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 whowish 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 zipperred 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:

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<th>Fall/Spring</th>
<th>Summer</th>
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<td>Half</td>
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<td>Full</td>
<td>$40</td>
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- 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.