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Introduction

The purpose of these policies is to provide guidelines for the members of the Wellness Center facility. Our goal is to create a safe and enjoyable environment for members of the center. The use of the Wellness Center is a privilege, and individuals not cooperating with the established policies may be asked to leave or may have their memberships revoked. The Wellness Center staff reserves the right to make judgement and the final decision on policies not covered in this participant policy manual.

The Director of Health and Wellness, along with the Coordinator of Fitness and Special Programs, student staff, and the Health and Wellness Student Advisory Committee, are responsible for the creation of new or updating of existing policy. The Health and Wellness Student Advisory Committee will review and make recommendations on policies.

Mission Statement

“The Wellness Center provides an opportunity for an active and healthy lifestyle to become a focus of our campus culture.”

We do this by:

1. Effective Wellness Education and programming efforts
2. State-of-the-art Fitness Programs and equipment
3. Convenient location, operational hours and affordable membership
4. Effective collaboration with Intramurals and Student Health Services
5. Promotion of the seven dimensions of Wellness

The purpose of the Wellness Center is to support the academic mission of Minnesota State University Moorhead, where it states: *“Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.”* The Wellness Center will provide an environment where students may learn behaviors conducive to creating healthy lifestyle choices to accomplish the university Mission Statement regarding mind, body and spirit.

General Policies

- The Wellness Center operates on an “exercise at your own risk” policy
- All patrons must be at least 18 years old
- We require that you have a 2nd pair of clean, dry, closed toed athletic shoes; no sandals or flip flops
- Proper athletic attire is required (athletic pants, t-shirt, etc). No jeans please, stomachs and nipples must be covered
- Photographs and videos are not allowed anywhere in the Wellness Center
- Water is permitted in plastic, closed containers. No food or gum is allowed
- The Wellness Center is not responsible for lost or stolen items
- Disinfectant spray and rags are provided around the facility. Please wipe off the equipment when you are done
- No spitting – anywhere
- Spikes are not allowed on the track
- Spectators are not allowed on the track with the exception of certain events when the fitness areas are closed
- All members must be out of the building at the posted closing time
- Immediately report any facility related injury or facility/equipment irregularity
- Offensive, abusive, disruptive or inappropriate behavior or language will not be tolerated and will be grounds for disciplinary action
- Any violation of these rules may result in loss of privileges and/or disciplinary action

Other General Policies

- The MSUM Wellness Center is a controlled access building. All participants must have a valid Dragon ID or membership card
- Solicitation of any supplement, personal training or any other instruction, and network marketing products are prohibited
- Chalk is not allowed in the facility
- Weights are to be returned to their proper locations
- Bicycles are not allowed in the facility – there is a bike rack in the front of the building
- Any skates and boards are not to be used within the facility
- Items/areas may be checked out/reserved upon request

Platform Policies

- Only rubber plates are allowed on the platforms
- Weights are not to be dropped anywhere above the knees
- Do not allow the bar to bounce
- Clips are mandatory at all times on the platforms

Court Policies

- Non-marking court shoes only
- Volleyball/Soccer is only allowed on the west court
- No gum or food on the courts
- Members must leave the courts when requested by staff
- Dunking and hanging from the rim is strictly prohibited
- Offensive, abusive, disruptive, or inappropriate language is strictly prohibited

Group Exercise Classes

- Arrive early
- Do not enter the class once it has started
- Passes are required and can be requested at the front desk. Passes must be returned to the class instructor. Only one pass per person. There are no class or pass reservations
- Wipe down equipment when finished

Code of Conduct

Members must:

- Treat the Wellness Center staff and other members with respect
- Treat the facility and all equipment with respect
- Abide by the rules and policies
- Act in a safe and responsible manner, while respecting the rights, welfare, and dignity others

General Facility Information

Facility Phone Numbers:

- Wellness Center Front Desk: 218.477.4300
- Wellness Center Fitness Desk: 218.477.4305
- Wellness Center Fax: 218.477.4287

Wellness Center Other Contact/Address:

- Website: <https://www.mnstate.edu/wellness/>
- Email: wellness@mnstate.edu
- Facebook: <https://www.facebook.com/MSUMRecWell/>
- Instagram: <https://www.instagram.com/msumrecwell/>
- Physical Address:
805 14th St S
Moorhead, MN 56563
- Mailing Address:

MSUM Wellness Center
PO Box 134
Moorhead, MN 56563

Seasonal Hours of Operation:

Fall / Spring Semester	
Monday – Thursday	6:30AM-10:00PM
Friday	6:30AM-8:00PM
Saturday	10:00AM-6:00PM
Sunday	12:00PM-8:00PM
Summer Semester	
Monday – Thursday	9:00AM-7:00PM
Friday	9:00AM-6:00PM
Saturday – Sunday	Closed

Note:

Reduced hours of operation are in effect during semester breaks, university holidays, and other scheduled breaks.

All hours are subject to change due to the academic calendar year, unforeseen circumstances, or maintenance schedules.

Weather related circumstances will be announced on Dragon Digest, the local media, and our website.

Parking

The Wellness Center cannot forgive or pay for parking tickets. All parking ticket issues should be directed to the parking office.

All members must comply with the Minnesota State University Traffic Division’s regulations from Monday-Friday during the hours of 7:00 AM to 4:30 PM. There will be 10 designated parking spots for any member or contracted employee that are **not** a student, faculty, or staff member. Passes can be picked up at the front desk. All Wellness Center employees, students, faculty, and staff members must park in their designated lots on campus.

Facility Access

- The Wellness Center is a controlled access facility. Authorized identification is required. The Wellness Center reserves the right to request identification at any time or in any location of the facility. Non-members, suspended, and banned members are not permitted to enter the facility.

- MSUM students must check in with their official Dragon ID. Lost or damaged Dragon IDs are not satisfactory to enter the facility, and must be replaced.
- If a member does not have his or her Dragon ID or membership card, _____. Photocopies of the MSUM Dragon ID card are not acceptable. If the photo, name or ID numbers are not visible of the card, it is not valid.
- Any person presenting or lending out a false ID will be subject to disciplinary action including suspension and banishment from the facility.
- Visitors wishing to purchase a day pass must check in at the front desk, fill out the necessary liability forms, and purchase the daily fee.

Entrances / Exits:

Entry and exit of the Wellness Center is always through the north, main entrance. Persons entering or exiting through other doors are subject or disciplinary action or loss of membership.

Memberships

The use of the Wellness Center facility and its programs is entirely voluntary. Each individual utilizing the facility assumes the risk for any harm or injuries sustained. Neither Minnesota State University Moorhead, 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 members use caution and be aware of potential health risks associated with exercise, and obtain a physical from a doctor before beginning an exercise program.

There is no membership fee for current students or Postsecondary Enrollment Option (PSEO) students.

Faculty, Staff, Alumni, Minnesota State Community and Technical College (MSCTC), and Community members are eligible to purchase memberships.

Types of Memberships:

MSUM and PSEO Students

There is NO additional charge for students who are registered for at least on credit during the applicable semester (Fall, Spring, Summer). Depending on the union contracts, MSUM employees taking classes utilizing the tuition waiver may or may not be charged the Wellness Center fee.

Every student must fill out a Membership Agreement Form at the beginning of each academic year, and must show his or her Dragon ID card. The form is a waiver that requests contact information, and indicates the member's voluntary participation in using the Wellness Center facilities, equipment, and other services. The form must be signed before the member can use the Wellness Center.

If a MSUM freshman, PSEO, or M State student is under the age of 18, the form must be co-signed by a legal guardian prior to usage of the Wellness Center. Any other person under the age of 18 is not permitted to purchase a membership or use any facility of the Wellness Center, with the exception of special programming and camps set forth by the Wellness Center.

M State Students

All M State students are encouraged to join the MSUM Wellness Center and are charged a membership fee.

Every student must fill out a Membership Agreement Form at the beginning of each academic year, and must show his or her Dragon ID card. The form is a waiver that requests contact information, and indicates the member's voluntary participation in using the Wellness Center facilities, equipment, and other services. The form must be signed before the member can use the Wellness Center.

MSUM Faculty, Staff, and Alumni

All MSUM faculty and staff are encouraged to join the MSUM Wellness Center and are charged a membership fee.

Every student must fill out a Membership Agreement Form at the beginning of each academic year, and must show his or her Dragon ID card. The form is a waiver that requests contact information, and indicates the member's voluntary participation in using the Wellness Center facilities, equipment, and other services. The form must be signed before the member can use the Wellness Center.

Note:

After purchasing a membership, alumni will be issued a wellness center membership card. Their Dragon ID will not be a valid ID once they have graduated.

Community

Anyone who is not a current student, faculty, staff, alumni, MSCTC, or PSEO student is considered a community member.

Every student must fill out a Membership Agreement Form at the beginning of each academic year, and must show his or her Dragon ID card. The form is a waiver that requests contact information, and indicates the member's voluntary participation in using the Wellness Center facilities, equipment, and other services. The form must be signed before the member can use the Wellness Center.

Locker Rentals

Members may pay for a reserved locker each semester (Fall, Spring, Summer). This can be done at the front desk. Each member must fill out the proper form, abide by guidelines, and provide payment. They may bring their own lock, or purchase a lock from the front desk.

Payment

All new members and guests are responsible for paying their membership at the time of sign-up. The membership fee can be paid by cash, check, or credit card. If a payment is returned, it will be at the expense of the member for the amount of the returned item, plus a returned fee charge.

Building Information

AED Locations:

- The first floor AED is located on the wall, to the left of the women's locker room.
- The second floor AED is located on post in front of the fitness desk.

Note: The AED is to be used by qualified staff.

Material Data Safety Sheets Location:

- The MDS binder is located at the front desk. This is to be used in the case of emergency when a chemical is swallowed, comes in contact with skin, etc.

Fire Extinguisher Locations:

- Across from the front desk on the wall.
- By fitness floor bathroom on the wall.
- By emergency exit stairwell, next to ab / stretch room on the wall.
- In track area by emergency stairwell on the wall.
- Between aerobics room and multi-purpose room on the wall.
- Far (west) wall on the track.
- By exit door on the basketball courts, on the wall.

Interior Building Lights:

- Emergency lights will automatically remain on in areas such as the gym, rock wall, front entry, stairs, etc.
- Many building lights are programmed to turn on when the building opens.
- Hallway and locker room lights are motion censored.
- Group exercise and multi-purpose rooms are motion censored if the switches are left in the "on" position.
- Gym floor lights must be turned on at the silver panel between locker rooms. A key to turn on the lights are located in the laundry room. Lights should be turned on so that half of the light bulbs are used.

Basketball / Volleyball:

- Keys to move basketball hoops are in the laundry room. One key is to move the hoops up, and another is to move the hoops down. There is also a key to move the room divider. The key locations are in the silver panel between locker rooms.
- The volleyball poles / nets are located in the rock wall storage closet. The key is located in the laundry room.

Multi-Purpose Room:

- Fan switch is on the wall. Please make sure the fans are on low when the room is not in use.
- The lights are motion sensitive, and if left in the *on* position, they will automatically shut off after a certain period of time
- The stereo system is preset.
- The remote is at the front desk.
- The iPad is on the outside wall by the door.

Front Desk:

- There are 3 panic buttons under the desk. Each are located to the right of the open space between the cabinets.
- The front desk lights are located on the wall in front of the conference room.
- The enunciator panel is located behind the left monitor. This panel identifies when an emergency door is opened. The security monitor must be checked to see what is happening when the alarm sounds. The sound will be turned off when the black button is pressed.
- The security cameras should be consistently checked.
- The front desk speaker system controls the main gym area. This system is located in the front desk cabinet, and it needs to be powered on to operate. It has a stereo and CD player option.
- The PA system is located on the right side of the desk. It should be used to make announcements.
- A TV remote is located at the desk for the lobby TV.

Fitness Desk

- The lights under the ledge of the desk are for the lights over the desk.
- The blinds switch is located under the desk ledge. The switches must be quickly moved to the middle position in order to stop the blinds midway.
- A panic button is located under the desk to the right of the open cabinet area.
- The TV remote is used for all flat screen TVs. Please keep the remote at the desk. Members are not to use it. Staff are the only ones who can change channels. This must be done on a regular basis in order to prevent burn out on the screens.

- Keep all fans on low speed at all times unless needed otherwise. Each of the three separate areas have a separate switch.
- The sound system is softer at the desk than it is in the fitness areas. Please keep at the level marked on each dial. There are CD, radio, and iPod options for all three. To turn on, use the power button.
- The PA system is used for announcements.

Parking:

- Student staff can park in the parking lot after 4:30PM with no parking permit.
- Aerobic instructors can pick up guest parking pass if they teach before 4:30PM.

Rock Wall:

- Rock climbing is dangerous.
- All climbers must scan in at the front desk and have an up-to-date liability form on file
- Only rock wall staff is allowed to belay, members are not allowed to belay other members
- Climbing shoes are required
- Loose clothing and jewelry must be removed
- Observers may use the designated chairs; if the chairs are full, please wait outside until one becomes available
- The chalk provided by the facility is the only kind allowed
- Only staff members are authorized to set routes or modify existing ones
- Rock wall staff reserves the right to remove any person from this area if disruptive or unsafe
- Offensive, abusive, disruptive or inappropriate behavior or language will not be tolerated and will be grounds for disciplinary action
- Any violation of these rules may result in loss of privileges or disciplinary action
- No running, jumping, yelling, swinging on the ropes, or horseplay in the climbing area will be tolerated
- No food or drinks are permitted in the rock wall. Water only
- Any personal harness or climbing shoes must be approved by the staff and inspected prior to climbing
- Individuals with long hair must have it tied back
- Before climbing, the climber and instructor will go through the climbing commands
 - On Belay / Belay On
 - Climbing / Climb On

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 wear and tear while it is being used. Facilities that require repair due to damage by participants will be repaired by the Wellness Center or licensed contractor of the Wellness Center. All charges for repair will be charged back to the event sponsor. Photos of the reserved space prior to repair will be used to verify requests for special damage repair fees.

Technology

Audio visual equipment is available and belongs to the Wellness Center; Therefore, it can only be used on the premises. Laptops are the responsibility of the renting organizations for presentations. If outside equipment is brought in, it must be approved by the Wellness Center staff. The Wellness Center assumes no responsibility for outside equipment brought in.

Advertisement & Decorations

Decorations may not be placed on walls or furnishings in the Wellness Center without prior consent from the Director of Health and Wellness or designee. Decorations may not be 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 pulls. All signs must be approved by the Wellness Center staff.

Accidents & Injuries

All accidents and injuries must be reported to a Wellness Center staff member. The safety procedures will be followed, and an incident report will be completed.

ADA Statement

The Wellness Center is in compliance with ADA regulations. Persons with disabilities are encouraged to utilize the facility.

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 prior to the event.

Alcohol, Drugs, & Tobacco

The Wellness Center is a substance-free facility. Members of the facility must agree or take reasonable precautions to prevent the possession or use of alcoholic beverages, illegal drugs, and tobacco products in the Wellness Center. There is a zero tolerance policy for this. You will lose your membership.

Animals

Only service animals are permitted in the Wellness Center. The Americans with Disabilities act allows this to happen. We recommend that the service animal is clearly marked for other members to be aware the animal is a service animal.

CPR/AED Reimbursement

All employees of the MSUM wellness center must have a current CPR/AED certification. The MSUM wellness center will reimburse any new employee for their first time certification up to \$30.00. The employee must pay for the certification first, and then will be reimbursed upon providing a proper receipt.

Attire and Footwear

The wellness center staff reserves the right to determine the acceptability of all exercise attire. The decisions of the staff concerning appropriate attire will be final. Failure to dress properly will result in denial of use of the wellness center. Clothing with offensive language, designs, or pictures are not acceptable. If necessary, a wellness center member may be addressed by a wellness center staff member if the member's clothing is offensive to another user or is inappropriate or items pose a danger to self or others.

Appropriate Attire is required at ALL times:

- Sandals and open toed shoes are not permitted in ANY activity area throughout the Wellness Center.
- Shoes, shirts, shorts, or pants must be worn at all times.
- Jeans or zippered or metal shorts are prohibited due to the risk of ripping upholstery and pose a risk of injury.
- A full length tank top or t-shirt is acceptable. The shirt must completely cover the upper torso. Shirts that are cut off must be done right under the armpit area so that no upper torso or stomach is shown.
- 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.

- Thongs, patterned or colored undergarments that are visible worn under light colored clothing or sticking out under clothing are not permitted.
- A SECOND pair of clean, dry shoes is MANDATORY to use the wellness center.
- Court shoes must be worn for all court activities. Shoes that mark the floors, have open toes or heels, and turf shoes are prohibited in court and exercise areas.
- Jewelry which may cause equipment damage or pose risk of injury should be removed.

Cell Phones

Use of cell phones are not permitted in the locker. 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.

Lap Tops

Personal computers may be used in the lobby area only. If offensive work is noticed you will be asked to turn your computer off or to leave. Members are not allowed use any of the wellness center staff computers for any reason.

Damages

Members 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 being used.

Removal off Premises

Non-compliance to any University or wellness center policy is subject to removal or being denied access. When an individual is removed or denied access for any reason, that individual is suspended from ANY wellness center program or activity.

1. Appeal of Ejection

Members who have been ejected or banned from the wellness center have a right to appeal. The appeal process is facilitated by the Health and Wellness Student Advisory Committee. Members may appeal their ban either in written or by requesting a meeting of the Advisory Committee.

Equipment Checkout