# UND Wellness Center Participant Policy Manual

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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>Number</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>Phone</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.
Access/Entrance/Exit

B.1 Facility Entrance/Exit Policy

The Wellness Center is a controlled access facility. Only authorized users are allowed entry. The Wellness Center is intended for the use of current UND students and other authorized members of the UND community.

All participants must check into the building at the front desk and must show a proper ID card (UND or Wellness Center ID). Showing proper identification to the Welcome Desk Associate is the only acceptable method of proving your membership status. Members who have forgotten their ID card have an option to pay the day pass guest fee of $5.00. However, if a member has another valid form of ID, they may use the Friendly Reminder program.

The Friendly Reminder program grants access to a member who does not have their membership ID card with them. The program may only be used once per semester per member. After a member has used their free pass via the Friendly Reminder program for the semester, he/she must either pay the day pass fee of $5.00 or not enter the facility.

ID cards are non-transferable and for the exclusive use of the person named on the card. Cards will be confiscated (involved parties subject to disciplinary action) if presented by anyone other than the rightful owner.

Participants must possess, and display upon request, appropriate identification. The Wellness Center reserves the right to request identification at any time. Non-members, suspended members or expired members will not be allowed access to the Wellness Center.

Any misuse of valid IDs and improper entry is subject to disciplinary action including immediate removal and suspension from the Wellness Center and further University discipline. Photocopies of a UND photo ID are not acceptable.

If the photo, name and/or ID number(s) are not visible on a UND card, the card is not considered valid. Your cooperation in presenting proper identification is expected at all times.

Outside guests meeting with Wellness Center Management staff must check in at the Welcome Desk before entering past the controlled access point and also must sign into the Visitor Guest Log.

Entry and exit of the Wellness Center must always be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to disciplinary action.
Membership

C.1 Student Membership Categories

Student Membership
Current UND students, who are enrolled in classes and paying mandatory student fees, are eligible for membership by signing a waiver of liability. Some course registrations do not include the mandatory student fees and thus enrollment does not qualify for entry into the Wellness Center, without a paid membership. Examples that do not require payment of the mandatory fees include correspondence courses, continuing enrollment credits and audits.

Non-Enrolled Student Memberships
- The Non-Enrolled student membership is available for purchase to UND students who are not currently enrolled in classes during the summer semester.
- You must be enrolled in the next semester and have been enrolled in the spring.
- Proof of enrollment for the fall semester is required at the time of sale.

Incoming Student Memberships
- Any student attending UND for the first time will be eligible for membership after providing documentation with either a letter of acceptance or through a printed class list showing they are enrolled in classes.
- After documentation has been provided the student will be subject to the student rate.

Other approved student affiliations may be eligible to purchase membership through an agreement with the Wellness Center.

C.2 UND Employee Memberships

Current UND faculty and staff are eligible to purchase a membership.

C.3 Wellness Center Associate Membership

Any member of the Wellness Center may sponsor a new member, 18 years of age or older, at the Associate Member rate.
- To purchase a sponsored membership or day pass, both the current member and sponsored member must be present. Either the current member or the sponsored member may purchase the membership.
- Wellness Center employees cannot sponsor a member during their scheduled work shift.
- Renewal of the sponsored membership requires both parties to be present at the point of sale.

The Wellness Center recognizes the partners and affiliates of the University and will offer a membership equal to a University Associate membership. The following are considered to be recognized affiliates of the University.
- Aerospace Foundation
- Airport Security
- UND Alumni Association & Foundation
- Altru Clinic
- Center for Community Engagement – VISTA Members
- Center for Innovation tenants
- USDA Human Nutrition Research Center
- Institution for Philosophy in Public Life (IPPL)
- North Dakota Geological Survey
- North Dakota University System (NDUS)
- REAC1
- University Village
- Ralph Engelstad Arena
- University of North Dakota Bookstore

The Wellness Center recognizes the following organizations as associates:
- Campus Ministries which include Christus Rex, Wittenberg Chapel, St. Thomas Aquinas Center, FOCUS and United Campus Ministry
- North Dakota Museum of Art
- Skalicky Tech Incubator
- Osher Lifelong Learning Institute (OLLI)
- Bronson Property Businesses

Requests to become a recognized associate should be directed to the Coordinator of Membership and Facility Services. Final approval will be granted by the Wellness Center Executive staff.

### C.4 Membership Rates

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<thead>
<tr>
<th></th>
<th>Month</th>
<th>Annual</th>
<th>Semester (Fall/Spring = 4.5 mo.)</th>
<th>Summer (3 mo.)</th>
</tr>
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<tbody>
<tr>
<td>Fee-paying Students</td>
<td>$28.64</td>
<td>*</td>
<td>$128.88</td>
<td>*</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-fee paying Students</td>
<td>$30</td>
<td>$360</td>
<td>$135</td>
<td>$90</td>
</tr>
<tr>
<td>UND Associates</td>
<td>$40</td>
<td>$480</td>
<td>$180</td>
<td>$120</td>
</tr>
</tbody>
</table>

* Depends upon individual enrollment for summer

- Spring semester membership: January 1- May 15
- Fall semester membership: August 16-December 31
- Summer semester memberships are available from May 16 to August 15

### C.5 Payment

Memberships may be purchased during hours of operation at the Welcome Desk and paid for by cash, check or credit card. The Wellness Center accepts the following credit cards: Visa, MasterCard and Discover. Renewals may be processed online using the Wellness Center member portal ([http://und.wellnessregistration.und.edu](http://und.wellnessregistration.und.edu)).
Members who are salaried and benefited employees of the University may sign up for payroll deduction. Payroll deduction allows your dues to be directly withdrawn from your paychecks each month. To sign up for payroll deduction you must complete the payroll deduction authorization form.

- **All salaried**, 9 and 12 month benefited employees of the University of North Dakota are eligible for payroll deduction. Hourly employees are not eligible for payroll deduction.
- A deduction will be taken each pay period, in accordance to the applied membership dues. 9 month employees will pay for their membership in 18 pay periods and 12 month employees will pay for their membership in 24 pay periods.
- Memberships will be paid through the Payroll Office at the University of North Dakota or through special arrangements of the corresponding affiliate organization.

## C.6 Cancellations

All members of the Wellness Center, except UND Students are eligible to cancel their semester or annual memberships. No other membership type is eligible for cancellation, i.e. day and month.

1. All cancellations must requested by completing the Membership Cancellation Form.
2. At least thirty days’ notice from the day you want your membership canceled is required.
3. At the time of cancellation the Wellness Center may refund a prorated amount of the membership dues.
4. All Wellness Center account balances are due at the time of cancellation.

All payroll deduction members must adhere to all cancellation policies as well as submit the payroll deduction authorization form indicating cancellation.

## C.7 Leave of Absence

Any member, except UND Students, may request a temporary leave of absence by completing a Temporary Leave of Absence Form. The member will be contacted as to the status of his/her request, and arrangements will be made as to how the membership will be handled.

## C.8 Conflicts

Conflicts regarding membership status, refund, cancellation, or leave of absence requests shall be referred to the Coordinator of Membership and Facility Services. Decisions may be appealed through the Student Wellness Advisory Committee (SWAC).
Parking

D.1 Parking

All students, faculty and staff who operate a motor vehicle and who use the Wellness Center parking facilities must register their vehicle with the UND Traffic Division. A fee will be charged and a copy of the UND Parking Regulations will be provided upon request. All persons who bring a motor vehicle on campus must comply with these regulations. Refer to the University of North Dakota Traffic Division and Parking website at www.parking.und.edu for complete policies regarding parking on the UND campus.

- Wellness Center parking passes can only be given to individuals who do not attend or work for the University of North Dakota. Associate Members are the only individuals allowed to purchase Wellness Center parking passes. Parking passes are non-transferable and for the exclusive use of the vehicle named on the pass. The parking pass cannot be altered, is valid in the Wellness Center Parking lot only, and cannot be utilized for REA event parking.

- Passes may only be purchased for the corresponding duration of the current membership.
  - $10 per month
  - $15 per semester
  - $40 per year
Policies, Rules, and Regulations

E.1 General Policies

- Anyone taking pictures/videos must request approval and should be directed to the Facility Manager on duty or the Marketing Manager and after 5 pm the Night Coverage/On Call/Break Coverage Professional will give final approval. Pictures/Videos may NOT be taken in the locker rooms or restrooms. It is recommended that picture/video requests be placed at least 24 hours in advance. Participants who wish to have their photo taken while engaged in activities at the Wellness Center must have permission of the employee supervisor of that activity area.

- No bicycles, skateboards, 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 (including priority scheduling) is first come, first serve.

- Spitting in the common areas 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.

- A closing announcement will be made approximately 15 minutes prior to closing. All participants are expected to finish their activity, 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 Executive 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 attend 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/

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 will result in denial of use of the Wellness Center. If necessary, a Wellness Center member may be addressed by a staff member if his/her 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.
- Sandals and open toed and open heeled shoes are not permitted in any activity area throughout the Wellness Center. 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 activity areas due to the risk of ripping equipment upholstery and pose a risk of injury.
- 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.
- 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. If a cell phone is used as an MP3 player it may be utilized while using equipment. 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 computer clusters 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 to 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 Check-Out

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 his/her 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 by the Coordinator of Membership and Facility Services).

- Drinks are NOT allowed into any activity area with a wood floor. Water and sport drinks may be allowed in cubby areas.

- Water and sport drinks ONLY are allowed in activity areas without a wood floor. Water and sport drinks 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 Locker Rental

- Half and full size lockers will be available to rent on a first-come, first-serve basis for all members. Lockers may be renewed the month of expiration.

- If not renewed before current term ends, the lockers will become available for rental. Locker contents will be removed and stored at the Welcome Desk for two weeks. If the contents are not picked up after two weeks, the contents will be donated to charity. No compensation to the locker owner will be given if the items have been donated to charity.

- If a member purchases a membership in mid to late semester and would like to rent a locker; that person has the option to pay for a full semester or use a day locker for the remainder of that semester. Lockers will not be prorated.

- Lockers rental rates are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring</th>
<th>Summer</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half</td>
<td>$20</td>
<td>$15</td>
<td>$55</td>
</tr>
<tr>
<td>Full</td>
<td>$40</td>
<td>$30</td>
<td>$110</td>
</tr>
</tbody>
</table>

- Locks are not provided; the renter must provide their own lock. Please refrain from using puck style locks.

- Locks that are not removed by the end of the night on day-use lockers will be removed, and the contents found in the locker will be placed at the front desk.
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 given to a charity.
- Staff members are not permitted to hold valuables.
- The Wellness Center is not responsible for lost or stolen belongings.

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 their agency or employment; or by established student organizations, in accordance with University policy.

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 those individuals seeking to distribute such product.

E.14 Towel Policy

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.

E.15 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 24 hours prior to the first initial class will receive a full refund. If cancellation occurs less than 24 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.
Area Specific Policies

F.1  Cardio Deck

- Participants must wipe down the machine, including the seat and hand rails prior to using equipment and when finished. Disinfectant and Gym wipes are provided. When using spray bottle and dry wipes, please spray the wipe and not the machine/equipment.
- Please limit workouts to 40 minutes on a piece of equipment during busy times.

F.2  Running Track

- Non-marking athletic shoes are appropriate for the track. No boots or spikes.
- The track direction changes daily. Check signs before entering track lane and look both ways before crossing the track. Members must give the right of way to track users before crossing.
- Inside Lane = Walk       Middle Lane = Walk/Jog       Outside Lane = Run
- Give right of way to people passing on the track and passer should use a safe distance to do so.
- Track is limited to walking, jogging or running only. Stretching and warm-up exercises are to occur in the designated areas.
- The track is not an observation area; no one is allowed to stand on or block any lanes of the track at any time.

F.3  Main Gymnasium

- Non-marking athletic shoes only.
- No dunking or hanging on rims or net.
- No kicking or throwing of balls and/or other equipment.
- Volleyball and badminton nets and standards will be set up and taken down by the Wellness Center staff only.
- Guests are not to turn on the lights or tamper with the panel boxes. Requests or problems should be referred to the Welcome Desk.
- No food or beverages allowed. Water and sport drinks may be allowed in cubby areas.
- Use of informal activity spaces, when not scheduled/reserved, is first come, first serve.
F.4 Multi-Activity Court (MAC)

- Non-marking athletic shoes only.
- No intentional kicking or throwing of equipment towards the ceiling.
- Guests are not to turn on the lights or tamper with the panel boxes. Requests or problems should be referred to the Welcome Desk.
- Volleyball standards, badminton standards, hockey nets and tennis nets will be set up and taken down by the Wellness Center staff only.
- The use of rollerblades and unicycles are allowed in the Multi Activity Court.
- Use of informal activity spaces, when not scheduled/reserved, is first come, first serve.

F.5 Fitness Floor (Weight Area)

- Free weights must be restacked and barbells and dumbbells must be returned to the racks after use. Do not place free weights near or against mirrors. Ask a Fitness Experience Associate for assistance if necessary.
- Know your limits. Do not lift beyond your capabilities. Use spotters when necessary. Wellness Center Fitness staff members are allowed to spot only if and when s/he is capable and comfortable with the weight being attempted. At no time will a staff member compromise his/her own safety. Staff has the right to refuse service if they deem necessary.
- Slamming, dropping or clanking of the weights will not be tolerated. In order to ensure the safety of all members and preserve the equipment, and facility, please choose an appropriate weight that will prevent you from slamming, dropping or clanking of the weights.
- Weight belts and/or other accessories can be checked out at the Fitness Desk with an ID card.
- When crowded, do not occupy a select weight station for more than 10 minutes. Please limit circuit workouts to Circuit Deck or at slower times of the day.
- Wipe down the machine, including your seat and hand rails prior to using equipment and when you are finished. Disinfectant and Gym wipes are provided throughout the Fitness Floor. When using the spray bottle and dry wipes, spray the wipe. Do not spray the machine directly.
- No chalk is allowed on the weight floor.
- Most Olympic & Powerlifting style weight lifting is NOT allowed in the Wellness Center due to user safety concerns. Acceptable lifts include: Front Squat, Full Squat, Overheard Squat, Jump Shrug, Shrug, Hang Pulls, Deadlift, Bench Press and Dumbbell Snatch (Barbell snatch is not allowed). All acceptable lifts must be handled with control and performed in the power racks.
Dropping/slamming/clanking of the weights during these lifts is NOT allowed. Only deadlifts are permitted on the raised platform.

**F.6 Group Exercise (GX) Studios**

- Room is available for personal use when classes are not held. Shoes must be worn at all times & blinds are to remain open.
- Non-marking athletic and dance appropriate shoes only. Bare feet are only permitted during Yoga Classes.
- Member must bring valid UND or Wellness Center ID to be admitted to all classes and must swipe in prior to the start of class.
- Arrive prior to the start of the class. The GX Class will be closed 5 minutes after the session begins, no entry allowed
- If there are not enough participants to hold a class (less than 2 participants after 5 minutes of the start of the class), the class will be cancelled for the day.
- For safety purposes classes class sizes will be limited to the numbers indicated below:
  - Yoga – 40 participants
  - Muscle Pump/Weight Training – 25 participants
  - Zumba/Dance – 50 participants
  - Abs/Core – 40 participants.
- If you should need to leave class prior to completion, choose a location near the door as to not disrupt the class.
- Equipment provided in a group exercise class (hand weights, mats, medicine balls, etc.) may not be taken out of the room in which the class is being held.
- Equipment within the closets of the GX Studio is limited to classes or personal training sessions only.

**F.7 Rock Climbing Wall**

- Only staff and approved, belay-trained participants are permitted to belay climbers.
- All climbers must check in with the climbing wall staff before climbing. The wall is to be used only when staff-supervised.
- No climbing without shoes. This means no climbing in sandals, “toe shoes”, socks or barefoot. Shirts must be worn at all times.
- Loose clothing and jewelry must be removed before climbing and belaying.
- Observers, non-climbers and personal gear should not interfere with the safety of climbers.
- Only Rock Wall Staff are allowed to alter or set climbing routes.
- Climb within your limits.
- Loose chalk is provided by the climbing staff and should remain in the climbing wall area. Participants may bring in their own chalk, but it must remain in the climbing wall area.
- The Wellness Center reserves the right to remove any person from the premises for unsafe or inappropriate behavior.

F.8 Cycling Studio

- Room is available for use only when a staff member is present (i.e. an organized group exercise class or facility reservation.)
- Members must bring valid UND ID or Wellness Center to be admitted to all classes and must swipe in prior to the start of class.
- Please wipe down the machine, including your seat and hand rails when you are finished. Towels and disinfectant wipes are provided inside the Cycling Studio.
- Arrive prior to the start of the class. The Cycling Studio will be closed 5 minutes after the session begins, no entry allowed.
- If there are not enough participants to hold a class (less than 2 participants after 5 minutes of the start of the class), the class will be cancelled for the day.

F.9 Culinary Corner Demonstration Kitchen

- The Demonstration Kitchen is only available for programming (i.e. organized cooking classes or facility reservations) use. A staff member must be present at all times. The kitchen is not for personal use.
- For fee-based classes, payment is required before the start of the class. This can be paid at the Wellness Center Welcome Desk or online.

F.10 Circuit Deck

- Weight Machines are to be used as a circuit only. Participants may join circuit at any time by utilizing an unused machine. When signaled, participants will move to the next machine to their right.
- Follow the light indications:
  - Green – perform exercises; Red – Rotate to next machine
- Complete the circuit 2-3 times for most effective workout
- Know your limits. Do not lift beyond your capabilities
- Slamming or clanking of the weights will not be tolerated. In order to preserve the equipment, facility, and ensure the safety of all members, please choose an appropriate weight that will prevent you from slamming or clanking the weights.
- Immediately report any facility/equipment irregularity to a member of the Wellness Center staff at one of our service desks.
- Please wipe down the machine, including your seat and hand rails prior to using equipment and when you are finished. Disinfectant and Gym wipes are provided. When using the spray bottle and dry wipes, spray the wipe, and then wipe the machine. Do not spray the machine directly.
Student Wellness Advisory Committee (SWAC)

G.1 Purpose

The purpose of the UND Student Wellness Advisory Committee is to represent the wellness interests and needs of the students and the university community. The primary function of the committee is to foster communication with Wellness program participants in order to seek their advice and assistance in maximizing the effective use of resources for wellness activities at the University of North Dakota.

The primary duties of the committee shall be to review, advise, prioritize and make recommendations on:

- Wellness Center policies
- Program development and expansion
- Program assessment
- Long range planning related to wellness programming
- Major purchases
- Program and facility use eligibility
- Wellness Center discipline hearings for the intramural and informal recreation programs

Additional duties of the committee shall include:

- Annual review of the goals and objectives accomplished as they relate to the organization’s strategic plan
- Ensure department goals and objectives are aligned with the University’s strategic plan as well as meeting the needs of the students of UND
- Program university events that exhibit the seven dimensions of wellness to the campus community and promote the Student Wellness Advisory Committee.

The Committee shall consist of thirteen (13) voting members. Eleven (11) members will be students and two (2) will be a University of North Dakota faculty or staff member who is also a member of the Wellness Center.

Eleven (11) of the Committee members shall be students. Of the eleven (11) student seats, it is recommended that at least one (1) should be held by a Graduate/Professional student, and at least one (1) shall be held by a freshman student. The following demographics are recommended to be filled by the committee members.

1. Student Government member
2. Fraternity member
3. Sorority member
4. Off-campus resident (2)
5. International Student
6. On-campus resident

The Student Wellness Advisory Committee meets monthly at the same time and day that is determined at the beginning of each school year. Meetings are open to the public.