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I. Introduction
A. Overview, Mission, Vision

1. Overview:
The University of South Dakota’s state of the art Wellness Center opened January 2011 to serve USD students, faculty and staff along with our Vermillion area community members. The staff offers a great selection of fitness classes, personal training, intramurals, club sports, and swim lessons. Facility amenities allow for a variety of activities for members to improve fitness levels and stay in shape. The Wellness Center is a fitness and health focal point for the community.

2. Mission
To educate and enhance lifelong wellness, by offering quality diverse programming that fosters social engagement, personal satisfaction, and healthy behaviors to the local and University community.

3. Vision
To encourage students and members to strive for lifelong wellness.

B. General Information

1. Location:
University of South Dakota Wellness Center
414 E. Clark Street
Vermillion, SD 57069
Website Address: www.usd.edu/wellness
Phone: 605-677-8803
Fax: 605-677-8894

2. Wellness Center Facility Features:
- Multi-Story Climbing Wall
- Multi-Purpose Activities Court (MAC)
- 2 Basketball/Volleyball Courts
- 2 Racquetball Courts
- 3 Fitness Rooms
- Large Open Workout Space
- The Latest in Exercise Equipment
- Weight Room Space with Free Weights & Strength-Training Equipment
- A 3-Lane Walking/Jogging Track
- Locker Rooms
- Group Fitness Classes
- Personal Training
- DakotaDome Pool

3. Hours:
   Academic Year:
   Monday-Thursday  5:00 a.m. - 11:00 a.m.
   Friday          5:00 a.m. - 9:00 p.m.
   Saturday        8:00 a.m. - 9:00 p.m.
   Sunday         12:00 p.m. - 10:00 p.m.
Summer Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>5:00 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>5:00 a.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 p.m. - 7:00 p.m.</td>
</tr>
</tbody>
</table>

*Closed Holidays & Academic Breaks

4. Scope of Services in Building:

a. Community Fitness:

i. Encompasses all exercise equipment, fitness classes/studios, personal training programs, program designs with a trainer, group personal training, get fit assessments, walking/jogging track, and climbing features (climbing and bouldering wall).

ii. The purpose of these services is to provide diverse opportunities to enhance life-long health and well-being through fitness. Knowledgeable staff provides students, faculty and staff, and community members with programs to assist them in making decisions about their fitness and nutritional desires.

b. Recreation Programs:

i. Encompasses all intramural and sport club activities, racquetball courts, basketball/volleyball courts, multi-purpose activities court (MAC), and DakotaDome pool.

ii. The purpose of these services is to provide opportunities for all activity fee paying USD students, both undergraduate and graduate, to participate in organized, informal sports. They also provide areas where students, faculty and staff, and community members can participate in informal sports as their time and interests permit.

5. Contacts:

Wellness Center Director: Steve Mayer
Office Location: Wellness Center, room 102A
Office Phone: 605-677-8804
Email: steve.mayer@usd.edu

Wellness Center Assistant Director: Wendy Johnson
Fitness and Aquatics
Office Location: Wellness Center, room 102B
Office Phone: 605-677-8805
Email: wendy.johnson@usd.edu

Wellness Center Assistant Director: Connor Singhisen
Intramurals and Sport Clubs
Office Location: Wellness Center, room 102C
Office Phone: 605-677-8806
Email: Connor.Singhisen@usd.edu
Wellness Center Fitness Coordinator: Rheannon Bowman
Office Location: Wellness Center, room 102D
Office Phone: 605-677-8817
Email: Rheannon.Bowman@usd.edu

Wellness Center Program Assistant: Lisa Nielsen
Memberships
Office Location: Wellness Center, room 102
Office Phone: 605-677-8803
Email: Lisa.Nielsen@usd.edu

C. Standardization and Control of Operation Documentation

A. The purpose of this manual is to provide users of the USD Wellness Center with guidelines. The goal of the USD Wellness Center is to provide a safe and enjoyable environment to those utilizing the facility. The use of the USD Wellness Center is a privilege and individuals who fail to cooperate with established policies may have their privileges revoked. The USD Wellness Center Staff reserves the right to use their discretion on policies not covered in this operation and policy manual.

B. The Wellness Center Director, Assistant Directors, and Graduate Assistants are responsible for the creation of new policies or the updating of existing policies. The USD Policies Administration reviews all policies with the Wellness Center Administration making final approval on all policies.

D. Code of Conduct

In order to maintain a high level of service to our users, the USD Wellness Center asks all participants to follow a Code of Conduct. Cooperation is appreciated as the facility strives to provide a positive environment. Participation in the facility and its programs is a privilege and abiding by the following Code of Conduct is expected:

1. Not disrupt the actions of other members/students
2. Do not harass other members/students
3. Not perform negligent, abusive, or exploitive acts to employees, members, or students
4. Treat all USD Wellness Center staff and facility with respect
5. Will not falsify any documentation or communication pertaining to business within the USD Wellness Center
6. Not steal or aide in the theft of USD Wellness Center property
7. Will abide by USD Wellness Center staff
8. Will not use or be under the influence of alcohol, tobacco, or any other uncontrolled substance within the USD Wellness Center
9. Will not counsel or invoke other employees, members, and/or student to violate the Code of Conduct/Policies of the USD Wellness Center
10. Refrain from vulgar language and offensive conduct. Language/actions deemed offensive will not be tolerated
11. Adhere to the rules and policies of the USD Wellness Center and USD
12. Act in a safe, responsible manner regarding themselves and others

*Those found to be in violation of the Code of Conduct may be subject to revocation of their privilege to utilize the facility and could possibly face University disciplinary action.

E. Assumption of Risk
The USD Wellness Center operates on an “exercise at your own risk” policy. The use of the facility and its programs is completely voluntary. Those utilizing the facility assume the risk for any harm or injuries sustained. Neither the University of South Dakota, nor the USD Wellness Center can assume any responsibilities for injuries that occur through participation in its programs and/or services in or outside the facility. All injuries should be reported to the Front Desk or Office Staff and an accident report completed (Appendix). The USD Wellness Center strongly advises patrons to use caution and be aware of potential health risks associated with exercise, and obtain a physical from a physician before beginning an exercise program. Furthermore, it is recommended that every participant of the USD Wellness Center be covered by a health and accident insurance policy.

II. Access/Entrance/Exit to Facility
1. The USD Wellness Center operates from one main entrance, located on the West side of the facility. These doors automatically open at the time the USD Wellness Center is scheduled to operate.
2. The Office will be open Monday-Friday from 8:00 a.m. - 7:00 p.m. during the academic year and from 7:30 a.m. - 4:30 p.m. during summer hours.
3. Community Fitness and Recreation Programs are only offered to approved individuals. These individuals include current USD students and authorized members of the community.
4. Entrance to the facility requires the use of a USD Identification Card or USD Membership Card. Cards are non-transferable and to be used exclusively by the individual named and pictured on the ID. Staff reserves the right to check for identification at any time.
5. Entry and exit of the facility must always be through the designated doors, individuals who enter or exit through non-designated doors are subject to disciplinary action.
6. USD athletic teams are provided with training facilities and organized team training activities are not to be held at the Wellness Center without consent from the director under special circumstances.

III. Memberships
A. Membership Overview: Access to the USD Wellness Center facility and its programs are available for current enrolled students as membership is included in student fees.
1. Faculty/Staff and Community Members are eligible to use the facility and its programs with the purchase of a membership, punch pass, or guest pass.
2. Wellness Center members receive access to all equipment in the facility, group fitness classes, the DakotaDome pool, and an orientation tour.
3. Membership Contracts are located in room 102 of the USD Wellness Center or online at www.usd.edu/wellness (Appendix)

B. Membership Categories and Cost:

<table>
<thead>
<tr>
<th></th>
<th>Annual–Pay in Full</th>
<th>Annual–Monthly Deductions</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$350.00</td>
<td>$29.17</td>
<td>$35.00</td>
</tr>
<tr>
<td>Couple</td>
<td>$650.00</td>
<td>$54.17</td>
<td>$65.00</td>
</tr>
<tr>
<td>Family</td>
<td>$750.00</td>
<td>$62.50</td>
<td>$75.00</td>
</tr>
<tr>
<td>Single + Child**</td>
<td>$100.00</td>
<td>$8.33</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

* Sales Tax Not Included
** Rate to be added to Single Membership price for each child age 25 and under

C. Payment Methods:

   Automatic Payments:
   1. Electronic Funds Transfer (EFT) from checking account. Applicant must include a voided check with contract
   2. Payroll Deduction- Only available for benefit eligible USD Employees

   Online Payments:
   1. Credit Card- Monthly credit card transactions are available through the USD Wellness Center’s online software system, Fusion. Access to Fusion can be found at the following URL: http://www.wellness.usd.edu

   Accepted Payments at the Wellness Center Facility:
   1. Cash
   2. Check
   3. Credit Card – We accept all forms of credit card payment EXCEPT American Express.

D. Membership Guidelines:

   1. A USD or membership ID card must be presented to participate in the USD Wellness Center programs and equipment
2. The USD Wellness Center reserves the right to refuse admittance to or request that an individual leave the facility.
3. Children 13 years and younger must be accompanied by a parent at all times.
4. Children 14-17 may enter the facility with their own membership ID card as long as their parent or guardian has signed a waiver for them. Once a person is 18, he or she may enter the facility with their own membership ID card.
5. Participation is at own risk.
6. Wipe off all equipment when done utilizing. Replace all weight when finished.
7. To cancel membership, please inform the office desk, in writing, by the first of the month.
8. A “family” is defined as any immediate family member who may also be claimed as a dependent for tax purposes.
9. Failure to follow these guidelines of the USD Wellness Center will result in being asked to leave the facility and/or privileges being revoked.

E. Cancellation Policy:
1. The following Cancellation Policy, as seen on membership contract, must be agreed to prior to becoming a USD Wellness Center Member:
   - I agree to the selected payment plan and as a member of the USD Wellness Center, I accept the following resignation policy:
     - Monthly payment option - If at any time I wish to discontinue my membership, I will provide written notice by the last day of the month in which I want to resign or change membership type or status. If I miss the deadline, I accept responsibility for membership dues for extra months.
     - Annual and Pay in Full payment options - There are no refunds of any kind. I understand that as a member of the USD Wellness Center I must follow all USD rules and regulations. I acknowledge that as a member I will be issued a USD Wellness Member Identification card. I also understand that I must have this card present to utilize the facility and failure to do so will result in denied access, a replacement fee of $12, or payment for a $7 guest pass.

F. Guest Passes:
1. An adult assumption of risk waiver and/or minor waiver (as needed) must be completed and signed prior to entering the facility for the first time (Appendix).
2. A valid driver’s license or picture identification card must be presented at the first purchase of a guest pass.
3. The fee for a guest pass is $7 and is valid for one entrance into both the USD Wellness Center, including fitness classes, rock climbing wall, track, courts, and all equipment, and the DakotaDome Pool.
4. A guest passes are valid for a single time use to the facility.

G. Age Policy:
• Age restrictions have been established at the USD Wellness Center in order to ensure the safety of both the patrons and the facility.

• Age Restrictions to the USD Wellness Center are as follows:

  a. Ages 6-13 must be accompanied by a parent/legal guardian in order to enter the facility. Minors under the age of 14 will not receive individual membership cards but will enter under their parent/legal guardian’s membership.

  b. Ages 14-17 may have their own membership but must have parent/legal guardian sign a minor waiver. They will receive their own membership card and be able to use the facility without parent/legal guardian being present.

  c. Ages 18 and older may have their own membership and use the facility at their will.

3. Age Specifics:

   a. Ages 6-9:
      i. Able to utilize rock wall
      ii. Utilize the track with supervision
      iii. Use the Courts (Basketball, MAC, & Racquetball) with supervision
      iv. Able to use the DakotaDome Pool with supervision

   b. Ages 10-11:
      i. Able to utilize rock wall
      ii. Utilize the track with supervision
      iii. Use the Courts (Basketball, MAC, & Racquetball) with supervision
      iv. Able to use the DakotaDome Pool with supervision
      v. Attend Group Fitness Classes if accompanied by a parent/legal guardian

   c. Ages 12-13:
      i. Able to utilize rock wall
      ii. Utilize the track
      iii. Use the Courts (Basketball, MAC, & Racquetball)
      iv. Able to use the DakotaDome Pool
      v. Attend Group Fitness Classes
      vi. Use Cardio and weight equipment
      * Parent/Legal Guardian must be in the building at all times

   d. Ages 14 and older:
      i. Full access to the facility
      ii. Full access to the DakotaDome Pool
      *must have parents’ consent

H. Refunds

  1. Refunds will be provided up to 2 weeks before the class begins.
  2. Credit towards a replacement class at the same dollar value will be given up to 1 week before the class begins. This must be used within 3 months of the credit.
3. Credit towards ½ the value will be given up to the registration deadline.
4. No refunds will be given after the registration deadline.

IV. University of South Dakota and South Dakota Board of Regents Policies

A. Equal Opportunity, Non-Discrimination, Affirmative Action (Appendix)


1. Equal Opportunity
   The institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, or disability.

2. Non-Discrimination, Civil Rights and Affirmative Action
   The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

3. Responsibilities of Chief Executive Officers
   The chief executive officers of the respective institutions shall be responsible for assuring that the Board’s equal opportunity policies are communicated effectively to members of the institutional community and the public at large. The means for such communication may include seminars and other forms of public service or instructional programming and shall include notices to be posted or otherwise incorporated into institutional promotional materials. Such notices should clearly identify persons who are responsible for the implementation of equal opportunity policies and should advise readers or listeners of how they might contact the responsible institutional officials to obtain further information or to express their concerns about implementation of institutional policies.

B. Family Educational Rights and Privacy Act (FERPA) (Appendix)

https://www.usd.edu/policies/upload/Student-Records.pdf

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their education records:

1. The right to inspect and review the student’s education records
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to a hearing if the request to correct an alleged inaccuracy is denied.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Dakota or any of its schools or colleges to comply with the requirements of FERPA.

C. Human Rights Compliant Procedures


1. Purpose of Regulations
   The South Dakota Board of Regents has a legal obligation to enforce federal, state and local laws and regulations prohibiting discrimination in employment, in the delivery of educational services and in the other activities carried on under its authority. Inherent in its function as constitutional governing board for publicly funded higher education is the duty to assure all individuals in its employ or attending institutions under its jurisdiction equal access to the employment and educational opportunities it controls. The South Dakota Board of Regents recognizes that discrimination based on archaic and overbroad assumptions about the relative needs and capacities of certain categories of persons forces individuals to labor under stereotypical notions that often bear no relationship to their actual abilities. It thereby both deprives persons of their individual dignity and denies society of the benefits of wide participation in political, economic, educational and cultural life. These human rights complaint procedures have been adopted to afford individuals a means to protect the rights guaranteed to them under federal, state and local laws and regulations and to vindicate the deprivation of personal dignity that accompanies denials of equal opportunity.

2. Scope of Regulations
   This procedure applies to complaints alleging discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, transgender, sexual orientation, age or disability.

3. Discrimination
   Discrimination includes all violations of rights guaranteed under federal, state or local antidiscrimination laws and regulations. Also, discrimination includes any allegation that, because of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services or with respect to the participation in the activities of officially recognized organizations. Harassment complaints brought under section 3.4 of the policy manual shall also constitute discrimination complaints within the meaning of these regulations, notwithstanding the fact that they may not otherwise be encompassed hereunder.

5. Additional information regarding complaints, confidentiality and discipline can be found by accessing the attached Human Right Complaint Procedures
D. Sexual Harassment (Appendix)
http://www.sdbor.edu/policy/1-Governance/documents/1-17.pdf

1. Educational institutions play a special role in preparing students to lead the complex social organizations through which businesses and professions operate and through which free people govern themselves. Students must be taught, *and they must be shown through the example given by institutional employees*, that stable, effective and prosperous social organizations observe norms of conduct under which all participants are expected to treat one another civilly and to carry out their respective tasks in a constructive and informed manner. Complex social organizations derive their strength from the cooperation of those who participate in them. By virtue of their special role in preparing future generations of leaders, educational institutions have a particular concern with conduct that subjects members of the institutional community to harassment, as herein defined, on the basis of sex, race or any other grounds. Such conduct destroys the bonds of cooperation and common purpose on which society rests by demeaning some members of the community, and, it cannot be tolerated in an institution whose very purpose is to shape the skills and conscience of the rising generations. For this reason, the Board strictly proscribes harassing conduct, and those members of the institutional community who have indulged in it shall be subject to discipline pursuant to Board Policy 1:18.

2. Harassment on any grounds, directed against individuals, is proscribed.
   a. Sexual harassment in either of its recognized forms is proscribed:
      i. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
         aa. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or
         bb. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or resource.
         cc. Sexual harassment may also be established by showing participation in the creation of an intimidating, hostile or demeaning environment established under § 2(B) below.
   b. Harassment on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability or harassment on any grounds, directed against individuals, may be established by showing
   c. Conduct toward another person that has the purpose or the effect of creating an objectively and subjectively intimidating, hostile or demeaning environment that substantially interferes with his or her
ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

aa. Harassment consists, in most cases, of more than casual or isolated incidents.
bb. Consideration should be given to the context, nature, scope, frequency, duration and location of the incidents, whether they are physically threatening or humiliating as opposed to merely offensive utterances, as well as to the identity, number and relationships of the persons involved.
cc. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

(i.) The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.
(ii.) If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation and there will be no violation of this policy.

(a) It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

dd. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

e. The chief executive officer of each institution is responsible for the enforcement of this policy and may delegate the necessary authority to the appropriate campus administrator.

3. Enforcement policies shall provide, at the minimum, for the following:
a. Posting of notices to alert students, employees and others of the institution's policies concerning harassment;
b. Posting of notices informing students, employees and others of the steps that they must take in order to communicate complaints or concerns to the institution pursuant to Board policy 1:18, including a clear and accurate identification of the person currently serving as the institution's Title IX/EEO coordinator; and
c. Sponsoring educational programs for members of the campus community to assure that they are informed of their rights and obligations under this policy and to assist them in understanding the various forms that harassment may take, the effects it has on its victims and the ways in which it interferes with the proper operation of social organizations and society at large.

E. Technology
http://www.sdbor.edu/policy/7_Technology/documents/7-1.pdf

1. Purpose
The Board acquires, maintains and operates information technology systems to support administrative, research, instructional and service functions of the universities and special schools. This policy serves to assure the optimum functioning of these information technology systems and to protect them from abuse and from unlawful or other misuse. By using the electronic information and communications systems, users agree to abide by all relevant policies and procedures, as well as all current federal, state, and local laws.

2. Information Technology Devices and Systems Subject to this Policy.
   a. Information technology systems include any and all electronic means used to create, store, access, transmit and use data, information or communications in the conduct of administrative, instructional, research or service activities. These systems include, devices now in existence, or to be invented, that serve such purposes.
   b. Privately owned information technology devices will be subject to all policies governing system use, including those involving administrative access to system components, while actively connected to the system.
      i. Persons wishing to use privately owned information technology devices to access Board information technology services may be required to demonstrate to the satisfaction of the Chief Information Officer that their devices and software conform to the specifications of the information technology systems.

3. Additional information about the Technology policy of the South Dakota Board of Regents can be found in the complete policy located in the appendix section.
   (Appendix)

IV. Policies, Rules, and Regulations
A. General Policies
   1. A current and valid USD ID card or registered membership is required to enter the facility
   2. Anyone under 14 years of age must be accompanied by a parent.
   3. The Wellness Center is NOT responsible for any personal items left unattended and/or unsecure in any facility. Personal items may be locked in day-use lockers located in various areas of the facility as well as those bought in the men’s and women’s locker room.
   4. No spitting on floors, walls, water fountains, restroom sinks, etc.
5. Facility wide audio system: music selections and control is reserved to USD Wellness Center staff only
6. Headphones must be used with all personal electronic listening devices
7. Bicycles are to be stored in the racks provided outside the facilities (please lock your bike as the USD Wellness Center is not responsible for stolen bikes).
8. Strollers are allowed in the lobby and locker rooms only
9. Approval to take pictures/videos must be directed to the USD Wellness Center Director. Pictures/Videos may NOT be taken in the locker rooms. It is recommended that picture/video requests be made at least 24 hours in advance to the Director for approval.
10. Use of lounge areas and informal activity spaces, when not scheduled/reserved, are on a first come first serve basis
11. A closing announcement will be made approximately 15 minutes prior to closing. All participants are expected to finish their activity, re-rack all weight equipment, clean the machine that was in use, return any checked out equipment, finish showering, and exit the USD Wellness Center by closing time.
12. All areas and equipment within the USD Wellness Center shall be used for their intended purposes only.
13. It is requested that those with concerns about the facility or equipment report to the USD Wellness Center staff as soon as possible
14. Prohibited Activities: Certain activities are prohibited in the USD Wellness Center during recreational hours without explicit permission from the Director. The following provides examples of such activities; however, the USD Wellness Center professional staff reserves the right to ban any activity they deem unsafe.
   a. No Baseball/softball activities (bats and balls are not allowed)
   b. No flying of electric or batter powered model planes or paper planes
   c. No wrestling, boxing or related mixed martial arts activities
   d. No golf
   e. No skateboards, rollerblades, bicycles, or scooters are allowed
   f. Non-USD teaching instruction is prohibited
   g. No balloons of any size
   h. Animals are not permitted in the facility with the exception of trained and licensed service animals

B. Accidents/Injuries
1. Please contact a member of the USD Wellness Center staff should an accident/injury occur and the appropriate safety measures will be taken
2. The staff member who is contacted about the accident/injury must fill out an incident report (Appendix) and notify the correct personnel of the incident.
3. An Emergency action plan has been developed for accidents and injuries. Please follow guidelines for each emergency.

C. Alcohol, Tobacco, Other Drugs and Weapons
The USD Wellness Center is a substance free facility. The possession, use and/or distribution of alcoholic beverages, drugs, tobacco (including smokeless tobacco) and dangerous weapons are not allowed in any University facility, as defined by USD’s Student Code of Conduct. Violation of this policy will result in removal from the facility and further disciplinary action may be taken if deemed appropriate. The USD Wellness Center reserves the right to check liquid substances in personal beverage containers.

D. Appropriate Attire and Footwear (Appendix)

The USD Wellness Center facility provides a healthy and positive fitness environment. It is expected that all those utilizing the facility dress appropriately. Staff reserves the right to determine the acceptability of all exercise attire and their decision on the matter will be final. Failure to comply will result in denial of use of the USD Wellness Center. The following outlines what is/is not acceptable to wear within the facility:

1. Closed toed shoes, full-back, sleeveless shirts or full t-shirts covering the stomach, and shorts/pants must be worn at all times. Exceptions to be made on limited basis. Shorts must be long enough to cover the buttocks and groin when the participant exercises or moves. Appropriate undergarments and support are required as well.
2. Properly laundered clothing is required for sanitary reasons.
3. It is highly recommended that patrons wear soft soled, closed toed athletic shoes in all activity geared areas of the USD Wellness Center; these shoes must be clean, dry shoes not used outdoors. Patrons not following these guidelines should be aware that they are putting their safety at risk.
4. Belts, metal zippers, studs, etc. are prohibited as they may damage exercise equipment and pose a risk of injury.
5. Jewelry which may cause damage to equipment or pose a risk of injury shall be removed.

E. Locker Rental

1. General Information
   a. Lockers within the men’s and women’s locker rooms are available for rent through the USD Wellness Center Office.
   b. Large lockers cost $100 and intermediate lockers are $75
   c. Locker codes are issued from the USD Wellness Center Office

2 Guidelines
   a. Rentals are for a period of one year, with limited exceptions
   b. The lockers are available on a first-come, first-serve basis
   c. The USD Wellness Center is not responsible for any damage, theft or vandalism that may occur to the locker and/or its contents
   d. Lockers must be cleaned out at the end of each rental period
   e. Any contents remaining in the locker after the completion of the rental period will either be donated or disposed of as USD Wellness Center personnel see fit
f. No stickers, decals, or marking of any kind are permitted on, or in any locker. Any appearance or evidence of such will result in forfeiture of the locker and possible loss of locker privileges.
g. If the locker is defaced or has illegal occupancy, the USD Wellness Center personnel will remove the contents of the locker and the items will be taken to the University Police.
h. USD Wellness Center staff reserve the right to search all lockers.

F. Cell Phones

1. Use of cell phones is allowed.
2. Use of cell phones is prohibited within the locker rooms.
3. Out of respect, please limit cell phone use to public areas.
4. See Cell Phone Policy in appendix for more information (Appendix).

G. Damages

Participants of the USD Wellness Center facility and equipment assume the liability and agree to pay for any damages that occur as a result of misuse or damage other than normal wear and tear.

H. Ejection/Suspension from the facility

Failure to follow the USD Wellness Center policies and/or regulations posted in the facility or requests made by any employee can result in ejection or suspension from the building and related programs.

I. Equipment Checkout

- A valid student or membership ID must be presented to checkout equipment.
- Failure to return equipment by closing time will result in the forfeiture of USD Wellness Center access and/or a hold/fine on one’s account.

J. Towels

1. Towels are available for checkout with a valid student or membership ID.
2. Both workout and shower towels are available at the front desk.
3. Towels are to be returned before exiting the facility.

K. Food and Beverages

1. Water and sports drinks in closed containers may be used in the exercise or gym areas.
2. All containers are subject to substance check at any time by the USD Wellness Center employees.
3. Glass containers are prohibited at all times.
4. Outside food (such as cake, ice cream, juice boxes) will be allowed for birthday party facility rental. Food must remain by the tables across from the Rock Wall. Participants are required to clean up the area when the party is complete.
5. Vending machines are located by the Front Desk. We do not keep change on hand. Members are required to provide correct change for machines.

L. Lost and Found

1. Lost and Found items should be turned into the Office or Front Desk. Any inquiries about lost and found items may be made at either of these locations.
2. Items that are not claimed after 14 days will be donated. The USD Wellness Center is not responsible for lost or stolen items.

M. Use of Facility by External Groups, Distribution of Published Materials, and Solicitation Policy

The objectives of this policy are to establish guidelines for the use of the University of South Dakota Wellness Center facilities and grounds by external groups and regulations governing solicitation and distribution of goods, services, and products by off-campus individuals or organizations

1. Use of Facility by External Groups
   a. Guidelines for External Events
      i. The USD Wellness Center will make its facility available to external groups and organizations whose event is consistent with its mission
      ii. External Events must seek approval and be authorized by a University of South Dakota or USD Wellness Center administrator
      iii. Events shall in no way violate the purposes, property, policies, or regulations of the University of South Dakota
      iv. Attendance may not be restricted in ways referred to by the South Dakota Board of Regents Human Rights Complaint Procedures, Policy 1:18

2. Responsibilities of the USD Wellness Center Administration
   i. The USD Wellness Center Administration will act as liaison between the external group and the University by:
      - Arranging all support and auxiliary services
      - Scheduling Room Reservations
      - Assisting in issuing contracts and verifying insurance certificates
      - Assisting external organizations with overall coordination of the event

2. Policies Governing Advertising, Distribution or Published Materials and Solicitation by External Organizations (Appendix)
   a. Advertising
      i. The USD Wellness Center recognizes the importance of advertising sanctioned events and activities in fostering an active and involved community
      ii. All printed posters, signs, notices, and other materials disseminated on USD Wellness Center premises must be approved by the USD
Wellness Center Officer Personnel and be posted by USD Wellness Center Staff in a manner that does not detract from the physical appearance of the facility or result in damage to building surfaces

iii. Use of the computers, web pages, social media outlets, or electronic mail resources for paid consulting, for non-University business purposes, or for political gain is prohibited

iv. The USD Wellness Center reserves the right to prohibit or remove advertising from its facility which violates this policy, is obscene, defamatory, consists of fighting words, threats of physical harm, incites imminent lawless activities, vulgar to the extent not entitled to protection as expression, or promotes illegal use of alcohol or drugs

b. Distribution of Published Materials
   i. All members of the University community defined as faculty, staff, and students may distribute published materials on campus with the understanding that they accept responsibilities for those materials. Such materials should be labeled to indicate sponsorship and are to be distributed in accordance with this policy
   ii. Distribution of written materials by members of the community will be limited to those in accordance with the University of South Dakota and USD Wellness Center’s missions
   iii. All published materials must be approved by USD Wellness Center Office Staff prior to distribution
   iv. Published materials found to be in violation of this policy will be removed from the facility and USD Wellness Center Administrators will request the distributors discontinue distributions or alter procedures as to comply with this policy

c. Solicitation
   i. University/Student Organizations may solicit on USD Wellness Center premises with permission from USD Wellness Center Administration and in accordance with this policy
   ii. The USD Wellness Center allows limited access to external groups for the purpose of commercial sales. These sales will be directly related to the mission of the USD Wellness Center Authorization from USD Wellness Center Administration must be expressly granted
   iii. Solicitation by external groups that compete with University managed, owned or operated services, or which are prohibited by contract will not be permitted

N. Social Media Policy
   1. In accordance with the University of South Dakota Policy on Social Media, the USD Wellness Center will maintain social media to connect and build relationships with students, faculty, staff, and community members
2. Social media use must be in accordance with the University of South Dakota and USD Wellness Center’s missions, goals, and programs
3. USD Wellness Center social media accounts will be managed and monitored by a USD Wellness Center administrator
4. USD Wellness Center social media accounts will comply with University policy, which can be accessed at http://www.usd.edu/policies/upload/Social-Media-Policy.pdf

V. Area Specific Policies

A. Facility Student Desks

1. Three student desks (Front Desk, Cardio Desk, and Up Desk) are located within the facility and each shall be managed by at least one student-worker during facility hours of operation
2. Each desk has its own duties but all staff members are available to assist patrons during their time at the USD Wellness Center
3. Desk Staff are subject to the rules and regulations outlined in their training manual (Appendix)

B. Office Suite

1. The Office Suite houses the offices of the professional staff
2. Memberships, locker rentals, specialty classes, swim lessons, and intramurals are registered and paid for within this office. After hours, memberships can be renewed at the front desk.
3. Hours of Operation:
   a. Academic Year:
      Monday-Thursday 8:00 a.m. – 6:30 p.m.
      Friday 8:00 a.m. - 4:30 p.m.
   b. Summer Hours:
      Monday-Thursday 7:30 a.m. - 4:30 p.m.
      Friday 7:30 a.m. - 4:30 p.m.
4. Cancellation and Refund Policy (Appendix)
   a. Purpose: This policy sets forth the procedure for handling cancellations and refunds for events sponsored by the USD Wellness Center.
   b. Statement of Policy:
      • Refunds will be provided up to 2 weeks before the class begins.
      • Credit towards a replacement class at the same dollar value will be given up to 1 week before the class begins. This must be used within 3 months of the credit.
      • Credit towards ½ the value will be given up to the registration deadline.
      • No refunds will be given after the registration deadline.
   c. The USD Wellness Center reserves the right to make exceptions to the cancellation and refund policy on a case-by-case basis.
d. Credit Card and Online refunds can be done through the USD Wellness Center Office and will be put back on the credit card provided. Cash or Check refunds require the patron to have a W-9 on file and must be processed through the USD accounting office. This process can take up to 2 weeks to process.

C. Cardio Equipment
1. Cardio equipment should be used for its intended purpose only
2. Individuals are asked to wipe down the machine when finished (including but not limited to, the seat, hand rails, and buttons) with the towels and spray provided
3. Any broken equipment should be reported to the Front Desk
4. Closed toed, athletic shoes must be worn at all times

D. Fitness Floor and Free Weight Area
1. Free weights, barbells, and dumbbells must be returned to their appropriate racks after use
2. Do not lift beyond capabilities. It is imperative that individuals know their limits. If necessary, use a spotter and/or ask a staff worker for assistance
3. Absolutely no slamming/dropping of weights. They should be set down properly
4. Report any irregularity of equipment to the appropriate staff
5. Closed toed, athletic shoes must be worn at all times

E. Wood Courts/Multi-Activities Court
1. Non-marking athletic shoes only on courts
2. Hanging on the rims and/or nets in not permitted
3. No kicking and/or throwing equipment towards the ceiling and/or the track
4. Equipment should be used for its intended purpose only
5. Nets (volleyball, badminton, etc.) will be set up and taken down by staff only
6. Equipment is available for checkout at the Front Desk. The equipment checkout procedure, as stated above, must be followed
7. Courts priority scheduling: Intramurals and Reservations have first priority

F. Running/Walking Track
1. Closed toed, athletic shoes must be worn at all times
2. Strollers are not permitted
3. Use of the track rotates between a clockwise and counter clockwise direction on a daily basis, as stated on the track
4. Walkers are to use the inside lane; those jogging/running are to use the outside lanes

G. Climbing Wall
1. Climbers must check in at desk and have appropriate waivers and certifications completed.
2. Don’t step on the ropes.
3. Obey the rules of the climbing staff.
4. Two warnings from staff and you will be asked to leave for the day.
5. No jewelry (watches, earrings, necklaces, etc.).
6. Long hair must be tied back.
7. No loose chalk (chalk balls in climbing chalk bags only).
8. All personal gear must be checked with climbing staff every time.
9. No street shoes allowed in pit.
10. Must have a spotter or a crash pad when on the bouldering wall.
11. No upside down bouldering.
12. Personal gear must be clear of the pit floor (water bottles/shoes/etc.).
13. Allow right-of-way to climbers and common courtesy in regards to routes.
14. Alert staff of any loose holds or suspect gear.
15. No food or drink (other than water) allowed in the climbing pit.
16. Climbing commands must be used. Failure to use commands will result in a warning from staff.
17. All children ages 12-16 years of age must have a parent or guardian present.
18. Children 11 and under may only climb during a reserved climbing party (not during open climbing times).
19. Customers ages 16 and older are allowed to take the belay test. Customers ages 15 and under may not take the belay test (until reaching age 16).
20. Customers 18 and older may sign their own waiver form. Customers 17 and under must have a parent or guardian sign a waiver form.

H. Room 109, 112, & 113 (Fitness Studios)

1. Fitness Studios are primarily scheduled for Group Fitness classes. Please refer to the schedule posted outside each studio for Group Fitness Class Schedules.
2. Fitness Studios are available for reservation in the Office Suite.

Studio Reservation Policy

A. Definition of Terms

1. **Student Organization:** The term organization means any number of persons who have complied with formal requirements of becoming an organization, as described and recognized by USD Campus Life. A complete list can be found at [http://www.usd.edu/campus-life/student-services/student-organizations/](http://www.usd.edu/campus-life/student-services/student-organizations/). Fraternities, sororities, club sports, honor clubs, and departmental associations are all considered organizations.
2. **Student/Student Group:** The term group means 1-3 students who have not yet complied with the formal requirements of becoming an organization. Any group that has more than 50% of its members within a recognized student organization will be considered a student organization.

B. Request Process:

1. **Groups:** Organizations, individuals, and groups wishing to reserve room 109, room 112, and room 113, for use must complete a Student Group/Student Organization Reservation Request Form (Appendix) by Thursday for the following week (Monday-Sunday). Reservation requests must be reviewed and approved by office personnel. Reservations can be scheduled for one month in advance by the last Thursday of the month. After review, a USD Wellness Center representative will contact the group/organization representative provided on the request form within 48 hours prior to the reservation date. In the case of a no show for a reserved time, this reservation will not be rescheduled in the same week.
2. USD Students and Wellness Center Members may reserve a studio for up to 3 hours a week free of charge. These requests can be made by calling 677-8820 or by stopping at the front desk.
3. All requests are subject to be changed if the facility is needed for another Administrative purpose.

C. Payment
   Each organization, individual, or group may reserve space at no charge for no more than 3 hours per week. If wanting to reserve additional space, the organization, individual, or group must pay a rental fee of $15/hour for the use of room 112, or room 113.

D. Room Policy
   1. Admittance: Those with a reservation must check-in at the Front Desk to ensure their reservation is valid. A USD Wellness Center staff member will check a key out to the person renting the room.
   2. Exiting: At the end of the reservation, a USD Wellness Center staff member will check the room for litter and damages beyond the normal wear and tear. If such is found, the organization, individual, or group who made the reservation will lose their reservation privileges for one week for the first offense. If this is found to be a continuous occurrence, the suspension of privileges will be extended and a fine may be charged.
   3. All equipment within the studio must be used for its intended purpose, must remain within the studio and must be returned to its rightful spot upon completion of use.
   4. Only authorized personnel may operate the stereo equipment located within the room.

E. Racquetball Courts
   1. Non-marking athletic shoes only on courts
   2. No kicking and/or throwing equipment towards the ceiling, glass wall, or sprinkler system
   3. Equipment should be used for its intended purpose only
   4. Equipment is available for checkout at the Front Desk. The equipment checkout procedure, as stated above, must be followed
   5. Reservations must be made at the Front Desk prior to using the racquetball courts.

F. DakotaDome Pool
   1. Swimming is allowed only when a lifeguard is on duty
   2. Horseplay such as running, splashing, shoving or dunking is not permitted.
   3. Profanity, improper behavior, intoxication, and/or vulgar remarks are prohibited

VI. Group Fitness
   1. Group Fitness schedules will be maintained on the Group X Pro website by USD Administrative staff. To view a current schedule, please visit www.usd.edu/group fitness.
   2. A cancellation list serve has been created for those who want to receive email announcements about Group Fitness class changes. These will not be emailed out to all members.
3. Cancellations and other changes will be posted on the white board behind the information desk at least 24 hours in advance, unless it is due to an instructor illness.
4. Group Fitness classes are free to all students and Wellness Center Members. Community members may purchase a guest pass to participate in a class.
5. Pre-registration is only required for classes (i.e. rowing) designated as such on the Group Fitness Schedule. Registration is done through the Group Fitness website.

VII. Personal Training:
1. Before any personal training services are provided, paperwork must be completed
2. Service package must be purchased prior to start of training
3. The Wellness Center reserves the right to refuse service if deemed fit
4. Program designs require a membership to the USD Wellness Center
5. Membership is not required for training session; however, access is only granted for scheduled training time
6. Session payments are non-refundable
7. Sessions are 60 minutes in length starting at scheduled time
8. If 15 minutes late to schedule training session, it will be considered a NO SHOW and the session will be charged
9. Must cancel session at least 12 hours in advance before the sessions in order to reschedule
10. Service expiration:
   1. Program Design: 30 days after purchase date
   2. 1 Session: 30 days after purchase date
   3. 5 Sessions: 60 days after purchase date
   4. 10 Sessions: 90 days after purchase date
   5. 30 Sessions: 180 days after purchase date
11. Closed-toed shoes are required

VIII. Intramurals
A. Eligibility
1. All USD students, faculty, staff and spouses are eligible to participate with the following restrictions:
   • Only two former collegiate players of any form per team in their respective sport. All former varsity players must sit out one full academic year to be eligible to play in their respective sport.
   • The use of ineligible players is subject to a forfeit.
   • All players must have participated in at least one regular season game to be eligible for the playoffs.
   • All players’ first name, last name, and University ID numbers must appear on the official score-sheet prior to the start of the game or upon the late arrival of a player.
• Once a player has played in a game for a specific team, he/she will not be permitted to play on any other teams within that division/league for the duration of that season and/or tournament.
• Any player assessed two unsportsmanlike conduct penalties in a game shall be immediately disqualified from further participation in the immediate game and shall be automatically suspended from participation in that teams next scheduled game.

B. Sportsmanship Policy

1. Participants are expected to display good sportsmanship toward opponents and the intramural staff at all times.
2. Each team will receive a sportsmanship rating at the end of each rating on a scale of 0-4 with 0 being poor and 4 being excellent.

C. General Rules

• All players must present their own valid University ID in order to participate, exception granted for spouses of USD students, faculty or staff who must present a driver’s license.
• Team names must not contain vulgar, profane or derogatory language; cannot reference drugs, alcohol, tobacco, or violence; no sexual references or innuendos; no confusing names such as BYE, cancelled, etc.
• Teams with inappropriate team names will be notified and given an opportunity to provide an appropriate name. In the event an appropriate name is not provided, the Intramural Staff will create a team name and notify the captain of the change.
• Exposed jewelry of any kind is not to be worn during the game.
• The official score will be kept by the scoring official. In the event of a discrepancy, his/her score will be considered official. It shall be the running score on the score sheet.
• Any student whose physical condition or health status is such that playing intramural contest might be detrimental to him/her is ineligible to play unless written permission has been obtained from the University Student Health before playing. Determining his/her health status and getting permission is the responsibility of the player and must be arranged by the player. The Wellness Center staff and the University of South Dakota are not responsible for any injuries, health problems or otherwise that might occur to any person playing intramural sports. It is recommended that all players have a recent medical examination before playing.

D. Captain Responsibilities

1. Be familiar with all rules, schedules, policies, and procedures and pass this information along to all team members.
2. Communicate with the USD Wellness Center throughout the season about any problems or concerns that occur at the game site.
3. Ensure all members of team meet the eligibility requirements to participate in an intramural contest.
4. Represent his/her team by cooperating with the supervisors at the site concerning protests, incidents, or accidents that may occur as well as with the USD Wellness Center staff the day following such occurrences.
5. Assist the intramural sports staff by understanding and abiding by the Sportsmanship Policy.

E. Forfeits
1. One forfeit eliminates a team from all further play! It is possible for a team who has forfeited only one time to continue play by paying a $10 forfeit fee to the Wellness Center within 24 hours and/or before the team’s next scheduled game.
2. A team not ready to play within the five (5) minute grace period after the scheduled game time will be charged with a forfeit, subject to the discretion of the officials, supervisor, and/or Wellness Center Staff. Games lost by forfeit will not be rescheduled for any reason. The Forfeiting team will receive a 0 for sportsmanship rating.
3. If a team leaves before the forfeit is duly noted by an official or supervisor, then both teams will be credited with a forfeit.
4. The team that is present at the time of a forfeit must have the minimum number of players to field a team for that sport or both teams will be given a forfeit.
5. In the event both teams and Wellness Center have agreed to play after the scheduled starting time has elapsed, no protest which is based on the starting time of the game will be considered.
6. If any team notifies the wellness center before 2 p.m. that they will be unable to play. That team will “default” the game. Any team “defaulting” a game will receive a 3.0 sportsmanship rating.

F. Protests
1. All players must meet the eligibility rules.
2. Eligible protests are player eligibility and misinterpretation of the rules.
3. Official’s judgment may not be protested.
4. If the protest does not involve eligibility, it must be made upon the field of play and duly noted by the intramural official/supervisor. The protesting team must make sure that the exact score, half, time remaining, possession of the ball, and other particulars of the play are noted by the officials and supervisor in charge BEFORE resuming play. Both teams and officials must be told that the game is being played under protest. Contest will be replayed starting from the point of protest, if the protest is sustained, except eligibility protests.
5. All protests must be followed-up in writing and submitted to the Wellness Center by 2:00 pm the day following the contest in question. Saturday, Sunday, and days the Office is closed do not count and the protest should be submitted on the first day after the occurrence. (This does not apply during the post-season tournament.)
6. After investigating a protest, a decision by the Wellness Center Staff will be made.
G. Playoffs
   1. All teams which have earned a sportsmanship rating of 2.5, will advance to a single elimination playoff round in their respective leagues.
   2. After the regular season has been completed, a playoff captain’s meeting will be held at which each team’s captain may choose which spot in the playoff bracket they would like. Failure to attend the playoff captain’s meeting will result in each team being responsible for playing when scheduled.

H. Postponements & Inclement Weather
   1. All games will be played at the scheduled time unless major problems are present.
   2. Outdoor sports only: In case of inclement weather, a decision to play will be made by 3:00 pm. Email/Text updates will be sent out through IMLeagues.com (http://www.imleagues.com/Schools/USD), teams may also Contact the Wellness Center. All possible attempts will be made to reschedule postponed games. All teams are responsible for checking on their rescheduled games on IMLeagues.com (http://www.imleagues.com/Schools/USD), or by contacting the Wellness Center 605-677-8803.

IX. Swim Lessons
   1. Youth Group Swim Lessons will be held at the DakotaDome pool throughout the year. Schedules depend on availability of the pool. Schedules will be posted on the Wellness Center website at least 2 weeks prior to each session.
   2. Group lessons must be registered and paid for prior to the registration deadline. The Wellness Center cannot hold spots without payment. Registration can be done in room 102 or online at wellness.usd.edu.
   3. Group lesson ratios are no more than 4 students to 1 instructor.
   4. Individuals registered are encouraged, but not required, to be at all 8 sessions of the scheduled lessons. There will be no refunds or rescheduled classes for unattended sessions.
   5. Classes that are cancelled due to weather or maintenance issues will be rescheduled. If classes are unable to be rescheduled, credit will be given for future Swim Lesson schedules.
   6. Private individual and group lessons are available through the Wellness Center. Session prices are posted on the USD website. A registration form must be filled out prior to lessons being scheduled. Once an instructor has been confirmed, payment will be collected from the participant(s.) Payment must be made prior to the first lesson.
   7. Private group lessons will be scheduled depending on availability of the instructor and the DakotaDome pool.

X. Parking
   A. A University parking permit is required in order to park in Lot 37, the lot north of the USD Wellness Center. The cost of the permit must be paid in full at the time of purchase. Members are able to purchase a parking permit at the USD Business Office, Slagle Hall room 207 or online at http://www.usd.edu/financial-affairs/business-office/parking.cfm Street parking is
available for those not interested in purchasing a permit.

B. Parking Rules and Regulations guide the use and administration of the campus parking and transportation system. All motor vehicles and bicycles operated on the university campus are responsible for following the rules and regulations which are administered by the University of South Dakota Police Department. Failure to abide by the regulations may result in citations, fines, or other penalties.

XI. Emergency Policies and Procedures

A. Emergency Contacts
1. Wellness Center Front Desk – 605-677-8803
2. In case of an emergency, patrons are asked to contact the front desk staff. Desk staff has been trained to deal with all campus emergencies. An emergency action plan manual is in place at the front desk.

B. Inclement Weather
1. In the event of severe weather alerts such as tornado or severe thunderstorm, persons within the Wellness Center should immediately proceed to the Locker Rooms of the building using the fastest route available. In the event that the locker rooms are unavailable or cannot be reached safely, persons within the Wellness Center should immediately proceed to any spaces on the first floor that are away from windows. If time permits, persons may also proceed to the Fine Arts Center.
2. Designated persons from each floor will quickly survey the floor to assure that evacuation is in progress or has been completed.
   • First floor – Cardio Desk Staff and Program Assistant
   • Second floor – 2nd Floor attendant

C. Evacuation Plan
1. In the event that the Wellness Center must be evacuated due to a fire or other emergency, the following procedure must be followed. Upon hearing or seeing the fire evacuation alarm, all persons within the Wellness Center will immediately begin exiting the building through the nearest available exit route.
   a. Elevators should NOT be used during an evacuation event unless necessary for the evacuation of a disabled/handicapped person.
   b. Prior to leaving the room, any open fires, hot plates, coffee pots or similar equipment should be turned off. Electrical equipment that cannot be left unattended for prolonged periods of time should also be turned off before exiting the room.
2. Designated persons from each floor will quickly survey the floor to assure that evacuation in progress is complete.
   • First floor – Cardio Desk Staff and Program Assistant
   • Second floor – 2nd Floor attendant
3. All persons within the Wellness Center will convene in the by the softball complex shed located on the far end of the parking lot. This will allow quick assessment of missing persons and avoid interference with the emergency responders. In the event of weather conditions where shelter is desired, please proceed to Fine Arts or Coyote village for comfort and safety.