy are for singular events, receptions or rentals that are preapproved by the Conference and Events Office and Department of Athletics.
Reservation Hierarchy: 1) Athletics and Wellness
2) University Events
3) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness (Fitness Center)/CESO
Room Amenities: Projector, projector screen, 1 podium, AV equipment, 48 chairs, wall mirrors, 6 foot tables (1,356 SF)
Key Access: A, B, C, D
Key Number: GA31

204A Storage
Purpose: The primary purpose of this space is to serve as storage for exercise room 204
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Fitness Center)/CESO
Room Amenities: Round 6’ tables, chairs, 6’ rectangle tables
Key Access: A, B, C, D
Key Number: GA61

205 Exercise Room
Purpose: The purpose of this space to provide the Worcester State community with studio space to accommodate a variety of activities including group exercise classes, dance activities and other fitness activities. This space, when not in use for its primary purpose as a fitness programmatic space may also be used for other programming.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol.
Reservations for the Fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the Spring semester only (through June 30) will open to campus two weeks after registration.
Reservation Hierarchy: 1) Athletics and Wellness
2) University Events
3) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Fitness Center)
Room Amenities: High Performance wood floor, full length mirrors on one wall, bar, whiteboard, sound system (861 SF)
Key Access: A, B, C, D
Key Number: GA34

205A Storage
Purpose: The primary purpose of this space is to serve as storage for exercise room 205
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Fitness Center)
Room Amenities: (147 SF)
Key Access: A, B, C, D
Key Number: GA35
205B Storage
Purpose: The primary purpose of this space is to serve as storage for exercise room 205
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Fitness Center)
Room Amenities: (36 SF)
Key Access: A, B, C, D
Key Number: GA36

206 The Richard R. Korzec Golf Simulator
Purpose:
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness
Room Amenities: 4 high chairs, 2 high tables, 1 projector with remote, 1 screen, 2 putting cups, 1 computer, 1 phone, 1 stationary camera, overhead simulator (482 SF)
Key Access: Card Reader

207 Exercise Room
Purpose: The purpose of this space to provide the Worcester State community with studio space to accommodate a variety of activities including group exercise classes, dance activities and other fitness activities. This space, when not in use for its primary purpose as a fitness programmatic space may also be used for other programming.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol.
Reservations for the Fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the Spring semester only (through June 30) will open to campus two weeks after registration.
Reservation Hierarchy: 1) Athletics and Wellness
               2) University Events
               3) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Department of Athletics & Wellness (Fitness Center)
Room Amenities: High Performance wood floor, full length mirrors on one wall, bar, whiteboard, sound system (885 SF)
Key Access: A, B, C, D
Key Number: GA37

207A Storage
Purpose: The primary purpose of this space is to serve as storage for exercise room 207
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics and Wellness (Fitness Center)
Room Amenities: (298 SF)
**Key Access:** A, B, C, D  
**Key Number:** GA38

### 208 Multi-Purpose Gym

**Purpose:** The primary purpose of this space is to host competition and practices for Worcester State's varsity intercollegiate teams. The space is also designed to host larger scale campus events including speakers, dinners and concerts.

**Reservation Calendar:** The Department of Athletics and Wellness will have full-time access to reserve this space. University events will be able to reserve space through CESO prior to campus wide access but only after receiving approval from the Department of Athletics and Wellness. Reservations for the remaining constituents will be available via the following protocol. Reservations for the fall semester only (through December 31) will open to campus two weeks following Commencement. Reservations for the spring semester only (through June 30) will open to campus two weeks after registration.

**Reservation Hierarchy:** 1) Athletics and Wellness  
2) University Events  
3) Campus Organizations and External Clients

**Reservation Method:** Live25

**Primary Department:** Department of Athletics & Wellness

**Room Amenities:** Mondo rubber flooring, suspended throwing cage, suspended divider curtain (12,489 SF)

**Key Access:** A, B, C, D  
**Key Number:** GA43

### 208A Athletic Storage

**Purpose:** The primary purpose of this space is to serve as intramural and intercollegiate storage for the multipurpose gym.

**Reservation Calendar:** N/A  
**Reservation Hierarchy:** N/A  
**Reservation Method:** N/A

**Primary Department:** Department of Athletics and Wellness (Fitness Center)

**Room Amenities:** 7 Storage cages (897 SF)

**Key Access:** A, B, C, D  
**Key Number:**

### 208B TEL/Data

**Purpose:** The primary purpose of this space is to house Telephone and Data support functions.

**Primary Department:** ITS

**Room Amenities:** (86 SF)

**Key Access:** Card Reader

### 208C Storage

**Purpose:** The primary purpose of this space is to serve as intramural and intercollegiate storage for the multipurpose gym.

**Reservation Calendar:** N/A  
**Reservation Hierarchy:** N/A  
**Reservation Method:** N/A

**Primary Department:** Department of Athletics and Wellness (Fitness Center)/CESO
Room Amenities: Well 208 sound system, 7 storage cages (391 SF)
Key Access:

209 Restroom/Changing Room
Purpose: This is gender neutral bathroom that is open for the public but could be assigned to an intercollegiate team if needed.
Purpose: The primary purpose of this space is to serve as a public gender neutral bathroom. It may also serve as an intercollegiate locker room.
Reservation Calendar: N/A
Reservation Hierarchy: Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Department of Athletics and Wellness (Equipment Room)
Room Amenities: 1 accessible toilet, 1 accessible shower, 1 locker, 1 bench (86 SF)
Key Access: A, B, C, D
Key Number: GA46

210 Facilities
Primary Department: Facilities (Maintenance)
Room Amenities: (56 SF)
Key Access: A, C, D
Key Number: GD2

211 Office
Purpose: This space is designated for the Department of Athletics & Wellness Manager of Intramurals and Assistant Sports Information Director.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Department of Athletics & Wellness
Room Amenities: Standard workstation with terminal, 2 side chairs, whiteboard (108 SF)
Key Access: A, C, D
Key Number: GC44

212 Classroom
Purpose: The primary purpose of this space is to offer a space for academic classroom use. During the academic year, the room has a defined secondary use serving as a study hall for student-athletes. When not serving those needs, it is also available for other programming that is appropriate for a classroom outfitted space (e.g. meetings).
Reservation Calendar: Fall Semester Reservations – after Academic Affairs assignments (Summer)
Spring Semester Reservations – after Academic Affairs assignments (Fall)
Summer Semester Reservations – after Academic Affairs assignments
Reservation Hierarchy: 1) Academic Affairs - through semester classroom assignments
2) Athletics & Wellness – for two weeks following classroom assignments
3) Campus Events – for one week following Athletics & Wellness
4) Campus Organizations and External Clients
Reservation Method: Live25
Primary Department: Academic Affairs
213 Women's Restroom
Purpose: The purpose of this space is to be a public, women’s restroom.
Reservation Calendar: N/A
Reservation Hierarchy: Public Space
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 4 restroom stalls, 4 sinks (228 SF)
Key Access: A, B, C, D
Key Number: GA47

214 Men's Restroom
Purpose: The purpose of this space is to be a public, men’s restroom.
Reservation Calendar: N/A
Reservation Hierarchy: Public Space
Reservation Method: N/A
Primary Department: Facilities
Room Amenities: 2 restroom stalls, 2 urinals, 4 sinks (224 SF)
Key Access: A, B, C, D
Key Number: GA48

215 Women’s Locker Room
Purpose: The primary purpose of this space is to serve as the temporary locker room for the
Worcester State female community. It may also be used to serve as locker room locations for visiting
teams or officials.
Reservation Calendar: N/A
Reservation Hierarchy: Public Space/Department of Athletics and Wellness Only
Reservation Method: Live25
Primary Department: Public Space/Department of Athletics & Wellness
Room Amenities: 35 -12” full metal lockers, maple bench, 3 showers, 1 accessible shower, 3 sinks, 3 restroom stall (508 SF)
Key Access: A, B, C, D
Key Number: GA50

216 Elevated Track
Purpose: The primary purpose of this space will be to provide the Worcester State community a
location to exercise via walking or running.
Reservation Calendar: The Department of Athletics and Wellness will have full-time access to
reserve this space. University events will be able to reserve space through CESO prior to campus
wide access but only after receiving approval from the Department of Athletics and Wellness.
Reservations for the remaining constituents will be available via the following protocol.
Reservations for the Fall semester only (through December 31) will open to campus two weeks
following Commencement. Reservations for the Spring semester only (through June 30) will open to
campus two weeks after registration.
Reservation Hierarchy:  1) Athletics and Wellness  
                      2) University Events  
                      3) Campus Organizations and External Clients
Reservation Method:  Live25
Primary Department:  Department of Athletics and Wellness
Room Amenities:    Clothing rack, 1 bench, 1 AED, 4 fire extinguishers, 2 water fountains (7,073 SF)
Key Access:      A, B, C, D
Key Number       GA63

217  Emergency Electric
Purpose: The primary purpose of this space is for Wellness Center emergency electrical mechanicals.
Primary Department:  Facilities
Room Amenities:    (28 SF)
Key Access:       Card Reader

218  Electric Support
Purpose: The primary purpose of this space is for Wellness Center electrical mechanicals.
Primary Department:  Facilities
Room Amenities:    (97 SF)
Key Access:       Card Reader

219  Men’s Locker Room
Purpose: The primary purpose of this space is to serve as the temporary locker room for the Worcester State male community. It may also be used to serve as locker room locations for visiting teams or officials.
Reservation Calendar:  N/A
Reservation Hierarchy:  Public Space/Department of Athletics and Wellness Only
Reservation Method:  Live25
Primary Department:  Public Space/Department of Athletics & Wellness
Room Amenities:  35 -12” full metal lockers, maple bench, 3 showers, 1 accessible shower, 3 sinks, 2 restroom stalls, 1 urinal (508 SF)
Key Access:     A, B, C, D
Key Number       GA55

C201  Corridor E
Purpose: This the second floor corridor that runs from the north end of the building to the second floor lobby. It is not able to be reserved.
Reservation Calendar:  N/A
Reservation Hierarchy:  N/A
Reservation Method:  N/A
Primary Department:  Public Space/Department of Athletics & Wellness
Room Amenities:  4 lounge chairs, 1 lounge table, 4 benches, 1 extinguisher (2,595 SF)

E200  Elevator
Purpose: The purpose of the elevator is to provide accessibility for patrons of the Wellness Center as well as afford the ability to move items easily to both floors of the facility. The elevator also provides roof access for facilities personnel only.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness
Room Amenities: (99 SF)

S201 Stair A
Purpose: This is the main staircase in the first floor lobby connecting the first and second floors.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S202 Stair B The 15-40 Connection Staircase
Purpose: This is the fitness center internal staircase connecting the first and second floors.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S203 Stair C
Purpose: This staircase connects the first floor locker room/athletic training room area to the south end of the multipurpose gym on the second floor. This staircase also has roof access for facilities personnel only.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S204 Stair D
Purpose: This staircase connects the first and second floors inside the north entrance to the Wellness Center.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

S205 Stair E
Purpose: This staircase connects the first floor of the competition gym to the second floor elevated track in the southeast corner of the competition gym.

Reservation Calendar: N/A
Reservation Hierarchy: N/A – Public Space
Reservation Method: N/A
Primary Department: Public Space/Department of Athletics & Wellness

THIRD FLOOR

WSU
301 Mechanical Room Support No

Primary Department: Facilities
Key Access: C
Key Number: GC59

302 Elevator Control Room

Purpose: The purpose of this space is to support the elevator mechanicals.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities Department
Key Access: Card Reader

E300 Elevator

Purpose: The purpose of the elevator is to provide accessibility for patrons of the Wellness Center as well as afford the ability to move items easily to both floors of the facility. The elevator also provides roof access for facilities personnel only.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities Department
Room Amenities: (99 SF)
Key Access: C
Key Number: GC54

S303 Stair C

Purpose: This staircase connects the first floor locker room/athletic training room area to the south end of the multipurpose gym on the second floor. This staircase also has roof access for facilities personnel only.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities Department
2 outlets

S304 Stair D

Purpose: This staircase connects the first and second floors inside the north entrance to the Wellness Center. This staircase also has roof access for facilities personnel only.
Reservation Calendar: N/A
Reservation Hierarchy: N/A
Reservation Method: N/A
Primary Department: Facilities Department