Policies, Rules and Regulations

E.1 General Policies

- Anyone taking pictures/videos must request approval from the Wellness Center Leadership Team at least 24 hours in advance. Pictures/Videos may NOT be taken in the locker rooms or restrooms.
- Activity areas are designated as track, weight room, cardio and circuit deck, group exercise studios, stretching areas, functional fitness areas, rockwall, main gym, multi-activity court, zendo and quiet lounge.
- No bicycles, skateboards, hoverboards or scooters are allowed in the Wellness Center, with the exception of rollerblades and unicycles in the Multi Activity Court and strollers in non-activity spaces only. Bicycles that are checked out from the Outpost may be transported in and out of the facility by the main doors only.
- Use of informal activity spaces when not scheduled/reserved is first come, first serve.
- Spitting in the common areas, water fountains or activity areas such as courts, track, etc., is not permitted. Trash cans are provided in all areas for spitting.
- Personal items shall not be left or placed on the floor or on equipment. Individuals may utilize spaces provided in the locker rooms, such as a storage bin or a locker. Day use lockers are available for use at no cost to the member.
- Staff members are not to hold equipment, valuables or bags for participants.
- Closing announcement will be made beginning approximately 15 minutes prior to closing. All participants are expected to finish activities, re-rack all weight equipment, return any checked-out equipment, finish showering and exit the Wellness Center by closing time.
- The Wellness Center facility may not be used for private or commercial purposes unless such activity has been approved by the Wellness Center Leadership Team. Examples of prohibited activity include, but are not limited to: personal training, private instruction, sales, etc.
- Areas within the Wellness Center and equipment shall be used for intended purposes. Equipment shall be returned to its appropriate location. Weight bars and dumbbells are intended for the weight floor surface only; they are not to be taken onto the terrazzo floor, gym space, or upstairs.

E.2 ADA Statement

Individuals with disabilities are encouraged to participate in all Wellness Center sponsored events. If you are a person with a disability who requires an accommodation in order to participate in a program, please contact the Wellness Center in advance at 777-9355 or und.wellnesscenter@und.edu.

Only service animals are permitted in the Wellness Center. The Americans with Disabilities Act (ADA) and ND Law (ND Century Code, Sec 25-13) allow service animals to accompany persons with disabilities on the UND campus. The ADA defines service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability. For more information and the
complete policy regarding animals, see Disability Support Services on the University of North Dakota website.

**E.3 Alcohol, Drugs, and Tobacco**

The Wellness Center is a substance-free facility. Possession or use of alcoholic beverages, illegal drugs and tobacco products is prohibited in the Wellness Center. Refer to the Tobacco FREE UND website for where tobacco is allowed. [http://und.edu/health-wellness/healthy-und/tobacco-free-und/](http://und.edu/health-wellness/healthy-und/tobacco-free-und/)

**E.4 Attire and Footwear**

The Wellness Center reserves the right to determine the acceptability of all exercise attire. Wellness Center staff decisions concerning appropriate clothing will be final. Failure to dress properly may result in denial of use of the Wellness Center. If necessary, a Wellness Center member may be addressed by a staff member if clothing is offensive to another user, is inappropriate or if items pose a danger to self or others.

Appropriate attire is required at all times.

- Clothing with offensive language or profanity, designs, or pictures is not acceptable.
- Closed toe, closed heel, non-marking athletic shoes are required for all activity areas. Boots, heels, spikes, sandals will not be allowed. Permissible exceptions are noted in area specific policies.
- Shoes, shirts, shorts and/or pants must be worn in the Wellness Center.
- Jeans or zippered or metal riveted shorts or pants are prohibited in most activity areas due to the risk of ripping equipment upholstery and potential risk of injury. Permissible exceptions are noted in area specific policies.
- Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate support and undergarments are required at all times.
- Acceptable tops include a t-shirt, tank top or sport top that covers the chest and torso one fist below the armpit.
- A SECOND pair of clean, dry shoes is suggested for use in the Wellness Center.
- Jewelry which may cause equipment damage or pose a risk of injury should be removed.

**E.5 Cell Phones**

Use of cell phones is not permitted in locker rooms or while using equipment other than listening to music. Patrons must utilize headphones/earbuds while listening to music. Out of respect for others, we ask that you limit your cell phone use in public areas. Cell phones are to be used in common areas of the facility only.

**E.6 Computer Use Policy**
Individuals who use the Wellness Center resource lounge computers assume the responsibility of seeing that these resources are used in the appropriate manner. Misuse of computer facilities is considered a violation of University policy and regulations and may also be a violation of law if data of other computer users are disturbed or the privacy rights of individuals are violated.

Members who wish to use their personal laptops, tablets, phones, etc. for the playing of exercise videos may utilize the group exercise studio during non-class times and must share the room with others that wish to use the space. Per copyright guidelines, all workout videos (Beachbody, P90X, Insanity, etc.) are limited to only one person following along with the video at all times.

E.7 Damages

Participants utilizing the Wellness Center facility and equipment assume the liability of and agree to compensate the Wellness Center for any damage other than normal wear and tear while it is being used.

E.8 Ejection

Noncompliance with any University or Wellness Center policies is subject to ejection. When an individual is ejected from the facility for any reason, that individual is suspended from any Wellness facility and program until they have met with the Wellness Center Director or designee. Sanctions may be appealed to the Student Wellness Advisory Council.

E.9 Equipment Checkout

Members may check out equipment free of charge with proper ID at the Welcome Desk or Fitness Desk.

- The equipment should be returned to the Welcome Desk or Fitness Desk before leaving the facility or before the facility closes on the day the equipment was checked out.
- The person checking out the equipment is responsible for the item(s). If the equipment is lost, damaged or not returned, then the individual who checked it out is responsible for the costs for replacing the item. The participant cannot regain membership until charges are paid.
- General wear and tear on equipment is the responsibility of the Wellness Center.

E.10 Food and Beverages

- Food is NOT allowed at any time in any activity areas (exception: food may be allowed for special events if prior approval/arrangements are granted as part of a facility reservation).
- Drinks are NOT allowed into either GX studio or the Main Gym.
- Water and sport drinks ONLY are allowed in all other activity areas and must be in a container with a closed lid. Paper/plastic cups with plastic lids and straws (i.e., Big Gulp or McDonalds cup) are NOT allowed in activity areas.
- All containers are subject to substance check at any time by the Wellness Center staff.
- Glass containers are prohibited at all times.
- Chewing gum is allowed within the Wellness Center. However, it is highly recommended you refrain from doing so to ensure your own and others safety and help maintain the cleanliness of our equipment and facility.

E.11  Guests

Current Wellness Center members may bring guests into the facility under the following guidelines:

- The sponsor must present a valid Wellness Center or UND ID Card, and the guest must present a valid photo ID.
- Members are eligible to sponsor up to two (2) other individuals at any given time.
- Guest passes can be purchased for $5 per day.
- The sponsor is responsible for any guest(s) at all times while in the facility.
- The guest must be 18 years or older.
- Admittance of guest(s) is at the discretion of the Wellness Center staff to ensure the availability of equipment and facilities to UND students and Wellness Center members. Guest(s) will not be permitted if it may negatively impact the safety or quality of services provided.
- Both parties must complete the respective sections of the form to be permitted entry.
- Sponsored members are not eligible to bring guests into the facility.
- Individuals who wish to enter our facility as a spectator for Wellness Center events (not participating in any activities), must still abide by our guest policy and purchase a guest pass.

E.12  Lost and Found

- Found items should be turned in at the Welcome Desk.
- Inquiries regarding items lost should be made at the Welcome Desk.
- Items not claimed within 14 days will be donated to a charity.
- Staff members are not permitted to hold valuables.
- The Wellness Center is not responsible for lost or stolen belongings.
- UND ID cards turned in as Lost and Found will be sent to UND One Stop Student Services.

E.13  Solicitation/Giveaways

No solicitation shall be conducted in or around the Wellness Center except by the employees of the University acting in the scope of respective agency or employment; or by established student organizations, in accordance with University policy; or by approval through facility reservation procedures.

The Wellness Center does not support the use of nutritional supplements nor will it allow the distribution or advertisement of consumable products in or around the Wellness Center or through
Wellness Center sponsored events except when required per agreements with external contracts. The Memorial Union may be an option for individuals seeking to distribute such products.

### E.14 Poster Displays

**Posters and Flyers**

- All postings external to the Wellness Center must be submitted for approval by designated Wellness Center staff. Submissions must include a contact name, phone number, and sponsoring organization or department displayed on the posting.
- There is no cost for posting items in the Wellness Center, however printing costs are to be covered by the submitting group.
- No political or religious endorsements allowed (unless sponsored by a recognized UND Student Organization).
- No offensive or suggestive language/design.
- No handmade signs accepted.
- Suggestion and/or implication of activities where alcohol or other drugs will be present are not allowed.
- Commercial/off-campus promotions are allowed, but are subject to approval.
- All posted material must contain a date stamp/approval from the Wellness Center designees.
- The Wellness Center determines and designates the locations within the building where promotional material may be displayed or placed for distribution.
- The Wellness Center is not responsible for any damage to posted material while on display. Organizations or departments who want their material returned, must advise the Wellness Center staff and make arrangements to pick up the material after it has been taken down.
- The actual posting of flyers will be done by the Wellness Center staff.
- It is at the Wellness Center’s discretion when to remove posted material.
- Promotional material that is found displayed without proper approval will be removed by the Wellness Center staff.

**Digital Signs**

- The Digital Signs within the facility are for internal use only.

### E.15 Towel Policy

**White Sweat Towels** - Towels will be available for the participants of Wellness Center facility. Towels are located at the Welcome Desk and processed similar to other Wellness Center equipment, requiring a UND ID for check-in and check-out. Participants are only allowed to have one towel checked out at any given time.

**Blue Cleaning Towels** – Blue cleaning towels are provided throughout the facility and are designated for cleaning only. Please use only one towel for your workout to clean your equipment. Spray the towel
directly and leave the spray bottles with the cart. Do not spray equipment or machines with the spray bottles. Return the towels to the towel carts to be laundered.

**E.16 Wellness Center Refund Policy**

Members may request a refund for Wellness Center services by completing a refund request form at the Welcome Desk.

All refund requests will be reviewed and approved by the area supervisor where the service is being provided. If the original payment was by credit card, the same card number with expiration date as used for the initial purchase will be required. Refunds for services paid by cash or check will be processed through UND Accounts Payable. Patrons not completing the refund process within 30 days of approval will forfeit the refund.

Participants requesting to cancel their registration for a Wellness Center class 48 hours prior to the first initial class will receive a full refund. If cancellation occurs less than 48 hours prior to the first class, the area supervisor will determine how much of the fee, if any, will be refunded. Refunds for Intramurals are subject to Intramurals Refund Policy.