Use of the NDSU Wellness Center is a privilege. Individuals not cooperating or adhering to the Wellness Center code of conduct may be asked to leave or have their privileges revoked. 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, and adhere to all policies and procedures established by the Wellness Center and NDSU.

Cancellation Policy:
Faculty and staff with payroll deduction may cancel their membership after three months by submitting a Payroll Deduction Cancellation Form to the Customer Service Desk. All memberships may be cancelled for health reasons (doctor’s verification 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. Program refunds are refundable up to seven days prior to the first session date. To inquire about a refund, submit a request to the Assistant Director. All forms can be found at www.ndsu.edu/wellness.

Policies:
1. You must have an NDSU ID or Wellness Center membership card for access into the Wellness Center. The Wellness Center reserves the right to refuse admittance to, or request that an individual leave the Center. Participation is at your own risk. Our Friendly Reminder Program allows for three entries per semester without a valid NDSU or Wellness ID. Once three uses have been recorded, individuals will not be allowed access without a valid NDSU or Wellness ID.
2. All facilities should be used for their intended purpose. Modification of equipment or facilities is prohibited unless under the supervision of Wellness Center staff.
3. A clean, proper, second pair of athletic shoes is required in the Wellness Center. No sandals. Wear appropriate attire while exercising. Torso must be covered.
4. The 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 to the Assistant Director at least 24 hours prior to the event. Cell phone call use is limited to the lobby/atrium.
5. No profane or offensive language in the building.
6. No profane or offensive language in the building.
7. Wipe off all equipment when you are done using it. Replace all equipment when finished. Do not drop or throw weights.
8. Work in with others to maximize usage in all fitness areas.
9. Report any injury incurred at the Wellness Center to a Wellness Center staff member immediately.
10. Report any equipment that is loose or broken to a Wellness Center staff member immediately.
11. Limit cardio sessions to 30 minutes during busy times or if someone is waiting for the equipment you are using.
12. Lockers are for day use only. Locks must be removed from lockers daily, or locks will be cut and contents treated as abandoned.

Form Updated 8/01/2016
SIGNATURE REQUIRED FOR PARTICIPATION

I have read and understand the “Release from Liability” form as well as the NDSU Wellness Center Guidelines. My signature below indicates my compliance with all policies of North Dakota State University and the Wellness Center.

Signature: ___________________________________________ Date: _________________

Sponsor Signature (for sponsored memberships only): ____________________________ Date: _________________

Parent/Guardian Signature ___________________________________________ Date: _________________
(If under 18 years of age.)

Individuals with disabilities are invited to request reasonable accommodations to participate in NDSU-sponsored programs and events. To request an accommodation at a Wellness Center program or event, please contact the Wellness Center at ndsu.wellness@ndsu.edu.

MEMBERSHIP POLICIES (cont.)

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Policies:
13. 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.
14. 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.
15. Staff members are prohibited from holding or watching any items for individuals or groups.
16. Wellness center space and equipment must be used for intended purposes.
17. Public telephones are located in the north and south entrances of the Wellness Center. Administrative phones are for staff only.
18. Gambling of any nature is not allowed in the Wellness Center as it has the potential to create a hostile environment.
19. Personal items should not be left on the floor or equipment.
20. The Wellness Center is not responsible for lost or stolen items.
21. Chalk is prohibited except when checked out for climbing wall use.
22. Weight clips must be used at all times.
23. Use of space is first-come, first-served.
24. No food is allowed in any activity area at any time.
25. Beverages are not allowed in any activity area, except water in closed and re-sealable containers.
26. Policies not listed here can be found at www.ndsu.edu/wellness and will be enforced by Wellness Center staff.

Failure to follow the rules and guidelines of the Wellness Center will result in you being asked to leave the Wellness Center and/or your Wellness Center privileges may be revoked. For additional information, visit the Wellness Center website at www.ndsu.edu/wellness or call 701-231-5200.