NDSU Wellness Center
Member and Participant
Policies and Procedures Manual
2015 – 2016
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
The NDSU Wellness Center is dedicated to developing and promoting opportunities for individuals of the University Community to incorporate the Seven Dimensions of Wellness into their lifestyle.

We do this through effective wellness education efforts, state-of-the-art fitness and recreational programs, convenient and affordable child care, and promotion of the Seven Dimensions of Wellness.

This manual has been created with the purpose of providing policies and procedures 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 a $94.40 semester student wellness fee. Students approved an additional fee of $29.16 in the spring of 2013 to fund the construction of an aquatic addition. That fee will increase in the fall of 2016 to support operations of the facility. The wellness fee provides operational and personnel funding, which includes but is not limited to: debt reduction, salaries, benefits, and programs and services that promote student health and wellness.

Creation of Policies and Procedures
An annual review of the Policies and Procedures Manual is completed by a policy and procedures committee comprised of staff, students, and Wellness Center members.

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 facility with respect.
- 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.

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.
General Information

<table>
<thead>
<tr>
<th>Wellness Center Number</th>
<th>701-231-5200</th>
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</thead>
<tbody>
<tr>
<td>Campus Recreation and Intramural Sports (Court Reservations)</td>
<td>701-231-7390</td>
</tr>
</tbody>
</table>

E-mail: ndsu.wellness@ndsu.edu

Social Media

<table>
<thead>
<tr>
<th>Web Address</th>
<th><a href="http://www.ndsu.edu/wellness">www.ndsu.edu/wellness</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/NDSUWellnessCenter">www.facebook.com/NDSUWellnessCenter</a></td>
</tr>
<tr>
<td>Twitter</td>
<td>@NDSUWellness</td>
</tr>
<tr>
<td>YouTube Channel</td>
<td><a href="http://www.youtube.com/wellnesscenterndsu">www.youtube.com/wellnesscenterndsu</a></td>
</tr>
<tr>
<td>Instagram</td>
<td>Ndsuwellnesscenter</td>
</tr>
</tbody>
</table>

Wellness Center Building Hours

**Academic Hours**

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

**Summer Hours**

- **Monday – Friday**: 5:30 a.m. – 9:00 p.m.
- **Saturday**: 9:00 a.m. – 2:00 p.m.
- **Sunday**: 2:00 p.m. – 9:00 p.m.

Climbing Wall Hours

**Academic Hours**

- **Monday – Sunday**: Hours are the same as the building hours for belay-qualified climbers. *3:00 p.m. – 11:30 p.m. for non-belay-qualified climbers

**Summer Hours**

- **Monday – Sunday**: Hours are the same as the building hours for belay-qualified climbers. *3:00 p.m. – 9:00 p.m. for non-belay-qualified climbers

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.
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. Bison Cards issued by the university are non-transferable and for the exclusive use of the person named on the card. Wellness Center membership cards are appropriate when issued by Wellness Center staff. ID’s will be confiscated (involved parties subject to Wellness Center and NDSU disciplinary action) if presented by anyone other than the owner.

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 Bison Cards and federal identification are not acceptable for use by members or guests. Your cooperation in presenting proper identification is expected at all times.
**Membership**

The Wellness Center operates on an “exercise 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.

Wellness Center membership for NDSU students is included in the payment of student fees. NDSU faculty and staff are allowed to purchase semester or annual memberships. Employees working for designated businesses on the NDSU campus are eligible for associate memberships (semester and annual). Students, staff, faculty, and associates may sponsor one additional person as a dual member. Individuals younger than 18 and not an NDSU student are ineligible for membership. *Membership signup for faculty/staff, associate, and duals is completed at the Customer Service Desk.*

**Student Membership**

NDSU students are eligible for Wellness Center 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. New students do not have access until the first day of the semester.

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

Every student enrolled in classes MUST register his/her Bison Card through the online Web-Trac link, [https://apps.ndsu.edu/webtrac_auth/](https://apps.ndsu.edu/webtrac_auth/) before each semester. The Web-Trac link will take students through a process to activate their Bison Card after agreeing to an online liability waiver.

**Summer Session**

Summer student membership policies are effective the Monday following spring commencement through the Saturday before fall semester classes begin. There is no additional charge to use the Wellness Center for students enrolled in summer classes, who pay the wellness fee. Enrollment in the four, eight, or twelve-week session covers the wellness fee for the entire summer term. Each student must complete the online Web-Trac process to activate his/hir Bison Card.

**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 copy of their fall schedule and Bison Card 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 through Human Resources. If the payroll deduction method is chosen, the member is committed to the semester in which the membership is purchased. Memberships must be cancelled one full pay period prior to each semester (see Payment section), or they will be automatically renewed for the following semester.
Associate Memberships

Employees of businesses and organizations affiliated with NDSU may be approved for associate memberships. Groups currently include the following organizations:

- Retired NDSU faculty and staff (must present Bison Card)
- NDSU Alumni Association staff
- NDSU Research and Technology Park businesses:
  - Appareo Systems
  - John Deere Electronic Solutions
  - Candlewood Suites staff
  - Cargill
  - Bobcat
  - Feed Management
  - Ergologistics
  - SmartC2
  - OmniByte Technology
  - Medytex
  - Genosys
  - Elinor Specialty Coatings
  - Small Business Development Center
  - Summers Manufacturing
  - Hive Social Inc.
  - HQC Biosciences
  - C2Renew
  - Bolder Thinking
  - Renuvix
  - NDSU Center for Nanoscale Science & Engineering
- Fargo Dome employees
- Fargo-Moorhead RedHawks professional staff
- ND Crop Improvement Association
- ND Department of Public Instruction
- NDSCS Fargo staff
- ND State Seed Department
- Tri College office staff
- University of North Dakota VA employees
- US Department of Agriculture Facilities

Eligible associates may sign up for a semester or annual membership by visiting the Customer Service Desk with verification of employment. Requests to be added to the associate membership list should be directed to the Membership and Communications Coordinator.

Dual Memberships

Each active, current member (excluding dual members) of the Wellness Center is eligible to sponsor one additional person (18+) under the dual membership plan. Dual members are only eligible as long as the sponsoring member remains current with their membership. Dual memberships cannot exceed the
membership type of the sponsoring member. The sponsoring member must be present during the initial signup process and proper identification must be presented.

**NDSU Affiliated Day Pass / Multi-Visit Punch Pass**

NDSU students, staff, faculty, and associates who are eligible to purchase memberships may purchase a day-pass or multi-visit punch 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 Membership and Communications Coordinator 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 2015 - 2015**

<table>
<thead>
<tr>
<th>MEMBERSHIP TYPE</th>
<th>Fall Semester Prepaid (Aug 16-Dec 31)</th>
<th>Spring Semester Prepaid (Jan 1-May 15)</th>
<th>Summer Semester Prepaid (May 16-Aug 15)</th>
<th>Payroll Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Wellness fee</td>
<td>Wellness fee</td>
<td>$72</td>
<td>N/A</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>$125</td>
<td>$125</td>
<td>$86</td>
<td>$28/month</td>
</tr>
<tr>
<td>Associate</td>
<td>$125</td>
<td>$125</td>
<td>$86</td>
<td>N/A</td>
</tr>
<tr>
<td>Dual</td>
<td>$125</td>
<td>$125</td>
<td>$86</td>
<td>N/A</td>
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</table>

**Annual Prepaid Membership for Faculty, Staff and Associate - $280**

*In order to be eligible for the summer student paid membership, you must be enrolled in the upcoming fall semester.

<table>
<thead>
<tr>
<th>NDSU Affiliated Day Pass/Multi Visit Pass</th>
<th>Price</th>
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<tbody>
<tr>
<td>Day Pass (one visit)</td>
<td>$5</td>
</tr>
<tr>
<td>10 Visits</td>
<td>$40</td>
</tr>
<tr>
<td>20 Visits</td>
<td>$60</td>
</tr>
</tbody>
</table>

*In order to purchase Multi-Visit Punch Passes, you must meet membership eligibility guidelines. Punch pass members are not eligible for the Sanford Health Plan Fitness Center Reimbursement program.

**Payment**

Memberships may be purchased during regular hours of operation at the Customer Service Desk with cash, credit (Visa, MasterCard, Discover), or check. Payroll deduction is an option for benefited NDSU faculty and staff only. Prepaid memberships prorate after 14 days.

**Payroll Deduction**

Payroll deduction is the preferred method of payment for benefited NDSU faculty and staff.

A Payroll Deduction 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 at the end of a semester (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).
Cancellations / Refunds
Faculty and staff with payroll deduction may cancel their membership at the end of a semester 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 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, submit a request to the Membership and Communications Coordinator.

Conflicts
Conflicts regarding membership status are to be referred to the Membership and Communications Coordinator. Decisions may be appealed to the Wellness Center Director.

Waiver
Wellness Center members must sign a waiver of liability during signup. This must be signed before utilizing the facility. Students must complete the waiver of liability through the Web-Trac portal https://apps.ndsu.edu/webtrac_auth/.

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 18 years of age and older. Minors are only allowed as spectators for special events or observing intramural sports and must remain with parent/guardian at all times.
- Guest passes may be purchased at the Customer Service Desk.
- All guests must sign the Guest Liability Waiver Form 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, personal training, or check out equipment. Guests are allowed to purchase Bod Pod appointments.
- Guests are not eligible to sponsor other guests.
- Members may sponsor one guest per day Monday-Friday during the fall and spring semesters. Members may sponsor up to three guests per day during weekends (beginning 5:00 p.m. Friday through Sunday close), breaks, holidays, and summer semester.

<table>
<thead>
<tr>
<th>Guest Pass Rates</th>
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<tbody>
<tr>
<td><strong>Guest Pass – Age 18 +</strong></td>
<td>$5.00</td>
<td>Sponsoring member must be present at check-in. Pass is good for up to three visits on day of purchase.</td>
</tr>
<tr>
<td><strong>Minor Guest Pass</strong></td>
<td>$3.00</td>
<td>Parent/Guardian must be present at check-in and must accompany minor in the building. Minors are not allowed to use any equipment.</td>
</tr>
</tbody>
</table>
Policies

General
- Use of cell phone cameras, computer cameras, and other video or still picture recording devices is not permitted in the Wellness Center without prior approval. Requests must be received in writing or e-mail sent to the Wellness Center Director 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 without restriction.
- Closing announcements will be made 15 minutes and 5 minutes prior to the building closing. All members and participants are expected to rerack their weights, finish their activity, and exit the building prior to 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 facility.
- Public telephones are located in the north and south entrances of the Wellness Center. Administrative phones are for 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

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).

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.

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. Phone calls are only permitted in the atrium. Any person who wishes to have his/her photo taken while participating in activity at the Wellness Center must have permission.

Climbing Wall
All climbers must check-in with the climbing wall staff at the Recreation Desk before climbing.
Proper footwear is required at all times. No climbing in sandals, socks, or barefoot.
- 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 will not be allowed.
- Shoes, shirts, shorts and/or pants must be worn at all times.
- Strappy or altered tank tops with large arm holes that expose the nipple/chest area are prohibited. A full-length, unaltered 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.
- Jeans and zippered metal shorts or pants are always prohibited.
- Jewelry or excess loose items should be removed.

Compulsive Exercise 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 employee should forward the information to Mandy Ohman-Zastre, the Fitness Coordinator: 701-231-5209 or mandy.ohmanzastre@ndsu.edu.

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 notice damage in the facility.

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.
Equipment Checkout
Members may check out equipment free of charge with an NDSU Bison 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.
- The member checking out the equipment is responsible for the item(s).
- If the equipment is lost, damaged (beyond normal wear and tear), or not returned within 48 hours, the member will be billed the replacement cost.
  - Student accounts will be charged and a hold will be placed on the student account until payment is received.
  - Non-student members will not be allowed access to the facility until payment is received.

Fitness
Activity Areas
- Free weights must be restacked and barbells/dumbbells must be returned to the racks after each use. Do not place free weights against mirrors.
- 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.

Chalk (Lifting)
Lifting chalk is not permitted in the Wellness Center at any time.

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, including the seat and handrails when finished using it. Sanitizing wipes are provided throughout the exercise areas. Sweat towels are available for daily use from the Recreation Desk and 2nd floor fitness desk. Place them in the towel return when finished. Limit workouts to 30 minutes if someone is waiting for the equipment.

Group Exercise Rooms
No outside shoes, bags, excess clothing, etc. is 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 5 minutes prior to class to receive directions from the instructor. Each class will close 10 minutes after beginning; no entry allowed after this time.
  o A pass is required to attend all group exercise classes except cycling.
  o Passes are located at the Customer Service Desk 15 minutes prior to each class.
• Equipment provided in a group exercise class may not be taken out of studios.
• Members are allowed to access exercise studios (Martial Arts & Studio B) outside of scheduled classes by checking in at a fitness desk and leaving their Bison Card or Membership ID.

Personal 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 Bison Card 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.

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.
• For group packages, the total group package rate will be paid by one member of the group, and the payment will be processed under one member in RecTrac.
• No individual will be allowed to participate if full group payment has not been made prior to the training session.

Cancellations
Cancellation of training sessions must be made at least 24 hours prior to the scheduled time of the session. If 24-hour notice is not given, the client will be charged the full session. If the client will be late for a session, s/he 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 to the Fitness Coordinator. Individuals within a group or team, utilizing group rates, who fail to attend training sessions will not be eligible for refunds. All personal training sessions/packages expire six months from the date of purchase.

Courts (Basketball, MAC, Racquetball)
• Dunking or hanging on rims and nets is not permitted.
• Kicking or unnecessary throwing of equipment is not permitted.
• 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 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.
• Approved basketball court activities include: basketball, pickle ball, volleyball, badminton, and ultimate Frisbee. MAC gym activities include: soccer, handball, basketball, pickle ball, in-line hockey, volleyball, and tennis. Racquetball court activities include: racquetball, wallyball, squash, and handball. Additional activities will be considered on a case-by-case basis.

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 University 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.

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 and gender presentation. The participant’s gender identity will also be applied when there are 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. If gender neutral facilities are not available, a request for special accommodations may be made to the Director. 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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>$30.00</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>$30.00</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
If locker rentals are not renewed before the current rental term ends, the lockers will be available for rent by other members. 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 30 days and then will be disposed.

**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. Unclaimed lost and found items are treated as abandoned and disposed.

**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. Parking is free between 4:30 p.m. and 7:30 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.
- 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.

**Towel Rental**
Free towel service is provided with each locker rental. For all other members, towels may be rented from the Customer Service Desk for $.50. All towels must be returned to one of the drop baskets by the end of each day.
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, group exercise, 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
5. Non-university organizations

The Wellness Center Director or designee 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

Club Sports that are in good standing 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. In addition to practice time, each club sport will be allowed to reserve space for one tournament each semester if space is available.

Recognized Student Organizations

Any student organization in good standing with the Congress of Student Organizations may reserve time for activities during off-peak times and after semester schedules have been determined. Times are typically Friday evenings, Saturdays, and Sundays until 4:00 p.m.

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 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.

Non-University Organizations
Non-university organizations or agencies includes any group not affiliated with NDSU. Groups may only reserve space during semester breaks or summer semester and during regular business hours of the Wellness Center. A facility rental charge will be assessed for use of the space. Special set-ups, equipment or space requests will be considered and if approved, may incur an additional fee. Any outside equipment brought into the facility must be approved by the Wellness Center Director or designee.

Reservation Procedure
To request facility space: [https://www.ndsu.edu/wellness/facility/facility_reservations/](https://www.ndsu.edu/wellness/facility/facility_reservations/)

- A Wellness Center Event Reservation Request Form must be submitted to the Campus Recreation and Intramural Coordinator at least six weeks/30 working days prior to the event.
- A planning session meeting may be required.
- All necessary documents and forms must be completed and submitted with appropriate signatures three weeks/15 working days prior to the event.
  - Wellness Center Event Reservation Request Form
  - NDSU Facility Use Agreement that includes proof of liability insurance according to NDSU policy.
- Once all forms have been completed and received, a confirmation will be e-mailed to the requesting organization.

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

<table>
<thead>
<tr>
<th>Space/Type/Type/Capacity</th>
<th>Amenities Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball/Volleyball/Badminton 1 court (capacity 85)</td>
<td>Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Rackets, Scoreboards</td>
</tr>
<tr>
<td>MAC Gym (capacity 100)</td>
<td>Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Hockey nets, Soccer Balls</td>
</tr>
<tr>
<td>Racquet/Squash/Wally/Hand Court (capacity 8)</td>
<td>Racquets, Balls, Protective Eyewear</td>
</tr>
<tr>
<td>Studio B (capacity 50)</td>
<td>Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for available amenities.</td>
</tr>
<tr>
<td>Martial Arts Studio (capacity 20)</td>
<td>Bags, Weights, TV/AV Cart</td>
</tr>
<tr>
<td>Cycling Studio (capacity 25)</td>
<td>Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for available amenities.</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>Shoes, Chalkbags, Safety Harness, Rope, Clips</td>
</tr>
<tr>
<td>Rugby Field</td>
<td>N/A</td>
</tr>
<tr>
<td>Classroom (capacity 25)</td>
<td>Tables, Chairs</td>
</tr>
</tbody>
</table>

Equipment Available for Rent

<table>
<thead>
<tr>
<th>Equipment Available for Rent</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV Cart</td>
<td>$50/day</td>
</tr>
<tr>
<td>Stage</td>
<td>$50/day</td>
</tr>
<tr>
<td>PA/Sound System</td>
<td>$50/day</td>
</tr>
<tr>
<td>Floor Protectors (Courts 1-3)</td>
<td>$50/court</td>
</tr>
<tr>
<td>Stage</td>
<td>$50/day</td>
</tr>
</tbody>
</table>

All reservations need to specify space and amenities requested.

Rental Rates

<table>
<thead>
<tr>
<th>Campus Recreation Facility Rental Rates (hourly)</th>
<th>Student Organizations (extra practice time)</th>
<th>University Department</th>
<th>Non-University Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball/Volleyball/Badminton (capacity 85)</td>
<td>$15/court/hour</td>
<td>$30/court/hour</td>
<td>$40/court/hour</td>
</tr>
<tr>
<td>MAC (capacity 100)</td>
<td>$15/hour</td>
<td>$30/hour</td>
<td>$40/hour</td>
</tr>
<tr>
<td>Racquet/Squash/Wally/Hand (capacity 8 – Racquetball 4)</td>
<td>$5/court/hour</td>
<td>$10/court/hour</td>
<td>$20/court/hour</td>
</tr>
<tr>
<td>Studio B (capacity 50)</td>
<td>$30/hour</td>
<td>$50/hour</td>
<td>$60/hour</td>
</tr>
<tr>
<td>Martial Arts Studio (capacity 20)</td>
<td>$20/hour</td>
<td>$40/hour</td>
<td>$50/hour</td>
</tr>
<tr>
<td>Cycling Studio (capacity 25)</td>
<td>Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for rates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>$25/hour/group of 1-6</td>
<td>$30/hour/group of 1-6</td>
<td>$40/hour/group of 1-6</td>
</tr>
<tr>
<td></td>
<td>$35/hour/group of 7-12</td>
<td>$40/hour/group of 7-12</td>
<td>$50/hour/group of 7-12</td>
</tr>
<tr>
<td></td>
<td>$45/hour/group of 13-18</td>
<td>$50/hour/group of 13-18</td>
<td>$60/hour/group of 13-18</td>
</tr>
</tbody>
</table>

Staffing: Out of Hour Charges

<table>
<thead>
<tr>
<th>Staffing: Out of Hour Charges</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>$10/hour</td>
</tr>
<tr>
<td>Climbing Wall Staff</td>
<td>$10/hour</td>
</tr>
<tr>
<td>Equipment Staff</td>
<td>$10/hour</td>
</tr>
</tbody>
</table>

Miscellaneous Fees:

<table>
<thead>
<tr>
<th>Miscellaneous Fees:</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up changes</td>
<td>$20/change – changes made to set up during an event</td>
</tr>
<tr>
<td>Security Personnel</td>
<td>Current rate as determined by University Police</td>
</tr>
<tr>
<td>Custodial</td>
<td>$25/hour – will be assessed if food is served or if cleaning required after the event is deemed excessive</td>
</tr>
</tbody>
</table>
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.

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 the Wellness Center or 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 Wellness Center Director or designee 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 guest 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 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 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 agrees 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.
NDSU Intramural Sports
All intramural participants will be required to create an account on IMLeagues.com.

To create an IMLeagues account:
1. Go to [http://www.imleagues.com/Schools/NDSU/Registration](http://www.imleagues.com/Schools/NDSU/Registration) OR
   a. Go to [www.IMLeagues.com](http://www.IMLeagues.com) and click ‘Create Account’
   b. Enter your information; use your North Dakota State email
2. You will be sent an activation email. Click the link in the email to login and activate your IMLeagues account.
3. You will be automatically added to NDSU’s group. If this does not happen you can search schools by clicking the ‘Schools’ link.

How to sign up for an intramural sport:
1. Log in to your IMLeagues.com account.
2. Click the ‘Create/Join Team’ button at the top right of your user homepage.
   OR
   Click on the ‘North Dakota State University’ link to go to your school’s homepage on IMLeagues.
3. The current sports will be displayed; click on the sport you wish to join.
4. Choose the league in which you wish to play in (Men’s A, Men’s B, Women, etc.)
5. Choose the division you’d like to play in.
6. You can join the chosen sport one of three ways:
   1. Create a team (For team captains)
      a. Captains can invite members to their team by clicking the ‘Invite Members’ link on the team page. Any invited members must accept the invitation to join your team.
         i. If they’ve already registered on IMLeagues; search for their name and invite them.
         ii. If they haven’t yet registered on IMLeagues; scroll down to the ‘Invite by Email Address’ box and enter their email address.
   2. Join a team
      a. Use the ‘Create/Join Team’ button at the top right of each page.
      b. Accept a request from the captain to join his/her team.
      c. Find the team and captain name on division/league page and request to join.
      d. Go to captain’s player card page, view his/her team, and request to join.
   3. Join as a Free Agent
      a. You can list yourself as a free agent in as many divisions within a league as you would like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.
      b. Free agents are encouraged to attend the captains’ meeting for the sport they are interested in playing. Staff will attempt to help a free agent find a team.
      c. Unfortunately spots are not guaranteed, but we will try our best to place everyone on a team who wishes to play.

- All entry fees must be paid on IMLeagues before teams can be created. Teams will NOT be approved to play until all fees are paid.
Tuesday, December 29, 2015

- All teams must meet minimum player requirements on IMLeagues by 11:59 pm on the deadline day in order to be approved (see table below). Teams will be placed into leagues on a first-come, first-served basis.
- There are no refunds after signing up for an intramural sport, except due to weather cancellations.
- If too many teams register for a league, a wait list will be formed. Wait listed teams will be contacted only if a spot opens within the league.
- It is the responsibility of team captain to submit an appropriate team name. Names that include inappropriate language or references will be removed. If a team name is not submitted, one will be assigned to the team.
- The cost of Intramural events is $7.50 per person per sport. A yearly unlimited pass is available for $25.00. Fees collected are used directly to operate each program.

<table>
<thead>
<tr>
<th><em>Unlimited pass covers all intramural activities.</em></th>
<th>Max Players</th>
<th>Min Players</th>
<th># of Men/Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Flag Football</td>
<td>14</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Coed Flag Football</td>
<td>14</td>
<td>7</td>
<td>4 men/3 women</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>9</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Coed Volleyball</td>
<td>9</td>
<td>6</td>
<td>3 men/3 women</td>
</tr>
<tr>
<td>Men's 5 on 5 Basketball</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Coed 5 on 5 Basketball</td>
<td>10</td>
<td>5</td>
<td>3 men/2 women</td>
</tr>
<tr>
<td>Women's 5 on 5 Basketball</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Coed Walleyball</td>
<td>8</td>
<td>4</td>
<td>2 men/2 women</td>
</tr>
<tr>
<td>Coed Indoor Soccer</td>
<td>12</td>
<td>5</td>
<td>3 men/2 women or 2 men/3 women</td>
</tr>
<tr>
<td>Men's Softball</td>
<td>14</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Coed Softball</td>
<td>14</td>
<td>10</td>
<td>5 men/5 women</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>14</td>
<td>7</td>
<td>3 woman minimum</td>
</tr>
<tr>
<td>Coed Rock Climbing</td>
<td>3</td>
<td></td>
<td>2 men/1 woman or 1 man/2 women</td>
</tr>
</tbody>
</table>

**Accident Policy**

NDSU does not carry an insurance policy for injuries. All participants are urged to obtain a medical examination prior to participating in any activity. All accidents and injuries must be reported to the intramural coordinator on duty. An accident report form must be completed and signed.

**Eligibility Exceptions and Restrictions**

Any student, staff, or faculty is allowed to participate in intramural sports with the following exceptions and restrictions:

- A current NDSU Bison Card is required at all events. Participants unable to present a current Bison Card will not be allowed to play until it is shown.
- Tri-college students are not allowed to participate in NDSU intramural sporting events.
- An individual may participate in only one team per sport. The team which they first represent will be the only team they may play on for the remainder of the sport. An individual may participate on one men or women’s team and a co-recreational team. Those who do participate on both a men or women’s team and a co-recreational team must indicate on their roster which teams they play for.
- Any team that allows an ineligible player to play will forfeit that game, even if found out post game.
Any player transferring from one team to another is ineligible to play for that sport for the remainder of the season. Basketball will allow free agent changes only during winter break.

Changes to the roster will be allowed until the third game of play. Changes must be added/accepted online. After that time, no additions may be made.

Students whose names appear on an official inter-collegiate varsity or junior varsity squad list are ineligible to play for a period of one year in their respective sport.

Current club sport members may participate in their related sport. However, a maximum of 2 (1 female/1 male for coed sports) are allowed per team roster in all sports.

Professional athletes are banned from their related sport for a period of five years.

Ejected players are suspended from all intramural activities until reinstated by the Campus Recreation and Intramural Sports Coordinator.

A participant is not eligible to compete in an intramural sport event unless all pertinent information is provided on the appropriate entry form and team roster.

Penalties
Any team playing with a player under another teammate’s name will be charged with a “loss” for that game. The player will be ineligible to participate in the remainder of the sport tournament, and the team will be ineligible for the post-season playoffs.

If it is discovered a team has played an ineligible player (not on the roster) following the contest in which the ineligible player participated, the ineligible player will not be allowed to participate in any further games without completing a player addition form, and the game will result in a forfeit. If the use of an ineligible player is detected during the playoffs, the opposing team will advance.

Forfeits & Game Reporting
All games shall be played on the date and time scheduled. A ten minute grace period is allowed for all sports. After that time, the game must be forfeited. Games lost by forfeit will not be rescheduled for any reason. A team with two forfeits will be dropped from that sport for tournaments. Captains are encouraged to notify the Recreation Desk if their team is unable to make a scheduled game.

Schedules
- For all league sports, schedules will be made and posted on IMLeagues and captains will be notified by email. Any changes to the schedules (before or during the season), will be communicated to team captains immediately by e-mail or phone.
- Inclement weather postponements will be made by 2:00 p.m. on the day of the event. It is the team captain’s responsibility to check for this information on IMLeagues.
- Cancelled games will be rescheduled only when possible.
- All intramural activities will be cancelled if NDSU is closed.

Sportsmanship
- Teams will be rated by officials and the Intramural staff on a five point rating system. In order to qualify for playoffs, a team must average a 3.5 throughout the session. Two forfeits at the end of the session’s regular season will be ineligible for tournament play.
- Intramural staff and officials will give the sportsmanship ratings to teams after each contest. These ratings will be the result of behavior before, during, and after the contest.
- Anyone who verbally or physically accosts Wellness Center staff will be immediately suspended.
• Technical fouls as well as any other detrimental conduct assessed by referees and coordinators including dunking, verbal abuse, fighting, and any other unsportsmanlike conduct may result in an ejection and/or suspension.
  1. One technical foul will result in suspension from 2 halves of a game or 2 sets (volleyball and wallyball).

**Sportsmanship rating will be based on the following criteria:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Teams cooperate with officials and each other. Captain calmly converses with officials about interpretations and calls. Captain has complete control of teammates.</td>
</tr>
<tr>
<td>4</td>
<td>Team members complain about some decisions made by officials and/or show dissension, which do not merit a technical foul.</td>
</tr>
<tr>
<td>3</td>
<td>Team members repeatedly question judgment. Captain has minor control of teammates. Unsportsmanlike call, yellow card, or technical foul all require this rating.</td>
</tr>
<tr>
<td>2</td>
<td>Team constantly comments to officials and/or opposing team from the field/court or sidelines. Captain has little to no control of the teammates. Two unsportsmanlike calls, conduct technical fouls, conduct yellow cards occur. Any time a player is ejected.</td>
</tr>
</tbody>
</table>
| 1      | Team is completely uncooperative. Captain has no control of teammates. Includes fighting or threatening of an employee or opponent. Possession or intoxication of alcohol or drugs.  
  - If a team receives a one (1) or two (2) rating, a team representative will have to meet with the Campus Recreation and Intramural Sports Coordinator before their next game.  
  - A second one (1) or two (2) rating will result in that team being dropped from the league. |

Participants and fans are expected to demonstrate sportsmanship during any intramural event. In the event that an individual acts in an unsportsmanlike manner, the official or supervisor has full authority to take action as they see necessary to keep the game in control and protect the safety of all participants.

**Team Captains**

Each team entered in an intramural sport must have a designated captain or manager who will act as a liaison between the team and staff. A captain may only represent one team for any given sport and he/she must be an active participant on that team.

• Attend the mandatory captains’ meeting at the beginning of each session. Schedules, rules, and questions will be covered at these meetings.
• Failure to attend the meeting will result in being dropped from that activity with no refund. If the team captain is not available, s/he must find a representative for the team.
• View the schedule on IMLeagues and notify team members of all scheduled games: date, time, and location. It is the captain’s responsibility to have his/her team ready to play when scheduled.
• Be familiar with all eligibility and game rules and make certain the team is aware of the rules.
• Check team roster often during the tournament, and especially prior to playoffs, to assure eligibility of his/her team members.
• Keep in close contact with intramural sports staff for pertinent information.
• Team captains are the only individuals allowed to approach officials during any contest.

**Team Names**

It is the responsibility of the team captain to submit a proper and positive name. All names will be approved by Intramural staff. Any inappropriate names will be removed, giving the team one additional
chance to enter a name. Failure to do so, or giving another inappropriate name will result in a team name being provided.

- Team names should only consist of up to three words and less than 20 characters (no Greek letters)
- All acronyms must be spelled out
- No suggestive or double meanings
- No vulgar language
- No reference to alcohol or drugs
- Avoid names that suggest acts of violence, crime, or sex
- No discriminatory references pertaining to a particular individual or group as identified in NDSU Policy 100.

Intramural staff will assign a team name if the captain signs the team up without a team name or an inappropriate name. The captain will be notified prior to the team name change and will be given five calendar days to respond and/or change it.

*Use of the NDSU Wellness Center is a privilege. Members and individuals granted access who do not cooperate with established policies may be asked to leave or may have their access and/or membership revoked or suspended.