Introduction

A.1 Disclaimer

The purpose of these policies is to provide guidelines for the users of the Wellness Center facility. Our goal is to create a safe and enjoyable environment for participants of the center. The use of the Wellness Center is a privilege, and individuals not cooperating with established policies may be asked to leave or may have their privileges revoked. Wellness Center staff reserves the right to make judgment and the final decision on policies not covered in this participant policy manual.

A.2 Standardization and Control of Wellness Center Documentation

PURPOSE
To document the format and process for creating a new or updating an existing policy manuals.

SCOPE
This policy applies to the Wellness Center policy manuals.

PROCEDURE

A. General Procedures
1) The Wellness Center Director will assist in the creation or the updating of an existing policy.
2) Student Wellness Advisory Committee will review and have an opportunity to make recommendations on all policies.
3) Wellness Center Executive Team will make final approval on all policies.
4) An annual review will be administered by the Wellness Center Director in conjunction with the Wellness Center Executive Team

B. Creating a New Policy
1) When a new policy is created, a new reference page (ex: A – 1) must be displayed in the top right corner of the new document.
2) The new document must be added to the table of contents under the correct heading.
3) The effective date must be recorded in the footer of each document; this is the date the policy was created.

C. Updating an Existing Policy
When changes or updates are made to an existing policy; the updated date must be added and/or changed in the footer.

D. Deleting a Policy
When it is determined that a procedure is no longer needed, that procedure should be removed.

E. Communicating Policies
Complete current policies will be maintained in a digital format in the department shared folder and made available upon request.
A.3   Code of Conduct

In order to maintain a high level of service to our users, the Wellness Center enforces a Code of Conduct that all participants must follow. The Wellness Center staff appreciates your cooperation in creating a friendly and positive environment for wellness opportunities in all areas of our facility.

Participation in all programs and recreation at the Wellness Center is a privilege. All users who participate in activities or who utilize the Wellness Center facility agree to adhere to all UND policies, including the Code of Student Life (http://und.edu/student-affairs/code-of-student-life) and the following expectations:

Participants are expected to:

- Treat the Wellness Center staff and facility with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all others in the Wellness Center facility.
- Refrain from vulgar language and offensive conduct. Such language that is deemed offensive to others will not be tolerated.
- Adhere to the rules and policies included in this document and set by the Wellness Center and University of North Dakota in its facility.
- Act in a safe, responsible manner regarding themselves and others.
- Report any concerns about the facility and/or equipment to the Wellness Center staff as soon as possible.
- Contact a member of the Wellness Center staff should an accident, injury or related incident occur.
- During emergency situations, follow the direction of the Wellness Center staff.
- Participants engaging in inappropriate behavior or violating Wellness Center policies may be subject to have their privileges of participation revoked and could face possible University disciplinary action.

A.4   General Information

| Wellness Center General Number | (701) 777-9355 |
| Wellness Center General Email   | und.wellnesscenter@und.edu |
| Website Address                | http://und.edu/health-wellness/wellness/ |
A.5 Emergency Phone Numbers

Emergency numbers are listed below in primary contact order:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire-Ambulance-Police</td>
<td>911</td>
</tr>
<tr>
<td>University of North Dakota Police</td>
<td>(701) 777-3491</td>
</tr>
<tr>
<td>UND Emergency and Public Safety</td>
<td>(701) 777-3341</td>
</tr>
<tr>
<td>UND 24 Hour Operations Center</td>
<td>(701) 777-2591</td>
</tr>
</tbody>
</table>

Safety Management Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Center Director</td>
<td>(701) 777-0729</td>
</tr>
<tr>
<td>Coordinator of Membership and Facility Services</td>
<td>(701) 777-0486</td>
</tr>
<tr>
<td>Coordinator of RecSports and Special Events</td>
<td>(701) 777-3256</td>
</tr>
<tr>
<td>Coordinator of Fitness</td>
<td>(701) 777-2943</td>
</tr>
<tr>
<td>Coordinator of Staff Development</td>
<td>(701) 777-4864</td>
</tr>
<tr>
<td>Assistant Director of Nutrition and Wellness Programs</td>
<td>(701) 777-0769</td>
</tr>
</tbody>
</table>

A.6 Mission/Vision/Values

Mission Statement

We provide a culture of wellness that educates and impacts the UND community.

Core Values

- **Teamwork** – We are all in this together
- **Quality** – We will provide the highest level of service
- **Integrity** – We will act with high ethical standards
- **Balance** – We will promote work-life balance
- **Impactful** – We will make a difference
- **Passion** – We believe in what we do

A.7 Assumption of Risk

The Wellness Center operates on an “exercise at your own risk” policy. The use of the Wellness Center facility and its programs is completely voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither the University of North Dakota, nor the Wellness Center can assume any responsibilities for injuries incurred through participation in its programs and/or services in or outside the facility. It is strongly advised that participants use caution and be aware of potential health risks associated with exercise, and obtain a physical from a doctor before beginning an exercise program.
All participants are required to maintain a current Waiver of Liability with the Wellness Center. Waivers must be renewed annually on or after August 16.

A.8 Location and Hours of Operation

UND Wellness Center
801 Princeton Street Stop 8365
Grand Forks, ND 58202

Hours of Operation

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>5:30 am – 11:00 pm</td>
<td>5:30 am – 9:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am – 8:00 pm</td>
<td>9:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 – 9:00 pm</td>
<td>12:00 – 6:00 pm</td>
</tr>
</tbody>
</table>

Reduced hours of operation (including closure) are in effect during semester breaks, university holidays and other scheduled breaks.

The Wellness Center will be closed on the following days:
- Thanksgiving
- Christmas Eve and Day
- New Year’s Day
- Easter Sunday
- Independence Day
- Memorial Day

An annual shutdown will occur the first full week of August for routine maintenance and cleaning. Guests will be notified of the shutdown prior to the event.

Please note that all hours are subject to change due to the academic calendar, unforeseen circumstances, employee trainings and/or maintenance schedules. Please consult our website for the latest information pertaining to hours of operation.