

NDSU Wellness Center  
Member and Participant  
Policies and Procedures Manual  
2018-2019

**NDSU**

WELLNESS CENTER

# Wednesday, November 07, 2018

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## Introduction

The purpose of the Wellness Center is to support the academic mission of NDSU by providing an environment where students learn behaviors conducive to creating healthy lifestyles. Wellness is about making healthy lifestyle choices regarding mind, body, and spirit. This is the common thread of all Wellness Center programs and services.

## Mission Statement

*We promote a culture of life-long wellness by developing innovative programs and service for the NDSU community.*

## Vision Statement

*A destination that inspires healthy lifestyles.*

We do this through state-of-the-art fitness, recreational, and aquatic programs, convenient and affordable child care, and promotion of the **Seven Dimensions of Wellness**.

This manual has been developed to create a welcoming and respectful environment for all members and participants. Wellness Center staff reserve the right to make final decisions on any policies not covered in this policy manual.

## Fee Statement

The Wellness Center is funded by student fees totaling \$150.68 per enrolled student per semester. The wellness fee provides operational and personnel funding, which includes but is not limited to: debt reduction, salaries, benefits, equipment, and programs and services that promote student health and wellness.

## Code of Conduct

In order to maintain a positive member experience, the Wellness Center enforces a code of conduct that all members and participants are required to follow. Wellness Center staff appreciate your cooperation in contributing to a welcoming, friendly, and positive environment.

Members and participants are expected to:

- Treat staff, other members, and the facility with respect.
- Continuously act in a safe and responsible manner.
- Refrain from vulgar language; such language deemed offensive to others will not be tolerated.
- Adhere to all policies and procedures established by the Wellness Center and NDSU.

The Wellness Center does not promote or allow unsafe behavior or activity. Members engaging in inappropriate behavior or violating Wellness Center policies may be subject to having their membership revoked and could face university disciplinary action. Non-compliance to any University or Wellness Center policy or procedure is reason for removal from the facility. When an individual is removed or denied access, that individual is suspended from all wellness programs and activities until s/he have met with the Director or other designee.

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## General Information

Wellness Center Number	701-231-5200
Email: <a href="mailto:ndsu.wellness@ndsu.edu">ndsu.wellness@ndsu.edu</a>	
Web Address	<a href="http://www.ndsu.edu/wellness">www.ndsu.edu/wellness</a>
Registration Portal Address (intramural sports, memberships, visit access history)	<a href="https://wellnessportal.ndsu.edu">https://wellnessportal.ndsu.edu</a>
Facebook	<a href="http://www.facebook.com/NDSUWellnessCenter">www.facebook.com/NDSUWellnessCenter</a>
Twitter	@NDSUWellness, @NDSUimsports

Wellness Center Building Hours (see [www.ndsu.edu/wellness](http://www.ndsu.edu/wellness) for full hours)

### Academic Hours

Monday – Friday	5:30 a.m. – 11:00 p.m.
Saturday	8:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 11:00 p.m.

### Summer/Break Hours

Monday – Friday	5:30 a.m. – 8:00 p.m.
Saturday	8:00 a.m. – 2:00 p.m.
Sunday	2:00 p.m. – 8:00 p.m.

### Climbing Wall Hours

#### Academic Hours

Monday – Thursday	3:00 p.m. – 11:00 p.m.
Friday	3:00 p.m. – 10:00 p.m.
Saturday – Sunday	4:00 p.m. – 9:00 p.m.

#### Summer Hours

Tuesday - Thursday	4:00 p.m. – 8:00 p.m.
Friday – Monday	CLOSED

### Aquatics Academic Hours

#### Leisure Pool

<b>Monday</b>	6-8 a.m., 4-10:30 p.m.
<b>Tuesday</b>	6-8 a.m., 11 a.m. – 1:30 p.m., 4-10:30 p.m.
<b>Wednesday</b>	6-8 a.m., 4-10:30 p.m.
<b>Thursday</b>	6-8 a.m., 11 a.m. – 1:30 p.m., 4-10:30 p.m.
<b>Friday</b>	6-8 a.m., 4-10:30 p.m.
<b>Saturday</b>	12 p.m. – 8 p.m.
<b>Sunday</b>	12 p.m. – 10:30 p.m.

#### Lap Pool

<b>Monday</b>	6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.
<b>Tuesday</b>	6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.
<b>Wednesday</b>	6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.
<b>Thursday</b>	6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.
<b>Friday</b>	6-9 a.m., 11 a.m.-1:30 p.m., 4-10:30 p.m.
<b>Saturday</b>	9 a.m. – 8 p.m.
<b>Sunday</b>	12 p.m. – 10:30 p.m.

Reduced hours of operation (including closures) are in effect during semester breaks and university holidays. Hours are subject to change due to the academic calendar, unforeseen circumstances, and maintenance. Please consult our website for the latest information related to hours of operation.

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## Facility Access

The Wellness Center is a controlled access building and is solely intended for the use of current NDSU students, along with other authorized members of the NDSU community.

Appropriate identification is required to access the Wellness Center. NDSU ID Cards or Wellness Center membership cards are required for entry; cards are issued by the university and are non-transferable and for the exclusive use of the person named on the card. Wellness Center membership cards are valid when issued by Wellness Center staff. Identification cards will be confiscated (involved parties subject to Wellness Center and NDSU disciplinary action) if presented by anyone other than the owner. The Friendly Reminder Program allows for **three entries** per semester without presenting a valid NDSU or Wellness ID. Once three uses have been recorded, individuals will not be allowed access without presenting a valid ID.

The Wellness Center reserves the right to request identification at any time. Non-members, and those with suspended or expired memberships will not be allowed access to the Wellness Center.

Any misuse of identification and improper entry is subject to disciplinary action including immediate removal and suspension from the Wellness Center and possibly further university discipline. Photocopies of NDSU ID Cards and federal identification are not acceptable for use by members or guests. Cooperation in presenting proper identification is expected at all times.

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## Membership

The Wellness Center operates on an “participate at your own risk” policy. The use of the Wellness Center facility and its programs is voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither North Dakota State University, nor the Wellness Center can assume any responsibilities for injuries incurred through participation in its programs and/or services inside or outside of the facility. It is strongly advised that members use caution and be aware of potential health risks associated with exercise, and it may be necessary to obtain a physical from a doctor before beginning an exercise program.

Membership for NDSU students is included in the payment of mandatory student fees. NDSU faculty and staff are allowed to purchase a faculty/staff membership. Employees working for designated businesses on the NDSU campus are eligible for an affiliated membership. Students, staff, faculty, and affiliated members may sponsor one additional person as a sponsored member. Individuals younger than 18 and not an NDSU student are ineligible for membership or guest passes. \*Membership signup for faculty/staff, affiliated, and sponsored is completed at the Customer Service Desk. Faculty/staff can also purchase membership online through the Web Portal at <https://wellnessportal.ndsu.edu>.

## Waiver

Wellness Center members must sign a waiver of liability and policy agreement during signup. This must be signed before utilizing the facility. Enrolled students will sign the waiver prior to or during their first visit at <https://wellnessportal.ndsu.edu>.

## Student Membership

NDSU students are eligible for membership during each semester in which they are enrolled in classes, as long as they are paying the wellness fee with tuition. Employee tuition waivers and Tri-College students are not covered under student fees. Student access begins the Saturday before classes begin for the fall semester, and the Saturday after commencement for spring and summer semesters.

Students who withdraw, graduate, or are not enrolled in current classes are ineligible to utilize the facility unless they have a sponsored membership or valid student summer membership.

### *Summer Session*

Summer student membership policies are effective the Monday following spring commencement through the Friday before fall semester classes begin. There is no additional charge to use the Wellness Center for fee paying students enrolled in summer classes. Enrollment in the four, eight, or twelve-week session covers the wellness fee for the entire summer term.

### *Non-Summer School Student Membership*

A summer membership must be purchased for students not taking summer classes but enrolled and registered for the fall semester. Students must provide a paper copy of their fall schedule and NDSU ID when purchasing a summer membership. \*Incoming freshmen qualify for membership.

## Faculty / Staff Memberships

NDSU staff and faculty are eligible for membership. Faculty and staff may choose to prepay their membership or sign up for payroll deduction. If the payroll deduction method is chosen, the member is committed to a minimum of three months before cancellation is allowed.

## Affiliated Memberships

Employees of businesses and organizations affiliated with NDSU may be approved for affiliated memberships. Current groups can be found at [https://www.ndsu.edu/wellness/membership/membership\\_rates/](https://www.ndsu.edu/wellness/membership/membership_rates/).

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Eligible affiliates may sign up for a membership by visiting the Customer Service Desk with verification of employment. Requests to be added to the affiliated membership list should be directed to the Associate Director.

### Sponsored Memberships

Each active, current member (excluding sponsored members) of the Wellness Center is eligible to sponsor one additional person (18+) under the sponsored membership plan. The sponsoring member must be present during the initial signup process and proper identification must be presented.

### Alumni Memberships

Alumni may purchase membership without sponsorship at the affiliate member rate up to three years after their date of graduation. Alumni status must be verified through the NDSU alumni directory prior to the purchase by Wellness Center Staff.

### NDSU Affiliated Guest Pass

NDSU students, staff, faculty, and affiliates who are eligible to purchase memberships may purchase a guest pass to use the facility. These may be purchased without sponsorship.

### Groups

University guests, NDSU workshop participants, NDSU conferences, and NDSU groups must contact the Associate Director at least four weeks in advance to inquire about access to the Wellness Center. Group participants will not be allowed access unless accommodations have been arranged by the group's NDSU contact.

### Membership Rates 2017 - 2018

Staff/Faculty	Fee	Per Month Cost
<b>1-Month</b>	\$45.00	\$45.00
<b>3-Month</b>	\$120.00	\$40.00
<b>6-Month</b>	\$240.00	\$40.00
<b>9-Month</b>	\$315.00	\$35.00
<b>12-Month</b>	\$420.00	\$35.00
<b>Payroll Deduction</b>	\$40.00	\$40.00
<b>Guest Pass</b>	\$6.00	N/A
NDSU Affiliated	Fee	Per Month Cost
<b>1-Month</b>	\$50.00	\$50.00
<b>3-Month</b>	\$135.00	\$45.00
<b>6-Month</b>	\$270.00	\$45.00
<b>9-Month</b>	\$360.00	\$40.00
<b>12-Month</b>	\$480.00	\$40.00
<b>Guest Pass</b>	\$6.00	N/A
Sponsored	Fee	Per Month Cost
<b>1-Month</b>	\$50.00	\$50.00
<b>3-Month</b>	\$135.00	\$45.00
<b>6-Month</b>	\$270.00	\$45.00
<b>9-Month</b>	\$360.00	\$40.00
<b>12-Month</b>	\$480.00	\$40.00
Guest Pass	Fee	
<b>Guest Pass</b>	\$6.00	

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Membership rates are reviewed annually.

## Payment

Memberships may be purchased during regular hours of operation at the Customer Service Desk with cash, credit (Visa, MasterCard, Discover), campus cash or check. NDSU faculty and staff may purchase and renew memberships at <http://wellnessportal.ndsu.edu>. Affiliate and sponsored memberships must be purchased and renewed at the Wellness Center. Payroll deduction is an option for benefited NDSU faculty and staff only.

## Payroll Deduction Initiation

A Payroll Deduction Initiation Form is required at signup to begin payroll deductions. This form provides the Wellness Center authorization to withhold one-half of the monthly membership fee from each paycheck until the member cancels his/her membership after three months (Payroll Deduction Cancellation Form), or employment with the university is terminated. The membership fee that is deducted from each paycheck pays for the previous half-month of membership (i.e. fee deducted on April 15 pays for April 1-15 membership). All memberships of this type are contracted to a three-month minimum. Cancellation may occur at any time after three months.

## Cancellations / Refunds

Faculty and staff with payroll deduction may cancel their membership after three months by submitting a Payroll Deduction Cancellation Form one full pay period prior to the end of the membership period. All memberships may be cancelled for health reasons (doctor's note required), or if the member's NDSU employment terminates. A prorated amount (prepaid only) will be refunded if a cancellation occurs at least three weeks prior to membership expiration; after this time, no refund is given. To inquire about a refund, complete a refund request form at the Customer Service Desk.

## Lost or Damaged Cards

For student, staff & faculty NDSU ID's, please refer to Facility Access on page 5.

The cost of Wellness Center IDs is covered in the initial membership fee for affiliate and sponsored members. Any affiliate or sponsored member that loses, destroys, or irreparably damages an ID will be charged for a replacement. The cost of a replacement ID is \$5.00 and will be charged directly to the member. Access cannot be granted without a valid ID. The Friendly Reminder Program can be used a maximum of three times per semester.

## Conflicts

Conflicts regarding membership status are to be referred to the Associate Director. Decisions may be appealed to the Wellness Center Director.

## Wellness Center Web Portal

The Wellness Center Web Portal is the location for all programming, event and registration information. Located at <http://wellnessportal.ndsu.edu>, members can view and register for fitness, aquatics and intramural sport programs, view their membership history, and view facility calendars and GroupFIT schedules. Racquetball court reservations are also accepted here.

## Guest Passes

The primary purpose for guest passes is to accommodate friends and family of NDSU students and Wellness Center members. Guidelines for guests are as follows:

- Guests must be 16 years of age and older.
- Guest passes may be purchased at the Customer Service Desk.



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- All guests must sign a liability waiver for each visit.
- All guests must have a valid driver's license or valid federal issued ID with photo and proof of age.
- Sponsoring member must be present at the time of guest check-in.
- The Wellness Center reserves the right to approve or deny any guest pass request.
- Guest passes are for facility access and any regularly scheduled, no-cost programming taking place in the Wellness Center.
- Guests are not eligible to participate in intramural sport activities. Guests are allowed to purchase Bod Pod appointments.
- Guests are not eligible to sponsor other guests.
- Members may sponsor three guests at any time to purchase a guest pass.
- Spectators are allowed in the facility for scheduled programming only. (intramural sports, climbing competitions, etc.) Spectators must complete a spectator agreement form before entry.

#### Guest Pass Rates

<b>Guest Pass – Age 16+</b>	\$6.00	Sponsoring member must be present at check-in. Parent/Guardian must be present for minors to purchase a guest pass.
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## Policies

### General

- Use of cell phone cameras, computer cameras, and other video or still picture recording devices is not permitted in Wellness Center without *prior approval*. Requests must be received in writing or e-mail sent to the Wellness Center Marketing Coordinator or designee at least 24 hours before the event.
- The Wellness Center takes photographs and/or video recordings of various programs, activities, and special events in the building. During that time, photograph or video recording may be taken of you. Unless you request otherwise, your participation will be considered permission for the NDSU Wellness Center to photograph or film your image/voice and use in publications or promotional materials in any medium now known or developed in the future.
- Closing announcements will be made 30 minutes, 15 minutes and 5 minutes prior to the building closing. All members and participants are expected to rereack weights, finish their activity, return equipment, exit locker rooms and exit the building by closing time.
- Staff members are prohibited from holding or watching any items for individuals or groups.
- Wellness Center space and equipment must be used for intended purposes.
- Members and participants must follow all signage and policies posted throughout the facility.
- Public telephones are located in the north and south entrances of the Wellness Center. Administrative phones are for Wellness Center staff only.
- In the event of an injury or accident, notify a member of the Wellness Center staff immediately.
- Gambling of any nature is not allowed in the Wellness Center as it has the potential to create a hostile environment.

### ADA Statement (Americans with Disabilities Act)

Individuals with disabilities are encouraged to attend all Wellness Center sponsored events. If an accommodation is required in order to participate in a program, contact Jobey Lichtblau, the Wellness Center Director in advance at 701-231-7672 or [jobey.lichtblau@ndsu.edu](mailto:jobey.lichtblau@ndsu.edu)

Only service animals are permitted in the Wellness Center as defined by the Americans with Disabilities Act (ADA) and ND Law (ND Century Code, Sec 25-13).

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## Alcohol, Drugs, Tobacco

The Wellness Center is a substance-free facility. Possession or use of alcoholic beverages, illegal drugs, and tobacco products is strictly prohibited in the facility and any off-site facility that has Wellness Center hosted events (intramural sports). The Wellness Center will enforce NDSU Policy 155 – Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees.

## Cell Phone Usage

Cell phone/electronic device users are asked to be respectful of others when utilizing their devices and not to use them while on equipment or in the locker rooms at any time. Talking on your cell phone is not permitted in any area where it has the potential to distract others.

## Climbing Wall

All climbers must check in at the Recreation Desk before climbing.

- Before top-rope climbing, all participants must be belay-qualified by the Wellness Center.
- Climbing shoes are required for climbing. Shoes must be closed toe, athletic style.
- Shirts must be worn at all times.
- Loose clothing and jewelry must be removed before climbing and belaying.
- Observers, non-climbers, and personal items are not allowed in the climbing area.
- Climb within your limits.

## Clothing and Footwear

The Wellness Center will make the final determination on the acceptability of all exercise attire. Failure to dress properly may result in loss of privileges. Clothing with offensive language, designs, or pictures is not acceptable. If necessary, a member will be addressed by a Wellness Center employee when clothing is offensive to another user, is inappropriate, or if items pose a danger to self or others.

- Clean, closed toe, athletic shoes are required in all activity areas within the building, including passages to studios.
- Shoes that mark or scuff flooring are not allowed.
- Shoes, shirts, shorts and/or pants must be worn at all times.
- A full-length, tank top or t-shirt is acceptable. Arm holes must not extend below elbow.
- 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.
- Undergarments and transparent clothing are prohibited as outerwear.
- Clothing that has the potential to damage equipment or upholstery is prohibited. Examples include jeans and zippered metal shorts or pants.
- Jewelry or excess loose items should be removed.

## Compulsive Exercise and Eating Disorder Procedure

If a Wellness Center staff member (student or professional) or visitor suspects that any member or participant of the Wellness Center is displaying signs of an exercise-related disorder the individual should complete an anonymous information form at - [https://www.ndsu.edu/wellness/compulsive\\_exercise\\_report\\_form/](https://www.ndsu.edu/wellness/compulsive_exercise_report_form/) - or forward the information to Krista Gooris, Fitness and Wellness Program Coordinator: [krista.gooris@ndsu.edu](mailto:krista.gooris@ndsu.edu); 701-231-7360.

## Facility and Equipment Damages

Members utilizing the facility and equipment assume liability and agree to compensate the Wellness Center for any damage other than normal wear and tear while it is being used. Contact a staff member should damage occur, or if you

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notice damage in the facility. Members will be charged and notified if equipment has not been returned or returned with damage.

## Emergencies

During all emergencies, it is expected that members/participants follow the direction of the Wellness Center staff. In an emergency evacuation, please exit through the nearest emergency exit immediately; do not retrieve any stored items. Please follow Wellness Center and University emergency policies for all emergencies. The Wellness Center staff conduct regular emergency drills to ensure a safe environment and preparedness of our staff.

Automatic Electronic Defibrillator's (AED) are available for emergency use and are wall mounted on a centrally located pillar on all three levels adjacent to the rock climbing wall, along with the lap pool and leisure pool.

## Equipment and Towel Checkout

Members may check out equipment and towels free of charge with an NDSU ID or Wellness Center Membership Card, at the Recreation Desk.

- All equipment is checked out on a first-come, first-served basis and cannot be reserved.
- Items are for in-house use only and may not be checked out for outdoor activities.
- Equipment must be returned the same day the equipment was checked out.

Individuals with equipment not properly returned, but found within the facility will be contacted. On the third offense, the member will be suspended from equipment checkout for the remainder of the semester. No equipment will be available for checkout during suspensions.

- The member checking out the equipment is responsible for the item(s).
- For damaged (beyond normal wear and tear), non-returned or lost equipment, please refer to the damages section.
- Towels must be returned by the end of each semester, but can be exchanged for a new one at any time. Any account that has a towel checkout remaining at the end of a semester will be charged: \$5 for a sweat towel or \$10 for a shower towel. An email will be sent at the end of each semester reminding patrons to return any overdue towels. Charges will be applied during the last day of finals week.
- No equipment setup (badminton, volleyball, etc.) will be available during the final hour before closing.
  - No equipment will be available for checkout 15 minutes prior to facility closing time. All equipment must be returned before the facility closes. Individuals not adhering to this policy will be notified and may lose access to equipment checkout.

## Fitness

### Activity Areas

- Free weights must be removed from bars and re-racked in their designated location. Do not place free weights against mirrors or walls.
- Do not lift beyond your capabilities and use spotters when necessary. Wellness Center staff members are available to help spot within their individual ability.
- Weight clips must be used at all times.
- Dropping weights is prohibited; except on designated platforms.
- Weight belts and/or other accessories can be checked out at the Recreation Desk.
- When crowded, please rotate to allow all members use of equipment.
- Immediately report any facility/equipment irregularity to a member of the staff.

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- Control is expected on the Olympic platforms. Unnecessary slamming, dropping or throwing weight is strictly prohibited.
- Sweat suits are prohibited.

### Chalk (Lifting)

Lifting chalk is not permitted in the Wellness Center at any time. Liquid resin that leaves zero residue is appropriate.

### Cycling Studio

Wipe down bike, including seat and handrails, when finished. Sanitizing wipes are provided inside the studio. Cycling shoes may only be worn in the Cycling Studio.

### Equipment

Wipe down each machine except for elliptical touchscreens, including the seat and handrails when finished using it. Sanitizing wipes are provided throughout the exercise areas. Limit workouts to 30 minutes if someone is waiting for the equipment.

### Group Fitness Studios

No outside shoes, bags, excess clothing, etc. are permitted. All non-essential items must be stored in either a day-use locker in the locker rooms, or green cubby located throughout building.

- Arrive at least five minutes prior to class to receive directions from the instructor. Each class will close 15 minutes after beginning; no entry allowed after this time.
- Equipment provided in a group fitness class may not be taken out of studios.
- Members are allowed to access fitness studios (Martial Arts & Studio B) outside of scheduled classes.

### Personal and Small Group Training

All training services offered by the NDSU Wellness Center are administered by trained staff.

- All required forms must be completed, current, and on-file prior to each training session.
- A completed health history is required for all clients prior to the start of the first session. Personal training staff reserve the right to require medical clearance from any client who they feel may be at risk.
- Clients are responsible for notifying their trainer of any changes in their health status (i.e. medications, injuries, new diagnosis).
- Clients must bring their NDSU ID or Membership Card to each training session.
- All participants must wear appropriate footwear and clothing and are encouraged to bring a personal water bottle.
- All personal training sessions are 45-minutes in duration.
- Any individual in a group who is unable to attend a session will forfeit his or her session for that day. Missed sessions cannot be made up.
- Clients shall meet trainers for each session the 1<sup>st</sup> floor fitness desk.
- Trainers and clients shall communicate through e-mail. E-mail is the official form of communication for NDSU. Clients may also call 701.231.5209 to speak directly with fitness staff.

### Purchasing Personal Training Sessions

- Payment for each training session must be paid in full prior to the start of the first session.
- It is the responsibility of the personal trainer and the client to have ongoing communication about the number of training sessions remaining.

### Cancellations

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Cancellation of training sessions must be made at least 12 hours prior to the scheduled time of the session. If 12-hour notice is not given, the client will be charged the full session. If the client will be more than 15 minutes late for a session, the client is still charged for the entire session.

### **Refund / Expiration Procedure**

All training sessions and/or packages purchased are non-refundable and non-transferable. If a client purchases a package of training sessions and is unable to complete the package due to illness or extenuating circumstances, s/he may submit a written refund request by submitting the Refund Request Form

[https://www.ndsu.edu/fileadmin/wellness/Refund\\_Request\\_2016.pdf](https://www.ndsu.edu/fileadmin/wellness/Refund_Request_2016.pdf). All personal training sessions/packages expire six months from the date of purchase.

### **Walking and Running Tracks**

Directional signs must be followed at all times. Tracks cannot be reserved; pay attention to entrance/exit traffic and crossing areas.

**Walking track** – The track on the 2<sup>nd</sup> floor surrounding the fitness area is reserved solely for walking and mobile exercises. Running and stationary exercises are prohibited. Users of the track must keep moving at all times. Mats are not allowed on the walking track and any stationary exercise (wall sit, calf raises, etc.) are prohibited. Traffic must not be more than two people wide.

**Running track** – The track on the 3<sup>rd</sup> floor above the basketball courts is primarily for joggers and runners. The outside lane is for passing; traffic must not be more than two people wide.

### **Courts (Basketball, MAC, Racquetball)**

- Dunking or hanging on rims and nets is prohibited.
- Kicking or unnecessary throwing of equipment is prohibited.
- Volleyball and badminton nets and standards will be set up and taken down by Wellness Center staff only.
- Members are not permitted to turn on/off lights, alter the shades or tamper with panel boxes. Requests or problems should be directed to Wellness Center staff.
- Equipment is available for checkout at the Recreation Desk with proper identification.
- Open recreation basketball, volleyball and racquetball have court priority with the exception of events scheduled by the Wellness Center.
- Equipment for volleyball, badminton, etc. will not be set up during the last hour of operations each day. All equipment must be returned and taken down at least 15 minutes prior to the building closing.

### **Food and Beverages**

No food is allowed in any activity area at any time. No beverages are allowed in the activity areas at any time, except for water in closed and re-sealable containers. All containers are subject to inspection at any time by the Wellness Center staff. Glass containers are prohibited.

### **LGBTQ**

The Wellness Center is committed to providing a safe and inclusive environment for the entire NDSU community.

### **Locker Rooms and Restrooms**

Anyone utilizing the facility shall have access to the locker room and restroom facilities that correspond with their gender identity and gender presentation. Gender neutral locker rooms are available in aquatics.

### **Program (Intramural/Activity) Participation**

When a program makes a gender designation, a patron can participate in the gender-specific league/program that affirms each participant's personal gender identity. The participant's gender identity will also be applied when there are

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gender-specific rules or player ratio requirements in intramural leagues. Any matters that may arise in regard to gender identity within intramural sports participation is subject to review on a case-by-case basis by the Director.

### Gender Transition Policy

When an individual is planning to pursue gender re-assignment, or is in the process of gender re-assignment, it is advised that gender neutral facilities (restrooms, locker/changing rooms) are used. The use of opposite sex facilities is encouraged when gender presentation reflects the identity of the individual.

### Lockers

Lockers are available to rent on a first-come, first-served basis for all members. Current rented lockers may be renewed for subsequent periods during the final two weeks of rental. Other lockers are only for day use. Cost for lockers is as follows:

Full-Locker Rental Term		Fee	Half-Locker Rental Term (Wellness Center or Aquatics)		Fee
<b>3-Month</b>		\$35.00	<b>3-Month</b>		\$20.00
<b>6-Month</b>		\$65.00	<b>6-Month</b>		\$40.00
<b>12-Month</b>		\$125.00	<b>12-Month</b>		\$75.00
<b>Semester</b>	\$45 (fall or spring) \$30 (summer)		<b>Semester</b>	\$30 (fall or spring) \$15 (summer)	

If locker rentals are not renewed before the current rental term ends, the lockers will be available for rent by other members. Student semester lockers rented mid to late semester will not be prorated. Members may choose to rent the locker at full price, or use an open locker for day use only.

Questions related to locker availability and rental fees can be directed to the Customer Service Desk. Locks not removed by the end of each night on day use lockers will be cut and the contents will be treated as abandoned. Items will be held for 60 days and then will be sent to surplus.

### Lost and Found

The Wellness Center is not responsible for any personal items that are lost or stolen. Please ensure that you lock up your valuables. Lost and found items and inquiries should be directed to the Customer Service Desk. Items will be held no longer than two weeks. Items of value will be sent to University Police; unclaimed lost and found items are treated as abandoned and disposed or sent to surplus property. Water bottles are only held for 48 hours.

### Parking

Individuals who drive a motor vehicle must comply with NDSU Parking and Transportation regulations. Refer to [www.ndsu.edu/parking](http://www.ndsu.edu/parking) for parking regulations. Students/faculty/staff with a valid parking pass for another lot may park in the WE lot to the north of the building for two hours during ticketing hours. The WE lot may not be used for students attending classes. Parking is free between 4:30 p.m. and 7:00 a.m.

### Posters/Flyers

The Wellness Center lobby/atrium bulletin board is designated for appropriate and approved flyers/posters. Locker room bulletin boards are for Wellness Center use only.

- One poster per NDSU organization/department no larger than 11x17 should be submitted to the Customer Service Desk.
- Date(s) of event must be listed on the promotional material, and organization/department must be listed.

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- Space is limited and not guaranteed. Poster may be hung for a maximum of two weeks.
- Tear-off strips are prohibited.
- Commercial sales, job postings, and other solicitation is not permitted.

### Solicitation

No solicitation is allowed in or around the Wellness Center except by the employees of the University acting within the scope of their agency or employment, or by established student organizations in accordance with University policy.

Solicitation of nutritional supplements, personal training, commercial business/products, and network marketing products is strictly prohibited.

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## Facility Reservations

The Wellness Center is a student fee supported facility and as such needs to remain open to the entire student body. The Wellness Center has facility reservation policies and rate categories to maintain a balance between serving students and student groups. Individuals may not reserve any part of the facility.

Prioritization begins with members. Secondary use is as follows:

1. Wellness Center use:
  - a. Open recreation, intramural sports, fitness programming, aquatic programming, other Wellness Center activities
2. Wellness Center co-sponsored activities
3. Congress of Student Organizations recognized groups:
  - a. Club Sports
  - b. Organizations
4. University Departments:
  - a. Academic classes
  - b. Student recruitment events
  - c. Other events

The Wellness Center reserves the right to reprioritize or refuse to reserve space for an event if it is determined that doing so would be in the best interest of the Wellness Center, NDSU students, or the University. Semester scheduling of the facility including all Wellness Center activities and reservation requests, will take place prior to the start of each semester. After the semester schedule has been set, scheduling of space will be assigned on a first-come, first-served basis while utilizing the above priorities. When possible, every attempt will be made to keep one gymnasium court open for general student use.

## Eligible Groups

### **Recognized Student Club Sports and Student Organizations**

Club Sports and student organizations that are in good standing (ranking of 3-5) with the Congress of Student Organizations may reserve a maximum of three hours per week for practice time if the activity is appropriate for the Wellness Center. If setup is required, setup fees will apply. Aquatic related clubs will be allowed three hours per week in aquatics. Other organizations will be charged student rates for pool reservations. In addition to practice time, each club sport will be allowed to reserve space for one tournament each semester if space is available.

### **University Departments**

University departments may reserve space for a fee during semester breaks, holiday breaks, spring break, or summer semester to pursue issues related directly to the operation or mission of the University. Classes may only be scheduled in the Wellness Center during times determined by the Associate Director or designee, so as not to interfere with general student use.

Athletics administrators/coaches may request space for use by the athletics department, if space is available. Space can only be scheduled during times of the day determined not to interfere with general student use.

The Wellness Center is a student fee supported building that receives no appropriated funding so a facility rental charge will be assessed for the use of space.



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**Group Definition:** When a space in the Wellness Center is unavailable for general member use because a large, unified group is occupying it, a reservation is required. Exclusive use of space in the Wellness Center is prohibited without a reservation. Examples may be a group conducting a structured workout that is not part of Wellness Center programming, a group conducting a training session not led by Wellness Center staff or teams practicing with or without a coach present.

### Reservation Procedure

To request facility space: <https://wellnessportal.ndsu.edu/Account/Login?ReturnUrl=%2FFacility%2FReservationRequest>

- All necessary reservation requests, documents and forms must be completed and submitted with appropriate signatures **two weeks/10 working days** prior to the event.
  - Wellness Center Facility Rental Agreement
  - NDSU Facility Use Agreement that includes proof of liability insurance according to NDSU policy.
  - Wellness Center Addendum must accompany FUA.
- Once all forms have been completed and received, a confirmation will be e-mailed to the requesting organization.
- A planning session meeting may be required.

### Schedule of Events/Reservation

All reservations will be completed in the order in which they are received, with regard to the priority list stated above.

### Payment Schedule

After the event has concluded, an invoice will be sent to the customer who will have 30 days to pay any fees associated with the event. Failure to make payment may result in loss of facility privileges, late fee, and/or University sanctions.

Rental Spaces

<b>RENTAL SPACES</b>	
<b>Space/Type/Capacity</b>	<b>Amenities Included</b>
Basketball/Volleyball/Badminton 1 court (capacity 85)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Rackets, Scoreboards
MAC Gym (capacity 100)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Hockey nets, Soccer Balls
Racquet/Squash/Wally/Hand Court (capacity 8)	Racquets, Balls, Protective Eyewear
Studio B (capacity 50)	Please contact Fitness Coordinator, Krista Gooris at (701) 231-5209 for available amenities.
Martial Arts Studio (capacity 20)	Bags, Weights, TV/AV Cart
Cycling Studio (capacity 25)	Please contact Fitness Coordinator, Krista Gooris at (701) 231-5209 for available amenities.
Climbing Wall	Shoes, Chalk Bags, Safety Harness, Rope, Clips
Aquatics Lap/Leisure Pools	Fins, Basketballs, Volleyballs, Kickboards, Pullbuoys, Pull Handles, Noodles
Wet Classroom	Tables, Chairs, Instrumentation
Classroom (capacity 25)	Tables, Chairs, Instrumentation
<b>Equipment Available for Rent</b>	
AV Cart	\$50/day
Stage	\$50/day
PA/Sound System	\$50/day
Floor Protectors (Courts 1-3)	\$50/court
Stage	\$50/day
All reservations need to specify space and amenities requested.	

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## Rental Rates

Facility Rental Rates	Student Organizations (extra practice time)	University Department
Basketball Court (capacity 85)	\$15.00 per hour per court	\$30.00 per hour/per court
MAC Gym (capacity 100)	\$15.00 per hour per court	\$30.00 per hour/per court
Racquetball Court (capacity 8)	\$6.00 per court per hour	\$10.00 per hour/per court
Studio B (capacity 50)	\$30.00 per hour	\$50.00 per hour/per court
Martial Arts Studio (capacity 20)	\$20.00 per hour	\$40.00 per hour
Cycling Studio (capacity 25)	\$40.00 per hour	\$60.00 per hour
Climbing Wall	\$25.00 per hour for group of 1 to 6 \$35.00 per hour for group of 7 to 12 \$45.00 per hour for groups of 13 to 18	\$30.00 per hour for group of 1 to 6 \$40.00 per hour for group of 7 to 12 \$50.00 per hour for groups of 13 to 18
Classroom	\$15.00 per hour	\$20.00 per hour
Aquatics Lap or Leisure Pool (capacities: lap 168, leisure 165, spa 16)	\$70.00 per hour	\$90.00 per hour
Aquatics Lap Pool (per lane/up to 3)	\$10.00 per hour	\$15.00 per hour
Wet Classroom (capacity 35) Classroom 166 (capacity 25)	\$20.00 per hour \$40.00 per hour with food	\$30.00 per hour \$50.00 per hour with food
Staffing (if necessary):		
Building Manager	\$15.00 per hour per staff member	
Climbing Wall Staff	\$10.00 per hour per staff member	
Equipment Staff	\$10.00 per hour per staff member	
Lifeguard Staff - 2 Lifeguards included for all pool reservations - type of event and over 25 people may require additional lifeguards as determined by aquatics staff	\$15.00 per hour per staff member	
Custodial	\$25.00 per hour each	
Miscellaneous Fees:		
Set Up changes	\$20.00 if setup is not part of facilities normal configuration	
Security Personnel	Rate determined by NDSU Police	

## Cancellation Policy

Any space and/or equipment reservation cancellations must be made in writing at least two university business days in advance to avoid cancellation charges. The Wellness Center reserves the right to cancel an event. Failure to show or cancel a reservation will result in the following:

- Loss of reservation privileges
- Regular rental charges will still be assessed

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## [Damage to Facilities & Equipment](#)

Participants utilizing the Wellness Center facility and equipment assume the liability of and agree to compensate the Wellness Center for any damage to the facility and equipment other than normal wear and tear. Damage caused by participants will be repaired by Facilities Management or a licensed contractor and all charges incurred for the repairs will be billed to the event sponsor. If any equipment should be lost during the rental the event sponsor will be responsible for all replacement costs. All repair fees must be paid in advance of any subsequent reservation requests or to proceed with an existing request.

## [Additional Facility Policies](#)

### **Equipment**

Groups may provide their own equipment that is not already in place in the room or area they are reserving. All outside equipment must be approved by the Wellness Center to ensure compatibility with existing equipment and make sure there is no damage to the facility. Any music played by a group must not contain any explicit material.

### **Food & Beverages**

All food and beverages for meetings and events where guests will be charged, must go through NDSU Catering. Renter is responsible for making all food arrangements with NDSU Dining Services. Food and beverages are only allowed in the atrium or classrooms unless prior arrangement have been made. All food and beverage needs must be approved before the event.

### **Decorations & Signage**

Decorations may not be put on walls or furnishings in the Wellness Center without consent from the Wellness Center Associate Director or designee. Decorations may 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.

### **Insurance Requirements/Waiver Statements**

A Facility Use Agreement is a North Dakota State University document required of all reservations that take place outside of normal operations. In it the participants agree to assume all risk of liabilities that may arise out of, or result from, participant's use of the facility. In addition, commercial general liability insurance of at least \$1,000,000 is required.

### **Security for Events**

The Wellness Center may require uniformed security officers to be present at an event. The scheduling and expense is the responsibility of the sponsoring organization. If security requirements are not completed, the event will be cancelled.

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## Wellness Center Aquatics Policies

### General Facility Rules

- Shoes are not allowed on the pool decks or in the sauna (bare feet or clean sandals/water shoes only).
- All users must strictly follow aquatics dress code at all times.
- No glass of any kind is allowed in the pool area.
- Public displays of affection are prohibited.
- Cell phones and other mobile devices are not allowed in the water.
- Laptops are prohibited in the pool areas, including the sauna.
- All members must follow the direction of the lifeguard on duty.
- Members must be respectful of other members waiting to use sauna or spa/hot tub.
- Photos and video are prohibited.
- No visiting with lifeguards while on duty.
- All pool equipment must be returned to its proper location after use.
- All outside equipment must first be approved by the Assistant Director.
- Swimming with weight is prohibited:
  - This is a safety risk for the individual, as early fatigue can set in, resulting in a distressed swimmer or active drowning victim. Added weight would accelerate the pulling of the victim to the bottom of the pool, putting life at greater danger. Adding weight to an individual's body makes water rescue challenging, even for the most highly qualified lifeguards and unlikely that an individual swimming with weights would be rescued in the time standard set by the American Red Cross.
  - This is also a safety risk to the lifeguard staff, as lifeguards are not trained to rescue individuals swimming with weights attached to their body. Lifeguards would be put in danger of injury, become distressed swimmers or active drowning victims themselves from the additional fatigue or rescuing a person from the bottom of a pool that had additional weights attached to their body. This danger is increased in deep water (10+ feet).
  - This type of swimming practice could also put other swimmers at the Wellness Center at risk to believing it is a safe swimming practice.
- All bags and personal belongings must be kept in a locker or in cubbies provided on the pool deck; no items are allowed directly on the pool deck.
- No food or beverages are allowed in the pool areas, except water in a closed, re-sealable, non-glass container.
- Pool, sauna and fire pit capacities are strictly enforced.
- Moving benches and/or loungers is prohibited.
- Sweaty clothes are not allowed in swim suit water extractors (wet swim suits only).
- Anyone who has or has had diarrhea in the past two (2) weeks shall not use the pool.
- Anyone who has an area of exposed sub-epidermal tissue, open blisters, cuts, etc. is advised not to use the pool.
- Spitting, spouting of water, blowing nose, or similar behavior in the pool is prohibited.
- No running or rough play on the pool runways, on the floats, on platforms, or in locker rooms.
- All persons must take a cleansing shower before using the pool, spa, or sauna. A bather leaving the pool to use the toilet shall take another cleansing shower before returning to the pool area.
- Any unsafe behavior or activity to themselves or others is prohibited and will be enforced, as determined by lifeguards or aquatic staff.

### Open Swim Rules

The following rules also apply during all programs and rental swims.

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- No running.
- No rough play.
- No offensive language.
- No use of starting blocks, unless approved by the Assistant Director or head lifeguards.
- No flips, back dives or other dangerous water entries are allowed from the pool edge.
- No use of rescue equipment.
- No diving in the shallow area. Diving is allowed in the 10-foot area only.
- No food, candy or gum is allowed in pool area. Lifeguards reserve the right to inspect any container.
- No hanging or dunking on basketball hoops.
- No grabbing the volleyball net at any time.
- No extended breath holding allowed.

### Lap Swim Rules

- Circle swim in a counter-clockwise direction, keeping to the right side of the lane.
- No diving in the shallow area. Diving is allowed in the 10-foot area only.
- Whenever possible, choose a lane with swimmers who hold a pace similar to your own.
- Equipment such as kickboards, pull buoys, fins, etc. may be used.
- No use of starting blocks, unless approved by the Aquatic Coordinator or head lifeguards.
- Do not hang on lane lines.
- No extended breath holding allowed.

### Spa Rules

- Must observe a reasonable time limit in spa
- No jumping in
- No submerging under water
- No sharing of seat space
- Public displays of affection are prohibited
- Capacity is strictly enforced
- Pregnant women, small children, or persons with heart disease, diabetes, high blood pressure, or low blood pressure should not enter the spa except under advice of a physician.
- Avoid use while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or raise or lower blood pressure.
- Phones are not allowed while using the spa
- Exposure greater than 15 minutes may result in drowsiness, nausea, or fainting

### Sauna Guidelines

- Be courteous and respectful of others.
- Swim suits and gym shorts are allowed. No excessive clothing may be worn in saunas (sweat shirt, sweat pants, etc.). No shoes, other than flip flops are to be worn in the sauna.
- No exercising in sauna, including yoga style exercises.
- Individuals with medical conditions should consult a physician before using the sauna.
- Users must shower after using the sauna and before entering the pool or spa.
- Water is not allowed to be poured on the sauna rocks.
- To prevent dehydration, drink plenty of fluids before entering and after leaving the sauna.
- If you feel dizzy, develop a problem breathing, or experience general ill health, leave the sauna immediately and contact a lifeguard.

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- Metal items, jewelry and other objects are not recommended for use in the sauna.
- Do not exceed 20 minutes in the sauna.
- Public displays of affection are prohibited.
- **CAUTION:** Because of high temperatures and humidity, the sauna can be dangerous to your health. It is recommended that all persons consult a physician before using these rooms. The following individuals should not use the sauna: those with heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures, epilepsy, pregnant women, and those who are using prescribed or illegal drugs or are under the influence of alcohol.
- **Wellness Center does not promote the use of saunas for weight loss.**

### SwimTrain

- Clients must meet instructors for each session at the lifeguard office in aquatics wearing proper swim attire as specified by the Wellness Center aquatics dress code.
- All SwimTrain sessions are 30 minutes in length.
- Late policy: instructors are obligated to wait 15 minutes past the appointment start time. After 15 minutes, the session will be forfeited without a refund.
- Cancellation policy: failure to contact aquatics at least 24 hours prior to the start of a scheduled session will result in the loss of the session. 701.231.5216
- E-mail should be used for all communication between the instructor and client.
- Training sessions expire six months after the purchase date. There are no refunds for unused sessions.
- If a client's swim assessment shows the presence of risk factors for various cardiovascular, pulmonary or metabolic diseases that require special attention, a physician's release form will be required prior to participation.
- Unused sessions cannot be transferred to another person.