
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 the facility and/or may have their access 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 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. 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 general 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.
- 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 self and others.
- 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.

A.3 General Information

Wellness Center Phone Number	(701) 777-9355
Wellness Center Email	und.wellnesscenter@und.edu
Website Address	https://und.edu/wellness

A.4 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 July 1.

Access/Entrance/Exit

B.1 Facility Entrance/Exit Policy

- The Wellness Center is a controlled access facility. The Wellness Center is intended for the use of current UND students and other authorized members of the UND community.
 - Authorized users include:
 - Active staff/faculty members
 - Active associate members
 - Active sponsored members/guests
 - Wellness & Health Promotion staff

- All participants must check into the building at the Welcome Desk and present their University ID card, Wellness Center membership card, and/or a government issued photo ID.

- 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. Members and guests must identify themselves when asked by a Wellness Center team member.

- 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 or photos 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 and provide a photo ID.

- 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.

- Individuals must be 18 years or older to access our facility (certain exceptions apply).

Parking

C.1 Parking

The parking lots for the UND Wellness Center are UND-zoned parking lots controlled by UND Parking Services. Meters are available on the south side of the paved parking lot and city streets are another option for parking. The UND Wellness Center is **not** responsible for parking tickets issued while parked in our parking lots.

Wellness Center Parking Permit

- All vehicles are **required** to have a parking permit/validation: Monday – Friday from 7 a.m. to 4 p.m.
- A parking permit is **not required**: Monday – Friday prior to 7 a.m., after 4 p.m., and every Saturday/Sunday.
- A Wellness Center parking permit may **only** be purchased at the Welcome Desk by associate or sponsored members.
- Wellness Center parking passes are for the exclusive use of the vehicle named on the pass. The parking pass is valid in the Wellness Center Parking lot only, and cannot be utilized for REA event parking.
- UND students, faculty, and staff are not eligible to purchase a Wellness Center parking permit. They must purchase their parking permit through [UND Parking Services](#).

Wellness Center Parking Permit Prices

- **Annual** = \$40
- **Semester (Fall or Spring)** = \$15
- **Summer Session** = \$10
- **Month** = \$5

Parking permits may only be purchased for the duration of the customer's current membership. For example, if a customer purchases a one-month membership, they are only allowed to purchase a one-month parking permit.

PassportParking® Mobile App

Paid parking is available using smart phones by downloading the [PassportParking App](#). From this app, you can select where to park and the amount of time needed. PassportParking is available at the metered parking spots on the south end of the Wellness Center parking lot (signs are posted).

Policies, Rules and Regulations

D.1 General Policies

- Anyone taking pictures/videos must request approval from the Director or designee at least 24 hours in advance. Pictures/Videos may NOT be taken in the locker rooms or restrooms.
- Activity areas are designated as track, weight room, cardio and circuit deck, group exercise studios, stretching areas, functional fitness areas, rock wall, main gym, multi-activity court, zen den and quiet lounge.
- No bicycles, skateboards, hover boards 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 is first come, first serve.
- Spitting in the common areas, water fountains 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. Members must provide their own locks.
- Staff members are not to hold equipment, valuables or bags for participants.
- Closing announcement will be made beginning approximately 15 minutes prior to closing. All participants are expected to finish activities, 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 Leadership 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, weight plates and dumbbells are intended for the weight floor surface only; they are not to be taken onto the terrazzo floor, gym space, or upstairs.

D.2 ADA Statement

Individuals with disabilities are encouraged to participate in 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.

D.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.

D.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 may result in denial of use of the Wellness Center. If necessary, a Wellness Center member may be addressed by a staff member if 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.
- Closed toe, closed heel, non-marking athletic shoes are required for all activity areas. Boots, heels, spikes, sandals, slippers will not be allowed. 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 most activity areas due to the risk of ripping equipment upholstery and potential risk of injury. Permissible exceptions are noted in area specific policies.
- 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.
- Acceptable tops include a t-shirt, tank top or sport top that covers the chest and torso one fist below the armpit.
- 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.

D.5 Cell Phones

Use of cell phones is not permitted in locker rooms or restrooms. Cell phones should not be used when utilizing fitness equipment other than listening to music. Patrons must utilize headphones/earbuds while listening to music. Out of respect for others, we ask that you limit your cell phone use in public areas.

All members have an expectation of privacy. Cell phones may not be used for photos, videos, or as recording devices unless approval has been granted by the Director or staff designee.

D.6 Computer Use Policy

Individuals who use the Wellness Center resource lounge computers 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. Headphones must be worn while listening to videos.

D.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.

D.8 Ejection

Noncompliance with 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.

D.9 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 for replacing the item. The participant cannot regain membership until charges are paid. We reserve the right to charge a student's account for replacement costs.
- General wear and tear on equipment is the responsibility of the Wellness Center.

D.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 as part of a facility reservation).
- Water and sport drinks are allowed in activity areas and must be in a container with a closed lid. Cups with lids and straws (i.e., Big Gulp/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.

D.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 donated to a charity.
- Staff members are not permitted to hold valuables.
- The Wellness Center is not responsible for lost or stolen belongings.
- UND ID cards turned in as Lost and Found will be sent to UND One Stop Student Services.

D.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 respective agency or employment; or by established student organizations, in accordance with University policy; or by approval through facility reservation procedures.

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.

D.14 Poster Displays

Posters and Flyers

- All postings external to the Wellness Center must be submitted for approval by designated Wellness Center staff. Submissions must include a contact name, phone number, and sponsoring organization or department displayed on the posting.
- There is no cost for posting items in the Wellness Center, however printing costs are to be covered by the submitting group. Wellness Center will not print items.
- No political or religious endorsements allowed (unless sponsored by a recognized UND Student Organization).
- Personal/Commercial businesses promoting products or services will not be allowed.
- No offensive or suggestive language/design.
- No handmade signs accepted.
- Suggestion and/or implication of activities where alcohol or other drugs will be present are not allowed.
- All posted material must contain a date stamp/approval from the Wellness Center designees.
- The Wellness Center determines and designates the locations within the building where promotional material may be displayed or placed for distribution.

- The Wellness Center is not responsible for any damage to posted material while on display. Organizations or departments who want their material returned, must advise the Wellness Center staff and make arrangements to pick up the material after it has been taken down.
- The actual posting of flyers will be done by the Wellness Center staff.
- It is at the Wellness Center's discretion when to remove posted material.
- Promotional material that is found displayed without proper approval will be removed by the Wellness Center staff.

Digital Signs

- The Digital Signs within the facility are for internal use only.

D.15 Towel Policy

White Sweat Towels - 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. Participants are only allowed to have one towel checked out at any given time.

Blue Cleaning Towels – Blue cleaning towels are provided throughout the facility and are designated for cleaning only. Please use only one towel for your workout to clean your equipment. Spray the towel directly and leave the spray bottles with the cart. Do not spray equipment or machines with the spray bottles. Return the towels to the towel carts to be laundered.

D.16 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. Credit card refunds are required to be processed to the card used to make the initial purchase. 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 must be done 48 hours prior to the first initial class will receive a full refund. If cancellation occurs less than 48 hours prior to the first class, the area supervisor will determine how much of the fee, if any, will be refunded.

Refunds for Intramurals and Personal Training are subject to their respective refund policies.

Area Specific Policies

E.1 Cardio Deck

- Participants must wipe down the machine, including the seat and hand rails prior to using equipment and when finished. Disinfectant and blue cleaning towels are provided. Spray the towel and not the machine/equipment.
- Please limit workouts to 40 minutes on a piece of equipment during busy times.

E.2 Running Track

- Non-marking athletic shoes are appropriate for the track. No boots, heels or spikes.
- Jeans or zippered or metal riveted shorts or pants are permitted on the track only.
- 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
- Track is limited to walking, jogging or running only. No dumbbells, barbells, kettlebells, lunges, calisthenics, etc. are permitted on the track. 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.

E.3 Main Gymnasium

- Non-marking athletic shoes only.
- No dunking or hanging on rims or net.
- Do not kick basketballs or volleyballs. Repeated issues will result in equipment check-out privileges being revoked.
- Volleyball and badminton nets and standards will be set up and taken down by the Wellness Center staff only.
- Weights, barbells, battle ropes and other fitness equipment are not allowed.
- Use of informal activity spaces, when not scheduled/reserved, is first come, first serve.

E4 Multi Activity Court (MAC)

- Non-marking athletic shoes only.
- No intentional kicking or throwing of equipment towards the ceiling.
- 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.

E.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 Service Associate for assistance if necessary.
- Use spotters when necessary. Wellness Center Fitness staff members are allowed to spot only if and when capable and comfortable with the weight being attempted. At no time will a staff member compromise safety to self or others, and as such has the right to refuse service if 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. Allowing others to alternate sets is encouraged.
- Participants must wipe down the machine, including the seat and hand rails prior to using equipment and when finished. Disinfectant and blue cleaning towels are provided on the fitness floor. Please spray the towel and not the machine/equipment.
- 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. All acceptable lifts must be handled with control and performed in the power racks. The only acceptable lifts are:
 - Front Squat
 - Full Squat
 - Overhead Squat
 - Jump Shrug
 - Shrug
 - Hang Pulls
 - Deadlift
 - Bench Press
- Only deadlifts are permitted on the raised platform.

E.6 Group Exercise (GX) Studios

- Room is available for personal use when classes are not held.
- Non-marking athletic and dance appropriate shoes only. Shoes must be worn at all times, unless participating in a Wellness Center Instructor-led Yoga or Barre Classes where bare feet are permitted.
- Group Exercise Passes must be purchased before being admitted to each class. The pass will be linked to the membership or UND ID.
- 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, class sizes will be limited based on class format type.
- 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.

E.7 Rock Wall

- Only staff and approved, belay-trained participants are permitted to belay climbers.
- Belay Trainings are to be renewed annually at the beginning of the Fall Semester regardless of when the initial training was completed.
- All climbers must check in with the climbing wall staff before climbing. The wall is to be used only when staff-supervised.
- Shoes are required for climbing. Sandals, “toe shoes”, socks, and bare feet are not acceptable. Shirts must be worn at all times.
- Jeans are permitted to climb the wall
- 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 or approved trained personnel under the direction of Rock Wall staff are allowed to alter or set climbing routes
- Climb within your limits.
- Bouldering is only permitted to the red dashed line on the wall.
- 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.
- Harnesses and shoes are available for checkout from Rock Wall Staff.

E.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.)
- Group Exercise Passes must be purchased before being admitted to each class. The pass will be linked to the membership or UND ID.

- 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.

E.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 and can be processed at the Wellness Center Welcome Desk or online.

E.10 Circuit Deck

- Weight Machines are intended to be used as a circuit and should not be monopolized by users. Participants may join circuit at any time by utilizing an unused machine. When signaled, participants will move to the next machine in a counter-clockwise direction.
- Follow the light indications
 - Green – perform exercises (60 seconds);
 - Red – Rotate to and set up next machine (30 seconds)
- 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.
- Participants must wipe down the machine, including the seat and hand rails prior to using equipment and when finished. Disinfectant and blue cleaning towels are provided in the Circuit Deck. Please spray the towel and not the machine/equipment.

E.11 Quiet Lounge

- The quiet lounge is intended for meditation, relaxation and quiet studying.
- Group studying is not permitted in the quiet lounge. The Resource Lounge and classrooms can be utilized for group work if available.
- Exercise equipment is not permitted in the quiet lounge.

E.12 Heavy Bag/Speed Bag

- Hanging or swinging from the bags is not permitted.
- Shoes must be worn at all times
- Sparring, wrestling, martial arts throws and other intensive physical contact activities are not allowed.
- Feet and hands must be covered when striking bags
- Gloves and Boxing Pads are available for check out at the Fitness Desk with valid ID

E.13 Outdoor Courts

- Wellness & Health Promotion events, approved activities and use by the UND community take priority. Direct reservation inquires to 701.777.WELL (9355) or UND.wellnesscenter@UND.edu
- Please report injuries, or any broken, missing, or dangerous equipment or surfaces to the Wellness Center as soon as possible.
- Please secure all personal items. UND is not responsible for any lost or stolen items.
- Glass containers are prohibited.
- Roller blades, skateboards, bicycles or other vehicles prohibited on the courts.
- No dunking on the basketball hoops.
- Users must wear appropriate recreational shoes.
- Foul language, alcohol and tobacco are prohibited.
- An adult must accompany children under age 18 at all times.
- Equipment may not be placed on or removed from the courts without advance approval from the Wellness Center.
- Pick up after yourself, trash included.
- Pets are not allowed on the courts or in the perimeter area.
- The courts close at dark.
- Outdoor basketballs, volleyballs and tennis equipment are available for check out to Wellness Center members at the Wellness Center Welcome Desk (UND ID required).
- If you believe you have lost something near the court, please check at The Wellness Center or University Police.

E.14 Locker Rooms

- The Wellness Center has 4 locker rooms, all located on the first floor.
 - 1 Men's locker room
 - 1 Women's locker room

- 2 Gender neutral locker rooms
- Rental lockers and day use lockers are labeled within each respective locker room.
- 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, no sooner.
- If not renewed before current rental period 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.
- Locker sales will not be prorated.
- Locks are provided; renters must use the lock provided.
- Locks that are not removed by the end of the night on day-use (non-rental) lockers will be removed, and the contents found in the locker will be handled as lost and found.