



Policies & Procedures Governing the Use of Covelle Hall

To enhance the quality of programs offered through the Student Life Department and Wellness Center, and to provide the safest possible environment for students, faculty and staff of OSU Institute of Technology (OSUIT), the following policies and procedures have been implemented for the use of Covelle Hall.

Covelle Hall is available to all OSUIT students enrolled in accredited courses, their spouses and dependent minor children (under 21 years of age). In addition, the same applies to full-time faculty and staff, their spouses and dependent minor children. To enter Covelle Hall, full-time OSUIT students, faculty, and staff must present a valid OSUIT identification card, must be dressed in appropriate athletic attire, and must wear clean athletic shoes. Spouses of the full-time OSUIT students, faculty and staff must present both, a valid driver's license and their spouse's valid OSUIT identification card before use of the facility is granted. All dependent minor children are prohibited from use of the locker rooms, and must be accompanied by a legal guardian in all remaining areas of the facility. Parents of children are ultimately responsible for their supervision, safety, and behavior while in Covelle Hall.

To check out equipment, full-time OSUIT students, faculty and staff must present their valid OSUIT identification card at the equipment check out desk. The ID card will be kept until the equipment is returned. Student Life Staff is responsible for checking the condition of the equipment prior to checking it out and upon its return. Individuals that abuse Student Life equipment will be billed for the purchase price of the equipment.

Covelle Hall offers a guest day pass for \$5.00. Each guest must be accompanied by a student/faculty/staff. The guest pass is only valid for the day on which it was purchased. Monday-Sunday guests must be at least 18 years old and present a driver's license or other photo ID with birth date, when purchasing a pass. A student/faculty/staff is allowed to sponsor 2 guests per visit. Each guest must meet the age requirements. The student/faculty/staff is responsible for their guests. Poor behavior, misuse of equipment, and vandalism are a few of the reasons all the guests and the student/faculty/staff will be asked to leave. NO REFUNDS will be given. Intentional destruction of property by any guest or student/faculty/staff will be charged to the student/faculty/staff bursar account equal to replace the property. Guests do not have the privilege of checking out equipment. A student/faculty/staff must do this for the guest. It is required that all guests be in the same area as the student/faculty/staff while using any area of the facility. If the student/faculty/staff leaves the building, all guests are required to leave also.

All persons in Covelle Hall must abide by the rules governing the facility and adhere to the policies and procedures of this institution. Any individual found in violation of these guidelines will not be allowed the use of the facility.