Policies, Rules, and Regulations

F.1 General Policies

○ Anyone taking pictures/videos must request approval and should be directed to the Facility Manager on duty. The Director of Wellness Operations, Assistant Vice President of Wellness, or Director of Wellness Facilities will give final approval. Pictures/Videos may NOT be taken in the locker rooms, family changing area or restrooms. It is recommended that picture/video requests be placed at least 24 hours in advance with the Director of Wellness Facilities. 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.

○ 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.

○ 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. Thank you in advance for your expected cooperation.

○ The Wellness Center facility may not be used for private or commercial purposes unless such activity has been approved by the Wellness Center Management Team. Examples of prohibited activity include (but not limited to): personal training, private instruction, sales, etc.

○ Areas within the Wellness Center and equipment shall be used for intended purposes.
Policies, Rules, and Regulations

- 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. Coated plates and jelly bells are acceptable weights to be moved to other areas due to the protective coating.

- It is requested that members report any concerns about the facility and/or equipment to the Wellness Center staff as soon as possible.
Policies, Rules, and Regulations

F.2 Accidents/Injuries

Please contact a member of the Wellness Center staff should an accident, injury or related incident occur. Your assistance in promoting safety is greatly appreciated.
F.3 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 wellness@mail.und.edu.
F.4 Alcohol, Drugs, and Smoking

The Wellness Center is a substance-free facility. Users must agree to take reasonable precautions to prevent the possession or use of alcoholic beverages, illegal drugs and tobacco products in the Wellness Center. See the University of North Dakota Code of Student Life: General University Policies, section 1-5 and 1-6 for complete policies regarding smoking, alcohol, and drug use.
Policies, Rules, and Regulations

F.5 Animals

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.
F.6 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. Clothing with offensive language, designs, or pictures is not acceptable. Clothing inscribed with profanity is prohibited. If necessary, a Wellness Center member may be addressed by a staff member if the member’s clothing is offensive to another user or is inappropriate or if items pose a danger to self or others.

Appropriate attire is required at all times…

- Sandals and open toed shoes are not permitted in any activity area throughout the Wellness Center.
- Shoes, shirts, shorts and/or pants must be worn in the Wellness Center.
- Jeans or zippered or metal riveted shorts or pants are prohibited 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.
- Court shoes must be worn for all court activities. Shoes that mark floors; have open toes or heels, and turf shoes are prohibited in court and exercise areas.
- Jewelry which may cause equipment damage or pose a risk of injury should be removed.
Policies, Rules, and Regulations

F.7 Cell Phones

Use of cell phones and pagers 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.
F.8  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. See the University of North Dakota Code of Student Life: Appendix VII for a detailed list of prohibited activities.
Policies, Rules, and Regulations

F.9 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. See the University of North Dakota Code of Student Life: Conduct Regulations and Procedures, section 2-3 for the complete policy regarding prohibited acts and liability.
Policies, Rules, and Regulations

F.10 Ejection

Non compliance 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 Director of Wellness Facilities or her designee.
Policies, Rules, and Regulations

F.11 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.

- If equipment is not returned, the Wellness Center will suspend the participant’s membership and charge the cost of the equipment or a $5 fee (if equipment was recovered, but not returned by the individual by the close of business on the date of checkout) to that participant’s UND account. The participant can not regain his/her membership until the charge is paid for.

- General wear and tear on equipment is the responsibility of the Wellness Center.
F.12 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 Guest Experience).

- 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 (ex. 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 NOT permitted in the Wellness Center.
F.13 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:
  - Half size lockers: $20 per semester or $40 per calendar year
  - Full size lockers: $40 per semester or $80 per calendar year

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

- Locker availability and rental fees can be inquired upon at the Welcome Desk during business hours.

- 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. The cost to retrieve the contents from the locker will be $5.00.

- All locker refund request must come within 2 weeks of rental date. There will be a $5.00 processing fee for any refund.
Policies, Rules, and Regulations

F.14 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 7 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.
F.15 Posting

Areas in the Wellness Center are designated for appropriate posting of University publicity. A bulletin board for the general public exists adjacent to the Resource Area on the first floor. No signs, posters or advertisements may be placed in the Wellness Center without prior staff approval. One poster per event may be submitted to the Welcome Desk to be posted and will be posted by the Wellness Center staff.

Decorations, including signs, posters or advertisements, may not be put on walls or furnishings in the Wellness Center without consent from the Facility Manager. Decorations must not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, and fire alarm pull stations. For further information, contact the UND Safety and Environmental Health Office, 777-3341.
F.16 Solicitation

No solicitation shall be conducted in or around the Wellness Center on the campus of the University of North Dakota 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. See the University of North Dakota Code of Student Life: Use of University Facilities, section 5-6 for the complete policy regarding solicitation on the UND campus.
Policies, Rules, and Regulations

F.17 Towel Policy

Towels will be available for the participants of Wellness Center facility. We ask that each member take one towel per visit and return the towel in the designated towel return areas. The towels are located on the Cardio Deck, the Fitness Floor, and at the Welcome Desk.
F.18 Wellness Center Refund Policy

As a member you may request a refund for the following services by completing a refund request form at the Welcome Desk:

- CPR/1st Aid Class*
- Culinary Corner Class*
- Intramurals
- Membership
- Rock Wall
- Specialty Exercise*
- Locker Rentals

All refund requests will be reviewed and approved by the Area Supervisor where the service is being provided. You will be contacted directly as to the status of your request.

*Participants can cancel their participation in a Wellness Center class 24 hours prior to initial class and receive full class refund. If cancellation occurs less then 24 hours prior to initial class a refund request form must be approved by Area Supervisor otherwise, no refund will be given.