

# H&K Building & Wellness Center

## User Policies and Procedures

### **Inclement Weather Policy**

The decision to close the university because of adverse weather conditions will be made by the UNO Chancellor or his or her designee. Should an inclement weather situation arise during the workday, this decision will be made in consultation with a Weather Emergency Committee to be established by the Chancellor. This committee shall have representatives from University Communications, Facilities Management and Planning, the Senior Vice Chancellor's Office for Academic and Student Affairs, Student Services/Registrar's Office, Human Resources and others as input is required. In the event the University closes due to inclement weather, Campus Recreation and the H&K Building will be CLOSED. Visit the UNO Emergency Site for more information and to sign up to receive alerts via text message.

### **Policy U-1**

#### **Authorized Users of the Wellness Center**

The Wellness Center may be used for recreational purposes by any currently enrolled UNO student has paid appropriate UPF Fees or a person who is a holder of a properly validated Campus Recreation membership card. Enrolled students who are taking only on-line classes will need to pay for membership. The person must present valid I.D. card or have their hand biometrically scanned upon entering the building. Any person not having proper I.D. or refuses the biometric scan will be denied recreational access to the building. Any UNO student ID or Campus Recreation membership cards not belonging to the holder of the card will be confiscated. Violations of card policy by the members may incur consequences and disciplinary actions which may include suspension of their privileges to the Wellness Center and it's programs.

- A student, faculty/staff who have a valid membership may purchase an activity card for up to two adult individuals.
- All current employees of University of Nebraska Omaha (who are non-members of the facility) may access the Wellness Center by paying the daily guest fee per visit.
- A student, faculty or staff of UNMC may purchase a membership card. The UNMC cardholder may also purchase a card for their plus one.
- A student taking off campus classes or online classes for credit may purchase a Campus Recreation card for the same rate charged for a UNO membership card.
- A member of the UNO Alumni Association may purchase a membership card. Alumni, in the first year after graduation, may purchase a membership card at a reduced rate. Alumni may also purchase a card for their plus one.
- A Regent of the University of Nebraska, and retired UNO faculty or staff may purchase a membership card.
- A UNO student enrolled during the previous spring semester, but not during the summer session, may purchase a card for the summer.
- A UNL or UNK student enrolled at his/her institution during the spring semester, but not during the Summer session, may purchase a membership card for summer use of the Wellness Center at UNO. The fee for the purchase of this card will be the current UNMC rate. Holiday and spring break passes are also available to UNL & UNK students.
- An active military personnel on leave is eligible to use the facilities at no cost during the length of their leave.

## **Policy U-2**

### **Use of H&K Building by Youth**

UNO students and Campus Recreation members may sponsor their own dependents and up to two additional guests per card holder. Guests and dependents 18 years or older must pay a \$7 per day entry fee, 17 and under are free.

- Memberships and membership cards are non-transferable. Sponsored guests under the age of 18 are ineligible to purchase a membership or MavCARD and cannot sponsor guests.
- Rules & Guidelines:
- Prior to entry, an adult member must sign the child guest(s) in at the Guest Services desk.
- Youth hours for the H&K building are all day Friday, Saturday, and Sunday during the Fall and Spring semester. Children are also allowed in any day during university breaks, and every day during the summer semester.
- Children are not allowed in the facility outside of Youth hours. This restriction also applies to children who are spectators for programs and events.
- Children are exempt from the Youth hours restriction if they are entering the facility for designated youth hours and/or participation in specifically-designated children's programs.
- Children under the age of 16 may not be left unattended in the hallways, outside of the racquetball courts, weight rooms, jogging track, pool, activity courts, climbing wall, multiple purpose rooms, locker rooms or Atrium.
- Children under the age of 16 must be accompanied by the parent or sponsor at all times and cannot use the running track, weight rooms, spa, steam room, or dry sauna.
- A child 16 years of age or older may participate in activities in a different part of the building than their parent/sponsor, but their parent/sponsor must remain in the building. Anyone 16 years or older must have a photo ID with them at all times.
- Summer camp participants are excluded from this policy while participating in camp activities.
- Please see Guest Services for any special circumstances related to children or infants remaining with parent or guardian in academic areas.

## **Policy U-3**

### **Adult Guest Policy**

A current UNO student or Campus Recreation member may sponsor up to two (2) guests per visit to the Wellness Center during regular building hours. An adult guest may be sponsored at any time.

- The sponsor must sign in the guest(s).
- A guest must be 18 years of age and older.
- A fee of \$7 per day are charged for each guest 18 years and older.
- The sponsors assume responsibility for the guest while at Wellness Center. If any incidents occur involving the guest, the Wellness Center member may incur consequences.
- The sponsor must be in the building with the guest(s) at all times.
- All guests must present a photo ID that displays a Date of Birth.
- Guest not sponsored by a parent or guardian maybe requested to present a valid school id.

## **Policy U-4**

### **Spectators**

Spectators are allowed to enter the facility free of charge to observe participants in scheduled/fee based/non-academic instructional programs. Each spectator must sign in at the reception desk and be accompanied by a participant.

- A spectator may not participate in any activity during his/her visit.
- A child may be a spectator only if accompanied by a non-participating adult and supervised by the adult throughout the visit.
- Each spectator must sign in at the reception desk.
- The member is responsible for the actions of the spectator/guest(s).
- The member must be in the building with the spectator/guest(s) at all times.

## **Policy U-5**

### **Priority of use of the Wellness Center Facilities**

Priority use of the H&K Building will be as follows:

- School of H&K classes
- Other UNO credit classes
- Campus Recreation/Wellness Center programs
- Other UNO sponsored programs
- Activities by agencies outside of UNO approved by the Director of Campus Recreation or the Associate Director of Facilities.

## **Policy U-6**

### **Summer Camp Activity Court Use**

- Activity Courts may be available for use by summer camps.
- Requests for use must be submitted by May 1 of the year requested.
- Requests may be submitted as much as one year in advance.
- Advance requests will be given temporary approval, pending academic and maintenance scheduling.
- Academic classes scheduled in the activity court will take precedence.
- Final approval of individual requests will rest with the Director of Campus Recreation or Associate Director of Campus Recreation.

## **Policy U-7**

### **Wellness Center Building Rules**

The following rules will be enforced within the Wellness Center for the safety and enjoyment of all members:

- All promotional material from campus organizations outside of the School of H&K must be approved before it can be posted in the Wellness Center
- Campus Recreation retains the right to limit the number, location, and duration of the posting.
- Lockers are available for use by all Campus Recreation members for a rental fee.
- Long-term use lockers, including towel service, are available for a fee to all UNO students and Campus Recreation members. A security deposit is required.

- Lost articles may be turned in to the reception desk. Campus Recreation is not responsible for any personal items lost, stolen or unattended and or unsecured in the building.
- A member displaying inappropriate or offensive behavior or language may be asked to leave the facility.
- Only non-marking athletic shoes are allowed on wood floors and in the multi-purpose court. No sandals, open toed shoes, or boots allowed in any activity area.
- No taping or marking of the floors without prior approval from the Campus Recreation Associate Director.
- No spitting on floors, walls, water fountains, restrooms, sinks, etc. spittoons are located either in the court area or adjacent to activity area.
- Animals are not permitted in the facility, except certified service animals.
- Rollerblades/skates are only allowed in the MAC court and long/skateboards are prohibited from use in the remaining areas of the building.
- Bicycles, mopeds, and motorcycles are prohibited from being brought into the building. With the exception if used for a research project.
- Campus Recreation follow University guidelines and the Student Code of Conduct regarding drug and alcohol use.
- Shoes must be worn in all activity areas and common areas (hallways, atrium etc.) unless specifically allowed by activity (ex. yoga, pool) or required by an academic course. See Wellness Center Staff for any other exceptions to the general rule.

## **Policy U-8**

### **Refund Policy**

Refunds under the amount of fifty (\$50) dollars will be handled by a cash refund voucher. Refunds over one hundred (\$100) dollars will be processed on a warrant request. Campus Recreation may provide a partial refund for an activity card returned within four weeks of the date of sale. Campus Recreation may provide a partial refund for a cancellation from its non-credit instructional programs if the cancellation is within four weeks following the start of the program. Refund amounts may be as follows:

- 100% refund 1st week
- 75% refund 2nd week
- 50% refund 3rd week
- 25% refund 4th week
- 0% refund 5th and subsequent week
- A full 100% refund will be given for any program canceled by Campus Recreation.

## **Policy U-9**

### **Sport Club Participation**

Participation in Sport Clubs sponsored by Campus Recreation is open to any currently enrolled UNO Student, faculty, and staff who pay UPF fees or current Campus Recreation member. Students who are only taking on-line classes must purchase a membership to participate.

## **Policy U-9**

### **Use of Aquatic Center by Outside Agencies**

Use of the aquatic center by outside agencies will be considered on an individual basis once a request is presented to the Assistant Director of Aquatics in writing. When at all possible, open recreation hours, even shortened, will be maintained.