

POUND HALL GUEST PASSES

Purpose: To outline steps for purchasing/entering a guest pass at Pound Hall

Scope: Satellite Staff and Managers

Procedures:

- I. GUEST PASS AT POUND HALL
 - a. Guest passes cannot be purchased in person at Pound Hall.
 - b. Patrons must visit our website (shop.recsports.uga.edu) to purchase a guest pass for use in the facility.
 - c. Refunds cannot be processed at Pound Hall. Should a patron request a refund, they must visit the Business Office at the Ramsey Student Center Monday – Friday from 8am to 5pm.
 - d. When a patron presents a guest pass at Pound Hall, staff must redirect to the “Guest” tab in Fusion under “Access”
 - e. Staff will enter the 6-digit guest pass number presented on the patron’s receipt.
 - f. Staff will allow the guest access via the turnstile.
 - g. All guests must sign the liability waiver at the desk.
 - h. Be sure to contact Rec Sports at 706-542-5060 if you have any problems with a guest pass.